



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

Campus: Gramadiha, Gangapada, Bhubaneswar, Khurdha, 752054, Odisha, INDIA

Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 7978380513, 9438133221

Ref. No. GITAM/COM/20-21/141

Date: 12.01.2021

NOTICE

A meeting of the Grievance Redressal Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 04:00 P.M. on 19.01.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Awareness seminar for the students regarding Grievance application as well as on health awareness and environmental sustainability.
3. Discussion on the complaint on dirty washroom raised by the students.
4. Discussion on the inadequate reading space raised by the students.
5. Discussion of regular conduct of sports activities weekly.
6. Requirement of reference books for the library.
7. Any other points with the permission of the chair.

Convenor
Grievance Redressal Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal Committee



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Minutes of the meeting of the Grievance Redressal, GITAM, Bhubaneswar

Members present:

1. Dr. Truptimayee Patanaik
2. Dr. Subhashree Naik
3. Miss. Subhadarshini Mishra
4. Mr. Sunandakumar Sahoo
5. Mr. Avijit Nayak
6. Ariyan Dalei
7. Tejaswini Das
8. Deepal Kumar Sethi
9. Abhishek Roul
10. Bidusmita Baral
11. Lipsita Mohanty

A meeting of the Grievance Redressal of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 04:00 pm on 19.01.2021 under the Chairmanship of Dr. Ajay K. Pradhan.

The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

Presentation on how to file grievances, the process timeline, and resources available for assistance. Q&A session with representatives from the Student Services Office. Topics to include mental health, stress management, and healthy living. Interactive workshops and informational booths from the Health Services Office. Overview of sustainability practices, waste reduction, and energy conservation. Interactive sessions and displays on campus sustainability initiatives.

Coordinate increased cleaning and maintenance efforts and conduct thorough inspections. Communicate with students regarding the improvements and reporting procedures. Ensure health and safety standards are met and address any non-compliance issues.

Conduct a space utilization study to identify areas of improvement. Reconfigure existing furniture to increase seating and create more quiet study areas. Add temporary seating solutions, such as portable study desks, to address immediate needs. Develop a plan for expanding reading and study spaces, potentially including renovations or reallocation of library areas. Explore options for creating additional study rooms or quiet zones within the library. Consider feedback from students on preferred study environments and amenities.

Various strategies to promote the sports activities, including social media campaigns, posters around campus, and collaboration with student organizations. Organizing a launch event with demonstration games to attract attention and encourage participation. Including a wide range of sports to cater to different interests and skill levels. Discussion on introducing less common sports like ultimate Frisbee, badminton, and yoga to diversify the offerings. Offering incentives such as certificates, small



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prizes, and recognition in university newsletters to motivate students to participate regularly. To ensure all health and safety protocols are in place, especially given ongoing health concerns. Agreed to have first aid kits available at all activities and ensure staff are trained in basic first aid.

Highlighted the importance of evaluating digital reference materials and e-books alongside physical books. Discussion on the benefits of digital resources, including ease of access and the ability to update content more frequently. Agreed to allocate part of the budget to digital subscriptions and e-books, especially for rapidly changing fields like technology and medicine. Develop and implement the feedback collection mechanism. Encourage students to participate in feedback surveys and provide input on needed resources.



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After a vivid discussion, the following resolutions are made –

Resolution- 1 (confirmation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed.

Resolution- 2 (Awareness seminar)

To educate students on grievance application procedures, health awareness, and environmental sustainability through interactive workshops, expert talks, and comprehensive promotional activities.

Resolution- 3 (dirty washroom)

Implementing immediate increases in cleaning frequency, addressing maintenance issues, revising the cleaning schedule to include more frequent inspections during peak times, and ensuring compliance with health and safety standards, with follow-up reviews to monitor effectiveness and gather student feedback.

Resolution-4 (inadequate reading space)

Conducting a space utilization study, reconfiguring existing furniture to increase seating and quiet study areas, implementing temporary solutions, and developing a long-term plan for expanding and optimizing library spaces, with follow-up reviews to assess progress and gather additional student feedback.

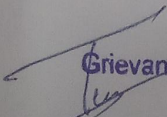
Resolution-5 (Conduct of sports activities)

Establishing a structured schedule with diverse sports offerings, promoting the activities through various channels, ensuring health and safety protocols, and implementing a system to monitor participation and gather feedback for continuous improvement.

