

Committees/ In-charge		Name of Official/Members
PGDM (TT)		Dr. S.K. Lenka (Chair) Mr. N. Subramaniam
PGDM (IB)		Dr. Md. Sabir Hussain (Chair) Mr. Prashant Udaykumar
Admission		Dr. Adyasha Das, Coordinator Mrs. Sareeta Pradhan Mr. N. Subramaniam Mr. Preji M P Mr. Prashant Udayakumar
Training, Research, Consultancy & CBSP		Dr. S.K. Lenka
Public Relations		Dr. S.K. Lenka
Newsletter		Mr. Prasanth Udayakumar
Library		Dr. Md. Sabir Hussain
Examination & Centre Superintendent		Dr. Md. Sabir Hussain, Centre Superintendent Mr. Preji M.P. Mrs. Sandhya Samal
Information Technology & Website		Mrs. Sareeta Pradhan Mr. Preji M P
Time table		Mr. Prasanth Udayakumar
Warden (Girls Hostel)		Dr. Adyasha Das
Warden (Boys Hostel)		Dr. B. Swajan Mr. Debee Prasad Rath, Dy. Warden
Purchase Committee		Mrs. Sareeta Pradhan (Chair) Mr. N. Subramaniam Mr. Prasanth Udayakumar Administrative Officer (Any three)
Inspection Committee		Dr. Md. Sabir Hussain Mr. Preji M.P. Dr. B. Swajan
Women empowerment and grievance committee		Dr. Adyasha Das Ms. Sareeta Pradhan Dr. B. Swajan Ms. Sandhya Samal Mrs. Namrata Chaddha, Member from outside
Student activity	Sports	Dr. B. Swajan (Chair) Mrs. Sandhya Samal
	Cultural	Dr. Adyasha Das (Chair) Mr. Prashant Udaykumar Mrs. Sandhya Samal
	Study Tour	Mr. N. Subramaniam
AICTE and AIU		Dr. B. Swajan
Anti -ragging Committee		Dr. Sabir Hussain Dr. Adyasha Das

Committees/ In-charge	Name of Official/Members
	Ms. Sareeta Pradhan
Anti-Ragging Squad	Mr. N. Subramaniam Dr. B. Swajan Ms. Pravati Pattnaik
Grievance	Dr. Md. Sabir Hussain, (Chair) Mrs. Sandhya Samal Ms. Pravati Pattnaik
Placement	Dr. Adyasha Das, Coordinator Mr. N. Subramaniam
Alumni	Mrs. Sareeta Pradhan Mrs. Sandhya Samal
Secretary, Faculty Council	Mr. Prasanth Udayakumar
Campus Development Committee	Dr. S.K. Lenka, (Chair) Dr. Md. Sabir Hussain Mr. Preji M P
Mess Committee	Dr. B. Swajan (Chair) Mr. Debee Prasad Rath Mrs. Sandhya Samal Ms. Pravati Pattnaik

**Prof. Manjula Chaudhary**

*Director*

March 22, 2013

**CIRCULAR**

**APPOINTMENT OF OMBUDSMAN AND FORMATION OF GRIEVANCE REDRESSAL CELL**

As per clause 3 of the AICTE regulations, 2012 (Establishment of Mechanism for Grievance Redressal) an Ombudsman has been appointed and Grievance Redressal Committee formed to address the grievances of the students and parents.

**OMBUDSMAN**

Prof. Lalit Kumar Sahu, Retired Principal, Maharshi College of Natural Law, Bhubaneswar.

Address: VIM-518, Sailashree Vihar, Bhubaneswar, (Mobile – 9337117172)

**GRIEVANCE REDRESSAL COMMITTEE**

***Name Position Mobile No.***

Dr. Sarat Kumar Lenka, Nodal Officer 9437228457

Dr. Md. Sabir Hussain, Assistant Professor 9437211035

Dr. Soumendra Nath Biswas, Assistant Professor, 9861772411

Ms. Pravati Pattnaik, Hostel SupervisorC, 9778180241

**A register is already available at the office of Dr. Sarat Kumar Lenka, Associate Professor & Nodal Officer to record the complaints of the aggrieved students or parents. The students or parents seeking redressal of their grievance can approach Nodal Officer and record the same in the register.** On receipt of the complaint, the Nodal Officer shall inform the Grievance Redressal Committee within two days.

After conducting a detailed enquiry, the Convener of the Grievance Committee shall communicate its decisions within 10 days of receipt of the complaint to the aggrieved students or parents. **The students and their parents if they are not satisfied with the decision of the Committee, they can make an application through the register in the Nodal Officer office for redressal of the grievance by ombudsman.**

On receipt of the appeal for redressal by the Ombudsman, the Nodal Officer shall forward the same within five days of receipt of the appeal to the Ombudsman for his perusal and necessary actions. For speedy redress of grievances, the Ombudsman shall exercise the powers vested on him to hear those grievances and will ensure the disposal of the grievances within one month.

**The students and their parents are requested to utilize the above mentioned grievance redressal mechanism made available in the institute to seek relief for their grievances related to clause 2(f) of the regulations corresponding letters from AICTE are available on institute website for reference.**

**Sd/-  
DIRECTOR**

Copy to:

1. The person concerned
2. The Notice board
3. The website of the Institute