



LCIT

Approved by AICTE, New Delhi  
Affiliated to CSVTU Bhilai (C.G.)

## LAKHMI CHAND INSTITUTE OF TECHNOLOGY

(Under the Aegis of Shree Shree Vidya Sager ji Maharaj Education Trust)  
Campus : Near High Court, Raipur Road, Bilaspur, Chhattisgarh - 495220

☎ 9522220113, 9179080002 🌐 [www.lcitbsp.edu.in](http://www.lcitbsp.edu.in)

An ISO 9001:2015 Institution

### Notice

Ref. No. LCIT/BSP/2024/078

Date- 02.07.2023

It is hereby notified that a **Grievance Redressal Committee** has been constituted at Lakhmi Chand Institute of Technology, Bilaspur ( C.G.) for the academic session 2023 -24. The committee has been formed to academic affairs.

The members of the committee are as follows:

| S.No. | Member Name             | Designation    |
|-------|-------------------------|----------------|
| 1     | Mrs. Shubhi Shrivastava | Vice Principal |
| 2     | Dr.Anjali Harangaonker  | HOD            |
| 3     | Dr. Rajesh Shrivastava  | HOD            |
| 4     | Dr. Bhumika Das         | HOD            |
| 5     | Dr.Rahul Gedam          | HOD            |
| 6     | Dr Santosh Kumar Sinha  | HOD            |
| 7     | Dr. Hemant Kumar        | HOD            |
| 8     | Mr. Deependra Rathore   | HOD            |
| 9     | Mr. Vishnukant Soni     | HOD            |
| 10    | Mr. Ashish Paul         | HOD            |

A college grievance redressal committee addresses student and staff complaints fairly and transparently. It investigates issues, ensures timely resolution, and upholds justice. The committee promotes a positive environment, prevents discrimination, and enforces policies to handle academic, administrative, and personal grievances while maintaining confidentiality and institutional integrity. The committee shall function as per the rules and regulations of Lakhmi Chand Institute of Technology, Bilaspur and report its activities to the Principal.



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All concerned are requested to extend their cooperation to the committee for the smooth execution of its duties.

For any queries, please contact **Dr. G. K. Singh, Principal LCIT Bilaspur (C.G.)**

### Signature

Dr. G. K. Singh  
Principal  
LCIT Bilaspur (C.G.)

Copy to:

1. Secretary, LCIT
2. Principal, LCIT
3. Vice Principal, LCIT
4. All Deans & Heads



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### Minutes of Meeting (Grievance Redressal Committee)

On dated 03.08.2023 at 03:00 pm a meeting of Grievance Redressal Committee were held at LCIT to discuss matter related to students and staff complaints.

#### Agenda:

1. Students grievances on payment of fee
2. Discussion on grievance received from individual students.
3. An online portal can be used to submit the grievances

#### Resolution:

##### Agenda-1:

The payment of fees for those students who cannot be compelled till their scholarship are released it is decided to give some extension to students who have genuine problems

##### Agenda-2:

Grievances received from the student has to be referred to the concerned department to take appropriate action. The action taken to be informed to the committee.

##### Agenda-3:

Institution will provide the portal for grievances for the students.

#### Attendees:

1. Mrs. Shubhi Shrivastava
2. Dr. Anjali Harangaonker
3. Dr. Rajesh Shrivastava
4. Dr. Rahul Gedam
5. Dr. Santosh Kumar Sinha



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6. Dr. Hemant Kumar
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### Minutes of Meeting (Grievance Redressal Committee)

On dated 10.1.2024 at 03:00 pm a meeting of Grievance Redressal Committee were held at LCIT to discuss matter related to students and staff complaints.

#### Agenda:

1. Student grievance on change of timing for lunch hours.
2. Request to increase the number of food courts.
3. Student grievance on change of college working hours.

#### Resolution:

##### Agenda-1:

Vice Principal informed that there is request from the students to change the lunch hours as the crowd at the canteens during lunch hours is too much and they cannot order and finish their lunch within the specified time.

##### Agenda-2:

Vice Principal informed that there is request from the students to increase the number of food courts to avoid crowding of students and have a variety of food items.

##### Agenda-3:

Vice Principal informed that there are few requests from students informing that they are travelling from bus and due to heavy traffic during peak hours they are unable to come to college within the specified time, hence they have requested for change of college working hours.



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6. Dr. Santosh Kumar Sinha
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