

FRC Minutes of Meeting

Subject	Discussion with Faculty /staff Grievance Redressal committee	Coordinator	Human Resource
Date & Time	Date 18/11/2021	Venue:	Conference Room
Address By	Deans	Attendees:	Faculty/staff members
Submission Date:	Date:20/11/21	Submitted by	Human Resource

Duration of Meeting: 30 minutes

AGENDA

Serial Number	Agenda	Address by
1.	Timely payment of the salary 2021-22.	Human Resource
2.	Resignation policies of the institute	Human Resource
3.	Discrepancies between their wages and benefits	Human Resource
4.	Termination rules and policies	Human Resource
5.	Non-Payment of gratuity	Human Resource

Minutes of Meeting (MOM)

Serial Number	Discussion in Meeting
1.	The points were discussed on timely payment of salary to the staff as per the norms and policies of the university.
2.	Resignation rules were followed by the staff as per the policies such as clearance of dues and serving notice period of two months
3.	We discussed and ensured about their no discrepancy in their wages and benefits and rewarded as compensation if any occur.
4.	Termination of staff/Faculty will be based on the actions such as involvement in illegal activities with staff and students.
5.	Employer must pay gratuity with 30 days after the office order. If fails to do so legal action will be taken.

Geo Tag Photo



Copy to
 Human Resource
 Deans of respective faculty


 Registrar
 Invertis University
 Bareilly

