

Ref. No.: AKES- CIR-07/2025

Date: 02.06.2025

## OFFICE ORDER

### ESTABLISHMENT OF ONLINE GRIEVANCE REDRESSAL MECHANISM

As per the AICTE Regulations, 2019 (vide F.No.1101/PGRC/AICTE/Regulation/2019 dated 07.11.2019), and with the approval of the Governing Body (GB), Ashaa Kirann Engineering School, Khordha has constituted a **Student Grievance Redressal Committee (SGRC)**.

The primary objective of the committee is to address and resolve grievances of students and their parents in a fair, transparent, and time-bound manner.

An online provision has been made available on the Institute website for registering grievances through the following link:

<https://akesbbsr.org/online-grievance-rederssal-mechanism-2/>

Students and their parents are encouraged to submit their grievances online. All submitted grievances will be reviewed by the Grievance Redressal Committee (GRC), headed by the Principal. Appropriate action will be taken, and the decision of the committee will be communicated to the complainant in due course.

### Nature of Grievances

The grievances may include, but are not limited to, the following issues:

- Admission made contrary to merit
- Irregularities in the admission process
- Withholding or refusal to return original certificates
- Demand for excess fees beyond prescribed limits
- Breach of reservation policy
- Complaints of discrimination (SC/ST, OBC, Women, Minorities, or Persons with Disabilities)
- Non-payment or delay in disbursement of scholarships
- Delay in conduct of examinations or declaration of results
- Withholding of student amenities and facilities
- Denial of quality education
- Non-transparent or unfair evaluation practices
- Harassment or victimization of students, including sexual harassment
- Issues related to refund of fees upon withdrawal of admission



## Student Grievance Redressal Committee (SGRC)

The Student Grievance Redressal Committee (SGRC) consists of the following members:

- **Principal** – Chairperson
- **Three Senior Faculty Members** – Nominated by the Principal
  - At least **one female member**
  - At least **one member from SC/ST/OBC category**
- **Student Representative (Special Invitee)** – Nominated by the Principal based on academic merit, sports excellence, or co-curricular achievements

The Student Grievance Redressal Committee (GRC) comprises the following members:

S. No	Name and Address	Officiating as
1	Prof. Pradeep Kumar Nayak	Chairperson
2	Mr. Kiran Patel	Ombudsperson
3	Mr. Nitish Kumar Sahu	Member
4	Miss. Lajuni Jena	Member
5	Mr. NitishSahu	Member
6	Miss. Mamali Jena	Member
7	Mr.JibanBarik	Special Invitee

- The member shall hold the office for a period of Two years. The GRC shall meet as and when requires and assess the merit of the complaint. The decision of the GRC will be intimated to the complainant through email / SMS / hosted in the website. In case of any false / frivolous complaint, the GRC will take appropriate action against the complainant.
- Contact Email: [grievance-redressal@akesbbsr.org](mailto:grievance-redressal@akesbbsr.org)

