



## Mangalmai Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAI FOUNDATION TRUST

Campus: B, Knowledge Park-II, Greater Noida (U.P.)  
Institution office: C-116, Sector-29, Noida-201301 (U.P.)  
e-mail: mims\_gnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401  
Ph.: 0120-2500381, 2572237  
Fax: 0120-2570546

Date: - 21<sup>st</sup> December 2022,

### Minutes of the 14<sup>th</sup> Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated 21<sup>st</sup> December 2022 at 4.00 PM.

The agenda of the meeting was as under:

1. Review if any matter related to any kind of grievance is lodged in the cell by the faculty, staff or student,
2. Any addition in the guidelines of the grievance cell which need to be endorsed by the committee.

The Meeting was presided by Dr. Pradeep Kumar

The following members were present in the meeting:

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Dr. Pradeep Kumar         | - | Member     |
| 3. Miss Mala Yadav           | - | Member     |
| 4. Mr. Ishwar Singh          | - | Member     |

The chair informed to all members that the following cases have been reported showing grievances of the faculty members and students as well.

- A. Faculty Members and Students at the second floor complained in writing to the class incharge that the cleaning of the faculty rooms and classrooms are not done on regular basis and even toilets are very dirty.  
Action Taken – Immediate action was taken and matter was resolved. Henceforth, a peon has been deputed at the floor to do the cleaning regularly.  
There is no report from any other floor of the same nature.
- B. Few students of the first year expressed their grievances in writing to the class incharge about their assignment evaluation not done properly by the faculty members.
  1. Ms. Anamika Kumari
  2. Ms. Aanisha Das,
  3. Mr. Aayush Singh
  4. Mr. Diwakar KumarThe assignment sheets of the students were retrieved and placed before the HOD for his appraisal.
- C. The chair appreciated the efforts and alacrity of the members for their zeal and enthusiasm with which they work and keep a close watch on the activities which may create nascence and vitiate the atmosphere of the institute.

Mangalmai Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code: 788



## Mangalmay Institute of Engineering & Technology

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- D. The committee expressed thanks to Mr. Bharat Bhushan Mittal for sparing his time to visit to attend the meeting.
- E. The Ombudsman also expressed satisfaction to the working of the committee.

The meeting Ended with Vote of Thanks. The Next Meeting Shall be held on any suitable date.

Director IQAC.

  
Director  
Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
(College Code 786)

  
Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
(College Code 786)



## Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: E, Knowledge Park-II, Greater Noida (U.P.)

Institution office: C-116, Sector-39, Noida-201301 (U.P.)

e-mail: mims\_grnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401

Ph.: 0120-2500381, 2572237

Fax: 0120-2570546

Minutes of the Examination Committee Meeting held on 16<sup>th</sup> August 2021 in the office of the director.

The following members of the examination committee attended the meeting.

Present

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Bhupender Badhana
Committee member	-	Ms. Mala Yadav

The director presided the meeting and welcomed all the members.

The following issued during the course of the meeting:

- The Chairperson recommended that the Controller of Examination (COE) thoroughly review AKTU's existing guidelines regarding evaluation parameters. They should then brief all faculty members on these guidelines and ensure their compliance. It has become necessary on the face of Covid 19 Corona Virous outbreak and the manner in which AKTU intends to conduct the exams.
- There was no change in the existing guidelines. The current examination committee guidelines were shared with all members for their input and potential amendments. The Chairperson requested all present members to carefully examine these guidelines and express their willingness to continue following them in the upcoming year 2021-22. All members provided their consent and agreed to maintain the existing guidelines without modifications.
- The Chairperson urged the COE to ensure that the sessional examinations and Pre-University Tests (PUT) should be designed to cover the unit-wise syllabus of all courses in a timely manner. The notification should be issued by the director in this regard. The COE was further advised to collaborate with faculty members and issue clear notifications or communication, either through circulars or phone calls, before the start of sessional exams to facilitate everyone involved.
- The Chairperson emphatically directed all examination committee members to prioritize addressing student grievances related to examinations.
- The Chairperson instructed the examination committee team to regularly check the university's notifications regarding examinations and maintain accurate records while ensuring compliance with these notifications.

Since there were no issues for the discussions, the meeting ended with vote of thanks to the chair.

The next meeting of the examination committee's date will be intimated separately.

The minutes prepared by COE.



*CMS*  
Director

Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code-786



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### Minutes of the Examination Committee Meeting held on 10<sup>th</sup> August 2022 in the office of the director.

The following members of the examination committee attended the meeting.

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhananjay Singh
Examination Coordinator	-	Mr. Amit Maurya
Committee member	-	Ms. Anshul

The director presided the meeting and welcomed all the members.

