



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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Annual Report 2022-2023

Grievance Redressal Committee (GRC)

Panipat Institute of Engineering & Technology (PIET)

Introduction

The Grievance Redressal Committee (GRC) at Panipat Institute of Engineering & Technology (PIET) is dedicated to efficiently and fairly addressing and resolving grievances of faculty/staff. This report summarizes the activities, decisions, and outcomes of the GRC for the academic year 2022-2023.

Objectives of the GRC

- To Provide a Fair Mechanism:**
Ensure that grievances are addressed in a timely and fair manner.
- To Enhance Transparency:**
Maintain transparency in handling grievances and communicating resolutions.
- To Improve Institutional Processes:**
Utilize feedback from grievances to improve institutional policies and practices.

Types of Grievance to be Addressed as per AICTE Regulations

- Service-Related Matters:**
 - Refusal to issue or return documents.
 - Non-payment of salaries or benefits.
 - Termination without notice.
 - Non-payment of gratuity.
 - Financial loss due to resignation, retirement, or service issues.

Complaints Received

- Review of Current Research Policy**
Date: 08/09/2022
Submitted By: Ms. Preeti Dahiya, BBA Department
- Review of Current Leave Policy**
Date: 12/04/2023
Submitted By: Dr. Sonia, ASH Department



Activities and Meetings

1. Meeting on Review of Current Research Policy

Date: 15/09/2022

Time: 1:30 PM

Location: Conference Hall, Admin Block

Attendees:

- Prof. Dr. Shakti Kumar (Chairperson)
- Poonam Jaglan (Committee Member)

Agenda:

- Review of complaint regarding the current research policy.

Proceedings:

- **Concerns:** The complaint addressed issues with the current research policy and its impact on research productivity, grant procurement, and collaboration opportunities.
- **Decision:** The Director's Office advised the Research Cell to submit a proposed new research policy within a month and proposed a laptop scheme for faculty members.

Action Items:

- Draft a new research policy for approval.
- Communicate the changes and new policy to faculty members.

2. Meeting on Review of Current Leave Policy

Date: 16/04/2023

Time: 2:30 PM

Location: Director's Office

Attendees:

- Prof. Dr. Shakti Kumar (Chairperson)
- Poonam Jaglan (Committee Member)

Agenda:

- Review of complaint regarding the current leave policy, especially concerning medical leave.

Proceedings:

- **Concerns:** Addressed issues with the current leave policy and its impact on faculty/staff morale, productivity, and work-life balance.
- **Decision:** The Director's Office decided to modify the current leave policy, allowing faculty members to take a single day of medical leave (previously, a minimum of two days was required). Additionally, a wellness allowance may be granted to those who do not take any medical leave over the year.

Action Items:

- Draft the revised leave policy for approval.
- Communicate the changes to all faculty and staff.



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Grievance Redressal 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).

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. : PPIET/22/24992/A

Date : 15/07/2022

OFFICE ORDER

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

Grievance Redressal Committee (2022-2023)

S.No.	Name	Department	Designation	Contact No.
1	Prof. (Dr.) Shakti Kumar director@piet.co.in	Director	Chairperson	9728400808
2	Dr. Poonam Jaglan,jaglanpoonam.ece@piet.co.in	ECE	Member	9215151565
3	Prof. (Dr.) N.K. Matta, Dept. of Botany, Kurukshetra University, Kurukshetra, nsheorankuk@yahoo.com	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, 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.

This issues with the approval of the competent authority.


REGISTRAR.

CC

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



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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:

The GRC will send its report with recommendations, if any, to the concerned University (KUK) if the case(s) relate(s) to the university, with 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.

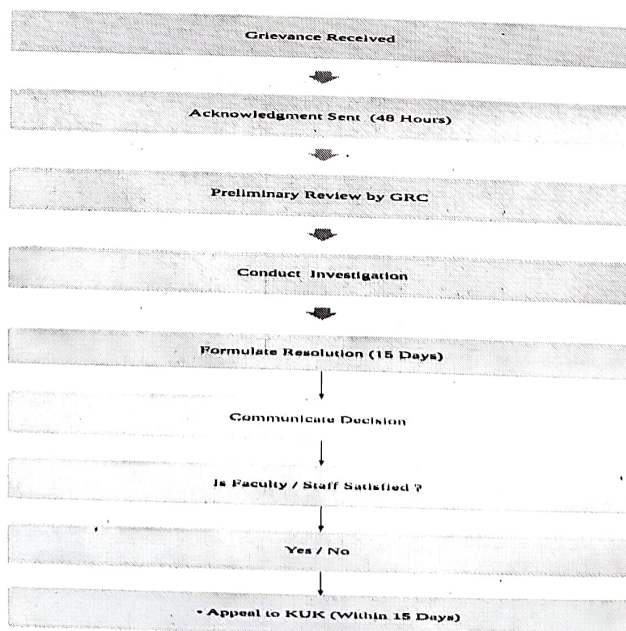
6. Institutional Website:

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

Implementation and Monitoring

- **Policy Awareness:**
Regular awareness sessions are conducted generally in student, faculty & staff Induction programs to educate students, faculty, and staff about the grievance redressal mechanisms.
- **Documentation and Reporting:**
All grievances and resolutions are documented and reviewed periodically to improve the effectiveness of the mechanism.

Flowchart





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Conclusion

The GRC of PIET has effectively addressed grievances and implemented changes to improve the academic environment. The committee remains dedicated to fostering a supportive and equitable institution.

Dr. (Prof.) Shakti Kumar
Chairperson, Grievance Redressal Committee

Date: 24/06/2023

DIRECTOR

PANIPAT INSTITUTE OF ENGINEERING TECHNOLOGY

PATTIKALYANA, (SAMALKHA)