

SSM College of Engineering

Divar Paribaspura Pattan Kashmir (J & K) 193121

Notification 256 of 2019

Dated: - 25-06-2019

Subject: - To establish a mechanism for online registration as well as disposal of grievances of students/faculty/stakeholders etc.- regarding.

Ref: - Notification of 712 of 2017 dated: 07-12-2017 in pursuance of AICTE's No. 1-101/DPG/AICTE/Regulation/2017 dated: 20-02-2017

In partial modification to Notification No. referred to above the Grievance Redressal Committee is hereby re-constituted as under:

S.No	Name	Designation	Position in the Committee
1.	Dr. Sajad Hussain Din	Principal	Chairman
2.	Prof. (Dr.) N.A. Shah	Registrar	Coordinator
3.	Prof. (Dr.) M. Mustafa	Dean Academics	Member
4.	Mrs. Yasmeen	Director (IQAC)	Member
5.	Ms. Sana	Dean Student Welfare	Member
6.	Mrs. Shabina Masodi	HOD Civil Engg.	Member
7.	Mr. Manzoor Ahmad	HOD E&C Engineering	Member
8.	Mr. Nayeem Ahmad	HOD, Mechanical Engineering	Member
9.	Mr. Ishtiyaq Rafique	HOD, Electrical Engineering	Member
10.	Mr. Ajaz Mistree	HOD Business School	Member
11.	Mr. Nazir Ahmad	System Engineer	Member
12.	Syed Masood Qadri	Dy. Registrar (Academics)	Member
13.	Mrs. Asma Bilal	Academic Officer	Member
14.	Mr. Aadil Hamid	Hostel Warden	Member

The Committee will ensure transparency in taking cognizance of grievances of the students received through offline/online and take appropriate action for redressal thereof aiming at prevention of unfair practices in the Institute.

Further, to put online mechanism in place Mr. Nazir Ahmad System Engineer may continue getting the system for online registration as well as disposal of grievances using the application of MAPPER etc

In order to generate online mechanism for preparing periodical Action Taken Reports necessary feedback needs to be collected by the Committee as per the following format: -

Action Taken Report for online registration/disposal of Grievances: -

Month _____ Year _____

S.No	Date	Name of the complainant	Classification			Type of Grievance/ Complaint	Discipline/ Stream	Disposal Yes/ No	Remarks
			Student	Faculty	Stake Holder				

The Committee shall meet at least once in a month, preferably on 4th of every month or next date in case of holiday to review the progress of each previous month.

Sd/-
(Dr. Qazi Shabir Ahmad)
Chairman

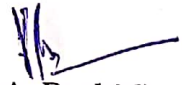
No: - SSM/M&C/19/GRC

Dated: - 25-06-2019

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1. Deputy Registrar (General)
2. Deputy Registrar (Estates & Protocol)
3. Deputy Registrar (Academics)
4. Assistant Registrar (Transport & Security)
5. Pvt. Secretary to the Hon' ble Chairman/CEO for kind information of the HCMD/CEO.
6. P.A. to the Hon' ble Vice-Chairperson for kind information of the HVCP.


(H.A. Rashid)
Director (M&C)