

APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR AFFILIATED TO ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA AMHARA, BIHTA, PATNA-801118, BIHAR

Student grievance Redressal Committee

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan, Jamshedpur) AMHARA, BIHTA, PATNA - 801106 (BIHAR)

(Approved by AICTE, New Delhi And Dept. of Science & Technology, Govt. of Bihar)

Affiliated to: Bihar Engineering University

Mobile No.: 7781020364, 7781020346, 9102403265

Email: info@nsit.in | www.nsit.in



Ref. NS17/024/23.

Date 15/06/23

Circular

Sub: Reconstruction of NSIT Grievance Redressal Committee

The College Grievance Redressal Committee is reconstituted with the following composition

Name of the Faculty	Designation	Position
Dr. Jyotirmayee Dalei	Dean Academics	Chairperson
Dr. Lajja Verma	Assistant Professor, Applied Science	Member-Convene
Mr. Ramakant Singh	Dean Administration	Member
Dr. Shama Bano	Principal BBA/BCA	Member
Mr. Shekhar Srivastava	Assistant Professor, Applied Science	Member
Mr. Kingson	Principal-in-charge, Diploma Engineering	Member

Functions:

To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized.

To analyze the merits of grievances and conduct formal hearings and investigation as the case may be.

To protect the privacy and confidentiality of all parties during the investigation, consistent STALEU HINU SIUINELL with and subject to the policy guidelines.

Director Netall Gubhas Institute of Technology

SUBHA Amhara Bihta

Welah Bubhas Institute of Amhara, PIN-801106



APPROVED BY AICTE NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT, OF BIHAR AMHARA, BIHTA, PATNA 401104

Date- 13/07/2023

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the office of Dean Academies dated on 17/07/2023 at 4.00PM. All the members this Committee are hereby requested to be present.

By order of Director

Sd/-

Dean (Academice)

Netaji Subhas Institute of Technology Amhara, Binta, Patna.

Dr. Jyotimayee Dalei

Dean Academics

(NSIT, BIHTA, PATNA)

Copy to:

- 1. Director
- 2. Registrar
- 2. Dean Academic
- 3. All cell Head
- 4. All HOD's

SEALED AINU SIGNED

Netali Subhas Institute of Technology Amhara, PIN-801106

Netaji Subhas Institute of Technology Amhara, Bihta, Palna, Bihar

PHY-891106



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT, OF BIHAR AFFILIATED TO BIHAR ENGINEERING UNIVERSITY, PATNA AMHARA, BIHTA, PATNA-801106

Date: July 17, 2023

GRIEVANCE REDRESSAL CELL (Academic Year: 2022-2023) **Minutes of Meeting**

The grievance redressal committee meeting was held on July 17th 2023 at the office of the Dean Academics at 04:00 PM under the chairmanship of Dr. J. Dalei (Chairperson) .

Agenda:

- To analyze the grievances of the students and the suggestions.
- To discuss a solution to above grievances.

Signature of the committee members present in the meeting

Name of the Faculty	Designation	Position	Signature
Dr. Jyotirmayee Dalei	Dean Academics	Chairperson	Tooley
Dr. Lajja Verma	Assistant Professor, Applied Science	Member- Convener	191
Mr. Ramakant Singh	Dean Administration	Member	340
Dr. Shama Bano	Principal BBA/BCA	Member	WI 7
Mr. Shekhar Srivastava	Assistant Professor, Applied Science	Member	gus.
Mr. Kingson	Principal-in-charge, Diploma Engineering	Member	Turs

The suggestion posted by the students was discussed in the meeting and the meeting was concluded with vote of thanks by the convener.

Appreciations:

Good effort taken for introducing online fee payment portal for the students.

Bus facility to be provided by the institute for training and integrating program for students

Suggestions:

Library timings for the students to be extended beyond current timelities of 1,000.

Free health checkups to be implemented for students through the medical college. and hospital of the parent institute

Director Netaji Subhas Institute of Technology Anhara, Bilita, Patna, Bihar F1M-341.30

Netaji Subhas Institute of Technology Amhara, Bihta, Patna,

Actions taken on suggestions and Grievance Redressal:

- Digital library timings to be extended from 4 PM till 5PM.
- Fee remittance can now be done through students ERP portal using UPI/QR codes.

