





NATIONAL COLLEGE OF AYURVEDA & HOSPITAL


A COMMITMENT TO COMMUNITY
Affiliated by: Shri Krishna Ayush University, Kurukshetra
Approved by: NCISM, Ministry of Ayush (Govt. of India)

Address: 
Dhani Garan Road
Barwala (Hisar)
Haryana - 125121

 +91 8222896728

 +91 8430000028

 Kundu.balraj@yahoo.in

 Institute ID - AYU0389

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STANDARD OPERATING PROCEDURE

GRIEVANCES REDRESSAL CELL

OBJECTIVE

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the National College of Ayurveda. A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal

Prabhakar



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NAMES OF COMMITTEE MEMBERS

1. Principal/ Head of the Institution	Director of Cell
2. Dr. Sandeep Kumar	Convener
3. Dr. Jyoti Rani	Coordinator
4. Mrs. Sunita Kundu	Management Member
5. Dr. Sunil Kumar Dalal	Member
6. Dr. Preeti	Member
7. Dr. Manjeet Singh	Member

SCOPE

The cell will deal with Grievances received from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

FUNCTIONS

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Signature



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PROCEDURE FOR LODGING COMPLAINT

- The students may feel free to put up a grievance in writing available in the department
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

STANDARD OPERATING PROCEDURE (SOP)

Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance. If, there is no response within the stipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Institute Grievance Redressal Cell. If, the grievance is against the respective Head of department, then the grievant may directly submit his/her grievance in writing or submit in person at the Grievance Redressal Cell, to the Officer-In-Charge of Grievance Redressal Cell

FOLLOW UP & MONITORING

Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.




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SCRUTINY

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

CALL FOR HEARING

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the grievant written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

INVESTIGATION

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance

Tibhuvan

FINAL DECISION



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After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit

COMMUNICATING THE DECISION

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both the parties.

CLOSURE OF COMPLAINT

The complaint shall be considered as disposed off and closed when:

- The grievant has indicated acceptance of the resolution;
- The grievant has not responded within four weeks from the date of receipt of information on resolution
- The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

T. Bhuvan

Principal
National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)

[Signature]
Convener

Grievance Redressal Cell