Resolution-6 (reference books)

To address the requirement of reference books for the library involves allocating budget for both physical and digital resources, compiling a prioritized list based on faculty and student feedback, and implementing a continuous feedback mechanism to ensure the collection remains up-to-date and relevant.

If any discussion with chair member.


Convenor
Grievance Redressal Committee

CHAIRMAN



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ATTENDANCE SHEET

The following members are present in the Grievance Redressal meeting held in the College Board Room, Gangapada, Bhubaneswar at 04.00PM on 19.01.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Truptimayee Patanaik	
2	Dr. Subhashree Naik	
3	Miss. Subhadarshini Mishra	
4	Mr. Sunandakumar Sahoo	
5	Mr. Avijit Nayak	
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Ref. No. GITAM/COM/21-22/157

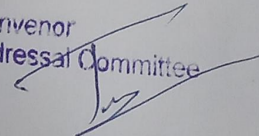
Date: 05.07.2021

NOTICE

A meeting of the Grievance Redressal committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 05:00 P.M. on 14.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Discussion on the non-functional fan in the class room which was complained by students.
3. Discussion on pre-placement activities for pre-final year students.
4. Enhancement sitting arrangement in the labs.
5. Replacement of buckets and mugs in girls' rest room.
6. Any other points with the permission of the chair.

Convenor
Grievance Redressal Committee

CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal Committee



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Minutes of the meeting of the Grievance Redressal, GITAM, Bhubaneswar

Members present:

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5. Mr. Avijit Nayak
6. Ariyan Dalei
7. Tejaswini Das
8. Deepal Kumar Sethi
9. Abhishek Roul
10. Bidusmita Baral
11. Lipsita Mohanty

A meeting of the Grievance Redressal of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 05:00 pm on 14.07.2021 under the Chairmanship of Dr. Ajay K. Pradhan.

The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

The Principal reported numerous complaints from students and faculty about non-working fans in several classrooms, particularly during the current hot weather. The Maintenance Head provided a detailed report on the current status of the classroom fans, highlighting the number of non-functional fans and their locations. It was noted that some fans were old and beyond repair, while others required minor repairs. It was agreed that all non-functional fans would be inspected and necessary repairs would be carried out immediately. For fans that were beyond repair, replacements would be procured and installed as soon as possible. The committee discussed the need for a regular maintenance schedule to prevent such issues in the future.

Resume and cover letter writing workshops. Mock interviews with industry professionals. Workshops on soft skills, including communication and teamwork. Technical skill enhancement sessions relevant to various industries. Networking events with alumni and industry leaders. Finalize the schedule of activities and start promoting them. Develop detailed workshop content and coordinate with external trainers. Reach out to industry contacts and alumni for participation in mock interviews and networking events. Set up a feedback mechanism for students to provide input on the activities.

Replacing old chairs with ergonomic ones. Rearranging desks and workstations to ensure adequate space and easy access to equipment. Adding more seating to accommodate all students comfortably. To comply with health and safety regulations, ensuring that the new arrangements do not obstruct emergency exits or pathways. Discussed the design of new sitting arrangements to maximize



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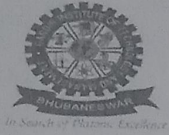
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space utilization and enhance comfort. Creating a blueprint for the new layout, considering input from faculty and students. Discussed the budget available for the enhancements and potential suppliers for ergonomic furniture.

Assessing the condition of existing buckets and mugs and identifying items that need immediate replacement. Determining the quantity and specifications for new buckets and mugs based on the restroom's usage and requirements. Ensuring that replacements adhere to hygiene standards and are durable for long-term use. The importance of maintaining a clean and functional restroom environment to support the comfort and convenience of users was emphasized during the discussion. Budgetary considerations for purchasing new buckets and mugs were briefly discussed, with a consensus to allocate necessary funds from the facilities management budget.



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After a vivid discussion, the following resolutions are made –

Resolution- 1 (confirmation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed.

Resolution- 2 (Repair or replace all non-functional classroom fans)

After vivid discussion about the committee resolves to promptly repair or replace all non-functional classroom fans to ensure a comfortable learning environment.

Resolution- 3 (pre-placement activities)

Implementing a comprehensive program that includes resume and cover letter workshops, mock interviews, soft and technical skills training, personalized career counseling, and networking events with industry professionals and alumni.

