

ECHOLON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana

Ph.: 0129-22010960 | 9718312584 | e-mail: info@eitfaridabad.com, website:www.eitfaridabad.com

Ref. No. EITF/DSW/2026/08/ 08

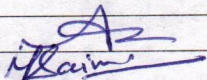
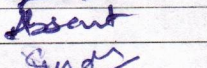
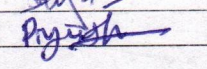
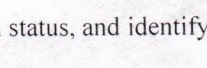
Date: 27th August 2026

MINUTES OF MEETING

Grievance Redressal Committee

Date	27th August 2026
Time	12:15 PM to 01:00 PM
Venue	DSW Office
Subject	Review of student grievances and status of action taken / resolution

Attendance

S. No.	Name	Designation	Role	Sign.
1	Dr. Arvind Pandey	Director	Chairperson	
2	Dr. M.K. Saini	Dean Student Welfare	Convenor	
3	Dr. Sindhu Kumar	Professor	Member	
4	Ms. Shefali	Associate Professor	Member	
5	Mr. Piyush Singla	Student	Student Representative	

Agenda

To review the grievances received from students, examine the action taken in each case, assess the resolution status, and identify any matter requiring further follow-up.

Proceedings, Discussions and Resolutions

The Committee reviewed the case-wise grievance record placed before it. The grievances covered academic and examination matters, fee and scholarship issues, hostel/mess and sports facilities, classroom and maintenance concerns, attendance matters, and other student-related issues. The action taken and resolution status, as recorded in the case data, are summarized below.

S. No.	Name	Roll No.	Grievance / Issue	Action Taken / Resolution	Resolution Status	Reported	Resolved
1	Abhijeet Das	24-CSE-AIML-001	Request for Reconsideration of College Reopening Date	The delay in re-opening of the classes were delayed due to infrastructure enhancement, up gradation of existing laboratories and new labs	Resolved	30.07.2026	04.08.2026
2	Krishna	24-CSE-AIML-025	Request for Reconsideration of College Reopening Date		Resolved	30.07.2026	04.08.2026
3	Hritik Singh	23-CSEAIML-014	Grievance Regarding Selection of 7th Semester Elective Subjects	The procedure for selection of elective subjects was explained by the Head of the Department (CSE), and the grievance was resolved.	Resolved	22.07.2026	28.07.2026
4	Hritik Singh	23-CSEAIML-014	Grievance Regarding Selection of 7th Semester Elective Subjects		Resolved	22.07.2026	28.07.2026
5	Dhanveen Mehta	25-CSE-020	Clarification Regarding Scholarship Adjustment Against Recurring Fee Structure and one-Time Charges	The issue of the student was resolved by Dr. Sunil Verma authorised for resolving the fee cases of students.	Resolved	25.06.2026	29.06.2026
6	Mukul Nagar	24-CSE-AIML-029	PPS	The issue of schedule of examination was forwarded to university. The university has considered the concern of student and new examination schedule was declared on 19.6.26	Resolved	29.05.2026	01.06.2026
7	Jatin Yadav	23-CSEAIML-020	Scheduling DAP university exam on 19 June		Resolved	29.05.2026	01.06.2026
8	Sushant Kumar	23-CSEAIML-056	Reschedule of examination		Resolved	29.05.2026	01.06.2026
9	Moksh Kundu	23-CSEAIML-035	Reschedule of examination		Resolved	29.05.2026	01.06.2026
10	Ilma	23-CSEAIML-015	Request to reschedule Data analysis using python exam to 19 June		Resolved	29.05.2026	01.06.2026
11	Saksham Mittal	23-CSEAIML-046	Examination postponed		Resolved	29.05.2026	01.06.2026



