



JIS School of Polytechnic

Block-A, Phase - III, Kalyani; Nadia - 741235

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JIS SCHOOL OF POLYTECHNIC

(Approved by AICTE & Affiliated to WBSCT&VE&SD)

Kalyani, Nadia, West Bengal

GRIEVANCE REDRESSAL COMMITTEE (GRC)

OFFICE ORDER – ACADEMIC SESSION 2026–2027

Reference No.: JISSP/COMMITTEE/AS2026-27/02

Date: 03/07/2026

1. Constitution and AICTE Compliance

In pursuance of the applicable AICTE Approval Process Handbook 2024-25 to 2026-27 and the institutional grievance redressal framework, the Grievance Redressal Committee (GRC) of JIS School of Polytechnic is hereby constituted separately for faculty members, teaching staff, administrative staff and non-teaching staff. The Committee shall function fairly, transparently, confidentially and in a time-bound manner.

2. Objectives

1. Provide an accessible and impartial forum for employee grievances.
2. Ensure fair, confidential and time-bound consideration of grievances.
3. Promote a respectful, harmonious and non-discriminatory working environment.
4. Recommend appropriate corrective and preventive measures.
5. Maintain proper records and review recurring grievances.

3. Composition

Sl. No	Category	Name & Designation	Position
1	Senior Faculty Member	Ms. Gargee Sarkar, TIC, ETCE	Chairperson
2	Management Representative	Mr. Asish Sen, HR	Member
3	Faculty Representative	Mr. Satyaki Kumar Biswas, HOD, ETCE	Member Secretary
4	Faculty Representative	Mrs. Smritikana Biswas	Member
5	Faculty Representative	Mr. Arijit Mukherjee, HOD, EE	Member
6	Faculty Representative	Mr. Suvamay Gupta, TIC, CST	Member
7	Teaching Staff Representative	Ms. Sonali Mandal, Teaching Assistant, CE	Member
8	Administrative Representative	Mr. Sudipta Mukherjee, Manager	Member
9	Non-Teaching Staff Representative	Mr. Soumitra Ghosh, Administrative Department	Member



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4. Functions

6. Receive and acknowledge grievances from faculty and staff.
7. Examine complaints objectively and impartially.
8. Provide reasonable opportunity to concerned parties to present their cases.
9. Conduct hearings wherever necessary following natural justice.
10. Maintain confidentiality and proper grievance records.
11. Recommend corrective/preventive measures to the Principal.
12. Review recurring grievances and suggest systemic improvements.
13. Refer matters falling under specialised statutory committees to the competent authority.
14. Submit periodic reports to the Principal.

5. Tenure

The Committee shall remain in force for the Academic Session 2026–2027 or until further orders, subject to reconstitution by the institution.

6. Quorum

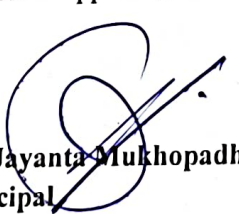
The quorum shall ordinarily be one-half of the total members, subject to a minimum of three members, including the Chairperson or authorised nominee.

7. Meetings

15. The GRC shall ordinarily meet at least once in every semester.
16. Special meetings may be convened by the Chairperson for urgent grievances.
17. Proceedings shall follow natural justice and confidentiality.
18. Recommendations shall be submitted to the Principal for necessary action.

8. Record Keeping and Confidentiality

The Committee shall maintain a grievance register containing the complaint, date of receipt, action taken, proceedings, recommendations/decision and date of disposal. Information shall be treated confidentially subject to applicable law.


Dr. Jayanta Mukhopadhyay
Principal
JIS School of Polytechnic

J. MUKHOPADHYAY
Principal
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