Committee-Chairperson

Dean Academics

Dean (Academica) Netali Subhas Institute of Technology Amhara, Bihta, Patna.

Vetaji Subhas Institute of Technology Amhara, Bihta, Paina,

Netal Subhas Institute of Recheston

Netari Subhas Institute of Technology Amhara, Einta, Patna, Bihar PIN-801106

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan, Jamshedpur) AMHARA, BIHTA, PATNA - 801106 (BIHAR)

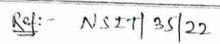
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Mobile No.: 7781020364, 7781020346, 9102403265

Email: info@nsit.in | www.nsit.in

Date:-



<u>Circular</u>

Sub: Reconstruction of NSIT Grievance Redressal Committee

The College Grievance Redressal Committee is reconstituted with the following

Name of the members	Designation	Position in	
Dr. S. Singh	Director	Committee	
Mr. R. K. Singh	Dean Administration	Chairman	
Dr. J. Dalei	Dean Academics	CO-Chairman	
Mr. Kingson		Convener	
Mr.Rajani Ranjan	Diploma –Principal HOD/ ECE	Co-Convener	
Mr. M. K. Jha	HOD/ CE	Member	
Mr. Sampurnand		Member	
Mr. Amarjeet Kumar	HOD/ME	Member	
Mr. Ramkrishna	Assistant Professor/EEE	Member	
	Assistant Professor/ Applied Science	Member	
Mr.Mukesh Kumar Patel		, , , , , , , , , , , , , , , , , , ,	
	Assistant Professor/ME	Member	
Mr. D.Gautam	Assist	····onibel	
Mr.Ravi Kumar Mandal	Assistant Professor/ME	Member	
Miss. Prakashika Kumari	Warden, Boys Hostel		
Kullari	Warden, Girls Hostel	Member	
	22.5987	Member	

Functions:

To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized.

To analyze the merits of grievances and conduct formal hearings and investigation as the case may be.

To protect the privacy and confidentiality of all parties during the investigation, consident with and

Netan Suphas Institute of Technolog: Amhara, Binja Palna, Bihar

Director

NSIT, Bihta, Patna

Netal Subhas Institute of Amhara, PIN-801106



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Date- 05/08/2022

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the Seminar Hall dated on 19/08/2022 at 4.00PM. All the members this Committee are hereby requested to be present.

By order of Director

Sd/-

Dean (Academics)

Netaji Subhas Institute of Technology Amhara, Bihta, Patna. Dr.Jyotimayee Dalei

Dean Academics

(NSIT, BIHTA, PATNA)

Copy to:

- 1. Director
- 2. Registrar
- 2. Dean Academic
- 3. All cell Head
- 4. All HOD's

Hara, PIN-801106

Netaji Subhas Institute of Technology Amhara, Bihta, Patna, Bihar



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR AMHARA, BIHTA, PATNA-801106

Date -20/08/2022

Minutes of the Meeting

The meeting of Student grievance Committee was conducted on 19/08/2022 at 04.00PM in the Seminar

The following members were present in the meeting

Name of the members	Designation	Position in Committee	Sign
Dr. S. Singh	Director	Chairman	1.1-2
Mr. R. K. Singh	Dean Administration	CO-Chairman	Riksingh
Dr. J. Dalei	Dean Academics	Convener	Joans
Mr. Kingson	Diploma – Principal	Co-Convener	Thomps
Mr.Rajani Ranjan	HOD/ ECE	Member	1
Mr. M. K. Jha	HOD/ CE	Member	nathilest p.
Mr. Sampurnand	HOD/ME	Member	-){*
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Are 1
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member	Ramerluhu
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member	MID
Mr. D.Gautam	Assistant Professor/ME	Member	Dorables
Mr.Ravi Kumar Mandal	Warden, Boys Hostel	Member	A alvert
Miss. Prakashika Kumari	Warden, Girls Hostel	Member	Production MOStorica
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Production AND SHOW

AGENDA

To replace broken Chair.

Discussion on keeping workshop for students

Maintenance of class room infrastructures such as fan regulators and lighting ala.

Replacement of Mouse & Keyboard in Computer Lab.

