



## **Einstein Academy of Technology and Management**

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)  
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha  
An ISO:2015 Certified Degree Engineering College

## **Grievance and Redressal Committee**





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### **Grievance and Redressal Committee**

As per the provision of AICTE act 2012 (Establishment of mechanism for grievance redressal) a grievance redressal committee has been formed in EATM in order to sort out the grievances of students, staff and faculty and their redressal.

#### **Objective:**

- To provide equal opportunity to staff/ faculty irrespective of caste, creed, colour and community for the sharing and participating their opinion and representative in the process of academic and administration of EATM.
- To promote, motivate, maintain and advise to the staff/faculty/students to create an enriched congenial atmosphere in the Institute for enhancing behavioural, personal, social, ethical and moral standard of norms through proper protocol.
- To find the way of morality, prevention of corruption and checking various indulgements in academic and non-academic activities of employees, staff and students by monitoring them and advising them to be involved in the process of humanity, socialism and good behaviourism.

#### **The Committee consists of following members**

<b>Sl. No.</b>	<b>Names</b>	<b>Status</b>
1	Prof. (Dr.) Suwendu Prasad Sahu	Principal
2	Prof. Puspita Acharya	Convener
3	Prof. Jharana Paikray	Co-convener
4	Prof. Banahansi Mohanty	Member, Student
5	Prof. Subhadra Biswal	Member, Student
6	Prof. Nibedita Chhatoi	Member, Student
7	Prof. Sushree Subhrangi Behera	Member, Student
8	Mr. Dhaneswar Chhotray	Member, Student
9	Miss Malati Jena	Member, Student
10	Miss Priti Senapati	Member, Student
11	Mr. Nikhil Nayak	Member, Student



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### **Roles and Responsibilities:**

1. The grievance and Redressal committee should look after all the complains, appeals and grievances apart from students/staff/faculty from time to time in order to solve their problems and provide them the legal justice.
2. The committee should be impartial, neat, clean and fair while exercising its power and takes decision in order to provide impartial judgements to the related victims.
3. To prevent the irregularity in the admission process if complains/ anomalies /discriminatory practises against students are visible.
4. To ensure and protect the denial quality of education as assured by the Institute.
5. To ensure and check non-transparent or unfair means/policies in the process of evaluation.
6. The committee shall be convened at least a meeting once in a month for monitoring the related activities if any.
7. To provide equal opportunities and scope to each and every staff and faculty in various segmentation of academic and non-academic activities.
8. To pay the regard to staff and employees in distribution of portfolio and assignment as per their eligibility and deservedly.
9. The cell should look after the anomalies (if any) found in given opportunity, assignment, authorization, deputation, seniority, etc. then the same immediately noticed to the higher authority (proper channel) in order to provide proper justice to him or her.
10. To provide equal chance and opportunities for assigning, deputing membership representative of staff and faculty whenever it requires.
11. The committee should have consciousness regarding to protect and prevent of demolition of humanism and self-esteem of staff and faculty
12. The prime and foremost duty of faculty, staff and students should be well disciplined and show themselves their proper etiquette, Courtesy and behaviour towards seniors and higher authority positively.
13. They should have tender their love and affection towards their subordinates, colleagues, friends, students etc. in order to create an enriched atmosphere of learning and socialism.



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14. The committee should observe and monitor the behavioural perspective of staff, faculty and students etc. in a disciplinary manner strictly. Beyond by someone else it should be informed and forwarded to the higher authority to immediate and exemplary action.
15. It should organise more and more workshop for training and grooming the well behavioural attitude and purification of negative thoughts, perception and believes.
16. The committee should advise the staff, faculty and students with a right moral attitude and as one family members of EATM by following proper protocol.
17. The committee should observe and monitor the behaviour of individual employees towards the assigned duties and responsibilities.
18. It should also focus on the student activities i.e. curricular and co-curricular and their behaviour inside and outside of the college campus.
19. It should ensure to conduct various workshops of behavioural purification and morality in heart and minds of individual staff, faculty and students for growth of personal traits and the institute.
20. It should ensure to vigilant and monitor the regular work assignments and responsibilities given to individuals by the Principal and higher authority from time to time.

**NB:** It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will be held the responsibility and the higher authority will have every right to take necessary action as deemed fit.