



# **NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**

APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR

AFFILIATED TO ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

AMHARA, BIHTA, PATNA-801118, BIHAR

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# **Student grievance Redressal Committee**

# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(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.....NSIT/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-Convener
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 with and subject to the policy guidelines.

  
Director, NSIT  
Director  
Netaji Subhas Institute of Technology  
Bihta



SEALED AND SIGNED  
  
Director  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Biha.  
PIN-801106



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

Date- 13/07/2023

## NOTICE

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

By order of Director

*J Dalei*

**Dean (Academics)**

Sd/- 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

SEALED AND SIGNED

BY

*[Signature]*  
**Director**

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

*[Signature]*  
**Director**

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



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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 17<sup>th</sup> 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	J. Dalei
Dr. Lajja Verma	Assistant Professor, Applied Science	Member-Convener	L. Verma
Mr. Ramakant Singh	Dean Administration	Member	R. Singh
Dr. Shama Bano	Principal BBA/BCA	Member	S. Bano
Mr. Shekhar Srivastava	Assistant Professor, Applied Science	Member	S. Srivastava
Mr. Kingson	Principal-in-charge, Diploma Engineering	Member	K. Kingson

- 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 internship program for students

#### Suggestions:

- Library timings for the students to be extended beyond current timings
- Free health checkups to be implemented for students through the medical college and hospital of the parent institute

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

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna

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Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106  
22/7/23



**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.

*J. Dalei*

Committee-Chairperson

Dean Academics

**Dean (Academics)**

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

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BY

*J. S. Singh*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

*J. S. Singh*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(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 : Aryabhatta Knowledge University, Patna & State Board of Technical Education Bihar

Mobile No.: 7781020364, 7781020346, 9102403265

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



Ref:- NSIT/35/22

Date:- 18/07/2022.

## Circular

**Sub: Reconstruction of NSIT Grievance Redressal Committee**

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. R. K. Singh	Dean Administration	CO-Chairman
Dr. J. Dalei	Dean Academics	Convener
Mr. Kingson	Diploma -Principal	Co-Convener
Mr. Rajani Ranjan	HOD/ ECE	Member
Mr. M. K. Jha	HOD/ CE	Member
Mr. Sampurnand	HOD/ME	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

### 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 with and subject to the policy guidelines.

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

Director

NSIT, Bihta, Patna

SEALED AND SIGNED  
BY

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



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

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

*J Dalei*

**Dean (Academics)**

Sd/- Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

Dr. Jyotimayee Dalei

Dean Academics

(NSIT, BIHTA, PATNA)

SEALED AND SIGNED  
BY

*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar.  
PIN-801106

### Copy to:

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

*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106





# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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 hall.

The following members were present in the meeting

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

## AGENDA

- To replace broken Chair.
- Discussion on keeping workshop for students
- Maintenance of class room infrastructures such as fan regulators and lighting
- Replacement of Mouse & Keyboard in Computer Lab.

SEAL AND SIGNATURE  
BY  
Director  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

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



## 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

SEALED AND SIGNED

BY

Director

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

Director

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
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Affiliated to Aryabhata Knowledge University, Patna  
AMHARA, BIHTA, PATNA-801106

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

*J. Dalei*  
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

SEALED AND SIGNED  
*[Signature]*  
**Director** 23/07/24  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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	<i>S. Singh</i>
Mr. R. K. Singh	Dean Administration	CO-Chairman	<i>R. K. Singh</i>
Dr. J. Dalei	Dean Academics	Convener	<i>J. Dalei</i>
Mr. Kingson	Diploma – Principal	Co-Convener	
Mr. Rajani Ranjan	HOD/ ECE	Member	<i>R. Rajani</i>
Mr. M. K. Jha	HOD/ CE	Member	
Mr. Sampurnand	HOD/ME	Member	<i>S. Sampurnand</i>
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	<i>A. Kumar</i>
Mr. Ramkrishna	Assistant Professor/ Applied Science	Member	<i>Ramkrishna</i>
Mr. Mukesh Kumar Patel	Assistant Professor/ME	Member	<i>M. K. Patel</i>
Mr. D. Gautam	Assistant Professor/ME	Member	<i>D. Gautam</i>
Mr. Ravi Kumar Mandal	Warden, Boys Hostel	Member	<i>R. Kumar</i>
Miss. Prakashika Kumari	Warden, Girls Hostel	Member	
Mr. Amarjeet Kumar	Assistant Professor/EEE	Member	<i>A. Kumar</i>

## 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 on install mirrors on washrooms

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

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



## DECISION TAKAN

- 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.
- Library hours are increased by one hour in a week
- Orders passed by the committee and the request send to the authority.

