

REGIONAL INSTITUTE OF EDUCATION : BHUBANESWAR

Grievance Redressal Cell

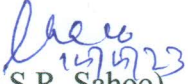
CORRINGENDUM

No: 251(1)

Dated: 15/07/23

The students, academic and non-academic staff members of the Institute are hereby informed to submit their grievance regarding any academic and non academic matters by sending email to **grievance@riebs.ac.in** instead of email ID of the Institute.

This issues with the approval of the Principal.


(Prof. S.R. Sahoo)
Chairperson, GRC
RIE, Bhubaneswar

**Regional Institute of Education (NCERT), Bhubaneswar
Grievance Redressal Cell**

NOTICE

No: 179 (1)

Date : 28-09-2022

The Regional Institute of Education (NCERT), Bhubaneswar Grievance Redressal Cell has been constituted by the Competent Authority to look into the grievances submitted by any student/academic and non-academic staff of the Institution and redress the same. The GRC (Grievance Redressal Cell) aims to maintain a convenient ambience of academic teaching and learning by providing the students with proper facilities both academic and non-academic. Whenever any grievance is received by the G.R. Cell, the GRC will consider for redressing the same and find possible solutions within a reasonable period.

Committee members for the session 2022-23 (Name as per the list provided for the current session and approved by the competent authority)

1. Prof S.R. Sahoo – Chairperson
2. Dr. E. Gangmei – Member
3. Dr. P. L. Negi – Member
4. Mr. P. K. Rai – Member

This issues with the approval of the Competent Authority.


(Sandhya Rani Sahoo)
Chairperson

Copy to :

1. PA to Principal
2. Dean of Instructions / Dean of Research
3. All Heads of Department (DESSH/DESM/DE/DEE)
4. Chief Warden / All Wardens of Hostels
5. In-Charge, CAC Lab to upload as Notice on Institute Website
6. All Sections/ Section In-charge
7. Notice Boards

Regional Institute of Education (NCERT), Bhubaneswar Grievance Redressal Cell

Procedure of submitting grievance:-

- Students/academic and non-academic staffs can submit their grievances regarding any academic and non-academic matter by sending emails to the Institute email ID: riebbs@nic.in
- Students/academic and non-academic staffs also have the option of dropping their complaints in the drop box installed on the side wall of Academic Section near the Notice Board on the Ground Floor of the Institute.

Rules : -

- The committee will look into all the genuine grievances of students/academic and non-academic staffs of the Institute, prepare a report and send to the Principal for further action.
- All complainants should file their grievances either by writing in paper and submit either in the Box or by Email.
- The committee will meet at least once in a month to resolve the grievances.
- The committee will open the Grievance Cell box weekly, preferably on Monday.
- The number of grievance settled or pending will be reported to the Principal in every month.
- A box marked 'Grievance Redressal Box' is installed on the side wall of Academic Section near the Notice Board on the Ground Floor of the Institute. Any students/academic and non-academic staffs may put their case/concern with name, date and class/department/section in the grievance redressal box. **Confidentiality and privacy will be maintained.**