The following issued during the course of the meeting:

1. The Chairperson advised to COE to thoroughly read the new guidelines of the AKTU related to the evaluation parameters and appraised the same to all faculty members and ensure its compliances.
2. The existing guidelines of examination committee circulated to all members for their opinion and amendments. The Chairperson requested to all present members to kindly go through the guidelines and found suitable extend their consent to continue to follow the same in the new year 2022-23 as well. All members gave their consent and agreed to continue the same guidelines without any changes.
3. The Chairperson requested to COE to ensure that the sessional examinations and PUT should be designed in such a way that unit wise syllabus of all the courses should be completed accordingly. The Chairperson further advised to COE to coordinate with the faculty members and issue proper circulars or intimation through telephone, before the commencement of the sessional exams for the convenience to all concerned.
4. The Chairperson very categorically advised to all members of the examination committee to ensure that students grievances pertaining to the examination must be addressed at the priority.
5. The Chairperson advised to the examination committee team to check daily university's notifications pertaining to the examination and maintain its proper records and ensure its compliances.

Since there were no issues for the discussions, the meeting ended with vote of thanks to the chair.

The next meeting of the examination committee will be held on or before the PUT and the date of the meeting will be intimated separately.

The minutes prepared by COE.



*(Signature)*

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Ph.: 0120-2500381, 2572237

e-mail: mims\_grnoida@yahoo.co.in

Fax: 0120-2570546

Date: - 10<sup>th</sup> August 2021,

**Minutes of the 10<sup>th</sup> Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated 10<sup>th</sup> August 2022 at 4.00 PM.**

**Agenda of the Meeting**

The agenda of the meeting was as under:

1. To confirm the appointment of "Ombudsman" for another one year,
2. To take the consent from "Ombudsman" for his association.
3. To approve the Grievance Cell guidelines with the parameters and standards of its functioning.
4. To confirm the names of the faculty members who will be taking care of the tasks related to grievance cell and conduct the periodical meetings to ascertain its functioning.
5. To empower the committee to call meetings any time as to when they deem it necessary to do so.
6. Any other task which shall be deemed important for the discussions.

The Meeting was presided by Dr. Pradeep Kumar

The president of the meeting read the agenda of the meeting and after having obtained the confirmation from all initiated the proceedings:

**To confirm the appointment of "Ombudsman" for another one year**

Mr. Bharat Bhushan Mittal ( CA/ACS) was requested to extend his kind consent to act as "Ombudsman" and under the capacity would resolve the issues concerning to grievances of any kind of the institute. Mr. Bhushan was kind enough to accord his kind consent for the post and appreciated the efforts and sincerity which the institute is undertaking challenges and remedial measures.

**To approve the Grievance Cell guidelines**

All the committee members jointly and unanimously approved the guidelines in which the procedures and scope of Grievance Cell was written-down for compliance. All the committee members approved the same.



*[Signature]*  
Director  
Mangalmay Institute of Engineering & Technology  
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### Incharges of the committee

The director of the institute under its authoritative capacity vested upon him by the management approved the following names of the faculty members to take care of the affairs of this cell. The names of the faculty members are as under:

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Dr. Pradeep Kumar         | - | Member     |
| 3. Miss Mala Yadav           | - | Member     |
| 4. Mr. Dhananjay Singh       | - | Member     |

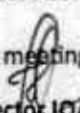
### Grievances of the Students

1. Several students claimed that they attended classes regularly and were present, yet they were marked absent. Upon receiving these complaints, the head of the department (HOD) summoned the concerned faculty members and reviewed the attendance records. They cross-checked the attendance with other faculty members' records. If it was confirmed that the students had been present in the previous and preceding lectures, the HOD allowed their attendance accordingly.

B. Numerous students raised concerns about the lack of daily cleaning and sweeping in the classrooms, resulting in dust and scattered papers all over the place. The Director of the Department (DOD), along with committee members, inspected the classrooms and verified the validity of the complaints. Immediate action was taken by the HOD to address the students' grievances and resolve them to their satisfaction. Subsequently, the HOD formed a committee comprising two faculty members who would regularly monitor the corridors and classrooms, ensuring they are cleaned and swept every day.

C. Some students expressed dissatisfaction with the marks they received in the sessional exams. Their answer scripts were thoroughly examined and presented to them for their reassurance and satisfaction.

The meeting Ended with Vote of Thanks.

  
Director IQAC.  
Director

Mangalmay Institute of Engineering & Technology  
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Director

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e-mail: mim\_gnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401

Ph.: 0120-2500381, 2572237

Fax: 0120-2570546

Minutes of the Examination Committee Meeting held on 3rd August 2020 in the office of the director.