Netaji Subhas Institute of Technology Amhara, Bihta, Patna, Bihar PIN-301100

DECISION TAKAN

- Orders passed by the committee to replace the broken chair and the request send to the management authority
- · Workshop is conducted for students in the coming month
- · Order passed by the committee to maintain electrical accessories as soon as possible
- Orders passed by the committee to replace the Mouse & Keyboard in Computer Lab and the request send to the management authority

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Date- 08/11/2022

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the office of Dean Academics dated on 15/11/2022 at 4.00PM. All the members this Committee are hereby requested to be present.

By order of Director

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Dean (Academics)

Netaji Subhas Institute of Technology Amhara, Bihta, Patna.

Dr.Jyotimayee Dalei
Dean Academics
(NSIT, BIHTA, PATNA)

Copy to:

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Netaji Subhas Institute of Jechnology Amhara, Bihta, Patna, Bihar PIN-301106



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR AMHARA, BIHTA, PATNA-801106

Date -16.11.2022

Minutes of the Meeting

The meeting of Student grievance Committee was conducted on 15/11/2022 at 04.00PM in the office of Dean Academics.

The following members were present in the meeting

Name of the members	Designation	Position in Committee	Sign
Dr. S. Singh	Director	Chairman	1 handle
Mr. R. K. Singh	Dean Administration	CO-Chairman	R.W. Sissof
Dr. J. Dalei	Dean Academics	Convener	TDales
Mr. Kingson	Diploma – Principal	Co-Convener	
Mr.Rajani Ranjan	HOD/ ECE	Member	
Mr. M. K. Jha	HOD/ CE	Member	
Mr. Sampurnand	HOD/ME	Member	· let.
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Mis
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member	Pamerishu
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member	TUD
Mr. D.Gautam	Assistant Professor/ME	Member	Durachen
Mr.Ravi Kumar Mandal	Warden, Boys Hostel	Member	(3)
Miss. Prakashika Kumari	Warden, Girls Hostel	Member	9
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Jus

AGENDA

Discussion on arranging new water cooler in the blocks to solve drinking water for the students and staff.

Discussion on increasing library hours to better utilization of library.

Discussion of mstall mirrors on washrooms

Netan Subhas Institute of Technology

Amhara, PIN-801106

Netaji Subhas Institute of Technology Amhara, Sihta, Patna, Bihar

PIN-801106

- It is resolved the issue of a students by arranging new water cooler in the blocks to solve drinking water for the DECISION TAKAN students and staff.
 - Library hours are increased by one hour in a week
 - Orders passed by the committee and the request send to the authority.

Netaji Subhas Institute of Technology Amhura, Bihta, Patna, Bihar PIN-801106

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Date- 03/12/2021

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the office of Director dated on 08/12/2021 at 4.00PM. All the member of this Committee are hereby requested to be present.

By order of Director

Sd/-

Netaji Subhas Institute of Technology Amhara, Bihta, Patna

Dean

(NSIT, BIHTA, PATNA)

Copy to:

- 1. Director
- 2. Registrar
- 2. Dean Academic
- 3. All cell Head
- 4. All HOD's

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Biha.

Amhara Pin. 801106

Director

Netaji Subhas Insulute of Technology Amhara, Bihta, Patna, Bihar

PIN-801106



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Date -09/12/2021

Minutes of the Meeting

The meeting of Student grievance Committee was conducted on 08/12/2021 at 04.00PM in the office of Director

The following members were present in the meeting

Name of the members	Designation	Position in Committee	Sign
Dr. S. Singh	Director	Chairman	
Mr. Pawan Kumar	Finance Registrar		1-1-
Mr. A. P. Singh	Treasurer	CO-Chairman	14
Mr. R. K. Singh	The second section of the second seco	Convener	Herm
	Dean Administration	Co-Convener	R.K. sing
Mr. Kingson	Diploma -Principal in Charge	Co-Convener	Gunae
Dr. J. Dalei	HOD/EEE	Member	Toller
Mr.Rajani Ranjan	HOD/ ECE	Member	1
Mr. M. K. Jha	HOD/CE	Member	niethilethy
Mr. Sampurnand	HOD/ME	Member	1 64.
Mrs. Sarita Chaudhary	HOD/CSE	Member	S. chamilton
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Jas
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member	Ramerishn
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member	Hill
Mr. D.Gautam	Assistant Professor/ME	Member	Acros
	Warden, Boys Flostel	Member	1 Sal
Mr.Ravi Kumar Mandal		Member	1 Contrak
Miss, Prakashika Kumari	Warden, Girls Hostel	,,,,,,,,,,	Their artis

AGENDA

- Discussion on arranging new water cooler in the blocks to solve drinking water for the students and Maintenance of class room infrastructures such as fan regulators and lighting
- Replacement of Mouse & Keyboard in Computer Lab.
- Request for more frequent cleaning of water coolers /filters as there minerals, salts and scales deposition can occur.