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12	Jatin Pal	23-CSEAIML-019	For settling the exam on 19 June		Resolved	29.05.2026	01.06.2026
13	Abhinav Sharma	23-CSEAIML-005	For end sem postpone date		Resolved	29.05.2026	01.06.2026
14	Hritik Singh	23-CSEAIML-014	Reschedule of examination		Resolved	29.05.2026	01.06.2026
15	Raghav Asthana	23-CSEAIML-045	Regarding university exam on 28 may		Resolved	29.05.2026	01.06.2026
16	Satyam Gupta	23-CSEAIML-049	Request for Rescheduling of Examinations	The Grievance Redressal Committee observed that the Institute had taken all necessary and appropriate steps to address the concerns of the students by formally communicating the matter to the University and pursuing the issue through subsequent representations. As the final decision regarding examination scheduling lies exclusively with the University. The grievance was therefore considered duly addressed and resolved from the institute's side, subject to the final decision of the university.	Resolved	27.05.2026	29.05.2026
17	Pakhi Sharma	23-CSEAIML-040	Request for rescheduling of exam		Resolved	27.05.2026	29.05.2026
18	Hritik Singh	23-CSEAIML-014	Regarding continuous exam date		Resolved	27.05.2026	29.05.2026
19	Moksh Kundu	23-CSEAIML-035	Reschedule of examination		Resolved	27.05.2026	29.05.2026
20	Jatin Yadav	23-CSEAIML-020	Data analysis using python		Resolved	27.05.2026	29.05.2026
21	Khushboo	23-CSEAIML-021	Request to postpone Data analysis using python exam from 7 June to 15-16th June		Resolved	27.05.2026	29.05.2026
22	Abhishek	23-CSEAIML-006	Reschedule of examination		Resolved	27.05.2026	29.05.2026
23	Aniket Kumar	23-CSEAIML-008	Reschedule of examination		Resolved	27.05.2026	29.05.2026
24	Sushant Kumar	23-CSEAIML-056	Reschedule of examination		Resolved	27.05.2026	29.05.2026
25	Gourav Bisht	23-CSEAIML-013	Reschedule of examination		Resolved	27.05.2026	29.05.2026
26	Ilma	23-CSEAIML-015	Request to postpone Data analysis using python exam from 7 June to 15-16th June		Resolved	27.05.2026	29.05.2026
27	Abhay Singh Dhankar	23-CSEAIML-003	Reschedule of examination (DAP)		Resolved	27.05.2026	29.05.2026
28	Jatin Pal	23-CSEAIML-019	Digital analytics using python		Resolved	27.05.2026	29.05.2026
29	Kunal Sharma	23-CSEAIML-024	postponed exam		Resolved	27.05.2026	29.05.2026
30	Abhinav Sharma	23-CSEAIML-005	Postpone over university exam		Resolved	27.05.2026	29.05.2026
31	Saksham Mittal	23-CSEAIML-046	Postpone the examination	The student was directed to meet registrar and account office to check the eligibility of scholarship. The criteria could not meet by the student	Resolved	27.05.2026	29.05.2026
32	Anurag Sagar	25-CSE-AIML-008	Request for Review of Scholarship Discontinuation		Resolved	16.05.2026	18.05.2026
33	Anurag Sagar	25-CSE-AIML-008	Request for Admit Card and Extension for Fee Submission	The fee-submission deadline was extended and the admit card was issued.	Resolved	16.05.2026	18.05.2026
34	Vansh	23-CSEAIML-059	Wrestling mats	Wrestling mats were ordered and received.	Resolved	07.05.2026	28.05.2026
35	Mohit Sharma	23-CSEAIML-034	Need wrestling mats	Resolution recorded in the case register; specific action details are not separately stated in the source data.	Resolved	07.05.2026	28.05.2026
36	Aryan	24-CSE-CS-007	Complaint Regarding Hostel Mess Management and Food Shortage	The matter was resolved after a meeting with the Warden.	Resolved	30.04.2026	05.05.2026
37	Ritika Sharma	24-BCA-DS-048	AC not working in classrooms and labs	Maintenance team inspected the issue and resolved	Resolved	29.04.2026	15.05.2026
38	Ankit Kumar	23-CSEAIML-009	Classroom benches not clean	Cleaned by housekeeping staff immediately.	Resolved	29.04.2026	29.04.2026
39	Ankit Kumar	24-BBA-DM-062	Projector required in class Room	The class was shifted and conducted in the classroom where availability of projector.	Resolved	29.04.2026	01.05.2026
40	Saksham Mittal	23-CSEAIML-046	Ac not working	The grievance has been duly addressed through continuous follow-up by the Maintenance Department, institute administration, and the authorized company representatives. The Director has been kept informed and is actively monitoring the matter. The delay in complete resolution is beyond the control of the institute and is attributable to the delayed availability of the specialized controller component being imported from South Korea, along with international supply chain was disturbed Iran-Israel conflict. The students have been informed of the situation and assured that the issue will be resolved at the earliest possible opportunity upon receipt of the required component.	Resolved	27.04.2026	15.05.2026
41	Akash	23-CSEAIML-007	AC problem		Resolved	27.04.2026	15.05.2026
42	Krishan	23-CSEAIML-022	AC Activation issue		Resolved	27.04.2026	15.05.2026
43	Ankit Kumar	23-CSEAIML-009	Air conditioner issue		Resolved	27.04.2026	15.05.2026
44	Divyansh Thukral	25-CSE-RAI-002	Grievance Regarding Non-Functional AC and Frequent Power Cuts in Room G10		Resolved	20.04.2026	15.05.2026
45	Vivek	25-MBA-003	Request to turn on AC in classroom	The student issue related to examinations was forwarded to university and result of re-evaluation was declared by university.	Resolved	20.04.2026	15.05.2026
46	Srishti Sharma	25-MBA-002	Request to turn on Ac in classroom		Resolved	20.04.2026	15.05.2026
47	Yashpal Singh	24-CSE-AIML-060	I can't got my re-evaluation result.	The student issue related to examinations was forwarded to university and result of re-evaluation was declared by university.	Resolved	17.04.2026	20.04.2026
48	Piyush Pundir	23-BBA-053	Turn on AC in T2 (3rd Floor) immediately	The grievance has been duly addressed through continuous follow-up by the Maintenance Department, institute administration, and the	Resolved	17.04.2026	15.05.2026
49	Rijul Kumar	23-BBA-063	Request to Turn on AC in				