The following members of the examination committee attended the meeting.

### Present

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Bhupender Badhana
Committee member	-	Ms. Mala Yadav

The director presided the meeting and welcomed all the members.

The following issued during the course of the meeting:

1. The Chairperson recommended that the Controller of Examination (COE) conduct a thorough review of AKTU's existing guidelines concerning evaluation parameters. Following the review, the COE should brief all faculty members on these guidelines and ensure their strict adherence.
2. There were no proposed changes to the existing guidelines. The current examination committee guidelines were presented to all members for their input and potential amendments. The Chairperson requested all present members to meticulously review these guidelines and express their commitment to continue following them in the upcoming academic year. All members provided their consent and unanimously agreed to maintain the existing guidelines without any alterations.
3. The Chairperson urged the COE to ensure that the sessional examinations and Pre-University Tests (PUT) comprehensively cover the unit-wise syllabus of all courses in a timely manner. The Director should issue a notification to this effect. The COE was further advised to collaborate with faculty members and issue clear notifications or communications, either through circulars or phone calls, before the commencement of sessional exams to facilitate all those involved.
4. The Chairperson emphatically directed all examination committee members to prioritize addressing student grievances related to examinations.
5. The Chairperson instructed the examination committee team to regularly monitor the university's notifications regarding examinations and maintain accurate records while ensuring strict compliance with these notifications.

Since there were no issues for the discussions, the meeting ended with vote of thanks to the chair.

The next meeting of the examination committee's date will be intimated separately.

The minutes prepared by COE.



Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code 78F



## Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)  
Institution office: C-116, Sector-39, Noida-201301 (U.P.)  
e-mail: mmi\_grnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401  
Ph.: 0120-2500381, 2572237  
Fax: 0120-2570546

Minutes of the Examination Committee Meeting held on 27<sup>th</sup> August 2019 in the office of the director.

The following members of the examination committee attended the meeting.

Present

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Mr. Bhupender Badhana
Committee member	-	Ms. Mala Yadav

The director presided the meeting and welcomed all the members.

The following issued during the course of the meeting:

1. The Chairperson recommended that the Controller of Examination (COE) conduct a thorough review of AKTU's existing guidelines concerning evaluation parameters. Following the review, the COE should brief all faculty members on these guidelines and ensure their strict adherence.
2. There were no proposed changes to the existing guidelines. The current examination committee guidelines were presented to all members for their input and potential amendments. The Chairperson requested all present members to meticulously review these guidelines and express their commitment to continue following them in the upcoming academic year. All members provided their consent and unanimously agreed to maintain the existing guidelines without any alterations.
3. The Chairperson urged the COE to ensure that the sessional examinations and Pre-University Tests (PUT) comprehensively cover the unit-wise syllabus of all courses in a timely manner. The Director should issue a notification to this effect. The COE was further advised to collaborate with faculty members and issue clear notifications or communications, either through circulars or phone calls, before the commencement of sessional exams to facilitate all those involved.
4. The Chairperson emphatically directed all examination committee members to prioritize addressing student grievances related to examinations.
5. The Chairperson instructed the examination committee team to regularly monitor the university's notifications regarding examinations and maintain accurate records while ensuring strict compliance with these notifications.

Since there were no issues for the discussions, the meeting ended with vote of thanks to the chair.

The next meeting of the examination committee's date will be intimated separately.

The minutes prepared by COE.



*[Signature]*

Mangalmay Institute of Engineering & Technology  
Greater Noida (U.P.)-201310  
College Code 786





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Institution office: C-116, Sector-39, Noida-201301 (U.P.)  
e-mail: mims\_grnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401  
Ph.: 0120-2500381, 2572237  
Fax: 0120-2570546

Minutes of the Examination Committee Meeting held on 7<sup>th</sup> August 2018 in the office of the director.

The following members of the examination committee attended the meeting.

### Present

Chairperson	-	Director,
Controller of Examination	-	Mr. Dhanjay Singh
Examination Coordinator	-	Dr. Pradeep Kumar
Committee member	-	Ms. Mala Yadav

The director presided the meeting and welcomed all the members.