DECISION TAKEN

- It is resolved the issue of a students by arranging new water cooler in the blocks to solve drinking water for the
- Orders passed by the committee and the request sent to the concerned.
- Orders passed by the committee and the request sent to the authority.
- Instruction given by the committee for regular monitoring of water coolers and filters

Director Netaji Subhas Institute of Technology Amhara, Bihta, Palna, Bihar PIN 301108



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR AMHARA, BIHTA, PATNA-801106

Date -22/01/2020

Minutes of the Meeting

The meeting of Student grievance Committee was conducted on 21/01/2020 at 04.00PM in the Seminar Hall

The following members were present in the meeting

Name of the members	Designation	Committee	1 21 01 202 Minn
Dr. S. Singh	Director	Chairman	11.1
Mr. Pawan Kumar	Ulumnee Registrar	C.CC. Indicenno	7.
Mr. A. P. Singh	Trensurer	Convener	Arland -
Mr. R. K. Singh	Denn Administration	Co-Convener	fin cirrys
Mr. Kingson	Diploma Principal in Charge	Co-Convener	- Transport
Dr. J. Dalei	HOD/EEK	Member	Tooler
Mr.Rajani Ranjan	HOD/ECE	Member	7
Mr. M. K. Jha	HOD/CE	Member	nizhitest I
Mr. Sampurnand	HOD/ME	Member	1 :50
Mrs. Sarita Chaudhary	HOD/CSE	Member	رسامسان وق
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	Aus
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member	Rameriture
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member	M-8-8-8
Mr. D.Gautam	Assistant Professor/ME	Member	Jelessia
Mr.Ravi Kumar Mandal	Warden, Boys Hostel	Member	
Miss. Prakashika Kumari	Warden, Girls Hostel	Member	Question

AGENDA

- Discussion on increasing library hours to better utilization of library.
- · To replace broken chair.
- · Discussion on keeping workshop and webinars for students
- · Discussion on to install mirrors in washrooms

DECISION TAKEN

- · Library hours are increased by one hour in a week.
- Orders passed by the committee and the request send to the authority.
- Workshop and webinar are conducted in the coming month.
- Mirrors are arranged in the washrooms.

Netan Subhas Institute of Technology Amthera, Bihta, Patnas Bihar

Director Technology

Director Direct



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR Affiliated to Aryabhatta Knowledge University, Patna AMHARA, BIHTA, PATNA-801106

Date- 15/01/2020

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the Seminar Hall dated on 21/01/2020 at 4.00PM. All the member of this Committee are hereby requested to be present.

By order of Director

Sd/-

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Copy to:

- 1. Director
- 2. Registrar
- 2. Dean Academic
- 3. All cell Head
- 4. All HOD's

Diractor Netaji Subhas Institute of Technology Amhara, Bihta, Patna, Bihar PIN-801106

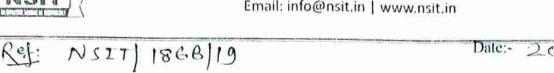
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Circular

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The College Grievance Redressal Committee is reconstituted with the following composition

Name of the members	Designation	Position in Committee
Dr. S. Singh	Director	Chairman
Mr. Pawan Kumar	Finance Registrar	CO-Chairman
Mr. A. P. Singh	Treasurer	Convener
Mr. R. K. Singh	Dean Administration	Co-Convener
Mr. Kingson	Diploma -Principal in Charge	Co-Convener
Dr. J. Dalei	HOD/EEE	Member
Mr.Rajani Ranjan	HOD/ ECE	Member
Mr. M. K. Jha	HOD/ CE	Member
Mr. Sampurnand	HOD/ME	Member
Mrs. Sarita Chaudhary	HOD/CSE	Member
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member
Mr. D.Gautam	Assistant Professor/ME	Member
Mr.Ravi Kumar Mandal	Warden, Boys Hostel	Member
Miss. Prakashika Kumari	Warden, Girls Hostel	Member

NSIT, Bihta, Patna Director

Netal Suphas Institute of Technology Amhara, Bihta, Patna, Bihar PIN-801106

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Netali Subhas Institute of Technology Amhara, PIN-801106



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR AMHARA, BIHTA, PATNA-801106

Date- 23/09/2019

NOTICE

All the members of Grievance redressal committee are informed to attend a meeting in the office of Director dated on 25/09/2019 at 4.00PM. All the members this Committee are hereby requested to be present.

