



Permanent ID:- 1-2998891

Application ID:- 1-10973337555

Approval Process 2022 – 23

Essential Documents

Annexure – 1 Establishment of Online Grievance Rederassal Mechanism

**PANKAJ
CHAUDHARY**

Digitally signed by
PANKAJ CHAUDHARY
Date: 2022.04.28
18:00:40 +05'30'

ONLINE GRIEVANCE REDRESSAL MECHANISM

GRIEVANCE REDRESSAL COMMITTEE (GRC) MECHANISM AND COMPOSITION:

The Institute has a Grievance Redressal Committee in the campus in compliance with AICTE Regulations 2012, F. No. 37-3/Lega112012, dated 25.05.2012, with an objective of preventing unfair practices and to provide a mechanism to students, parents and others, for redressal of their grievances. Any aggrieved student, parent and others can approach the Grievance Redressal Committee by filing an online complaint by visiting web link:

www.grdedu.in/grevsnce.php

The link has been created for reporting grievances and for seeking redressal. Matter can be escalated to the Ombudsman of external committee in case complainant seeking redressal is not satisfied with the decision of the internal grievance redressal committee. There are various Grievance Redressal Committee functioning in the institute like:

- Students Grievance Committee
- Grievance Redressal Committee (Staff)

The Grievance Redressal Committee meets immediately on the receipt of a complaint and at least once a month even if there is no formal complaint lodged. The composition of Grievance Redressal Committee is as follows:

INTERNAL ENQUIRY PROCESS

- The Committee shall immediately proceed with the enquiry and communicate the same to the complainant and person against whom complaint is made.
- The Committee shall prepare and handover the statement of allegation to the person against whom complaint is made and give him an opportunity to submit a written explanation if he so desires within 7 days of receipt of the same.
- The complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made.
- If the complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.
- If the complainant desires to tender any documents by way of evidence before the Committee, she shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he shall supply original copies of such documents. Both shall affix their signature on the respective documents to certify these to be original copies.
- The Committee shall call upon all witnesses mentioned by both the parties.
- The Committee shall provide every reasonable opportunity to the complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- The Committee shall complete the "Enquiry" in the shortest possible time, not exceeding 3 (three) months from the date on which the complaint is made and communicate its findings and its recommendations for action to the Head GRC. The report of the Committee shall be treated as an enquiry report on the basis of which an erring person can be awarded appropriate punishment straightaway.
- The Head GRC will direct appropriate action in accordance with the recommendation proposed by the Committee within one month of the receipt of the report from the Committee.
- The disciplinary action will be commensurate with the nature and impact of the sexual harassment.

**PANKAJ
CHAUDHARY**

Digitally signed by
PANKAJ CHAUDHARY
Date: 2022.04.28
18:01:10 +05'30'

Establishment of Grievance Redressal Committee in the Institution and/or Appointment of OMBUDSMAN by the University.

As per AICTE regulations (Clause 3 of the AICTE regulations, 2012), an Ombudsman has been appointed and a Grievance Redressal Committee is formed in the College in order to address the grievances of the students and parents.

Appointment of OMBUDSMAN

Uttarakhand Technical University, Dehradun has appointed Ombudsman as pr AICTE notification for faculty & students of all affiliated colleges.

Mr. S.P. Rawat

Nodal officer/Asst. Registrar - UTU

Office of Bmbudsman Uttarakhand Technical University,
Govt. Girls Polytechnic Campus, Sudhowala, Premnagar, Dehradun.

Email: ombudsman@uktech.ac.in | Contact No.: 9389922567

STUDENTS GRIEVANCE COMMITTEE

Sl	Name	Designation	Contact No.
1	Mrs. Shivangi Patra	Asst. Professor, MBA	8923199926
2	Mr. B.K. Yadav	Asst. Professor, CSE	9756072994
3	Mr. Sachin Kaushik	Asst. Professor, ME	8755732876
4	Mr. Ashutosh Sharma	Asst. Professor, CE	9897223679
5	Mr. Rajneesh Kumar Gupta	Asst. Professor, ME	9756425712
6	Mr. Jitendra Kumar Gupta	Asst. Professor, CSE	9012351570