The following issued during the course of the meeting:

- A. The Chairperson recommended that the Controller of Examination (COE) conducts a comprehensive review of AKTU's current evaluation guidelines. Following this review, the COE should brief all faculty members on these guidelines and ensure their strict adherence.
- B. No proposed changes were made to the existing guidelines. The current examination committee guidelines were presented to all members for their input and potential amendments. The Chairperson requested all present members to meticulously review these guidelines and express their commitment to continue following them in the upcoming academic year. All members provided their consent and unanimously agreed to maintain the existing guidelines without any alterations.
- C. The Chairperson urged the COE to ensure that the sessional examinations and Pre-University Tests (PUT) comprehensively cover the unit-wise syllabus of all courses in a timely manner. The Director should issue a notification to this effect. The COE was further advised to collaborate with faculty members and issue clear notifications or communications, either through circulars or phone calls, before the commencement of sessional exams to facilitate all those involved.
- D. The Chairperson emphatically directed all examination committee members to prioritize addressing student grievances related to examinations.
- E. The Chairperson instructed the examination committee team to regularly monitor the university's notifications regarding examinations and maintain accurate records while ensuring strict compliance with these notifications.

Since there were no issues for the discussions, the meeting ended with vote of thanks to the chair.

The next meeting of the examination committee's date will be intimated separately.

The minutes prepared by COE.



*[Signature]*  
Director

Mangalmay Institute of Engineering & Technology  
3rd Floor, Noida (U.P.)-201310  
Campus Code 786



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AN INSTITUTION OF MANGALMAI FOUNDATION TRUST

Campus: B, Knowledge Park-II, Greater Noida (U.P.)  
Institution office: C-116, Sector-29, Noida-201301 (U.P.)  
e-mail: mmi\_grnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401  
Ph.: 0120-2500381, 2572237  
Fax: 0120-2570546

Date: - 21<sup>st</sup> December 2021,

### Minutes of the 11th Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated 21<sup>st</sup> December 2022 at 4.00 PM.

#### Agenda of the Meeting

The agenda of the meeting was as under:

1. Review of matters related to any kind of grievance, if any,
2. Any modification in the guidelines of the grievance cell which need to be endorsed by the committee.

The Meeting was presided by Miss Mala Yadav

The following members were present in the meeting:

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Dr. Pradeep Kumar         | - | Member     |
| 3. Miss. Mala Yadav          | - | Member     |
| 4. Mr. Dhananjay Singh       | - | Member     |

The president of the meeting read the agenda of the meeting and after having obtained the confirmation from all started the proceedings:

1. The chair informed to all members and expressed satisfaction that no case of any kind related to any type of grievance is reported during the period since the previous meeting.
2. The chair appreciated the efforts and alacrity of the members for their zeal and enthusiasm with which they work and keep a close watch on the activities which may create nascence and vitiate the atmosphere of the institute.
3. The committee expressed thanks to Mr. Bharat Bhushan Mittal for sparing his time to visit to attend the meeting.
4. The Ombudsman also expressed satisfaction to the working of the committee.

The meeting Ended with Vote of Thanks. The Next Meeting Shall be held April 2022 on any suitable date.

Director



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College Code: 788



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Campus: B, Knowledge Park-II, Greater Noida (U.P.)

Institution office: C-116, Sector-39, Noida-201301 (U.P.)

e-mail: mims\_gnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401

Ph.: 0120-2500381, 2572237

Fax: 0120-2570546

Date: - 25<sup>th</sup> April 2022,

### Minutes of the 12<sup>th</sup> Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated 25<sup>th</sup> April 2022 at 4.00 PM.

#### Agenda of the Meeting

The agenda of the meeting was as under:

1. Review of previous meetings,
2. Review of overall performance of the committee members.
3. Review of the guidelines of the grievance cell which need to be endorsed or amended by the committee if required.

The Meeting was presided by Mr. Dhananjay Singh

The following members were present in the meeting:

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Mr. Dhananjay Singh       | - | Member     |
| 3. Miss Mala Yadav           | - | Member     |
| 4. Mr. Pradeep Kumar         | - | Member     |

The president of the meeting read the agenda of the meeting and after having obtained the confirmation from all started the proceedings:

#### Review of Previous Meetings

- The committee reviewed the performance of the preceding months and put up the report to Ombudsman for his perusal.
- The existing guidelines were read and discussed and all suggested that there is no need for any amendment in it as all the directions are clear in its absolute terms.
- The Ombudsman also expressed satisfaction to the working of the committee. Mr. Bharat also expressed his thanks to the committee for the courtesy extended to him all the time and for the cooperation in all matters of importance.
- Being the last and final meeting of the semester and academic year, it was unanimously decided that the committee should be dissolved and handover the charge to the new committee which shall be formed in the new forthcoming academic year for 2022-23.

The meeting Ended with Vote of Thanks to the chair. The Next Meeting Shall be held after the commencement of new session on any suitable date.



