



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/GRC/2022/01

Date: 14/01/2022

### GRIEVANCE REDRESSAL (FACULTY) COMMITTEE

#### **Objective:**

The objective of the Grievance Cell for faculty and staff is to develop a responsive and accountable attitude among stakeholders namely management, faculty & staff in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the faculty & staff of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial management – faculty & Staff.
- Encouraging the faculty & staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising faculty & Staff of the College to respect the right and dignity of one another & students and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the faculty & staff to refrain from inciting faculty, staff & students against other colleagues or students and College administration.
- Advising all staffs to be affectionate to the colleagues and students and not behave in a vindictive manner towards any of them for any reason.

#### **Functions of Grievance:**

- The cases will be attended promptly on receipt of written grievances from the faculty & staff.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

## Roles and responsibilities:


The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles:

- Take grievances seriously taking on board why the employee feels aggrieved, unhappy or dissatisfied.
- Investigate the facts and surrounding circumstances, and showing the employees that this been done thoroughly and sensitively.
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues.
- Provide feedback to the employee about what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action Committee meeting to be held on 1st Saturday of every month between 3.30 pm and 5.00 pm in the committee hall.

## Composition:

The composition of the Grievance Redressal Committee as per the AICTE norms is as follow:

S.No	Name	Mobile No.	E-Mail
1.	Dr. Virendra Kumar Tiwari (Head)	9407257089	<a href="mailto:virendrak@lnct.ac.in">virendrak@lnct.ac.in</a>
2.	Dr. Ravindra Kumar Tiwari	9907494354	<a href="mailto:Ravindrak@lnct.ac.in">Ravindrak@lnct.ac.in</a>
3.	Dr. Neelu Singh	9425378492	<a href="mailto:neelus@lnct.ac.in">neelus@lnct.ac.in</a>
4.	Prof. Ashish Jain	7999877710	<a href="mailto:ashishj@lnct.ac.in">ashishj@lnct.ac.in</a>

  
(Dr. Sanjay Bajpai)  
Director  
LNCT MCA, Bhopal

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. All Above Members
4. Registrar LNCT MCA
5. Dean Student/Student Welfare
6. Hostel Warden
7. All Notice Board of College
8. Master File Director Office

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# KSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/GRC/2022/02

Date: 25/04/2022

## GRIEVANCE REDRESSAL COMMITTEE

To,

The Members of GRC

LNCT MCA Bhopal,

Dear Sir/Madam,

### SUBJECT: NOTICE AND AGENDRA FOR GRC MEETINGS.

1. The Grievance Redressal Committee meeting is being conducted on 10/05/2022 (Tuesday) at 12:00 PM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
  - Introduction of GRC members in 2022,
  - Objectives of GRC
  - Function of GRC
  - General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

Yours sincerely

(Dr. Virendra Kumar Tiwari)

Head (GRC)

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
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3. Director LNCT (MCA)
4. All Above Members
5. Registrar LNCT MCA
6. Dean Student/Student Welfare
7. Hostel Warden
8. All Notice Board of College
9. Master File Director Office







# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## GRIEVANCE REDRESSAL COMMITTEE (GRC)

LNCT (MCA)/GRC/2022/03

Date: 10/05/2022

The meeting of Grievance Redressal Committee was held today in the LNCT-MCA Department the following members were present for the meeting.

### Minutes of Meeting:

#### Review of Grievance Instances (if applicable):

1. The committee discussed whether there have been any reported cases of grievance since the last meeting. It was confirmed that here have been no reported incidents. Guidance to Day Scholar Students on Grievance Redressal Measure.
2. The committee explored strategies for providing day scholar students with information about grievance redressal measures. Ideas included workshops, seminars and information posters.
3. The floor was opened for any other relevant topics or concerns related to grievance redressal efforts. The importance of maintaining an open channel for reporting and addressing potential incidents was emphasized.

#### Action Item:

1. Dr. Virendra K. Tiwari and the student committee members will collaborate to plan and execute the workshop for day scholar students.
2. Prof. Neelu Singh will coordinate the creation and distribution of information posters about Grievance Redressal measures.
3. Dr. Ashish Jain will schedule a follow-up meeting with non-teaching staff to discuss ways to enhance cooperation in Grievance Redressal efforts.

Name	Designation	Signature
Dr. Virendra Kumar Tiwari (Head)	Head	
Dr. Ravindra Kumar Tiwari	Member	
Dr. Neelu Singh	Member	
Prof. Ashish Jain	Member	



**Dr. Virendra K. Tiwari**  
**Head (GRC)**

**Copy to:**

1. Office of the Chairman/Vice Chairperson/Secretary
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3. Director LNCT (MCA)
4. All Above Members
5. Registrar LNCT MCA
6. Dean Student/Student Welfare
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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

**LNCT (MCA)/GRC/2022/04**

**Date: 27/09/2022**

## **GRIEVANCE REDRESSAL COMMITTEE**

To,

The Members of GRC

LNCT MCA Bhopal,

Dear Sir/Madam,

### **SUBJECT: NOTICE AND AGENDRA FOR GRC MEETINGS.**

1. The Grievance Redressal Committee meeting is being conducted on 08/10/2022 (Saturday) at 12:00 PM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
  - Introduction of GRC members in 2022,
  - Objectives of GRC
  - Function of GRC
  - General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

Yours sincerely

**(Dr. Virendra Kumar Tiwari)**

**Head (GRC)**

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Dean of Administration and OSD
3. Director LNCT (MCA)
4. All Above Members
5. Registrar LNCT MCA
6. Dean Student/Student Welfare
7. Hostel Warden
8. All Notice Board of College
9. Master File Director Office





# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## GRIEVANCE REDRESSAL COMMITTEE (GRC)

LNCT (MCA)/GRC/2022/05

Date: 08/10/2022

The meeting of Grievance Redressal Committee was held today in the LNCT-MCA Department the following members were present for the meeting.

### Minutes of Meeting:

1. No reported cases of student grievance were identified.
2. Continuing from the previous meeting, a notice was posted on the notice board and distributed to students, instructing them to complete the online grievance redressal from within the specified timeframe.

### Action Item:

1. Seniors must ensure that no grievance is taking place anywhere in the campus.
2. If any incident of grievance occurs it is the duty of senior staff to bring it to the notice of higher officials.

### Teaching Staff:

Name	Designation	Signature
Dr. Virendra Kumar Tiwari (Head)	Head	
Dr. Ravindra Kumar Tiwari	Member	
Dr. Neelu Singh	Member	
Prof. Ashish Jain	Member	

Dr. Virendra K. Tiwari  
Head (ARC)

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4. All Above Members
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