SEALED AND SIGNED

BY

Director

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

Director

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
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Affiliated to Aryabhatta Knowledge University, Patna  
AMHARA, BIHTA, PATNA-801106

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/-

**Dean**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna

Dean  
(NSIT, BIHTA, PATNA)

SEALED AND SIGNED  
BY

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

### Copy to:

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

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



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

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

Date:- 08/12/2021

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

## AGENDA

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

*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN- 801106

SEALED AND SIGNED BY

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





# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

## 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.

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

SEALED AND  
[Signature]  
Director  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR

Affiliated to Aryabhata 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/-

**Dean**  
Netaji Subhas Institute of Technology  
(NSIT, BIHTA, PATNA)

SEALED AND SIGNED  
BY  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

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

### Copy to:

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

# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(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 : Aryabhata Knowledge University, Patna & State Board of Technical Educational Bihar

Mobile No.: 7781020364, 7781020346, 9102403265

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



Ref: NSIT/1868/19

Date:- 20/08/2019

## Circular

**Sub: Reconstruction of NSIT Grievance Redressal Committee**

**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

  
Director

NSIT, Bihta, Patna  
Director

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

SEALED AND SIGNED  
BY

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





# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

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



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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

SEALED AND  
DIRECTOR  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

## 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.

[Signature]  
Director

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



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

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Affiliated to Aryabhata Knowledge University, Patna

AMHARA, BIHTA, PATNA-801106

## 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.

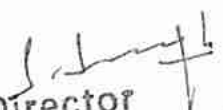
The schedule is as follows:

Sl.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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BY  
  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

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

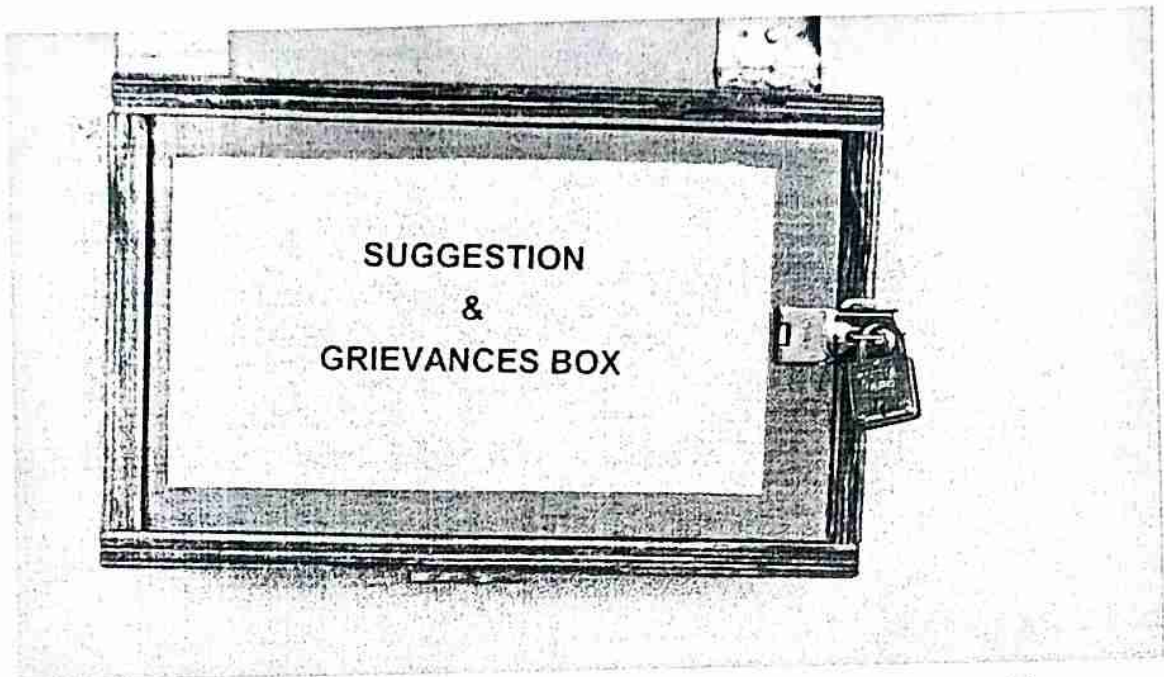




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Suggestion Box Location- Admin Block