Resolution-4 (sitting arrangement in the labs)

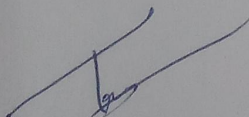
Replacing outdated furniture with ergonomic options, reorganizing workstations for improved space utilization and accessibility, and conducting a pilot project to test the new layout and gather feedback for further refinement before rolling out the changes across all labs.

Resolution-5 (replace buckets and mugs)

The committee resolves to replace buckets and mugs in the girls' restroom to ensure adequate and hygienic facilities for users.

If any discussion with chair member.

Convenor
Grievance Redressal Committee


CHAIRMAN



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ATTENDANCE SHEET

The following members are present in the Grievance Redressal meeting held in the College Board Room, Gangapada, Bhubaneswar at 05.00PM on 14.07.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Truptimayee Patanaik	
2	Dr. Subhashree Naik	
3	Miss. Subhadarshini Mishra	
4	Mr. Sunandakumar Sahoo	
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Ref. No. GITAM/COM/21-22/113

Date: 05.01.2022

NOTICE

A meeting of the Grievance Redressal Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 03:00 P.M. on 15.01.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. To develop method of teaching inside the class room.
3. To create harmony and to established equity in gender.
4. Request to conduct cultural events.

Convenor
Grievance Redressal Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal Committee



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Minutes of the meeting of the Grievance Redressal, GITAM, Bhubaneswar

Members present:

1. Dr. Truptimayee Patanaik
2. Dr. Subhashree Naik
3. Miss. Subhadarshini Mishra
4. Mr. Sunandakumar Sahoo
5. Mr. Avijit Nayak
6. Ariyan Dalei
7. Tejaswini Das
8. Deepal Kumar Sethi
9. Abhishek Roul
10. Bidusmita Baral
11. Lipsita Mohanty

A meeting of the Grievance Redressal of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 03:00 pm on 15.01.2022 under the Chairmanship of Dr. Ajay K. Pradhan.

The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

Discussed Incorporating technology to enhance interactive learning, Emphasizing student-centered learning approaches, Integrating real-world applications into the curriculum, Utilizing group work and peer teaching strategies.

Training and Workshops: Proposal to organize regular training and workshops on gender sensitivity and inclusivity, Policy Review: Examination and updating of existing policies to ensure they promote gender equity, Mentorship Programs: Introduction of mentorship programs to support the professional growth of underrepresented genders, Awareness Campaigns: Development of campaigns to raise awareness about gender equity and harmony within the organization.

Various types of cultural events were proposed, including but not limited to: Music and dance performances, Art exhibitions, Food festivals, Cultural workshops and seminars. The potential benefits of cultural events in fostering cultural exchange, enhancing student morale, and enriching campus life were highlighted. Logistics such as venue availability, budget considerations, and necessary permissions were briefly discussed to ensure smooth planning and execution.



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After a vivid discussion, the following resolutions are made –

Resolution-1((confirmation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed.

Resolution- 2(Development of teaching method)

"Evolution" or "Refinement" could be suitable words to describe the development of a teaching method. These words suggest a continuous process of improvement and adjustment, which is often characteristic of effective teaching approaches.

Resolution- 3(create harmony and to established equity in gender)

Advocating for gender equality in your community, supporting policies that promote fairness and inclusivity, and challenging stereotypes and biases that perpetuate inequality. It's a meaningful goal that can contribute to a more just and harmonious world.

Resolution-4(cultural events)

The committee approves the request to conduct cultural events aimed at promoting diversity and community engagement within the institution, allocating necessary resources and logistical support for their successful implementation.

If any discussion with chair member.

Convenor
Grievance Redressal Committee


CHAIRMAN



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Ref. No. GITAM/COM/22-23/171

Date: 12.07.2022

NOTICE

A meeting of the Grievance Redressal Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 04:00 P.M. on 20.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. To place dustbins in class rooms
3. To construct smart class room with digital facility.
4. To replace broken benches.

Convenor
Grievance Redressal Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal Committee



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Minutes of the meeting of the Grievance Redressal, GITAM, Bhubaneswar

Members present:

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A meeting of the Grievance Redressal of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 04:00 pm on 20.07.2022 under the Chairmanship of Dr. Ajay K. Pradhan.

The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

The need for Scope of Wi-Fi Coverage, Bandwidth and Speed, Security Measures, Accessibility, Cost and Funding, Timeline.

