

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

Mechanism on Grievance Redressal

UGC Grievance Cell of JUIT

- A student can file his/her grievance at UGC's student grievance portal, the grievance gets notified to the nodal officer of the University through email.
- The nodal officer refers the grievance to the concerned cell of the University for the necessary action within a limited duration of 15 days of the receipt of the grievance.
- The grievance cell investigates the matter following natural justice by providing ample opportunity to both the parties.
- The consolidated report and recommendations are forwarded to the nodal officer of the University by the grievance cell. On the basis of report and recommendations, university takes an appropriate action on the grievance.
- Following the directions of the grievance cell of the university, the grievance is closed on the portal by the nodal officer.

Internal Grievance Cell of JUIT

- JUIT portal (<https://www.juit.ac.in/other-grievances>); (<https://www.juit.ac.in/caste-comp>) provides the option for the students to record their grievance. Besides this, they can approach Dean of Students welfare or Chairperson Grievance Redressal Committee.
- A comprehensive document "Academic System and Standing Orders" of the university that aims to address rules, regulations and grievance redressal for the students.
- The university has constituted various committees as per the guidelines of the government and other statutory bodies like UGC, AICTE, HPPER to address the grievances of stakeholders.
- The University provides a fair and reasonable opportunity to the stakeholders who have any grievance with regard to any aspects with the university. Any employee who has a grievance shall present the same in person or in writing to the Vice Chancellor/Deans.
- The university strives to redress grievances at the earliest through the well proper mechanism. Also, it ensures that no grievance goes unaddressed.

The university follows the Student Grievance Redressal mechanism as per the Gazette of India Notification No. CG-DL-E-11042023-245095 dated April 11, 2023. The link of the IGC notification is as under:

https://www.ugc.gov.in/pdfnews/4675881_Regulation.pdf



Assistant Registrar (Academics)
Jaypee University of Information Technology
Wanknaghat, Distt. Solan (H.P.)

**MINUTES OF THE MEETING OF THE GOVERNING COUNCIL HELD ON 23 NOVEMBER, 2014
IN THE JUIT CAMPUS**

ITEM NO. 1 WELCOME AND OPENING REMARKS BY THE HON'BLE CHAIRMAN (PRO-CHANCELLOR)

The Pro-Chancellor (Chairman Governing Council) welcomed all the members. He stated that the Jaypee Group have the privilege to have been working for the last 30 years in the state of Himachal Pradesh and have always got encouragement and cooperation from the various Government officials and because of this the Company has been able to execute various works in the state. It is because of long association the Jaiprakash Sewa Sansthan (JSS) established the Jaypee University of Information Technology (JUIT) and with your guidance the University has been successfully making rapid progress in the field of education.

ITEM NO. 2 LEAVE OF ABSENCE

The Leave of absence was granted to the following:

- a) Sh. Jaiprakash Gaur, Founder Chairman
- b) Prof. William Webster
- c) Prof. K.K. Agarwal
- d) Smt. Upma Chawdhary
- e) Prof. P.G. Sastry

The Chairman also expresses his deep condolences on the sad demise of the wife of Prof. P.G. Sastry.

ITEM NO. 3 TO REPORT FOR THE CONFIRMATION OF MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON MAY 1, 2011 AND ACTION TAKEN REPORT

The Minutes of the last meeting of the Governing Council Confirmed by the Council and it was pointed out by Sh. P.C. Dhiman, Secretary (Education) Govt. of Himachal Pradesh that Shri Shrikant Baldi was possible Secretary (Education) in the year 2011. The same has been confirmed and corrected in the Minutes.

ITEM NO. 4 TO REPORT IMPORTANT ACADEMIC EVENTS

The Council noted the important Academic events of the University.

ITEM NO.5 VICE CHANCELLOR'S REPORT

The same was approved by the Council.

ITEM NO. 6 TO REPORT AWARD OF PH.D., M. TECH., M. PHARM, B. TECH, B. PHARM & 5 YEARS DUAL (B.TECH-M.TECH) DEGREES TO STUDENTS


The same was approved by the Council.

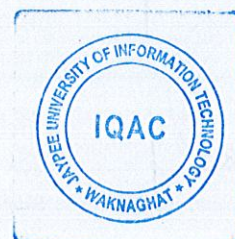
ITEM NO.7 TO REPORT AWARD OF MEDALS OF MERIT TO THE STUDENTS OF 2011, 2012, 2013 & 20124 PASS OUT BATCHES

The same was approved by the Council.

ITEM NO.8 TO REPORT THE PROMOTIONS OF FACULTY MEMBERS AND NON-TEACHING STAFF

The same was approved by the Council.


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ITEM NO.9 TO REPORT THE APPOINTMENT OF FACULTY & STAFF AT JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

The same was approved by the Council.

ITEM NO.10 TO REPORT THE ADMISSION STATUS FOR THE YEAR 2014-15

Sh. P.C. Dhiman enquired about the Dual Degree Programme and the same was explained to him by the Non-Member Secretary that due to receipt of Gazzate Notification No. DL(N)-04/0007/2003-05 dated July 5-July 11, 2014 of Govt. of India the Dual Degree Programme was changed and at Para 10.2 will read as 5 Year Integrated Dual Degree in place of 5 Year Dual Degree.

