

## Radhakrishna Institute of Technology and Engineering, Bhubaneswar

Plot No. 1, Khurda Industrial Estate, Dist: Khurda, Under B.D.A., Bhuaneswar, Bhubaneswar, Khordha, Odisha 752057 (Approved by AICTE, New Delhi, and Affiliated to BPUT, Rourkela, Odisha)

www.riteindia.edu.in

Criteria	5 – Student Support and Progression
<b>Key Indicator</b>	5.1- Student Support
Metric	5.1.4- The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases
	<ol> <li>Implementation of guidelines of statutory/regulatory bodies</li> <li>Organization wide awareness and undertakings on policies with zero tolerances</li> <li>Mechanisms for submission of online/offline students' grievances</li> <li>Timely redressal of the grievances through appropriate committees</li> </ol>

**Students Grievance Mechanism in Online/Offline Mode** 

## **GRIEVANCE REDRESSAL MECHANISM**

A grievance would usually refer to some form of dissatisfaction by institute stake holders (students, faculty, staff members, etc.) which needs to be redressed.

RITE has a Grievance Redressal Committee (GRC) and Internal Complaint Committee (ICC) to deal with grievances of students/ staff/ women/ staff, as per following details:

Committee Name	Student Grievance Redressal Committee (SGRC)     Internal Complaint Committee (ICC)     (For Gender Sensitization, prevention and prohibition of Sexual Harassment of Women Employees, Students)
Address for Postal communication	J
Visiting Hours	10:00 am to 04:00 pm

## Grievance submission mechanism:

- 1. A grievance may be submitted to the institute using any of the following routes:
  - By using our website for online grievance at www.riteindia.in
  - By sending a written communication with ID & address proofs at the aforesaid address.
  - By putting it in a complaint box kept at the Admin. building.
- 2. Complainant needs to include brief description of matter which is the source of grievance, including copies of any relevant & supporting documents and relief sought.
- 3. Submission of any grievance will not be considered complete if complainant fails to provide his/her genuine ID proof (any one) as prescribed by Govt. of India/ Odisha, and full postal address and/or valid email ID.
- 4. Reference no. for all grievances registered will be communicated via email or post (whichever suitable).
  - 5. For postal communication, attached format could be used for submission.

Principal
Radhakrishna Institute of Technology
and Engineering, Bhubaneswar

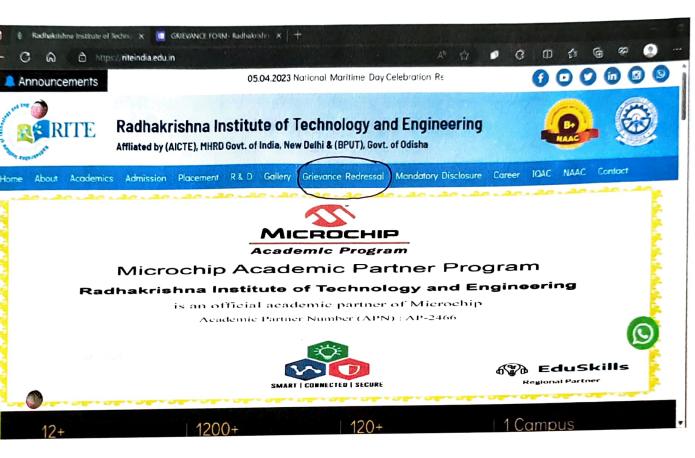
## GRIEVANCE FORM- Radhakrishna Institute of Technology & Engineering (RITE)

Name in Full	
Complete address for communication	
Email ID	
Contact No.	
Detailed Description of Grievance and Relief Sought for:	
Valid ID Proof (Plz. attach scan copy)	
Document proofs as Attachment, if any.	
Other Remarks, if any.	

& and

Principal
Radhakrishna Institute of Technology
and Engineering, Bhubaneswai

**Full Signature with Date** 



End!

Principal
Radhakrishna Institute of Technology
and Engineering, Bhubaneswar

Institute of Technology & Engineering (RITE)

Submit your grievance here.

priyanka\_cse@riteindia.edu.in Switch account



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

\* Indicates required question

Email \*

Your email

Name

Principal
Radhakrishna Institute of Technology
and Engineering, Bhubaneswar