

कार्यालय आदेश संख्या /OFFICE ORDER NO.43/2025**शैक्षणिक शिकायत समिति का पुनर्गठन****RE-CONSTITUTION OF ACADEMIC GRIEVANCE COMMITTEE**

1. As approved by the competent authority, sanction is hereby accorded for re-constitution of Academic Grievance Committee comprising of the following members w.e.f. the date of this Office Order: -
 - a) Activity Chairperson (Education) : In-charge
 - b) Coordinator, Student Welfare & Activities: Member
 - c) Discipline Lead, Industrial Design: Member
 - d) Discipline Lead/Coordinator, Textile & Apparel Design: Member
 - e) Discipline Lead/Coordinator, Communication Design: Member
2. The objectives of the Committee shall be as follows:
 - a) To foster a positive and supportive academic environment to all the stakeholders
 - b) To address the academic grievances promptly and effectively.
 - c) To ensure that academic policies and procedures are followed and that grievances are handled in accordance with established guidelines of the Institute.
3. The responsibilities of the Committee shall be as follows:
 - a) To ensure that the various matters of students' pertaining to their academic standards, processes, academic grievances, systems etc for academic inputs and evaluations, their implementation and interpretation are discussed and deliberated.
 - b) To investigate the cause of grievances.
 - c) To ensure effective solution depending upon the gravity of the grievances of students and faculties following the Principles of Natural Justice.
 - d) The Committee shall submit its report with recommendations, if any to the competent authority within a period of one week from the date of receipt of the complaint.
 - e) The Committee shall keep minutes of all meetings, including decisions and recommendations.
 - f) The Committee shall submit progress reports quarterly to the Head of the Institution.
3. The term of the members of the Committee shall be two years from the date of the Office Order

 01/04/2025
प्रभारी कुलसचिव / Registrar-in-Charge

में कॉपी/Copy to:

1. Director's Sectt. (for information)
2. CAO (for information)
3. The members of the Committee (for information)
4. All faculties and staff (for information)
5. All Students (for information)
6. Guard File

National Institute of Design Assam | राष्ट्रीय डिज़ाइन संस्थान असम

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