

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, औरंगाबाद**  
**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,**  
**AURANGABAD**

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सं.रा.इ.सू.प्रौ.सं.-औ/03/01/2026/स्था.  
No.NIELIT-A/03/01/2026/Estt

17 जनवरी 2026  
January 17, 2026

**कार्यालय आदेश सं.02/OFFICE ORDER No.02**

In supersession to all previous orders, the Competent Authority has reconstituted the Students' Grievance Redressal and Appeal Committee with immediate effect for a tenure up to 31.12.2028, or until further orders, whichever is earlier. The Committee shall function as per the provisions outlined below to ensure timely, fair, and transparent resolution of student grievances.

2. The Committee shall consist of the following members:

- |      |   |            |
|------|---|------------|
| i.   | Shri Ashwani Kumar Tickoo, Scientist 'E'            | : Chairman |
| ii.  | Shri Saurabh Kesari, Scientist 'C'                  | : Member   |
| iii. | Shri Anand 'C', Scientist 'C'                       | : Member   |
| iv.  | Smt. Seema AV, Senior Library & Information Officer | : Member   |
| v.   | Shri Arnab Chatterjee, Scientist 'B'                | : Member   |
| vi.  | Six Student Representatives                         | : Members  |

(3 each from Male and Female Student representatives shall be nominated through respective Course Coordinators within 15 days of this order and approved by the Executive Director.)

3. The Committee aims to address legitimate student grievances related to academics (e.g., evaluation, attendance), administration, infrastructure, facilities, or interpersonal issues, excluding ragging or sexual harassment (handled by separate cells). It promotes a harmonious campus environment through impartial inquiry and resolution.

4. Grievance Redressal Procedure

- 4.1 Aggrieved students shall submit a written application along with specific details, dates, evidence, and witnesses etc. to the Course Coordinator with copies to Chief Proctor, Proctors, Warden, and Dean (Academics). Anonymous complaints shall not be entertained.
- 4.2 Course Coordinator verifies facts within 3 days and attempts resolution and inform the student and Dean (Academics) in writing accordingly. If unresolved, forward to Dean (Academics) within 7 days.
- 4.3 Finding: Dean (Academics) constitutes a 3-member fact-finding sub-committee (if needed) to investigate within 7 days. Submit report with findings and recommendations to the Chairman.
- 4.4 Chairman convenes the Committee within 10 days of receipt. Hear all parties confidentially, review evidence, and issue an order within 15 days. Decisions shall be majority-based, recorded in minutes.

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- 4.5 Dean (Academics) ensures compliance of orders. Recommendations may include counseling, administrative action, or referral to Disciplinary Committee for erring parties.
- 4.6 Dissatisfied students may appeal to the Executive Director, NIELIT Aurangabad, within 10 days. Final decision shall be binding, communicated within 15 days.
5. The member secretary shall maintain a confidential digital/physical register: Grievance No., Date, Nature, Action Taken, Status, Resolution Date. Submit reports to Executive Director regarding the issues from time to time. Provide records for Annual review by IQAC/Executive Director/any other body for effectiveness.
6. General Guidelines
- i. All proceedings remain confidential; no media/public disclosure.
  - ii. Frivolous/malicious complaints may attract disciplinary action.
  - iii. Committee meets quarterly or as needed; quorum: Chairman + 3 members.

This supersedes previous orders; amendments require Competent Authority approval.



(अजयसिम्हान वी.के.) / (Ajaysimhan V K)  
उप निदेशक (पी.& ए.) / Deputy Director [P & A] &  
प्रमुख (प्रशासन & वित्त) / Head (Admin & Finance)

To

All concerned

- Copy to:
1. Executive Director – for kind information
  2. All Group Heads
  3. Accounts Section