



## PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

70, Milestone, G.T.Road, Pattikalyana, Samalkha, Panipat (Haryana)-132103

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e-mail:- [info@piet.co.in](mailto:info@piet.co.in), Web. – [www.piet.co.in](http://www.piet.co.in)

### Grievance Redressal Mechanism for Faculty/Staff at PIET

**Objective:** To address the grievances of faculty and staff members, including service-related matters, within PIET.

**Regulation Reference:** All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) regulations, 2021 vide F.no. 1-103/AICTE/PGRC/Regulation/2021 dated 25.03.2021.

#### Types of Grievances:

##### 1. Service-Related Matters:

- Refusal to issue or return any document (e.g., certificates, degrees, experience certificates, relieving orders, etc.) deposited for the purpose of seeking appointment.
- Non-payment of salaries, wages, or benefits equivalent to other members of staff in similar roles.
- Termination without giving any reason, notice, or memorandum.
- Non-payment of gratuity amount as per prevailing government rules.
- Resignation, retirement, or any other liability directly connected with their service that causes financial loss, harm, or trauma.

#### Mechanism:

##### 1. Grievance Submission:

- 1) Faculty/staff members can submit their grievances in writing to the Chairperson of the Grievance Redressal Committee (GRC).
- 2) Faculty/staff members can submit their grievances via email ([director@piet.co.in](mailto:director@piet.co.in))

##### 2. Grievance Redressal Committee (GRC) Composition:

**As per AICTE the composition of the GRC shall be as follows:**

- 1) Chairperson: Director of PIET
- 2) Member: One Senior Professor of the affiliating University
- 3) Member: One official from the University or State Directorate of Technical Education (DTE) (nominated by DTE/University Vice Chancellor)
- 4) Member: One Senior Faculty (not below Associate Professor)



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Ref. No. : PIET/23/22046-A

Date : 17/07/2023

### OFFICE ORDER

This is for the information of all concerned that the following "*Grievance Redressal Committee*" is reconstituted with immediate effect:

#### **Grievance Redressal Committee (2023-2024)**

S.No.	Name	Department	Designation	Contact No.
1	Prof. (Dr.) Jasbir Singh Saini <a href="mailto:director@piet.co.in">director@piet.co.in</a>	Director	Chairperson	9354613020
2	Dr. Anita Malik, <a href="mailto:dranita.applied@piet.co.in">dranita.applied@piet.co.in</a>	ASH	Member	9255560000
3	Prof. (Dr.) N.K. Matta, Dept. of Botany, Kurukshetra University, Kurukshetra. <a href="mailto:nsheorankuk@yahoo.com">nsheorankuk@yahoo.com</a>	University Nominee	Member	9416412622
4	Sh. Pawan Kumar, Sr. Co-ordinator, Establishment Branch, Kurukshetra University, Kurukshetra.	University Nominee	Member	01744-239801

Grievances of faculty/ staff within the campus may be addressed to the Chairperson GRC, through Email: [director@piet.co.in](mailto:director@piet.co.in), or they can submit it in writing, to the GRC.

In case faculty/ staff are not satisfied with the decision of the Grievance Redressal Committee, they may appeal to either of the University Nominee, Kurukshetra University, Kurukshetra.

DIRECTOR

#### CC:

- Management, for kind information
- All Deans/HoDs/HoOs/Registrar
- All Concerned members
- All Notice Boards

### 3. Process:

- 1) The GRC will acknowledge the receipt of the grievance within 48 hours.
- 2) The committee will conduct a thorough review of the grievance, involving all relevant parties and gathering necessary information.
- 3) A resolution will be formulated and communicated within 15 days from the date of receipt of the grievance.

### 4. Communication of Decision:



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The GRC will send its report with recommendations, if any, to the concerned University (KUK) and a copy to the aggrieved faculty/staff member.

### 5. Escalation:

If the faculty/staff member is not satisfied with the decision of the GRC, they may appeal to the affiliating University (Kurukshetra University Kurukshetra) for redressal of their grievance.

### 6. Institutional Website:

- 1) PIET shall prominently display all relevant information about the Grievance Redressal Committee on its website, ensuring transparency and accessibility.

## Implementation and Monitoring

- **Policy Awareness:**

Regular awareness sessions will be conducted to educate students, faculty, and staff about the grievance redressal mechanisms.

- **Documentation and Reporting:**

All grievances and resolutions will be documented and reviewed periodically to improve the effectiveness of the mechanism.

By implementing this structured grievance redressal mechanism, PIET aims to create a supportive and fair environment for its students and faculty, fostering trust and transparency within the institution.



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## FLOW CHART

