OFFICE ORDER

As approved and directed by the competent authority, the "GRIEVANCE REDRESSAL COMMITTEE" of this Institute is hereby reconstituted with immediate effect, consisting of the following members from the A.Y. 2023-2024 and remain effective until further order, in compliance with the directives of AICTE /UGC/ Govt. of West Bengal for addressing the grievances of the students/employees, as applicable:--

**Grievance Redressal Committee**

Principal / Director - Chairman
Prof. Tarun Kanti Jana, Dean/ME - Member
Prof. Rajib Kumar Dubey, DSW - Member
Dr. Debasis Das Adhikary, ME - Member
Dr. Sk. Sahnavaj, MCA - Member
Ms. Gargi Jana, SAS - Member
Ms. Aditi Sinha, CHE - Member
Mr. Kausik Bera, CE - Member
The Provost (Hostels) - Member
Manager-Administration - Member
Dr. Apratim Mitra, MCA - Convener

It is mandatory to conduct meetings regularly or as applicable in exigency of the Institute. The Convener of the Committee is required to submit a report of compliance to the Registrar / Principal/Director to that effect.

All concerned are to note and act accordingly.

Registrar General
Haldia Institute of Technology

Copy forwarded for information & necessary action to:
1) The Hon'ble Chairman – for his kind information, please
2) The Vice Chairman
3) The Secretary
4) The Principal
5) All Deans
6) All HODs/TICs
7) The Controller of Examinations
8) The Finance Manager
9) The Chairman, Grievance Redressal Committee
10) The Convener, Grievance Redressal Committee
11) The General Manager – Training & Placement
12) The Associate Professor (AEIE) & The Incharge, IIPC
13) The Manager-Administration
14) The Provost (Hostels)
15) The System Manager
16) The Students Counsellors
17) The Students Welfare Officer
18) The PS to Principal
19) The PS to Director
20) Office file

Sd/- Registrar General
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