



Ref. No. TITE/ACA/504/25

Date: 18 December 2025

Grievance Redressal Committee

In supersession to earlier notice, the following committees are reconstituted to support effective governance, student welfare, academic excellence, discipline and ethical practices. These committees will function as per institutional policies and regulatory guidelines.

All Committees must follow the following guidelines

- Committees shall meet periodically and maintain proper records.
- Confidentiality, fairness and transparency must be ensured.
- The policy shall be reviewed periodically and updated as per Institutional requirements and regulatory guidelines.
- Committees will follow the guidelines of Institutional policies, rules and regulations.

The Committee Members are as follows:-

Sl.Nos.	Name of the staff members	Designation	Committee designation
1.	Prof.(Dr.) Subrat Ku. Mohanty	Principal	Chairman
2.	Mr. Pramod Ku. Samal	SWO	Coordinator
3.	Prof. Farhad Jahan	HOD, CE	Member
4.	Prof. Pritiranjana Bhol	HOD, ME	Member
5.	Prof. Ramakanta Sahoo	HOD, MBA	Member
6.	Prof. Kanan Kumar Das	HOD, EE	Member
7.	Prof. Satya Prakash Rout,	HOD, ECE	Member
8.	Prof. Namita Das	HOD, CSE	Member
9.	Prof. Biplab Kumar Behera	Asst. Prof. Sc. & Hum	Member
10.	Prof. Suvrakanta Pal	Asst. Prof. ECE	Member

PRINCIPAL
Principal
TempleCity Institute of
Technology & Engineering
Taraboi, Khordha

Rules & Regulations

Grievance Redressal Committee facilitates the redressal of grievances in a fair and impartial manner maintaining confidentiality. A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee thinks, believes, or even feels, is unfair, unjust or inequitable. The committee among faculty is constituted by the principal in consultation with HODs and with the consent of Chairman, governing body for a period of one year.

Objectives

1. To ensure a fair, impartial and consistent way for redressal of various issues faced by the stakeholders.
2. To uphold the dignity of the college by promoting cordial Student-Student relationship, Student-teacher relationship, and teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the college campus.
4. To ensure that grievances are resolved with complete confidentiality.
5. To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.

Rules:

1. To deals with all the genuine grievances of students and staff of the college.
2. All complainants should file their grievances by writing in black and white to the committee.

3. All the grievances should be forwarded to GRC through their respective departmental Heads or In-charges.
4. The grievance Redressal committee will meet at least once in a month or as and when required to resolve the grievances.
5. To take conclusive decision by the deciding authority for removal of alleged grievances.

Procedure:

1. A compliant box is provided in academic block for students.
2. All grievances referred to the Grievance Redressal committee shall be documented in a file in Principal's Office.
3. All complaints should be resolved within a time frame by looking into its seriousness.
4. Any staff/ student may appeal directly to the Principal for resolving their grievance if he/she is dissatisfied by the GRC.

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PRINCIPAL
Principal
TempleCity Institute of
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Taraboi, Khordha

Ref. No. TITE/ 256 /25

Date: 19th December 2025

CIRCULAR

A meeting is scheduled on 26.12.2025 in the Principal's Chamber at 11.00 A.M. All the members of Grievance Redressal Committee are informed to attend the meeting without fail.

Agenda

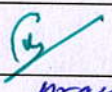
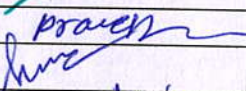
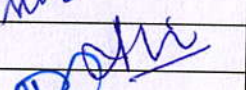
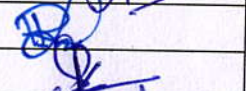
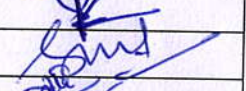
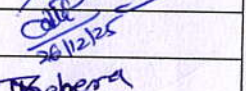
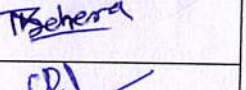

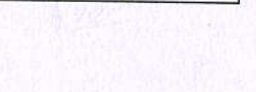
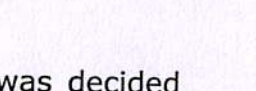
- 1) To maintain the secrecy of complaints made by the students.
- 2) Encourages the students to express their grievance without hesitation.
- 3) Based on the complaints a necessary rectifying action has to be taken in consultation with authorities.
- 4) To depute faculty members to identify the areas of conflicts among students and propagates the strength of unity and collaboration.

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TempleCity Institute of
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Taraboi, Khordha

**Minutes of the meeting of the Grievance Redressal Committee held
on 26.12.2025 at 11.00 A.M.**

A meeting was called by the Chairman of the Committee on 26.12.2025 at 11.A.M. in his chamber to discuss about the various grievances of the students. The following members were present in the said meeting.

Sl. Nos.	Name of the staff members	Designation	Committee designation	Signature
1.	Prof.(Dr.) Subrat Ku. Mohanty	Principal	Chairman	
2.	Mr. Pramod Ku. Samal	SWO	Coordinator	
3.	Prof. Farhad Jahan	HOD, CE	Member	
4.	Prof. Pritiranjana Bhol	HOD, ME	Member	
5.	Prof. Ramakanta Sahoo	HOD, MBA	Member	
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9.	Prof. Biplab Kumar Behera	Asst. Prof. Sc. & Hum	Member	
10.	Prof. Suvrakanta Pal	Asst. Prof. ECE	Member	

The following points were discussed and shared in the meeting.

Regarding the discussion about the functioning of this Committee, it was decided that:

- 1) Grievances mentioned in the previous MoM and the Action Taken Report was reviewed.
- 2) Issues encountered by students must be effectively communicated to the management through appropriate channels.
- 3) Confidentiality regarding these issues must be strictly upheld.
- 4) Remedial actions implemented should not adversely impact the academic or professional pursuits of the students.
- 5) Each faculty / discipline should be afforded the opportunity to articulate their concerns, recognizing that faculty members may also have grievances to address.
- 6) With these discussions the meeting came to an end.


 Chairman
 Grievance Redressal Committee
 TempleCity Institute of
 Technology & Engineering
 Taraboi, Khordha

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ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 26th December 2025.

As per the discussions, the students were requesting the following facilities.

- 1) Requirement of additional light in Boys & Girls Hostel.
- 2) Requirement of White Boards in all Laboratories.

All the above mentioned facilities status were mentioned in the below benefits of student's grievance.

SL. NOS.	GRIEVANCES	ACTION TAKEN
1.	Requirement of additional light in Boys & Girls Hostel	Provided additional light in Boys & Girls Hostel
2.	Requirement of White Boards in all laboratories	Provided of White Boards in measure labs where it has not been worked

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Chairman
Principal
Grievance Redressal Committee
TempleCity Institute of
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Taraboi, Khordha