



HMR INSTITUTE OF TECHNOLOGY & MANAGEMENT

Hamidpur, Delhi-110036

(An ISO 9001: 2008 certified, AICTE approved & GGSIP University affiliated institute)

E-mail: hmritmdirector@gmail.com, Phone: - 8130643674, 8130643690, 8287461931, 828745369318

HMRITM/IQAC/2024-25/009

Date: - 12/08/2024

Grievance Redressal Committee (GRC)

To settle any type of grievances raised by the students, teachers and non-teaching staff of the college, the below mentioned member will constitute this committee.

S. No.	Faculty Name	Designation	Email- Id
1	Dr. V.C. Pandey	Director, Chairperson	<u>hmritmdirector@gmail.com</u>
2	Dr. Shalini Gupta	Dy. Director, Member	
3	GGSIU Nominee (Professor Level)	Member	
4	Deputy Director	Admin, DTTE, Member	

Functions of GRC:

Grievance means and includes, complaint(s) made by an aggrieved Faculty/Staff Members(s) in respect of the following services related matters namely:

1. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma, experience certificate, relieving order or any other award or other documents deposited for the purpose of seeking appointment in such institution.
2. Non-payment of salaries/wages and or any other allowances or dues etc. during service or retirement/resignation, as the case may be.
3. Discrepancies between their wages and /or benefits and other members of staff in similar roles/experience.
4. Termination without notice or memorandum, not in accordance with appointment order
5. Non-payment of gratuity amount as per prevailing Govt. rules in force on resignation/retirement.
6. Any other liability which is directly connected with their service and causing financial loss any harm or trauma.

Link of Online Grievance Redressal portal: -

<https://hmritm.edugrievance.com>

CC:

Notice Board


HOD's

Website

Office file

Canteen

Admin


Dr. V. C. Pandey
Director

Director
HMR Institute of
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HMRITM/IQAC/2024 -25/010(a)

Date: - 12/08/2024

Student Grievance Redressal Committee (SGRC)

Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook* as well as the Grievance Redressal Committee in the Institution. Appointment of Ombudsman by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) *All India Council for Technical Education (Redressal of Grievance of Faculty/ Staff Member) Regulations, 2021 vide F.No.1-103/ AICTE/PGRC/Regulation/2021dated 25.03.2021. The below mentioned member will constitute this committee.

S. No.	Faculty Name	Designation	Email- Id
1	Dr. V.C. Pandey	Director, Chairperson	hmritmdirector@gmail.com
2	Dr. Padmaja Panda	Associate Professor, Member	tuniniki@gmail.com
3	Dr. Taruna Sharma	Associate Professor, Member	tarunahmr@gmail.com
4	Dr. Md. Ehsan Asgar	Assistant Professor, Member	asgarehsan@gmail.com
5	Vansh Raheja (CSE3A)	Student Representative	Vanshraheja12@gmail.com

Functions of SGRC:

- 1) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- 2) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- 3) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- 4) Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

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Dr. V. C. Pandey
Director

Director
HMR Institute of
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Hamidpur, Delhi-110036

TAX INVOICE



Orell Software Solutions (P) Ltd
 BCG Building, Opp. CSEZ
 Kakkanadu, Kochi-37
 Company Identification No
 U72200KL2009PTC024414
 GST No-32AABCO2193G1ZQ
 GSTIN/UIN: 32AABCO2193G1ZQ
 State Name : Kerala, Code : 32

Invoice No. 039	Dated 9-May-24
Buyer's Order No.	Dated
Vessel/Flight No.	Place of receipt by shipper
City/Port of Loading	City/Port of Discharge
Terms of Delivery	

Buyer (Bill to)
HMR Inst of Technology & Management, New Delhi
 Hamidpur, New Delhi
 State Name : Delhi, Code : 07

Sl No.	Description of Services	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	Grievance Redressal Software License Renewal for 1 Years 17/05/2024 to 16/05/2025	49070030	18 %				12,000.00
	IGST 18%					18 %	2,160.00
Total							₹ 14,160.00

Amount Chargeable (in words) E & O.E
Indian Rupees Fourteen Thousand One Hundred Sixty Only

HSN/SAC	Taxable Value	IGST		Total Tax Amount
		Rate	Amount	
49070030	12,000.00	18%	2,160.00	2,160.00
Total			2,160.00	2,160.00

Tax Amount (in words) : **Indian Rupees Two Thousand One Hundred Sixty Only**
 Company's VAT TIN : 32071326748
 Company's CST No. : 32071326748 C
 Company's PAN : AABCO2193G

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Orell Software Solutions (P) Ltd

 Authorised Signatory

This is a Computer Generated Invoice

Director
HMR Institute of
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HMRITM/IQAC/2024 -25/010(b)

Date: - 12/08/2024

Appointment of OMBUDSMAN

Appointment of OMBUDSMAN. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) *All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/PGRC/Regulation/2021dated 25.03.2021.

Name of Ombudsman: - Dr. (Prof.) Shalini Gupta
Designation: - Dy. Director
Mobile No.: - 9811949849
Email Id:- Shalini.hmritm@gmail.com

Functions of Ombudsperson: -

- ❖ The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- ❖ While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- ❖ The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- ❖ The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

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Director

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Consolidated Report

Date: 13-1-20

01/08/2024- 13/01/2025

All

Sl No	Grievance	No
	Pending Grievances	0
	Closed Grievances	0
	Total Grievances	0


Director
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