



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone -0180-2569700, 2569599, 2569699, 2569799

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Annual Report 2023-2024

Grievance Redressal Committee (GRC)

Panipat Institute of Engineering & Technology (PIET)

Introduction

The Grievance Redressal Committee (GRC) at Panipat Institute of Engineering & Technology (PIET) is committed to addressing and resolving grievances of faculty/staff efficiently and fairly. This report summarizes the activities, decisions, and outcomes of the GRC for the academic year 2023-2024.

Objectives of the GRC

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

Types of Grievance to be Addressed as per AICTE Regulations

1. 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

1. Bus Stop Location

Date: 08/08/2023

Submitted By: Various students from Sonipat's Sec. 23 region and faculty Bus In charge
Dr. Sonia

2. Increase in Academic Leave

Date: 26/10/2023

Submitted By: Mr. Sonu, ASH Department



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3. Excessive Extra Duties

Date: 10/01/2024

Submitted By: Ms. Shweta Malik, BCA Department

Activities and Meetings

1. Meeting on Bus Stop Location

Date: 08/08/2023

Time: 11:50 AM

Location: Conference Room, Admin Block

Attendees:

- Prof. Dr. Jasbir Singh Saini (Chairperson)
- Dr. Anita Malik (Committee Member)

Agenda:

- Address complaints regarding the bus stop location.

Proceedings:

- **Concerns:** Safety issues and inconvenience due to the bus stop's location.
- **Decision:** Contacted the Transport In charge to reroute the bus for better convenience.

Action Items:

- Draft a revised policy regarding the bus stop location for approval.
- Inform students and staff about the new bus stop location and route changes.

2. Meeting on Academic Leave Policy

Date: 07/11/2023

Time: 11:30 AM

Location: Admin Block Conference Hall

Attendees:

- Prof. Dr. Jasbir Singh Saini (Chairperson)
- Dr. Anita Malik (Committee Member)

Agenda:

- Discuss the request for increasing academic leave for faculty members.



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Proceedings:

- **Request Review:** The committee reviewed a request for increasing the academic leave days from five to seven.
- **Discussion:** Emphasized the importance of academic leave for professional growth and institutional benefit.
- **Decision:** Agreed to recommend increasing the academic leave to seven days.

Action Items:

- Draft revised policy for approval.
- Communicate the new policy to faculty members.

3. Meeting on Excessive Extra Duties

Date: 15/01/2024

Time: 2:30 PM

Location: Director's Office

Attendees:

- Prof. Dr. Jasbir Singh Saini (Chairperson)
- Dr. Anita Malik (Committee Member)

Agenda:

- Review the complaint regarding excessive extra duties assigned to Ms. Shweta Malik.

Proceedings:

- **Complaint Review:** Addressed concerns about additional administrative tasks impacting primary responsibilities.
- **Discussion:** Recognized the impact on work-life balance and quality of primary duties.
- **Decision:** Agreed to review and adjust the workload to ensure a balanced distribution of duties.

Action Items:

- Conduct a review of assigned duties.
- Adjust workload and provide additional support if necessary.



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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. : PIET/23/2206-A

Date : 17/03/2023

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 director@piet.co.in	Director	Chairperson	9354613020
2	Dr. Anita Malik, dranita.applied@piet.co.in	ASH	Member	9255560000
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.


DIRECTOR

- CC:
- Management, for kind information
 - All Deans/HoDs/HoOs/Registrar
 - 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.



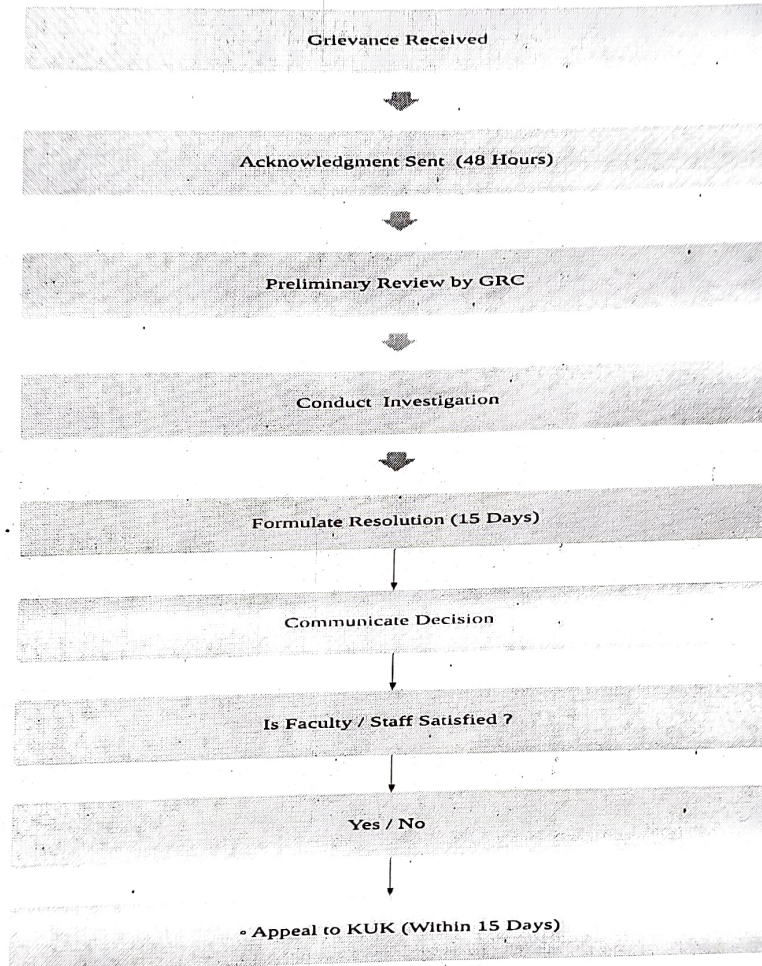
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Conclusion

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.) Jasbir Singh Saini
Chairperson, Grievance Redressal Committee
Date: 26/06/2024