

Ref. No.: Est/Kist/718G/2025 **GRIEVANCE REDRESSAL COMMITTEE (GRC)** Date: 09.08.2025
(As per UGC Regulations, AICTE Norms)

Name of the Institution: **Konark Institute of Science & Technology (KIST)**, Jatni, Bhubaneswar, Odisha

Academic Year: **2025-26**

Date of Constitution: **11th August 2025**

In accordance with the **UGC (Grievance Redressal) Regulations, 2018** and **AICTE guidelines**, the Grievance Redressal Committee of the institution is constituted as follows:

Composition of Grievance Redressal Committee

Sl. No.	Name	Designation	Role
1	Dr. P. S. Khuntia	Principal, KIST	Chairman
2	Dr. S. N. Patnaik	Dean, KIST	Member
3	Dr. L. N. Padhy	HOD, CSE	Member
4	Mr. C. Mishra	HOD, Mechanical Engineering	Member
5	Ms. C. A. Sen	HOD, MBA	Member
6	Mr. A. Panigrahi	Student Welfare Officer	Member Secretary
7	Poojitha Das	Senior Student, 7 th SEM	Member

Scope of the Committee

- **Academic Matters & Examinations:** Includes curriculum, assessments, and evaluations of student performance.
- **Admission, Fees & Administrative Issues:** Covers admission process, fee structure, and related administrative concerns.
- **Infrastructure, Facilities & Student Services:** Focuses on campus infrastructure, hostels, and student support services.

Functions and Responsibilities

- To receive and register grievances from students and staff.
- To conduct impartial inquiry and hearings.
- To resolve grievances within a stipulated time frame.
- To maintain grievance records and action-taken reports.
- To ensure transparency and fairness in redressal.

Grievance Submission Mechanism

- Written complaint to Member Secretary
- Email submission to institutional grievance email
- Complaint box installed in campus
- Online grievance portal (if available)

Tenure

The committee shall remain functional for **one academic year** and will be reconstituted annually.

Approval



PRINCIPAL
KIST, JATNI

Principal

Konark Institute of Science & Technology
(Signature & Seal)



KONARK INSTITUTE OF SCIENCE & TECHNOLOGY

(A unit of Hi-Tech Group of Institutions)

Under Vidya Sagar Charitable Trust, Approved by AICTE, New Delhi & Affiliated to BPUT, Rourkela, Odisha

Post Box No.-21, Techno Park, Jatni, Bhubaneswar, Odisha-752050

Phone No. (0674) 2490964, e-mail : info@kist.ac.in

Website : www.kist.ac.in