Duties and Responsibilities:

- To take corrective & effective measures to address students and parents Grievances.
- To enhance learning and development of students with specific focus on students problems.
- To form and provide a mechanism to supervise activities of Students grievances.
- To provide right direction and counsel whenever required and guide them from improvement

Grievance Redressal Committee (Staff)

Staff having any specific grievance concerned with their academic activity can address his/her problem to the Director in writing. Genuine grievances of the staff are considered and remedial measures will be taken by the concerned departments/authorities

Sl	Name	Designation	Contact No.	Email ID
1	Dr. Pankaj Chaudhary	Director GRD IMT	9456113666	director@grdedu.in
2	Mrs. Mansi Aggarwal	Registrar GRD IMT	9556658529	registrar@grdedu.in

Duties and Responsibilities:

- To collect all grievance reports from the staff.
- To consolidate all the report and send the report to the Higher Authorities for perusal.
- To take feedback to the staff concerned/solution for their grievances.
- Online grievance appeal is available on the institute's website.

Ref.No.: GRD-IMT/NOTICE&CIRCULAR/2021-22 (02)

Date:- 25 March, 2022

CIRCULAR

All the students are hereby informed that a Cell namely **Student Grievance Cell** has been formed. In order to maintain safety and security for the students, a cell has been constituted for resolving student grievances.

The members and their contact numbers of the Student Grievance Cell are as follows:-

1. Mrs. Shivangi Patra – Assistant Professor, MBA
2. Mr. B.K. Yadav – Assistant Professor, Computer Science & Engg.
3. Mr. Sachin Kaushik – Assistant Professor, Mechanical Engg.
4. Mr. Ashutosh Sharma – Assistant Professor, Civil Engg.
5. Mr. Rajneesh Kumar Gupta – Assistant Professor, Mechanical Engg.
6. Mr. Jitendra Kumar Gupta – Assistant Professor, Computer Science & Engg.

If any student faces any harassment from the fellow students, staff or workers, they can approach and complain at the Student Grievance Cell. The members will look into the issue and take the necessary action to resolve the same.


Dr. Pankaj Chaudhary
Director

25/03/22

Copy to:-

Dr. Pankaj Chaudhary
Campus Director
GRD-IMT
214- Rajpur Road, Dehradun

1. Chairman / Vice Chairman- For information please.
2. Registrar – For information please.
3. Dean Academics – For information please
4. All Director – For information please.
5. All HODs- For information please.
6. All Libraries-For information please.
7. All Concerned – For information please.
8. All Notice Boards – For information please.
9. Security – For information please.



Ref.No.: GRD-IMT/NOTICE&CIRCULAR/2021-22 (06)

Date:- 25 March, 2022

CIRCULAR

All the female students and staff are hereby informed that a Cell namely **Women Grievance Cell** has been formed. In order to maintain safety and security for the females, a cell has been constituted for resolving women grievances.

The members and the contact numbers of the Women Grievance Cell are as follows:-

1. Dr. Geetika Rawat – Associate Professor, Applied Science Head of the Committee
2. Mrs. Gunjan Negi – Assistant Professor, ECE
3. Ms. Anuradha Brijwal – Assistant Professor, CSE
4. Ms. Nidhi Singh – Assistant Professor, MBA
5. Ms. Namita Chand – Assistant Professor, Electrical Engg.
6. Mrs. Tannu Bhatia – Assistant Professor, MBA
7. Mrs. Shaista Hasan – Assistant Professor, Applied Science

If any female students or staff faces any harassment from the staff or workers, they can approach and complain at the Women Grievance Cell. The members will look into the issue and take the necessary action to resolve the same.


Dr. Pankaj Chaudhary
Director

Copy to:-
Dr. Pankaj Chaudhary
Campus Director
GRD-IMT
214- Rajpur Road, Dehradun

1. Chairman / Vice Chairman- For information please.
2. Registrar – For information please.
3. Dean Academics – For information please
4. All Director – For information please.
5. All HODs- For information please.
6. All Libraries-For information please.
7. All Concerned – For information please.
8. All Notice Boards – For information please.
9. Security – For information please.