SEALED AND SIG

BY

SEALED AND SIGNED

BY  
*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Biha.  
PIN-801106



*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bi.  
PIN-801106



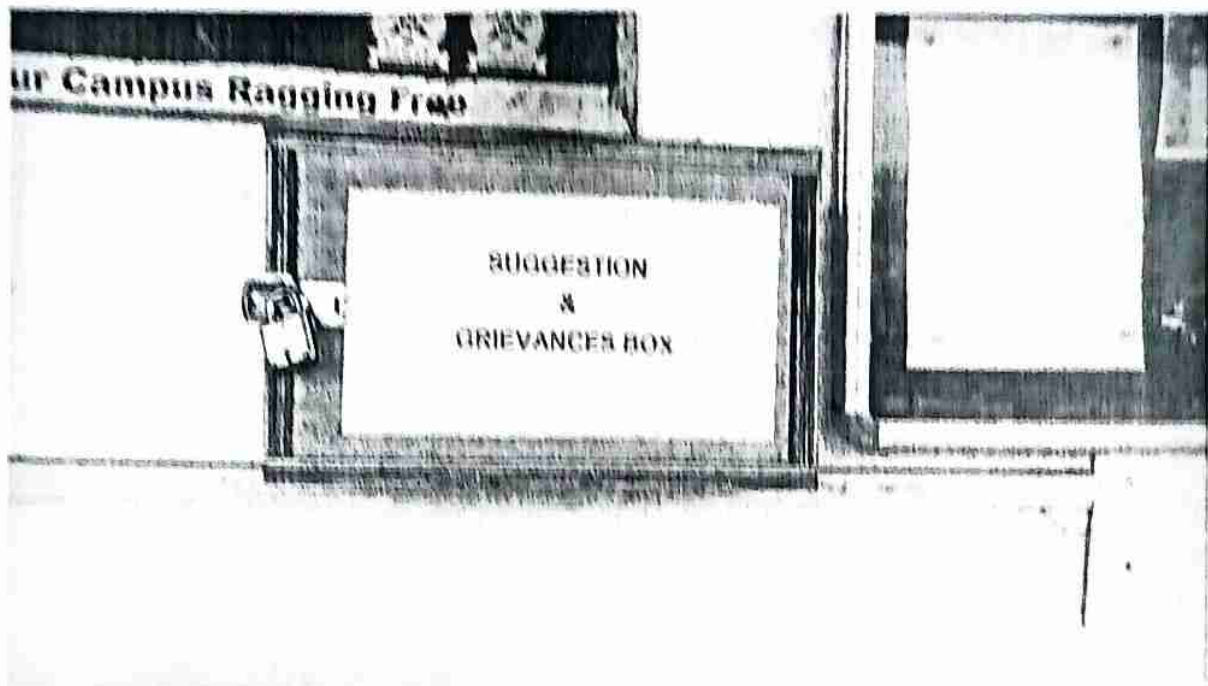
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**Suggestion Box Location- Academic Block**



