

Ref: EITF/Admin/2026-27/069

13.10.2026

To
The Deputy Registrar (Affiliation Branch),
Guru Gobind Singh Indraprastha University,
Dwarka, Delhi.

Saleef
13/10/2026
Affiliation Branch
Guru Gobind Singh Indraprastha University
Sector-15C, Dwarka, New Delhi-110078

Subject: Submission of Student Grievance Reports for the Academic Year 2025-26.

Sir,

Please find enclosed herewith the reports pertaining to student grievances for the academic year 2025-26, compiled separately for the Odd and Even Semesters, for your kind perusal and necessary record.

This is submitted for your kind information and necessary action, please.



Director

Director

Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpur, Faridabad-121101

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref. No.: EITF/Admin./2025-26/205

Date: 05 January 2026

REPORT ON REDRESSAL OF STUDENT ISSUES, COMPLAINTS GRIEVANCES

Odd Semester, Academic Session 2025-26

Reporting Period: August to December 2025

The Students' Grievance Redressal Committee reviewed the student matters received during the reporting period and the action taken by the concerned academic, examination, hostel, maintenance and administrative offices. A total of 10 student matters were recorded during August-December 2025. The status presented below is based on the case-wise record reviewed by the Committee in its meeting held on 05 January 2026.

Committee

Dr. Arvind Pandey - Director, Chairperson
 Dr. M. K. Saini - Dean Student Welfare, Convenor
 Dr. Sindhu Kumar - Professor, Member
 Ms. Shefali - Associate Professor, Member
 Mr. Piyush Singla - Student, Student Representative

Semester Status

Particulars	Status
Total student matters received	10
Resolved/closed within the Institute or after recorded action	9
University-controlled matters closed at Institute level after representation/follow-up	1
Pending matters	Nil
Overall disposal status	100%

Category-wise Status

S. No.	Category	No. of Matters	Status
1	Examination and university record matters	3	Closed
2	Hostel and mess facilities	4	Closed
3	Academic matters - faculty availability	2	Closed
4	Attendance and academic records	1	Closed

Action Taken and Disposal

Examination and university record matters were examined by the Committee. The students were counselled and guided regarding University regulations, and revised admit cards were issued where the subject code had changed or the syllabus code did not match. For the pending revaluation verification and result



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update on the University portal, the Institute coordinated with the University for early verification, and the matter was closed at Institute level on 29/12/2025.

Hostel and mess matters (water/RO, cleanliness, hygiene, food quality and quantity, curtains, geysers and missing amenities) were reviewed by the Committee and discussed with the Director. The hostel warden was instructed to coordinate with the mess contractor, housekeeping staff and the maintenance department for repair of the RO systems, improvement of food quality and regular cleaning. These matters were closed on 13/12/2025.

Faculty availability matters relating to the AEC course (theory and lab) of B.Tech CSE 3rd semester were resolved by assigning another faculty member to the course, and were closed on 15/09/2025.

The attendance matter relating to non-marking of attendance on the ERP portal was resolved by updating the attendance through the concerned faculty, and was closed on 20/08/2025.

Committee Observations

- Several hostel and mess representations received between 27 November and 01 December 2025 raised overlapping concerns and were dealt with through a common follow-up with the hostel warden, mess contractor, housekeeping and maintenance teams.
- The Committee advised that gaps in faculty deployment, such as the non-availability of a faculty member for the AEC course, should be identified and addressed without avoidable delay.
- The Committee emphasised timely acknowledgement, proper documentation, communication of decisions to students and periodic follow-up of grievances until closure.

Conclusion

The Committee confirmed that all 10 matters placed on record for the reporting period had a recorded disposal status. No matter remained pending in the register reviewed by the Committee. The signed minutes of the meeting held on 05 January 2026 and the consolidated student grievance report (Annexure-I) are maintained as supporting records of this report.

Enclosures:

- Minutes of the Grievance Redressal Committee meeting dated 05 January 2026.
- Consolidated Student Grievance Report (Annexure-I) for August-December 2025.

Signature: _____

Dr. M. K. Saini

Dean Student Welfare & Convenor, SGRC

Signature: _____

Dr. Arvind Pandey

Director & Chairperson, SGRC

Director

Echelon Institute of Technology

Kabulpur, Kheri-Manjhawali Road,

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STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref. No.: EITF/Admin./2026-27/057

Date: 16.09.2026

REPORT ON REDRESSAL OF STUDENT ISSUES, COMPLAINTS GRIEVANCES

Even Semester, Academic Session 2025-26

Reporting Period: January to July 2026

The Students' Grievance Redressal Committee reviewed the student matters received during the reporting period and the action taken by the concerned academic, examination, accounts, maintenance, hostel, sports and administrative offices. A total of 59 student matters were recorded during January-July 2026. The status presented below is based on the case-wise record reviewed by the Committee.

Committee

Dr. Arvind Pandey - Director, Chairperson
Dr. M. K. Saini - Dean Student Welfare, Convenor
Dr. Sindhu Kumar - Professor, Member
Ms. Shefali - Associate Professor, Member
Mr. Piyush Singla - Student, Student Representative

Semester Status

Particulars	Status
Total student matters received	59
Resolved/closed within the Institute or after recorded action	43
University-controlled matters closed at Institute level after representation/follow-up	16
Pending matters	Nil
Overall disposal status	100%

Category-wise Status

S. No.	Category	No. of Matters	Status
1	Examination matters - University controlled	28	Disposed/Closed
2	Infrastructure and maintenance	12	Closed
3	Academic matters	3	Closed
4	Attendance and academic records	3	Closed
5	Student welfare - mess and gym	3	Closed
6	Academic administration	2	Closed
7	Fee and scholarship	2	Closed
8	Sports facilities	2	Closed


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S. No.	Category	No. of Matters	Status
9	Fee and examination administration	1	Closed
10	Hostel and mess	1	Closed
11	Housekeeping	1	Closed
12	Classroom academic support	1	Closed

Action Taken and Disposal

Academic and attendance-related matters were verified by the concerned departments. Where clarification or a decision was required, the same was communicated and the case was closed on record.

Fee and scholarship matters were examined by the Accounts/Registrar's office. Eligibility and fee-related requests were disposed of after verification of the applicable records and rules.

Infrastructure, AC, housekeeping, classroom support, hostel, mess, gym and sports-related complaints were referred to the concerned offices for corrective action and follow-up. The closure status was recorded in the case register.

Examination scheduling, re-evaluation and other University-controlled matters were taken up through the Examination Cell. Where the final decision rested with the University, the Institute recorded closure after completing its representation/follow-up and communicating the available outcome to the students.

Committee Observations

- A large number of representations during the semester related to University examination scheduling. Similar representations received on the same issue were dealt with through a common institutional follow-up with the University.
- Repeated facility-related complaints, particularly those concerning air-conditioning, were reviewed with the Maintenance/Facility team and followed up with the concerned service agency wherever required.
- The Committee advised the concerned offices to maintain clear case-wise records of receipt, action taken, communication and closure for future review.

Conclusion

The Committee confirmed that all 59 matters placed on record for the reporting period had a recorded disposal status. No matter remained pending in the register reviewed by the Committee. The signed minutes and the detailed category-wise disposal register are maintained as supporting records of this report.

Enclosures:

- Minutes of the Grievance Redressal Committee meeting dated 27 August 2026.
- Category-wise Disposal and Closure Register for January-July 2026.

Signature: _____

Dr. M. K. Saini

Dean Student Welfare & Convenor, SGRC

Signature: _____

Dr. Arvind Pandey

Director & Chairperson, SGRC

Director

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