



**OFFICE OF THE DEAN STUDENT WELFARE**

Ref. No RKGIT/Dir.Off/July/ 2025/043

Date: 28<sup>th</sup> July, 2025

**CIRCULAR**

**SUB: Grievance Redressal Committee**

(Session: 2025-26)

1. The Institute has a Grievance Redressal Committee to look into the grievances of the faculty, staff and the students. Any faculty, staff or the student(s) feeling aggrieved, may seek the indulgence of the Grievance Redressal Committee. The Grievance Redressal Committee (in short the "Committee") is constituted for each Academic Session under the order of the Director.

1	Dr. B.C. Sharma, Director	Chairman	9582900185
2	Shri H.G. Garg, Dean Student Welfare	Member	9582945606
3	Dr. R.K. Yadav, Dean (Academics)	Member	9810319261
4	Dr. Puneet C. Srivastava, Dean EII	Member	9582945399
5	Dr. Ramendra Singh, Dean Accreditation	Member	9958691699
6	Dr. Vibhuti Tyagi, Professor & Head MBA	Member	8588831328
7	Dr. Amit Singhal, HOD, CSE	Member	9999243566
8	Ms. Shreya Rai, B.Tech 4 <sup>th</sup> year CSE	Special Invitee	9555649943

2. For the Academic Session 2025-26 the Committee is reconstituted as under:

The Director may, considering the nature of grievance(s), also appoint a sub committee consisting of any other faculty or staff, if so required.

**3. Objective**

- The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all stakeholders in order to maintain a harmonious academic friendly atmosphere in the Institute.
- Encouraging stakeholders to express their grievances freely and frankly, without any fear of being victimized and making them believe that their grievances are being addressed properly without any prejudice or bias.

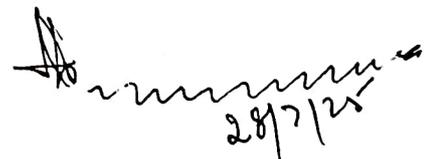
**4. Procedure**

To ensure that the grievances of faculty, staff and the students are redressed promptly, the following procedure will be followed by the Committee:

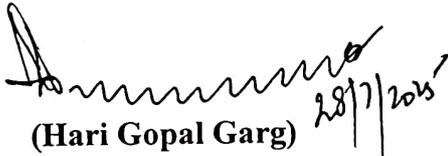
- a) If an application or complaint of a faculty, staff or the student is received from any department, the concerned HOD will submit a factual report alongwith his / her remarks / recommendations. However, if an application or complaint is received directly by the Committee, it may take cognizance of the same. The grievance application / complaint can also be filed on College email id (*[grievances@rkgit.edu.in](mailto:grievances@rkgit.edu.in)*).
- b) Notwithstanding the above, to streamline the system, the Committee has nominated Shri Hari Gopal Garg, DSW as Coordinator and authorized him to receive all such applications / complaints on behalf of the Committee. He can ask for any further details or documents, if required, to prima facie appreciate the issue(s) involved. The College 'email id' for grievances will also be handled by him.
- c) It will be the responsibility of the 'Coordinator' to call for the meeting of the Committee for considering the grievances. In case of an urgency, the meeting may be called anytime. Otherwise, in normal course, there will be atleast one meeting in each semester.
- d) Any grievance(s) received by the Committee directly or through Coordinator or HOD, will be considered by the Committee in a meeting and depending upon the nature of the grievance(s) the Committee may make such inquiry as considered necessary. The Committee has full liberty to call anyone or ask for any documents or details from any functionary of the Institute, or the Group Institutions, if so required.
- e) The Committee will submit its report alongwith supporting documents and justification to the Director. The Director may, after due application of mind, pass appropriate orders to impart justice to the applicant / complainant. In case the issues involved need to be considered by the Management, the Director will submit the case to the Management alongwith his recommendation / remarks, for appropriate consideration and decision of the Management.
- f) Final order / outcome will be conveyed to the applicant / complainant under signature of the Director.

## 5. Appeal

If the applicant / complainant is not satisfied with the decision / outcome of his application / complaint, he/she can submit a representation / petition to the next higher authority (Management) for appropriate consideration and decision.



6. Apart from the Grievance Redressal Committee there is also a Women Cell at the Institute level and the complaints relating to sexual harassment and other women safety related issues will be addressed to the women cell for appropriate inquiry and redressal etc.

  
(Hari Gopal Garg) 28/11/2015

Dean (SW) & Chief Proctor

  
(Dr. B.C. Sharma)  
Director

Copy to:-

1. Principal Pharmacy
2. Assoc. Director, CRC
3. Dean (Academics) / Dean EII/ Dean (Accreditation)
4. The HODs / Coordinators 1<sup>st</sup> year;
5. HOD BBA/BCA
6. All Wardens including boys & girls hostels;
7. Grievance Redressal Committee members ( by name);
8. All Faculty & Staff;
9. **Mr. Rajesh Ranjan,**  
Web Administrator
10. **Mr Pawan Padey,**  
Incharge, ERP

} Please display this circular on College website and ERP.

Chairman  
Group Vice Chairman  
Group Advisor  
Group Ex. Director

} for kind information please.