Conduct a detailed survey to determine the exact requirements for the Wi-Fi facility. Prepare a comprehensive plan outlining the scope, cost, timeline, and security measures for the implementation of the Wi-Fi facility. Identify potential sources of funding for the project. Form a committee to oversee the implementation and management of the Wi-Fi facility.

Finalize technical specifications and cost estimates, Identify potential funding sources and allocate budget, Develop a detailed implementation timeline Initiate vendor selection process, Establish a feedback mechanism and maintenance plan.

Conducting a comprehensive assessment of all benches to identify those needing immediate replacement. Exploring options for durable and weather-resistant materials to ensure longevity and minimal maintenance. Ensuring compliance with accessibility standards to accommodate all users. The importance of maintaining a welcoming and functional environment for [Specify Location] visitors and staff was highlighted during the discussion. Budgetary considerations for purchasing and installing new benches were briefly discussed, with a consensus to prioritize safety and quality within allocated resources.



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After a vivid discussion, the following resolutions are made –

Resolution- 1(confirmation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed.

Resolution- 2 (providing Wi-Fi facility)

By implementing a robust Wi-Fi network on the college campus, we can create a more connected and digitally-enabled learning environment that empowers students, faculty, and staff to thrive in the digital age. Let's commit to this resolution and work towards enhancing connectivity on our campus.

Resolution- 3(Install RO purifier water plant)

To ensure access to clean and safe drinking water, with a structured implementation plan, budget allocation, and ongoing maintenance and feedback mechanisms.

Resolution-4(replace broken benches)

The committee resolves to replace broken benches across to enhance safety and aesthetics, ensuring compliance with accessibility standards and utilizing allocated budgetary resources effectively.

If any discussion with chair member.

Convenor
Relevance
Committee


CHAIRMAN



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ATTENDANCE SHEET

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SL.NO	NAME	SIGNATURE
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2	Dr. Subhashree Naik	
3	Miss. Subhadarshini Mishra	
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Ref. No. CITAM/COM/22-23/184

Date: 12.01.2023

NOTICE

A meeting of the Grievance Redressal committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 04:00 P.M. on 21.01.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Student requested to increase the indoor game facility.
3. Slow learners requested the mentors for arrangements of study hours.
4. To repair electrical appliances.
5. Request to provide modern gym equipment.

Convenor
Grievance Redressal Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal committee



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The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

A proposal was presented to increase the indoor game facilities by adding new games such as table tennis, football, and chess, and expanding the existing facilities for activities like badminton and basketball. The budget required for the proposed facilities was discussed, and it was suggested to allocate funds from the sports budget and explore potential sponsorship opportunities. The timeline for the implementation of the new facilities was proposed to be within the next academic year, with a phased approach starting with the most popular games.

The schedule for study hour was discussed, taking into consideration the timing of classes and extracurricular activities. Locations for study hour were identified, including libraries, study halls, and other quiet spaces on campus.

Identified electrical appliances requiring repair. Prioritization of repairs based on urgency and impact. Discussion on the budget available for repairs. Agreement on how funds will be allocated across different repairs. Ensuring compliance with safety standards during repairs. Discussion on precautions to prevent electrical hazards.

Identification of equipment needing replacement or upgrade. Discussion on the types of modern gym equipment needed. Consideration of specific features or functionalities desired. Assessment of budgetary constraints and available funds. Determination of financial resources required for new equipment. Planning for installation logistics and space requirements. Coordination with facilities management for setup and maintenance. Milestones and deadlines for completion of the project.



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Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 7978380513, 9438133221

After a vivid discussion, the following resolutions are made –

Resolution- 1 (conformation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed

Resolution- 2 (increasing indoor games)

The overall student experience and create a more vibrant campus community and providing students with more opportunities for recreation and enjoyment.

Resolution- 3 (arrangements of study hours for the slow learners)

Create a supportive and conducive learning environment that empowers students to achieve their academic goals.

Resolution-4 (To repair electrical appliance)

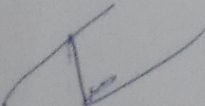
The resolution for repairing electrical appliances involved prioritizing urgent repairs, allocating budget appropriately, scheduling repairs with assigned responsibilities, selecting reliable vendors, ensuring strict adherence to safety standards, and establishing comprehensive documentation and reporting protocols.

Resolution-5 (modern gym equipment)

Encompassed securing budgetary approval, finalizing vendor selection, coordinating installation logistics, and ensuring adherence to safety standards to effectively provide modern gym equipment, thereby enhancing facility amenities and user satisfaction.