*Signature*

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e-mail: mims\_grnoida@yahoo.co.in

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Ph.: 0120-2500381, 2572237

Fax: 0120-2570546

Date: - 1<sup>st</sup> May 2023,

### Minutes of the 15<sup>th</sup> Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated on 1<sup>st</sup> May 2023 (Monday)

The agenda of the meeting was as under:

1. Review if any matter related to any kind of grievance is lodged the faculty, staff or student,
2. Any addition in the guidelines of the grievance cell which need to be endorsed by the committee.

The Meeting was presided by Dr Pradeep Kumar

The following members were present in the meeting:

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Dr. Pradeep Kumar         | - | Member     |
| 3. Miss. Mala Yadav          | - | Member     |
| 4. Dr. Ishwar Singh          | - | Member     |

The chair informed to all members that the following cases have been reported showing grievances of the faculty members and students as well.

- A. Faculty Members and Students complained in writing to the class incharge that the cleaning of the faculty rooms and classrooms are not done on regular basis and even toilets are very dirty.  
Action Taken – Immediate action was taken and matter was resolved. Henceforth, a peon/ Sweepers have been deputed at all the floor to do the cleaning regularly.
- B. Few students of the first year whose names are mentioned below expressed their grievances in writing to the class incharge that the marks obtained in some of the subjects are much below of their expectation hence the scrutiny of the answer sheets must be done in their presence again.
  1. Ms. Bhaviya Jain
  2. Mr. Firdaus Khan
  3. Mr. Himanshu Dhiman
  4. Mr. Kuldeep Kumar

The answer sheets of the students were retrieved and placed before the HOD for his appraisal. The answer sheets were shown to the students for their satisfaction and found correct thereafter.

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College Code-786



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- C. The chair appreciated the efforts and alacrity of the members for their zeal and enthusiasm with which they work and keep a close watch on the activities which may create nascence and vitiate the atmosphere of the institute.
- D. The committee expressed thanks to Mr. Bharat Bhushan Mittal for sparing his time to visit to attend the meeting.
- E. The Ombudsman also expressed satisfaction to the working of the committee.

The meeting Ended with Vote of Thanks. The Next Meeting Shall be held on any suitable date.

Director IQAC



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Date: - 17<sup>th</sup> August 2022,

### Minutes of the 13<sup>th</sup> Meeting of "Grievance Cell" Held in the Office of IQAC Director on Dated 17<sup>th</sup> August 2022 at 4.00 PM.

#### Agenda of the Meeting

The agenda of the meeting was as under:

1. To confirm the appointment of "Ombudsman" for another one year,
2. To take the consent from "Ombudsman" for this purpose,
3. To approve the Grievance Cell guidelines with the parameters and standards of its functioning.
4. To confirm the names of the faculty members who will be taking care of the tasks related to grievance cell and conduct the periodical meetings to ascertain its functioning.
5. To empower the committee to call meetings any time as to when they deem it necessary to do so.
6. Any other task which shall be deemed important for the discussions.

The Meeting was presided by Dr. Harish Taluja (Director)

The president of the meeting read the agenda of the meeting and after having obtained the confirmation from all initiated the proceedings:

#### To confirm the appointment of "Ombudsman" for another one year

Mr. Bharat Bhushan Mittal ( CA/ACS) was requested to extend his kind consent to act as "Ombudsman" and under the capacity would resolve the issues concerning to grievances of any kind of the institute. Mr. Bhushan was kind enough to accord his kind consent for the post and appreciated the efforts and sincerity which the Institute is undertaking challenges and remedial measures.

#### To approve the Grievance Cell guidelines

All the committee members jointly and unanimously approved the guidelines in which the procedures and scope of Grievance Cell was written-down for compliance. All the committee members approved the same.

#### Incharges of the committee

The director of the institute under its authoritative capacity vested upon him by the management approved the following names of the faculty members to take care of the affairs of this cell. The names of the faculty members are as under:

Mangalmai Institute of Engineering & Technology  
Noida (U.P.)-201310  
Campus Code-788



## Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)  
Institution office: C-116, Sector-39, Noida-201301 (U.P.)  
e-mail: mims\_grnoida@yahoo.co.in

Ph.: 0120-2320400, 2320401  
Ph.: 0120-2500381, 2572237  
Fax: 0120-2570546

- |                              |   |            |
|------------------------------|---|------------|
| 1. Mr. Bharat Bhushan Mittal | - | Ombudsman, |
| 2. Dr. Pradeep Kumar         | - | Member     |
| 3. Miss Maia Yadav           | - | Member     |
| 4. Mr. Bhupender Badhana     | - | Member     |

The meeting Ended with Vote of Thanks. The Next Meeting Shall be held 21<sup>st</sup> December 2022.

Director IQAC.

Director

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