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BY *[Signature]*

**Director**

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



*[Signature]*  
**Director**

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



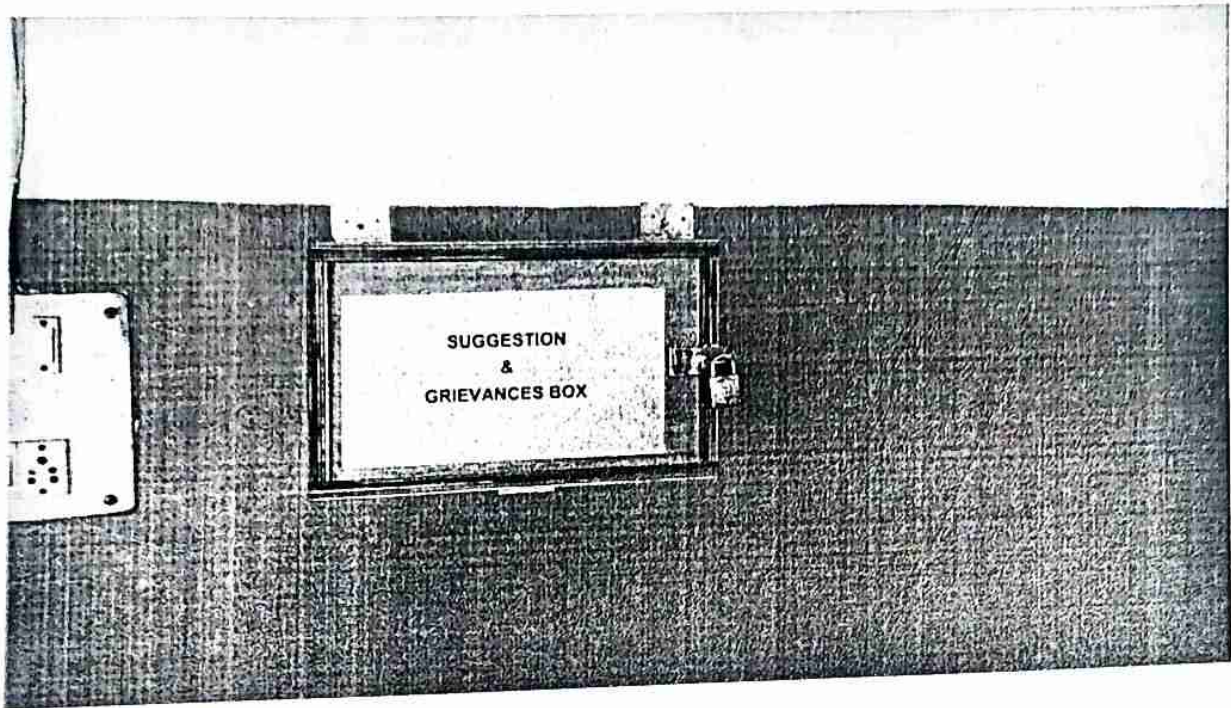
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**Suggestion Box Location- Block "A"**



SEALED AND  
BY

*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106



*[Signature]*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106





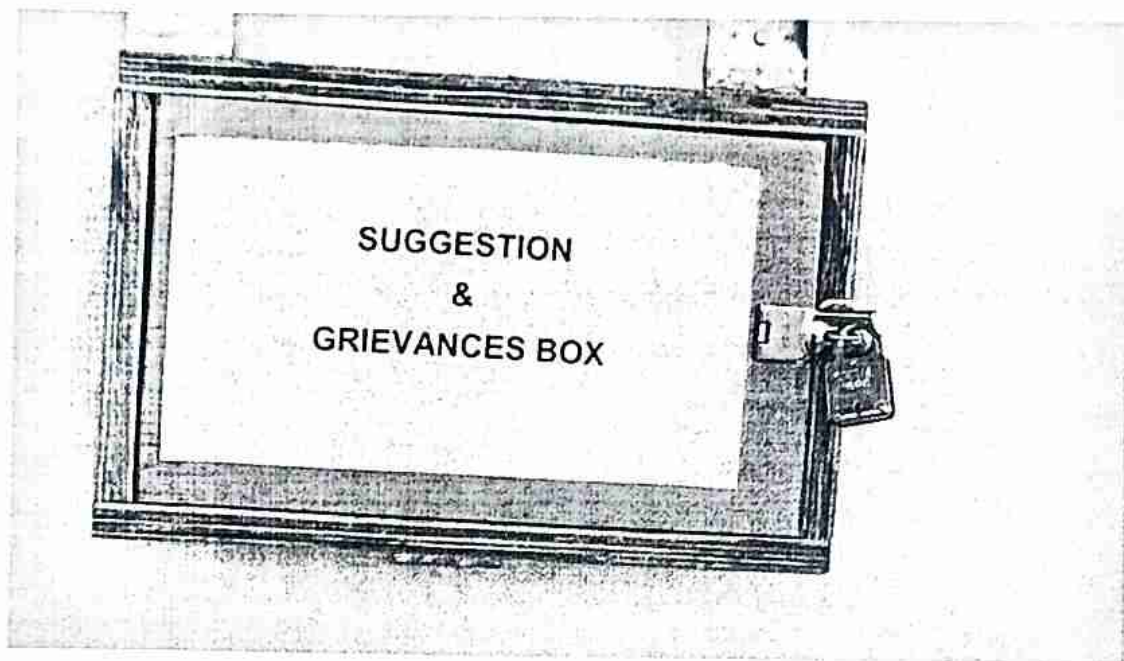
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## Suggestion Box Location- Central Library

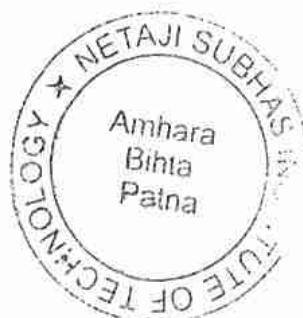


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Director

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