*PK Nayak*  
Principal  
Ashaa Kirann Engineering School

**Principal**  
**Ashaa Kirann Engineering School**

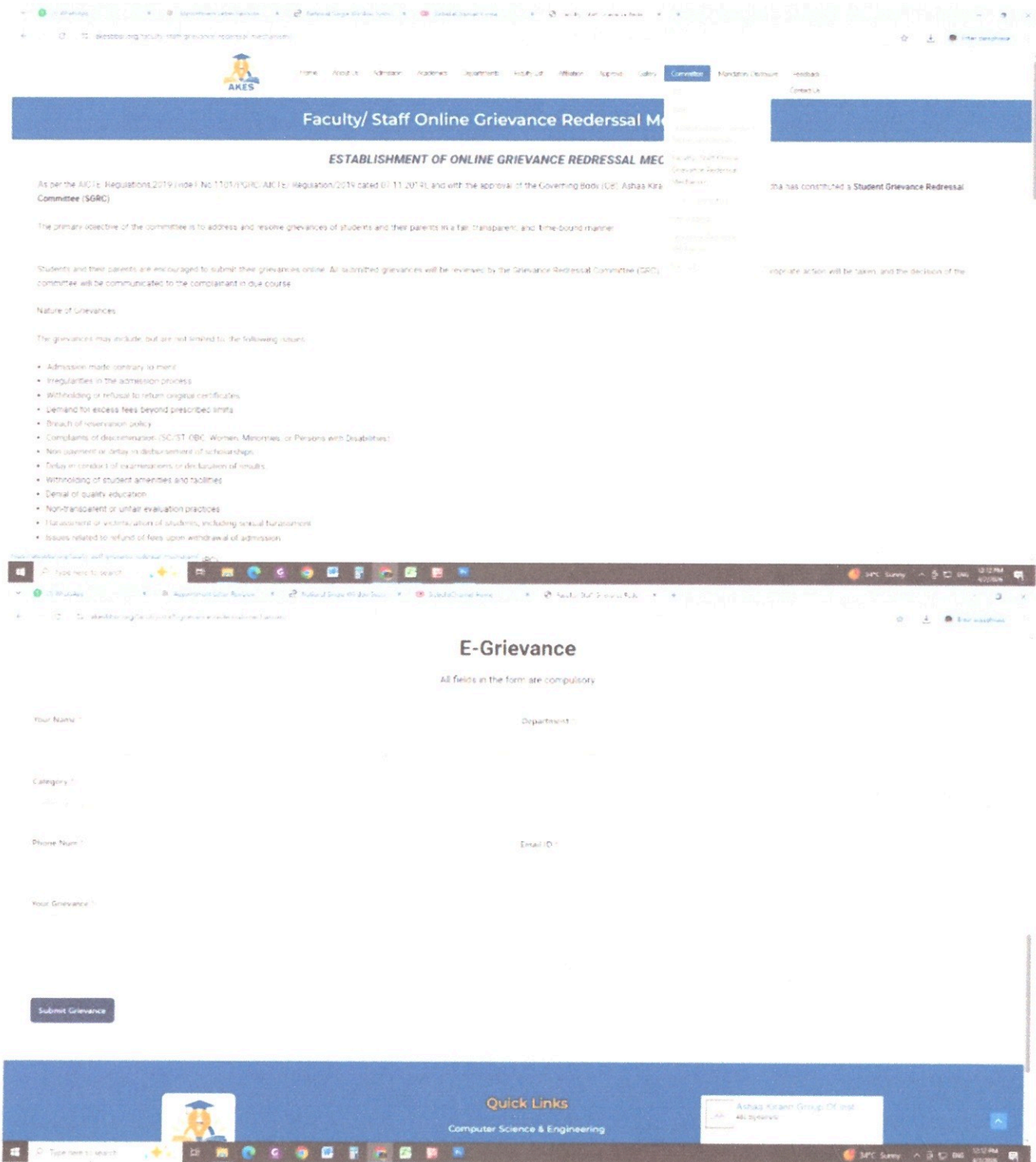
**Copy to:**

**Chairman, HOD, Notice Board, website, All Members and Guard File**

Ref No: AKWECT- 308/2026

Date: 25.03.2026

## FACULTY/ STAFF ONLINE GRIEVANCE REDRESSAL MECHANISM



**Faculty/ Staff Online Grievance Redressal Mechanism**

**ESTABLISHMENT OF ONLINE GRIEVANCE REDRESSAL MECHANISM**

As per the AICTE Regulation/2019 (vide F.No.1105/AICTE/Regulation/2019 dated 01.11.2019) and with the approval of the Governing body (G.B) Ashaa Kirann Welfare Educational & Charitable Trust, the following Grievance Redressal Committee (SGRC) has been constituted:

The primary objective of the committee is to address and resolve grievances of students and their parents in a fair, transparent and time-bound manner.

Students and their parents are encouraged to submit their grievances online. All submitted grievances will be reviewed by the Grievance Redressal Committee (GRC) and appropriate action will be taken, and the decision of the committee will be communicated to the complainant in due course.

**Nature of Grievances:**

The grievances may include, but are not limited to, the following issues:

- Admission made contrary to merit
- Irregularities in the admission process
- Withholding or refusal to return original certificates
- Demand for excess fees beyond prescribed limits
- Breach of reservation policy
- Complaints of discrimination (SC/ST/OBC, Women, Minorities, or Persons with Disabilities)
- Non-payment or delay in disbursement of scholarship
- Delay in conduct of examinations or disclosure of results
- Withholding of student amenities and facilities
- Denial of quality education
- Non-transparent or unfair evaluation practices
- Harassment or victimization of students, including sexual harassment
- Issues related to refund of fees upon withdrawal of admission

**E-Grievance**

All fields in the form are compulsory

Your Name:  Department:

Category:

Phone Number:  Email ID:

Your Grievance:

