



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/016

Date: 28.10.2022

NOTICE

This is to inform all concerned that **GRIEVANCE REDRESSAL CELL** has been constituted with effect from 01.11.2022 to resolve issues related to students' problems, grievances from employees and develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute. The following will be the constitution and guidelines of the committee.

Objective:

The principle objective of grievance redressal cell is to provide a platform where all the stakeholders can express their difficulties and concerns independently and freely. Stakeholder is having full right to register his/her complaint, if he/she is not satisfied with academic and administrative activities of the institution including complaints of ragging, complaints of violation of norms and standards.

The Grievance Redressal Cell enables a student/employee to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the institute. The scope of the grievance redressal for faculty and staff members will be guided by existing institute's service rule. The Grievance Redressal Cell of MSIT desires to promote and maintain a conducive and harmonious educational environment.

Members:

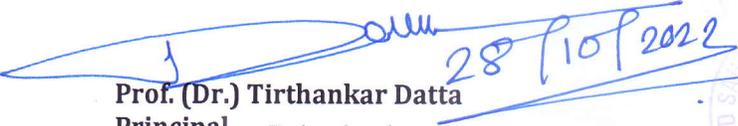
SL. NO.	MEMBERS NAME	DESIGNATION BY PROFESSION	POSITION IN COMMITTEE
1	Prof.(Dr.) Tirthankar Datta	Principal	Chairman
2	Ms. Joysree Das Roy	Dean - Student Affairs	Coordinator
3	Ms. Sarmee Bose	Asst. Professor, BSH	Convener
4	Dr. Biswajit Thakur	Assoc. Professor, CE	Member
5	Dr. Surama Biswas	Assoc. Professor, CSE	Member
6	Dr. Swagata Bisoi	Assistant Professor, CE	Member
7	Mr. Arindam Santra	Assistant Professor, ME	Member
8	Ms. Mousumi Jana Bala	Assistant Professor, EE	Member
9	Mr. Indrajit Das	Assistant Professor, IT	Member

Role and Responsibility:

- Awareness amongst the students regarding e-grievances process for successful implementation of the e-grievance program.
- To provide an online platform for the institute to receive and dispose grievances.
- Redressal of Students' Grievances to solve their academic and administrative problems.
- To coordinate between students and Departments/Sections to redress the grievances.
- To find the facts of the grievances.
- To suggest remedial and preventive measures.
- To review the suggestions given or complaints raised by the students/staff periodically.
- To develop a responsive and accountable attitude among all the officials while dealing with the students/employees.
- To ensure effective solution to the grievances with an impartial and fair approach.
- To take appropriate actions and ensure proper implementations.

Terms of Members: Two years for nominated members.

Meetings: At least one meeting in every semester and as and when necessary.


Prof. (Dr.) Tirthankar Datta

Principal

Meghnad Saha Institute of Technology

CC: All Deans, All HODs/FICs, Administrative Officer, Controller (E&UA), Members of the committee, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.