			BBA 6th Sem Classroom (3rd Floor) T-02	authorized company representatives. The Director has been kept informed and is actively monitoring the matter. The delay in complete resolution is beyond the control of the institute and is attributable to the delayed availability of the specialized controller component being imported from South Korea, along with international supply chain was disturbed due to Iran-Israel conflict. The students have been informed of the situation and assured that the issue will be resolved at the earliest possible opportunity upon receipt of the required component.			
50	Akshat Katiyar	23-BBA-005	Request to turn on AC in BBA GENERAL 6 th semester classroom (Room No. - T-02)				
51	Prashant Sharma	24-CSE-AIML-034	Maths -II, university exam related issue	The student issue related to examinations was forwarded to university and result of re-evaluation was declared by university.	Resolved	16.04.2026	20.04.2026
52	Rishabh Sharma	25-ME-003	AC accommodation Paid but No cooling provided	The issue was successfully resolved by maintenance staff. Due to non-availability of student, time taken was more.	Resolved	07.04.2026	20.04.2026
53	Chirag Jaswal	24-CSE-DS-009	We don't have the subject teacher of computer networks	A new faculty member was appointed, thereby resolving the issue.	Resolved	18.03.2026	01.04.2026
54	Ankit Kumar Jha	25-ME-001	Attendance is not marked properly by some faculties members	The student could not provide sufficient details and accepted that there were not such an issue	Resolved	24.02.2026	27.02.2026
55	Rishi Raj	25-CSE-043	Complains regarding Mess and Gym	The necessary directions have been issued and corrective measures initiated, The continuous monitoring also taken take care by Warden	Resolved	30.01.2026	09.02.2026
56	Akash	25-CSE-AIML-006	Food quality and gym issue		Resolved	30.01.2026	09.02.2026
57	Raghvendra Kr. Roy	25-CSE-040	Mess and gym related issues		Resolved	30.01.2026	09.02.2026
58	Abhay Singh	24-CSE-DS-002	Attendance related issue	The student's attendance was verified and found to be correctly recorded.	Resolved	15.01.2026	27.01.2026
59	Vaibhav Chawla	23-CSE-049	Application for removal of attendance criteria for appearing in exam.	No relaxation could be granted.	Resolved	15.01.2026	22.01.2026

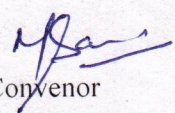
Key Decisions

- The Committee noted that a substantial number of grievances had been addressed through coordination with the concerned academic, administrative, maintenance, hostel, and University authorities.
- Where the matter fell within the jurisdiction of the University, the grievance was pursued with the University, and the Committee recorded the matter as addressed from the Institute's side based on the available case record.
- Cases relating to facilities and maintenance were reviewed with reference to the action recorded by the concerned departments.
- Cases for which the source record does not contain specific action details have been retained as such in the case-wise table; no additional action has been assumed.
- The Committee emphasized timely disposal, proper documentation of action taken, and continued follow-up of matters requiring coordination with external authorities.

