



# OFFICE OF THE REGISTRAR GIET UNIVERSITY, GUNUPUR-765022, ODISHA

No. 21619 /GIETU/2022

Date:- 13.07.2022

## Student Grievance Redressal Committee (Academic Year 2022-2023)

A Student Grievance Redressal Committee has been created to deal with grievances received from the students regarding acts of the mission and commission that may have taken place at different levels of the institute causing discontent and dissatisfaction among students and staff.

The following faculty members are to rectify the deference and difficulties (Academic and Administrative) encountered by this student and staff members on the campus.

Sl. No.	Name	Designation	Position
1.	Dr. A. V. N. L. Sharma	Dean Academic	Chairperson
2.	Dr. Subhrajit Pradhan	Dy. Dean Student Affairs	Convener
3.	Mr.Santosh Kumar Tripathy	Asst. Prof., MECH, SOE&T	Co-Convener
4.	Mrs. Ashima Sindhu Mohanty	Asst.Prof,ECE,SOE&T	Member
5.	Mrs Padmini Mishra	Asst.Prof,ECE,SOE&T	Member
6.	Dr. Manas Ranjan Sarangi	Asst.Prof,BSH,SOE&T	Member
7.	Mr. Sidhant Kumar Sahu	Asst.Prof,BSH,SOE&T	Member
8.	Mr. Rakesh Sahu	Asst.Prof,EEE,SOE&T	Member
9.	Mrs. Suman Mishra	Asst.Prof,CHE,SOE&T	Member
10.	Mr. Chandrakanta Mahanty	Asst.Prof ,CSE,SOE&T	Member
11.	Mr.Ranjeet Panigrahi	Asst.Prof,CSE,SOE&T	Member
12.	Ms. Jemarani jayapuria	Asso.Prof ,CSE,SOE&T	Member
13.	Mr. Ippili Saikrishnamacharyulu	Asst.Prof,CE,SOE&T	Member
14.	Mrs. Sagarika Satapathy	Asst.Prof, School of Sciences	Member
15.	Dr. Rinny Swain	Asst.Prof ,School of Agriculture	Member
16.	Mr.Narendra Panda	Asst.Prof ,School of Management Studies	Member
17.	Mr. Aditya Sahu	Student (Boy_Merit)	Member
18.	Ms. Krishna Priyadarshini	Student (Girl_Merit)	Member

  
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1. Director General, Vice Chancellor for information.
2. Registrar, Dean (Academics), Dean (School of Engineering and Technology), Dean (School of Agriculture), Dean (School of Management Studies), Dean (School of Sciences), Dean (Admissions), Deputy Dean (Student Affairs), Asst. Dean (Administration)-SOA, Controller of Examinations, Deputy Registrar, All Heads of the departments for information.
3. All Coordinators B.Tech, M.Tech., B.Sc. and other Programmes, Central library, Prof. I/C (T&P), HR Cell, Accounts Officer, Audit Officer, Digital Marketing , Sports Officer, Medical Officer, Admission Officer ( Foreign Nationals), Alumni Officer, Manager- Facilities, Warden-Town Control Room, Warden-Campus Control Room, PRO, Security Officer, Transport Officer, Central Office, Manager Catering, Manager Canteen, Supervisor – Central Store, IQAC, E Class and All Concerned for information.
4. Persons Concerned, personal files of the concerned and guard file for record.

  
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# Responsibility Area – Student Grievance Redressal Committee

## Academic Year: 2022-23

### Objective:

The objective of the Student Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

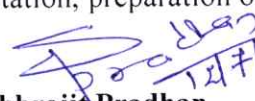
### Functions:

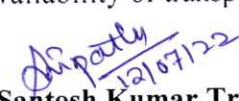
- For any academic/nonacademic grievance, the students should first meet his/her proctor. If the problem could not be solved by the proctor then he/she can meet the HoD of the concerned department.
- If there is any group grievance student should give in writing with a specific problem and the same should be handed over to grievance redressal officer in the grievance cell and student have to collect an acknowledgment copy of the grievance from the office over a Xerox copy
- The grievance redressal officer shall take urgent steps to solve the problem in consultants with him the grievance committee.
- Suggestion/grievance boxes are provided in every building and grievance records are placed at vantage points in the college (including library and hostel) for the students/ staff to air their grievances. HoD/Dean regularly attends to the above for its review.
- Any grievance identified in its scrutiny, the necessary actions are initiated by the committee for its implementation. In case of emergence, the authorities conduct the meeting and addresses the problems immediately.
- It establishes dignity, self-esteem, and respect towards each other without any bias of gender, caste, or creed in the system.
- Besides, there is an exclusive mechanism to address the issues relating to women and their grievances which are sorted out by the committee headed by the chairperson.

### Duties:

The Cell deals with grievances received in writing from the students and staff 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 payment for various items from the library, hostels, etc.
- Other matters: Related to certain misgivings about conditions of sanitation, preparation of sanitation, preparation of food, availability of transport, etc.

  
**Dr. Subhrajit Pradhan**  
Convener  
Student Grievance Redressal  
Committee

  
**Mr. Santosh Kumar Tripathy**  
Co-Convener  
Student Grievance Redressal  
Committee

  
**REGISTRAR**  
GIET, University Gunupur