

# 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)

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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





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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> 2022 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	Lajja Verma
Mr. Ramakant Singh	Dean Administration	Member	Ramkant Singh
Dr. Shama Bano	Principal BBA/BCA	Member	Shama Bano
Mr. Shekhar Srivastava	Assistant Professor, Applied Science	Member	Shekhar Srivastava
Mr. Kingson	Principal-in-charge, Diploma Engineering	Member	Kingson

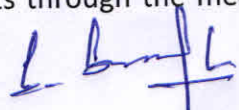
- The suggestion posted by the students was discussed in the meeting and the meeting was concluded with vote of thanks by the convener.

#### 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

  
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**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)**

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