Conclusion

The Chairperson appreciated the efforts of the Committee and the concerned departments in addressing student grievances. The Committee emphasized the importance of timely action, appropriate documentation, and effective communication with students, particularly in matters requiring coordination with the University or other authorities. Pending or follow-up matters, wherever applicable, shall continue to be monitored by the concerned office. The meeting concluded at 01:00 PM with a vote of thanks to the Chair.


Chairperson
Grievance Redressal Committee
Director
Echelon Institute of Technology
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Naharpar, Faridabad-121101


Convenor
Grievance Redressal Committee

Copy to:

All Committee Members

Director's Office

Ref. No. EIT/DSW/2026/01/02

Date: 5th Jan 2026

GRIEVANCE REDRESSAL COMMITTEE

MINUTES OF MEETING

Meeting held on 05 January 2026

Date	05 January 2026
Committee	Grievance Redressal Committee (GRC)
Purpose	Review, deliberation and disposal of student grievances received during the relevant review period
Reference	Grievance register/report placed before the Committee

1. Committee Members:

S. No.	Name	Designation	Role
1	Dr. Arvind Pandey	Director	Chairman
2	Dr. M.K. Saini	Dean Student Welfare	Convenor
3	Dr. Sindhu Kumar	Professor	Member
4	Ms. Shefali	Associate Professor	Member
5	Mr. Piyush Singla	Student	Student Representative

2. Agenda of the Meeting

- To review the grievances received from students and their present status.
- To examine the action taken by the concerned departments/officials on each grievance.
- To deliberate upon unresolved, recurring or common issues and ensure appropriate remedial action.
- To record the decisions/resolutions of the Committee and confirm closure of grievances wherever satisfactorily resolved.
- To approve the consolidated Grievance Redressal Committee report.

3. Proceedings and Deliberations

The meeting commenced with the permission of the Chairperson. The Convenor placed before the Committee the consolidated grievance report containing student grievances and the action taken/remarks recorded against each case. The Committee examined the grievances individually, reviewed the actions taken by the concerned departments, and considered whether the reported issues had been addressed appropriately.

The Committee noted that the grievances placed before it primarily related to academic records/examinations, hostel and mess facilities, teaching/faculty availability, and attendance/ERP-related matters. The Committee further noted that all grievances listed in the report were recorded as closed/resolved, subject to the observations and resolutions detailed in Annexure-I.

4. Key Observations and Decisions

- **Academic/Examination Matters:** Students were counselled and guided regarding applicable university regulations, and revised admit cards were issued wherever required. The Committee directed that students facing university-level academic/record issues be guided promptly and that necessary coordination with the University be undertaken.

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• **Hostel/Mess/Facility Matters:** Complaints relating to drinking water/RO systems, washroom and room cleanliness, hygiene, food quality/quantity, missing utility items, curtains and geysers were reviewed. The concerned hostel administration/warden, housekeeping, maintenance and mess contractor were instructed to take corrective measures and monitor compliance.

• **Faculty/Teaching Matters:** Complaints regarding non-availability of faculty for the AEC course were addressed through assignment of another faculty member. The Committee advised that gaps in faculty deployment should be identified and addressed without avoidable delay.

• **Attendance/ERP Matters:** The grievance relating to non-marking of attendance was resolved through updating of attendance by the concerned faculty.

• The Committee emphasized timely acknowledgement, proper documentation, communication of decisions to students, and periodic follow-up of grievances until closure.

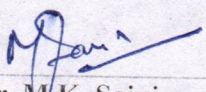
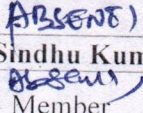
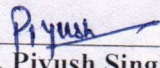
• After discussion, the Committee resolved to approve the consolidated grievance report and forward the same to the competent authority for record and necessary information.

5. Resolution of the Committee

Resolved that the Grievance Redressal Committee hereby records the proceedings and decisions of the meeting held on 05 January 2026 and approves the consolidated grievance report placed before the Committee. The report, along with the action taken/resolution details, shall be forwarded to the authority for information, record and any further action deemed necessary.

6. Closure of Meeting

There being no other matter to discuss, the meeting concluded with thanks to the Chairperson and all members.

