



National Institute of Technology

(Established by Ministry of Human Resource Development, Govt. of India)

Yupia, District : Papum Pare, Arunachal Pradesh 791 112

Phone: 0360-2001582, Fax: 0360-2284972, Email: nitarunachal@gmail.com, nitarunachal@nitap.ac.in, registrar@nitap.ac.in, registrar@nitap.ac.in

Web-site: http://www.nitap.in

NIT/AP/Estt-08/2011-12/VOL-VIII/189

Date: 18/10/2019

NOTIFICATION

Sub: Constitution of Grievance Redressal Committee, NIT Arunachal Pradesh – reg.

This is notified for information of all concerned that the Competent Authority has constituted the Grievance Redressal Committee of NIT Arunachal Pradesh with following members:

- 1) Dr. Uday Kumar Khanikar, Registrar
- 2) Dr. Utpal Kumar Saha, Assistant Professor
- 3) Dr. Jumrik Taipodia, Assistant Professor
- 4) Dr. Yang Saring, Assistant Professor
- 5) Sri Nabam Talar, Assistant Sports Officer
- 6) Sri Suraj Chetry, Technician- Convenor

SCOPE OF THE COMMITTEE:

(a) Grievances of Students:

The committee will deal with Grievances received in writing from the students about any of the following matters:

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Procedure for lodging complaint:

Grievance or Grievances of the students shall be dealt at the Department level first. The aggrieved student shall make an application first to the HoD of respective Department. The HoD of the Department after verifying the facts will try to redress the grievance within a reasonable time.

If the student is not satisfied with the Redressal offered at the department level and feel that his/her Grievance is not redressed, he/she can submit an appeal to the Grievance Redressal Committee within a week from the date of receipt of decision with relevant details.

- While dealing with the complaint, the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance at any level the relevant provision of act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

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- The student will submit the application of Grievance or appeal to the Department or Grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

(b) Grievances of Teachers and Non-Teaching Staff:

- (i) to entertain written and signed complaints and petitions of teachers and non teaching Staff in respect of matters directly affecting them individually or as group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

Powers of the Committee:

In case of any grievance, the members of the Committee are empowered to sort out the problems at their level through discussion with Students/ Teachers/ Non teaching Staff as the case may be. In case the members fail to find out any solution then the matter is referred to the Director for final decision on the matter. Considering the nature and depth of the grievances, due inquiry made by the members of the committee and through personal discussion shall try to resolve the grievances. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Director as per the rules of the Institute.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Board of Governor, Finance Committee, B & WC, Senate and other administrative or academic committees constituted by the Institute.
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the Institute with regard to disciplinary matters and misconduct.
- Decisions of the Institute about admissions in any courses offered by the Institute.
- Decisions by Competent Authority on assessment and examination result.

Copy to:

1. All Deans, NIT-AP
2. All HoDs, NIT-AP
3. PA to Director, NIT-AP
4. Web master of NIT-AP to be uploaded in Institute website.
5. All concern members
6. Office copy.

18/10/2019
REGISTRAR
Registrar
National Institute of Technology
Arunachal Pradesh, Yupia



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NOTIFICATION

In continuation of the Notification No. NIT/AP/Estt-08/2011-12/VOL-VIII/189 dated 18.10.2019 regarding Constitution of "Grievance Redressal Committee", this is for information of all concerned that the following members are also included in Grievance Redressal Committee of NIT-AP.

1. Dr. Rajat Subhra Goswami, Assistant Professor
2. Mrs Momi Das, Junior Assistant

This is issued with due approval of the competent authority.

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