



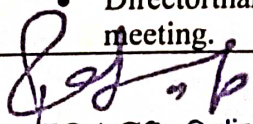
A & M INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved By AICTE & Affiliated to Punjab Technical University Jalandhar)

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Grievance Redressal Committee Meeting held on 11/01/2021

Agenda Topics		Duration/People Responsible/ Deadline
Meeting attended by:	Director, Dean, HOD	
Absent from meeting:	-----	
Date:	11/01/2021	
Time:	1pm to 2pm	
Location:	Director office	
Topic #1: Welcome and Introductions Director welcomed and addressed the purpose of the meeting		Duration : 10 min
Topic#2: Regarding change of committee members of the cell <ul style="list-style-type: none">• Director reviewed the responsibilities of the cell and also the appointment of ombudsman to the committee.• Director informed the HOD's to add few more members to the committee and also to consider the student member to the committee list. <p>Director informed the roles and responsibilities of the committee to themembers and instructed to act according to the rules of the grievance cell.</p>		Duration : 20 min
Topic #3: Regarding Appointment of Ombudsman for grievance redressal committee Directorsuggested A K Sharma may be the Ombudsman for grievance redressal cell.		Duration : 10 min
Topic #4: Purchase of online software for grievance redressal cell <ul style="list-style-type: none">• Director discussed for the purchase of software establishment for the mechanism of grievance redressal cell for disposal of grievances of students/ faculty.• All the members accepted the Director decision.• Director thanked all the committee members and concluded the meeting.		Duration : 20 min


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