

**GRIEVANCE REDRESSAL CELL,  
NATIONAL INSTITUT OF TECHNOLOGY,  
KURUKSHETRA - 136 119**

**Ref. No.GRC/17/02**

**Dated : 31/01/2017**

**NOTIFICATION**

The Institute Grievances Redressal Cell (GRC) helps to obtain responses to unresolved grievances on the matters relating to the Faculty/Non-Faculty/Students. GRC can help you to obtain a response and resolution on these grievances from the department or section.

Please forward the details of your grievance, if any, along with copies of supporting document to the Chairman, GRC through proper channel. Your earlier attempts to have the grievance resolved through the grievance redressal mechanism of the department or section should be furnished, if any. Indicate whether you have filed any appeal against any previous decision of the organization or department, before any court, tribunal or authority. State your identity and postal address, e-mail address and telephone number. Don't forget to put your signature or thumb impression on your letter.

GRC will assess what aspects of your complaint fall within its purview and the gravity of the complaint. Based on this, GRC will seek comments from the concerned department or section or transfer the grievance to the concerned Department/Section etc. requesting it to directly deal with the matter. This is to be normally done within 30 working days of receipt of the grievance. The information will be sent to the complainant.

  
**Chairman**

Copy to:

1. All Deans.
  2. All Heads of the Departments/Sections etc.
  3. Warden, All Hostels (Boys/Girls).
  4. Prof. In-charge, CCN for uploading on the Institute website.
  3. Sr. Secretary to Registrar.
  4. Sr. Secretary to Director for kind information of the Director.
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