If any discussion with chair member.

Convenor
Grievance Redressal Committee


CHAIRMAN



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ATTENDANCE SHEET

The following members are present in the Grievance Redressal meeting held in the College Board Room, Gangapada, Bhubaneswar at 04.00PM on 21.01.2023.

SL.NO	NAME	SIGNATURE
1	Dr. Truptimayee Patanaik	
2	Dr. Subhashree Naik	
3	Miss. Subhadarshini Mishra	
4	Mr. Sunandakumar Sahoo	
5	Mr. Avijit Nayak	
6	Ariyan Dalei	
7	Tejaswini Das	
8	Deepal Kumar Sethi	
9	Abhishek Roul	
10	Bidusmita Baral	
11	Lipsita Mohanty	



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Ref. No. GITAM/COM/23-24/141 Date: 08.07.2023

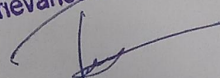
NOTICE

A meeting of the Grievance Redressal Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 05:00 P.M. on 17.07.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

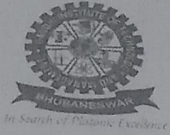
Agenda:

1. Review of previous meetings minutes.
2. Discussion on the benefits for students, faculty, and the overall academic environment and on the need and importance of a digital library for the college.
3. Upgrade lab chairs from plastic chair to desk chairs.
4. Request to conduct food festival.

Convenor
Grievance Redressal Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Grievance Redressal Committee



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Minutes of the meeting of the Grievance Redressal, GITAM, Bhubaneswar

Members present:

1. Dr. Truptimayee Patanaik
2. Dr. Subhashree Naik
3. Miss. Subhadarshini Mishra
4. Mr. Sunandakumar Sahoo
5. Mr. Avijit Nayak
6. Ariyan Dalei
7. Tejaswini Das
8. Deepal Kumar Sethi
9. Abhishek Roul
10. Bidusmita Baral
11. Lipsita Mohanty

A meeting of the Grievance Redressal of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 05:00 pm on 17.07.2023 under the Chairmanship of Dr. Ajay K. Pradhan.

The proceedings of the last meeting were read out thoroughly by the convener and all the members unanimously agreed to confirm.

Addressing space constraints in the physical library. Meeting the growing demand for digital resources from students and faculty. Facilitating remote access to library resources, especially beneficial in times of crises such as pandemics. Supporting the institution's move towards digital transformation and modern educational practices.

Providing a vast array of resources that can be updated in real-time. Enhancing the learning experience by offering interactive and multimedia resources. Enabling the integration of various digital tools and platforms for comprehensive learning. Supporting research activities with advanced search and retrieval capabilities.

Finalize technical specifications and cost estimates, Identify potential funding sources and allocate budget, Develop a detailed implementation timeline, Initiate vendor selection process, Establish a feedback mechanism and maintenance plan.

Discussed criteria for selecting food vendors. Considered diverse menu options to cater to various preferences. Outlined marketing strategies including social media, local advertising, and partnerships. Discussed creating promotional materials such as posters, flyers, and online campaigns.



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After a vivid discussion, the following resolutions are made –

Resolution- 1 (conformation of proceeding of last meeting)

After thorough discussion, it is resolved that the proceedings of last meeting were confirmed.

Resolution- 2 (need and importance of a digital library for the college)

To provide convenient and efficient access to a vast array of digital resources, ensuring the preservation, organization, and dissemination of information for educational, research, and cultural enrichment purposes.

Resolution-3 (Upgrade lab chairs)

To ergonomic desk chairs to enhance student comfort and productivity, with the project to be completed, funded by the university budget and potential alumni donations, and maintained through regular inspections.

Resolution-4 (conduct food festival)

To organize a successful food festival, we resolved to meticulously plan, incorporating a diverse range of cuisines, engaging vendors, securing sponsorship, and implementing robust marketing strategies.

If any discussion with chair member.



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CHAIRMAN

ATTENDANCE SHEET

The following members are present in the Grievance Redressal meeting held in the College Board Room, Gangapada, Bhubaneswar at 05.00PM on 17.07.2023.

SL.NO	NAME	SIGNATURE
1	Dr. Truptimayee Patanaik	
2	Dr. Subhashree Naik	
3	Miss. Subhadarshini Mishra	
4	Mr. Sunandakumar Sahoo	
5	Mr. Avijit Nayak	
6	Ariyan Dalei	
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Convenor
Grievance Redressal Committee