



Indian Institute of Information Technology Vadodara
Block No. 9, C/o Government Engineering College Campus,
Sector 28, Gandhinagar, Gujarat, India 382028

Office of Registrar

OO:IIITV/2019-20/ 53

Date: 20.02.2020

Office Order : Constitution of Grievance Redressal Committee

1. Students may approach different people for different types of grievances. Below are various level for addressing the issues. In case the issue remains unresolved at the first level or the issue is due to the person at the first level, student may go to the second level and further. If a student is still not satisfied, may contact the Director. The Director will seek report for Grievance Redressal Committee.

2. List of various level for addressing the issues on grievances are as under:-

| Grievance | First Level | Second Level | Third Level |
|--|----------------------------------|---------------------|-------------------------------|
| Course Related | Instructor/ Faculty Advisor | PIC Academics | Grievance Redressal Committee |
| Academics Related | AM/DM Academics | PIC Academics | |
| Hostels/ Facilities Related | Campus Manager | Hostel Wardens | |
| Students Affairs (Cultural/ Sports/ Technical) | Representative PICs | PIC Student Affairs | |
| Mess | Student Mess Committee | Hostel Wardens | |
| Ragging | Wardens/ Faculty Advisor | PIC Student Affairs | |
| Sexual Harassment | Anti-Sexual Harassment Committee | | |

3. The Grievance Redressal Committee is Constituted as under:

- (a) Col Ravi Chugh - Chairperson
- (b) Dr. Pratik (PIC Academics) - Member
- (c) Dr. Ajay Nath (PIC Student Affairs) - Member
- (d) Dr. Dharendra Sinha, Hostel Warden - Member
- (f) Mrs. Jyoti Singh, Hostel Warden - Member
- (g) Representative of Faculty Advisor - Member
- (h) Student Representative as: - Member
 - (i) PG - Student ID (201871001), Ms. Swati Rai
 - (ii) UG - Student ID (201752005), Mr. Abhyuday Tripathi

4. The grievance Redressal Forms is attached as Annexure-I. This form is to be submitted to Registrar's Office, wherein grievance reaches third level. For first two levels, aggrieved may meet the concerned officials and resolve the issue.

Note: In of case of any emergency, the aggrieved is free to go to Director directly.

Ravi Chugh
Registrar

Distribution:-

Director - For information please
All concerned committee members
Faculty/Staff – By mail
All Students – By mail
Office Copy



Grievance Registration Form :

(Attach extra sheet if required)

| | |
|--|--|
| Student ID <u>Your ID</u> | Mobile Number <u>Your Mobile Number</u> |
| Your Name <u>Your answer</u> | |
| You are attending institute as: <input type="radio"/> Day Scholar <input type="radio"/> Hosteler | |
| You enrollment program: <input type="radio"/> B.Tech <input type="radio"/> M.Tech <input type="radio"/> Ph.D <input type="radio"/> Any Other | |
| Detail information about the incident (including date and time) <u>Your answer</u> _____ _____ | |
| Any other information you would like to reveal (Specific facts) <u>Your answer</u> _____ | |



Signature: Kewal Singh
Date: 25/1/2020