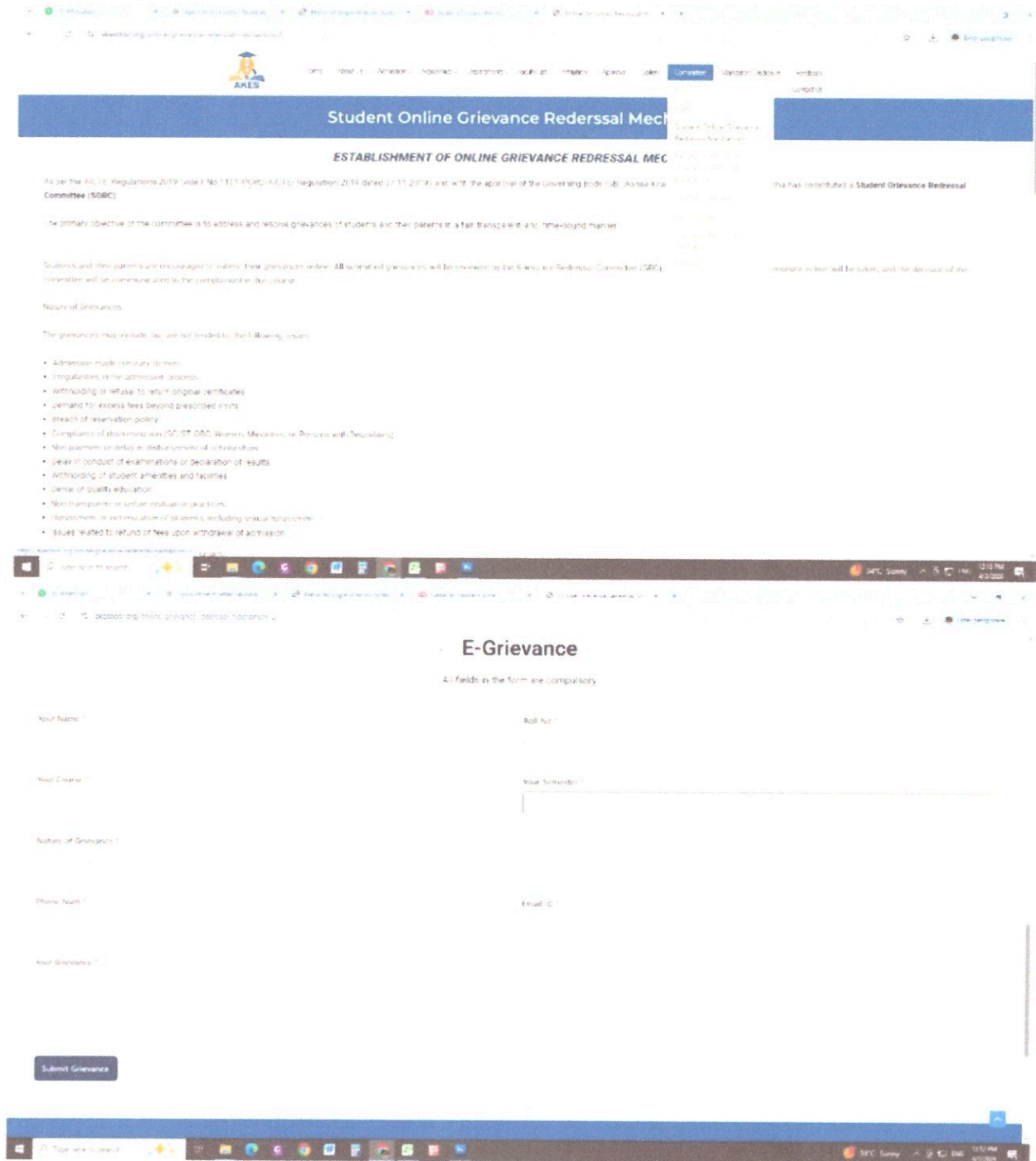
**Quick Links**  
Computer Science & Engineering

  
Secretary  
Asha Kirann Welfare  
Educational & Charitable Trust

Ref No: AKWECT- 307/2026

Date: 25.03.2026

## STUDENT ONLINE GRIEVANCE REDRESSAL MECHANISM



**Student Online Grievance Redressal Mechanism**

**ESTABLISHMENT OF ONLINE GRIEVANCE REDRESSAL MECHANISM**

As per the AICTE Regulations 2019 (vide F.No.1101/19/2019) and regulation 2019 dated 27.11.2019 and with the approval of the Governing Body (GB), Ashaa Kirann Committee (SGRC).

The primary objective of the committee is to address and resolve grievances of students and their parents in a fair, transparent and time-bound manner.

Students and their parents are encouraged to submit their grievances online. All submitted grievances will be reviewed by the Grievance Redressal Committee (GRC). Grievance action will be taken, and the decision of the committee will be communicated to the complainant in due course.

**Nature of Grievances:**

The grievances may include, but are not limited to, the following issues:

- Admission made contrary to norm.
- Irregularities in the admission process.
- Withholding or refusal to return original certificates.
- Demand for excess fees beyond prescribed limits.
- Breach of reservation policy.
- Complaints of discrimination (SC/ST/OBC/Women/Minorities/Persons with Disability).
- Non payment or delay in disbursement of scholarship.
- Delay in conduct of examinations or declaration of results.
- Withholding of student amenities and facilities.
- Denial of quality education.
- Non transparency in end-of-semester examinations.
- Harassment or victimization of students including sexual harassment.
- Issues related to refund of fees upon withdrawal of admission.

**E-Grievance**

4/ fields in the form are compulsory

Your Name \*      Roll No \*  
 Your Course \*      Your Semester \*  
 Nature of Grievance \*  
 Phone No \*      Email ID \*  
 Your Grievance \*

**Submit Grievance**

  
**Secretary**  
**Asha Kirann Welfare**  
**Educational & Charitable Trust**

<https://akesbbsr.org/online-grievance-rederssal-mechanism-2/>

<https://akesbbsr.org/faculty-staff-grievance-rederssal-mechanism/>