Director | Name Subnas institute of Technology Amhara, Bihta, Patha, Bihar PIN-801108

Director

(NSIT, BIHTA, PATNA)

Copy to:

- 1. Director office
- 2. Registrar
- 2. Dean Academic
- 3. All cell Head
- 4. All HOD's

SEALED AND SIGNED

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Netali Subhas Institute of Technology, Bihas Patna, Bihas Amhara, PIN-801106



APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT, OF BIHAR AMHARA, BIHTA, PATNA-801106

Date -26/09/2019

Minutes of the Meeting

The meeting of Student grievance Committee was conducted on 25/09/2019 at 04.00PM in the office of Director.

The following members were present in the meeting

Name of the members	Designation		50 00 50 B
Dr. S. Singh		Position in Committee	Sign
Mr. Pawan Kumar	Director	Chairman	11 11
Mr. A. P. Singh	Finance Registrar	CO-Chairman	Alma.
Mr. R. K. Singh	Freasurer	Convener	Alm
Mr. Kingson	Denn Administration	Co-Convener	Relating
Dr. J. Dalei	Diploma -Principal in Charge HOD/EEE	Cn-Convener	Cours
Mr.Rajani Ranjan	HOD/ECE	Member	Dodey
Mr. M. K. Jha	HOD/ CE	Member	W. Call
Mr. Sampurnand	HOD/ME	Member	المعالمة بالمعالمة
Mrs. Sarita Chaudhary	HOD/CSE	Member	S. charles
Mr. Amaricet Kumar	Assistant Professor/EEE	Member	And I
Mf. Ramkrishna	Assistant Professor/ Applied Science	Member	Ramerihae
Mr.Mukesh Kumar Patel	Assistant Professor/ME	Member	M. Foll
Mr. D.Gautam	Assistant Professor/ME	Member	And May
Mr.Ravi Kumar Mandal	Warden, Boys Hostel	Member	The state of the s
Miss. Prakashika Kumari	Warden, Girls Hostel	Member	Quest Evaluite

AGENDA .

- Discussion on arranging new water cooler in the blocks to solve drinking water for the students and staff.
- Discussion on mini breaks between two continuous classes.
- Discussion on arrangement of a sick room

DECISION TAKEN

- It is resolved the issue of a students by arranging new water cooler in the blocks to solve drinking water for the students and staff.
- It is under consideration of the committee members.
- Orders passed by the committee and the request send to the authority.

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The position of opening and closing of Suggestion Box

A suggestion box, often called a student suggestion box or suggestion system, is a useful tool for facilitating communication between students and higher authorities. It enables staff members to share their thoughts, viewpoints, and observations regarding procedures, policies, and conditions of instruction. It could also be an anonymous way to offer input; however these tools are utilized by many corporations, non-profits, and schools to identify and act upon the finest ideas and suggestions.

There are numerous benefits for both higher authorities and students. It gives them a completely safe space to express their thoughts and beliefs. They can also be used to foster a sense of trust between pupils and superiors.

We have two suggestion boxes

- 1) Physical Suggestion Box
- 2) Online Suggestion Box (Online feedback system)

Physical suggestion box we have placed at various places in college, the procedure opening and closing of suggestion box fortnightly by the Director/Dean or grievance committee members.

The schedule is as follows:

SI.No	Date	Time
1	First and third week of every month	10.30 am to 04.00 pm

The committee goes through the grievances/suggestions/issues and handles each issue from the root level. Committee members meetings are held if required.

Online suggestion checked by grievances committee member and same handled smoothly.

