

Office of the Principal
MCKV INSTITUTE OF ENGINEERING
243, G.T. Road (N), Liluah, Howrah – 711 204

Office Order

No. MCKVIE/PO/ 20-21/58A

03/05/2021

In compliance with the Public Notice (Advt. No. : PG/07(01)/2012) read with the AICTE Regulations made under Notification No. F.No. 37-3/Legal/2012 dated 25.05.2012 regarding establishment of a **Grievance Redressal Committee** in technical Institute and consequent upon the directives of the competent authority of the West University of Technology, a Grievance Redressal Committee for the purpose of redressal of grievances of the students, parents and others has been reconstituted consisting of the following members.

Sl. No.	Name and Designation	Position
01	Prof. (Dr.) Arghya Sarkar Dean (Academics & Administration)	Chairman
02	Prof. (Dr.) Arun Kumar Jalan Dean (Students Affairs)	Member
03	Dr. Subroto S. Thakur Associate Prof., CSE Dept.	Member
04	Dr. Prasenjit Chatterjee Associate Prof., ME Dept.	Member
05	Prof. (Dr.) Shampa Sengupta Asst. Prof., IT Dept.	Member
06	Mr. Rohit Rustagi Asst. Accounts Officer	Member
07	Mr. Mohitosh Bose Sr. Office Assistant	Member
08	Mr. Prabir Ghosh Maintenance In-Charge	Member
09	Ms. Archita Roy P.S. to Principal	Convener

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Terms of reference:

In terms of All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 "Grievances" may include the following complaints of the aggrieved students namely.

1. Making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
2. Irregularity in the admission process adopted by the Institute;
3. Refusing admission in accordance with the declared admission policy of the Institute;
4. Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
5. Non-payment or delay in payment of scholarships to any student that such Institution is committed, under the conditions imposed by AICTE, or by any other authority;
6. Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
7. On provision of student amenities as may have been promised or required to be provided by the Institution;
8. Any grievance in Teaching Learning Process;
9. Harassment and victimization of students including sexual harassment; and
10. Refund of fees on withdrawal of admissions as per AICTE instructions from time to time;
11. Application for redressal be submitted to the Chairman of the Committee who will place the matter before the Committee for initiating necessary steps to determine the authenticity of the grievances and it's redressal, if necessary.

All members are advised to act accordingly.

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03/05/21
Prof. (Dr.) Abhijit Lahiri
Principal

Copy to : 1. The Chairman – for kind information please.
2. CEO MCKV Group
3. All HODs & Deans
4. Members of the Committee
5. Notice Board