 Dr. M.K. Saini Convenor	 Dr. Sindhu Kumar Member	 Ms. Shefali Member	 Mr. Piyush Singla Student Representative
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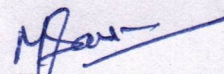
ANNEXURE-I
CONSOLIDATED STUDENT GRIEVANCE REPORT
Considered in the GRC Meeting held on 05 January 2026
(August-December 2025)

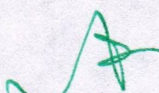
S.No.	Student Name & Roll No.	Date Reported	Nature of Grievance	Action Taken / Resolution	Status	Remarks
1	Manvendera Pathak 23-CSE-L20	22/12/2025	The student raised a grievance regarding pending verification of his 6th-semester revaluation result, which is also not updated on the university portal, causing difficulties in his employment. The Committee requested necessary coordination with the University for early verification and result updation.	The student was counselled and guided by the institute regarding university regulations. The grievance was resolved at institute level	Closed	Closed on 29/12/2025
2	Manvendera Pathak 23-CSE-L20	07/12/2025	The student raised a grievance regarding the last-minute change in the subject code of Management & Accounting, which caused confusion regarding the syllabus and examination preparation. The Committee recommended providing immediate academic guidance through a concerned faculty member.	Revised Admit card was issued to student	Closed	Closed on 8.12.2025
3	Manvendera Pathak 23-CSE-L20	29/11/2025	The student raised a grievance regarding mismatch in syllabus codes and difficulties with fee and backlog records, causing confusion regarding academic status. The Committee recommended verification and rectification of the records at the earliest to avoid further academic difficulties.	Revised Admit card was issued to student	Closed	Closed on 08-12-2025
4	Raghvendra Kumar Roy 25-CSE-040	01/12/2025	Room cleaning issue, Toilet cleaning, Hand wash refilling, Flush not working, Ground floor RO is not working, Curtain are not available in room, Food limitations in mess, Drinking water RO is not working in mess	The issues were reviewed by GRC and discussed with director and reported the issues to hostel warden for coordinate with mess contractor, housekeeping staff and maintenance department. The instruction was issued for repair of RO system, improvement of food quality, regular cleaning of rooms and toilets and other issues and resolved.	Closed	Closed on 13/12/2025
5	AMAN 25-CSE-AIML-007	27/11/2025	The students raised concerns regarding the ground-floor water cooler, rude behaviour of mess staff, food quality and quantity, missing bathroom mugs, mess hygiene, and inadequate mess timings/crowd management. The Committee recommended necessary corrective measures and improved arrangements.		Closed	Closed on 13/12/2025
6	RISHI RAJ 25-CSE-043	27/11/2025	Unavailability of water and mugs in mess, RO is not working in group floor, Flush is not working, Hand wash is not available, Lacks of mug in Toilet, Limitations of Food in mess and there is hygiene issue, curtains, geysers are not working properly,		Closed	Closed on 13/12/2025
7	ROHAN 23-CSE-133	27/11/2025	The students raised concerns regarding inadequate water facilities on the ground floor of the hostel and mess, improper cleaning of washrooms, and poor food quality in the mess. The students requested a meeting with the hostel residents and management to discuss and resolve these issues at the earliest.		Closed	Closed on 13/12/2025
9	SHIVAM KUMAR	21/08/2025	It's been a more than one month since our third semester classes are beginning, but	The another faculty member assigned the	Closed	Closed on 15/09/2025



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	24-CSE-212		still there is no faculty of AEC. I am requesting college management to kindly look into this matter	course		
10	UTTAM 24-CSE-230	21/08/2025	The students raised a grievance regarding the non-conduct of AEC theory and lab classes for B.Tech CSE 3-D due to the non-availability of a faculty member. Considering the extensive syllabus, the Committee recommended immediate appointment of a faculty member and commencement of regular classes.	The another faculty member assigned the course	Closed	Closed on 15/09/2025
11	DEV SIWACH 24-BCA- GEN035	20/08/2025	The student raised a grievance regarding non-marking of attendance on the ERP portal. The Committee recommended necessary verification and updation of the attendance records by the concerned faculty.	Attendance was updated by faculty and resolved	Closed	Closed on 20/08/2025


Prof. (Dr.) M.K.Saini
Convenor GRC


Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
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