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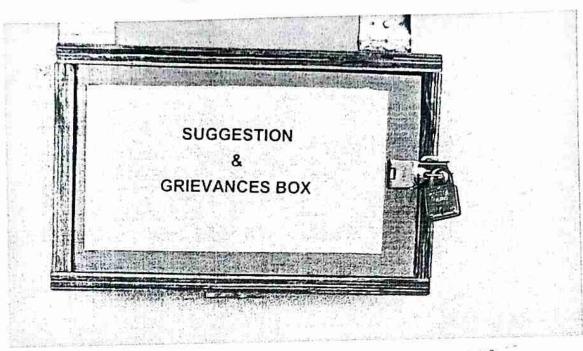
Subhas Instit Pario

Director
Netaji Subhas Institute of Technology
Amhara, Bihta, Patna, Bihar
PIN-801106



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Affiliated to Aryabhatta Knowledge University, Patna
AMHARA, BIHTA, PATNA-801106

Suggestion Box Location- Admin Block



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BY

Director
Netaji Subhas Institute of Technolog
Amhara, Bihta, Patna, Biha.
PIN-801106



Director

Director

Netaji Subhas Institute of Technolr

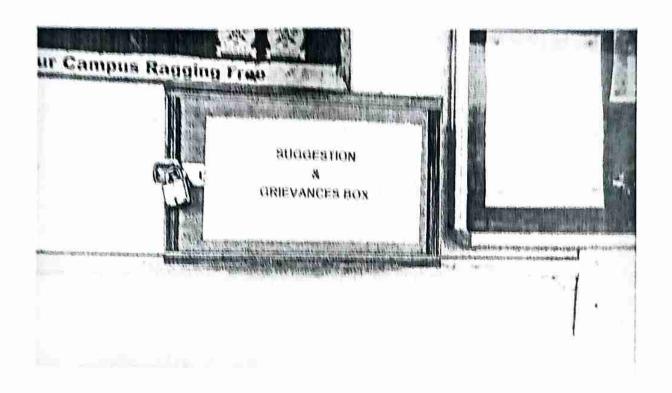
Amhara, Bihta, Patna, Bii.

PIN-901106



APPROVED BY AICUE, NEW PETRI AND DEPT OF SCIENCE & TROUBOLOGY, GOVE OF BIHAR Ambated to Aryabbatta Knowledge University, Patrial AMBARA, BIHARA, PATRIA BUTTOR

Suggestion Box Location- Academic Block



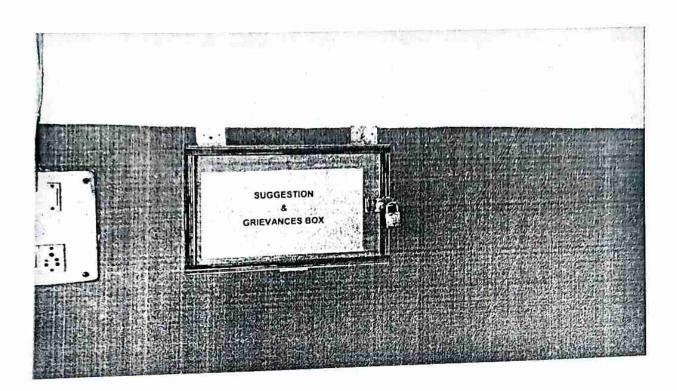
> Amhaca Bihta

Director Notah Subhas lashtute of technoli Ambara, Bihta, Patna, Biba PIN 1901 193



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Affiliated to Aryabhatta Knowledge University, Patna
AMHARA, BIHTA, PATNA-801106

Suggestion Box Location- Block "A"



Netal Subhas Binta Palna

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Netal Subhas Binta Palna

Palna

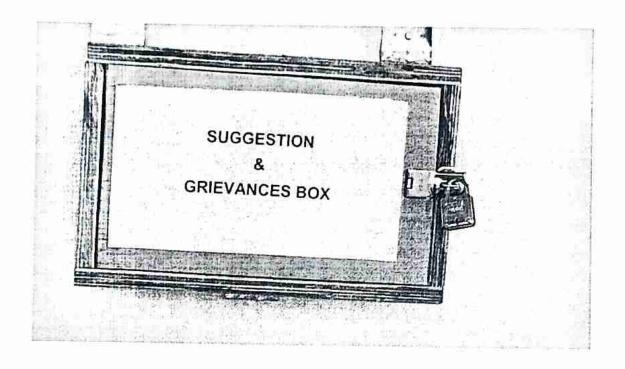
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