ITEM NO. 11 TO REPORT REVISION OF FEE STRUCTURE W.E.F. ACADEMIC SESSION 2014-15

The same was approved by the Council.

ITEM NO.12 TO REPORT NEW R & D PROJECTS

The Council noted the New R & D Projects that the University is running.

ITEM NO.13 TO REPORT FOR APPROVAL THE MINUTES OF THE MEETING OF THE ACADEMIC COUNCIL HELD IN THE YEAR 2012, 2013 & 2014

The same was approved by the Council.

ITEM NO.14 TO REPORT THE LIST OF FELLOWSHIPS/ SCHOLARSHIPS TO M. TECH & PH.D. STUDENTS

The Council noted the same.

ITEM NO.15 TO REPORT ANNUAL REPORT ALONG WITH BALANCE SHEET FOR THE YEAR 2013-14 FOR APPROVAL

It was pointed out by Sh. P.C. Dhiman that the Information Technology is figuring twice in the Genesis. The word Information Technology has been removed and should have been correctly written as Information & Communication Technology, however, it has been renamed as Information Technology.

ITEM NO.16 ANY OTHER ITEM, DECIDED BY THE CHAIRMAN AND FIXING OF DATE FOR THE NEXT MEETING OF THE GOVERNING COUNCIL

a) **Considered and approved the Rule Book of the Jaypee University of Information Technology.**

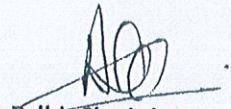
b) The council was informed that University had filed appeals with Himachal Pradesh Tax Tribunal against amount collected by VAT Department, in respect of supply of food stuff and other items in the University Campus, for the year 2008-09, 2009-10, 2010-11 and 2011-12. In this connection it was informed that since then tribunal has passed order which has been received by the University on 18.09.14. It was further informed that Tribunal has not given any major relief, hence, it is proposed to file revision petition U/S 48(1) of Himachal Pradesh Value Added Tax Act, 2005 with a prayer for deciding the question of law arising out of erroneous order of tribunal, in respect of year 2008-09, 2009-10, 2010-11 and 2011-12. In this connection it is proposed to authorize Sh. Balbir Singh, Registrar of the University to take necessary steps in the matter. The council discussed the matter and passed the following resolution:

"Resolved that University do file revision petition U/S 48(1) of Himachal Pradesh Value Audit Tax Act, 2005, against order of tax tribunal in respect of VAT Tax liability on supply of food stuff and other items in the University Campus for the year 2008-09, 2009-10, 2010-11 and 2011-12."



"Further, resolved that Sh. Balbir Singh, Registrar be and is hereby authorized to sign all the required documents in respect of revision petitions including all applications, petitions, rejoinders, affidavits etc. and also authorized to appoint Vakils, Attorneys Advocates for representing the University."

As there was no any other item the meeting ended with the vote of thanks to the chair.


Brig. Balbir Singh (Retd.)
Registrar
Non-Member Secretary

Confirmed.

Sd/-
Manoj Gaur
Chairman


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2.18.2 Faculty Development Program

The training programs may also be offered internally by the University at its facilities or offered externally at the designated location of the training/educational institution. The University shall put in place and implement an annual training plan for its employees.

2.18.3 General Rules

In certain cases, especially where the financial commitment for providing training to an employee is high, the University shall take an undertaking from the employee to serve the University for a minimum period during the post-training/course period, or else to refund to the University the cost incurred by it. The sanction letter will be forwarded to the Registrar and Finance for records.

2.19 Discipline, Discharge, and Grievance Mechanism:

2.19.1 All employees of the University are required to conduct themselves with discipline, décor and dignity both in the work place and outside including at organizations with which the University and the employee concerned has a professional relationship. All employees shall familiarize themselves with the rules and regulations of the University with respect to code of conduct and discipline and abide by the same.

2.19.2 Employees found to be violating the rules of conduct and discipline shall be subject to disciplinary action including suspension and termination from the service of the University. A misconduct may include absenting from duty without permission, taking up outside employment or private practice without required permission from the University, violation of the obligation to maintain secrecy, misconduct in the University campus, criminal misconduct or such other misconduct as per the rules and regulations of the University or the law of the land.

2.19.3 **Grievance mechanism:** The University shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment with the University. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will University a grievance hearing committee; members of which will be appointed by him.

Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor or Chairman Governing Council. The decision of the Vice Chancellor or authorities to whom case is referred in this regard will be final. Cases of such grievances dealt with shall be reported to the Governing Council for information.

2.20 Code of Ethics and obligation to maintain secrecy:

2.20.1 All employees must devote their full time to the University and not engage in any remunerative work unless specifically sanctioned by the Vice Chancellor.

2.20.2 All employees shall practice high standards of ethics in their employment with the University and in their discharge of their professional services. There shall not be any conflict of interest directly or indirectly and involving financial implications or otherwise, with regard to any of their