

SHREE RAYESHWAR INSTITUTE OF
ENGINEERING & INFORMATION TECHNOLOGY
"Shivshail' Karai, Shiroda, Goa 403 103

Ref. No.: SES/SRIEIT/Off. Order/2018-19/38

Date: 30.07.2018

OFFICE ORDER

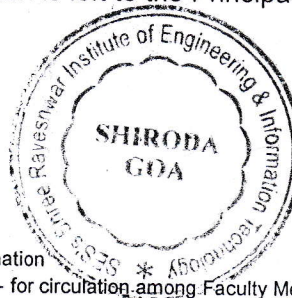
Formation of Grievance Redressal Committee (GRC)

In supersession to Office Order: SES/SRIEIT/ Off. Ord. /2017-18/155, dated: 03.10.2017, and as per AICTE Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all the AICTE approved Technical Institutions vide No. 37-3/ Legal/ 2012 dated 25.05.2012, the following GRC has been reconstituted for Shree Rayeshwar Institute of Engineering & Information Technology with immediate effect.

The Committee is requested to contribute effectively to dispose the grievances at the earliest.

Sr.No	Name	Designation	Position	Email Address
1.	Prof. Anurag Jain	Professor & Head (Gen. Engg.)	Chairman	ithead12@gmail.com
2.	Prof. Pramod Bokade	Professor & Head (ETC)	Member	pramod.bokde@gmail.com
3.	Prof. Shailendra Aswale	Associate professor & Head (Comp)	Member	shailendra.aswale@ritgoa.ac.in
4.	Mrs. Sweta Kamat	Asst. Professor (Comp)	Member	sweta.kamat@ritgoa.ac.in
5.	Mr. Vinay Naik	Asst. Registrar	Member Secretary	registrar@ritgoa.ac.in

A Complaint Register has been kept in the office of the Principal. On receipt of a complaint, the staff in charge of the register will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet and look into the Information provided by the complainant. Any aggrieved student or parent may appear in person to present his/ her case. The GRC shall conduct an enquiry to ascertain the nature and extent of the grievance. The GRC shall suggest the step to be initiated at the level of the Institute. The redressal/ final action to be taken is left to the Principal.



Prof. (Dr.) Surendra Rahamatkar
Principal
S. E. S's Shree Rayeshwar Institute of
Engineering & Information Technology,
Shivshail, Shiroda - Goa

Copy to:

1. Hon'ble Chairman- For kind information
2. All HoDs – GE, ETC, Comp. & IT – for circulation among Faculty Members & students.
3. All Members- GRC
4. Asst. Registrar – for necessary action
5. Adm. Office – Office Copy
6. Mrs. Pratiksha Shetgaonkar – for uploading in www.ritgoa.ac.in
7. Office of the Principal
8. All Notice Board