



राष्ट्रीय प्रौद्योगिकी संस्थान – रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(Institute of National Importance)

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CIRCULAR

All the students of NIT Raipur are informed that we have now formed Departmental Academic Committee (DAC) and Grievance Committee for each of the department of the institute. DAC has student's representation also. The constitution and functions of the committee is given below. These committees will be functional from Autumn Semester 2014.

Dr. A. M. Rawani
Dean (Academic)

Copy to:-

1. All HODs, NIT Raipur to display it on notice board.
2. All Hostel Wardens, NIT Raipur to display it on notice board.
3. Student Section, NIT Raipur to display it on notice board.
4. Examination Cell, NIT Raipur for information.
5. P/S to Director, NIT Raipur for information.
6. Webmaster, NIT Raipur to upload in institute website.

CONSTITUTION & FUNCTIONING OF DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

CONSTITUTION

Chairperson	- Ex officio Head of the department
Convener	- Any faculty member of department nominated by Chairperson
Member	- (i) Three faculty members of the department preferably senior faculty of the department. (ii) One faculty member from outside the department.
Student Member	- One student from pre final year with good academic record.
External Member	- One from other NIT/IIT and one from Field/Industry

- Members from the department may be less than three, in case three faculty members are not available in the department.
- All the members of the committee will be nominated by the head of the department in consultation with the faculty members.
- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.
- In a meeting, where matter is related to PG course, one senior faculty member of the concerned specialization should be called in the meeting as a invitee member.
- Two separate panels of external members should be prepared, one from academic institute & others from field/industries. Any one member from each of these panels may be called as per need.
- External members will only be called in case of introduction/removal/modification of the courses and development of the course.
- Students may not be allowed in a meeting of confidential nature.

QUORUM

Convenor and Chairperson of DAC will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To monitor the conduct of all courses of the department including PG courses (if any).
2. To ensure & suggest suitable measures for academic excellence of the courses offered by the department.
3. To develop the curriculum (syllabus, scheme) for the UG and PG courses offered by the department and recommend the same to the Senate. To propose modification in the existing ordinance, if necessary.
4. To propose new courses or closer of existing courses.
5. To recommend the semester result to Dean(Academic) for declaration.
6. To take up any responsibility or function assigned by the senate.
7. Committee may recommend any academic matter for its inclusion in the senate meeting.
8. To obtain feedback of the performance appraisal of the course instructor from the students in the prescribed format.

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convenor and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting at least once in a calendar month and whenever necessity arises.
2. To call the meeting immediately after the semester result is prepared for recommending it for declaration.
3. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

CONSTITUTION & FUNCTIONING OF GRIEVANCE COMMITTEE

Applicable for all degree awarding departments

CONSTITUTION

Chairperson	- Ex officio Head of the department
Convener	- Convener of DAC will be the convener of Grievance Committee
Member	- (i) Three faculty members of the department who are member of DAC from department. (ii) One faculty member from outside the department, who is member of DAC.

- Members from the department may be less than three, in case three faculty members are not available in the department.
- All the members of the committee will be nominated by the head of the department in consultation with the faculty members.
- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.
- In a meeting, where matter is related to PG course, one senior faculty member of the concerned specialization should be called in the meeting as a invitee member.

QUORUM

Convenor and Chairperson of Grievances Committee will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To receive issues and grievances/complaints in writing from the students regarding shortage of attendance, admission, detention, examination and other academic activities and make recommendation suitably.
2. To receive grievances/complaints in writing from the students regarding anomaly in award of marks/grades due to bias, victimization erratic evaluation etc. and redress the complaints.
3. To interact with the concerned course teacher/question paper setter and student separately in the case of complaints as mentioned in point no. 2 above. Finally suitable recommendation shall be communicated to Dean (Academics) for further appropriate action.

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convenor and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting whenever necessity arises.
2. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

CONSTITUTION & FUNCTIONING OF GRIEVANCE COMMITTEE

APPLICABLE FOR

- B.Tech. I & II semester A to E sections.

CONSTITUTION

- | | |
|-------------|---|
| Chairperson | - Ex officio Head of the Chemistry department |
| Convener | - Convener of DAC of chemistry department will be the convener of Grievance Committee. |
| Member | - (i) One faculty member from Mechanical Engg. department nominated by HOD (Mech.)
(ii) One faculty member from Electrical Engg. department nominated by HOD (Electrical)
(iii) One faculty member from Physics department nominated by HOD (Physics)
(iv) One faculty member from department of Mathematics nominated by HOD (Maths)
(v) One faculty member from department of Humanities and Social Science, nominated by HOD (HSS) |

- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.

QUORUM

Convenor and Chairperson of Grievances Committee will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To receive issues and grievances/complaints in writing from the students of B.Tech. I & II semester regarding shortage of attendance, admission, detention, examination and other academic activities and make recommendation suitably.
2. To receive grievances/complaints in writing from the students of B.Tech. I & II semester regarding anomaly in award of marks/grades due to bias, victimization erratic evaluation etc. and redress the complaints.
3. To interact with the concerned course teacher/question paper setter and student separately in the case of complaints as mentioned in point no. 2 above. Finally suitable recommendation shall be communicated to Dean (Academics) for further appropriate action.

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convenor and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting whenever necessity arises.
2. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

NOTE:-

The Grievances of B.Arch. I & II semester students will be addressed by Grievance Committee of Architecture department.

CONSTITUTION & FUNCTIONING OF GRIEVANCE COMMITTEE

APPLICABLE FOR

- B.Tech. I & II semester F to J sections.

CONSTITUTION

- | | |
|-------------|---|
| Chairperson | - Ex officio Head of the Physics department |
| Convener | - Convener of DAC of physics department will be the convener of Grievance Committee |
| Member | - (i) One faculty member from Mechanical Engg. department nominated by HOD (Mech.)
(ii) One faculty member from Electrical Engg. department nominated by HOD (Electrical)
(iii) One faculty member from Chemistry department nominated by HOD (Chemistry)
(iv) One faculty member from department of Mathematics nominated by HOD (Maths)
(v) One faculty member from department of Humanities and Social Science, nominated by HOD (HSS) |
- Chairperson may invite any other faculty member in a particular meeting as a invitee member, if need rises.

QUORUM

Convenor and Chairperson of Grievances Committee will make every efforts so that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

FUNCTIONS

1. To receive issues and grievances/complaints in writing from the students of B.Tech. I & II semester regarding shortage of attendance, admission, detention, examination and other academic activities and make recommendation suitably.
2. To receive grievances/complaints in writing from the students of B.Tech. I & II semester regarding anomaly in award of marks/grades due to bias, victimization erratic evaluation etc. and redress the complaints.
3. To interact with the concerned course teacher/question paper setter and student separately in the case of complaints as mentioned in point no. 2 above. Finally suitable recommendation shall be communicated to Dean (Academics) for further appropriate action.

TENURE OF THE COMMITTEE

The tenure of members will be of two years.

DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON

1. To nominate convenor and all members of the committee and send the names to Dean (Academic).
2. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

DUTIES/RESPONSIBILITIES OF THE CONVENER

1. To call the meeting whenever necessity arises.
2. To document the minutes of the meeting and communicate recommendations to Dean (Academic) through Chairperson.

NOTE:-

The Grievances of B.Arch. I & II semester students will be addressed by Grievance Committee of Architecture department.