

प्रो. पी. क्रिस्टोफर सेल्विन  
कुलसचिव

Prof. P. Christopher Selvin  
Registrar



होमी भाभा राष्ट्रीय संस्थान  
प्रशिक्षण विद्यालय परिसर, अणुशक्तिनगर, मुंबई-400 094, भारत  
**Homi Bhabha National Institute**  
Training School Complex, Anushaktinagar,  
Mumbai – 400 094, India  
Tel. No. 91-22-25597627 ● Mob.: 9486243082  
Email: registrar@hbni.ac.in ● pcselvin@hbni.ac.in

## 1. Establishment of online grievance redressal mechanism

A grievance cell is functional at each Constituent Institute (CI)/Off-Campus Centre (OCC), which the student is welcome to approach in case the student has any nature of the grievance. However, it is expected that before the matter is taken up with the grievance cell, the student has exhausted all other options, including a discussion with the Dean of Students Affair of their CI/OCC. In case a student is not satisfied with the redressal mechanism in the CIs/ OCC, he/she may seek support from the Central Office of HBNI by forwarding a representation to the Convener, HBNI Grievance Redressal Committee or e-mail to [sghbni@hbni.ac.in](mailto:sghbni@hbni.ac.in), through proper channel. Apart from this, to address the issues of students, a help desk, which is regularly monitored ([helpdesk@hbni.ac.in](mailto:helpdesk@hbni.ac.in)) with a telephone number so that grievances can be lodged seamlessly and redressed at the earliest possible time. The constitution of the Grievance Committee of the HBNI central office is given below.

  
(Prof. P.C. Selvin)

प्रो. पी. डी. नाईक  
कुलपति (कार्यवाहक)  
एवं डीन

**Prof. P. D. Naik**

Vice Chancellor (Officiating)  
& Dean



होमी भाभा राष्ट्रीय संस्थान

प्रशिक्षण विद्यालय परिसर, अणुशक्तिनगर, मुंबई-400 094, भारत

**Homi Bhabha National Institute**

Training School Complex, Anushaktinagar, Mumbai – 400 094, India

Tel. No. 91-22-25595398 • Mob. : 9221798549

Email : vicechancellor@hbni.ac.in • deanhbni@hbni.ac.in

• pdnaik@barc.gov.in

Ref. HBNI/VCO/13(2)/2022/ 417

November 11, 2022.

## **OFFICE ORDER No. 27 / 2022**

### **Sub: Reconstitution of Student Grievance Redressal Committee**

The following Student Grievance Redressal Committee (SGRC) of HBNI is reconstituted with immediate effect addressing the organizational changes in the HBNI administrative sections: -

1. Prof. D.K. Maity, Associate Dean, HBNI	Chairman
2. Prof. A.K. Dureja, Associate, Dean, HBNI	Member
3. Dr. (Smt.) Anshu Singhal, SO/G, HBNI	Member
4. Shri B.V. Balaji, CAO (A), BARC	Member
5. Smt. Neeta Rathod, Asst. Registrar, HBNI	Member
6. Smt. Bharati Suvarna, AO-III, HBNI	Convenor


1. The SGRC will attend to grievances that are unresolved at the CI/OCC level. This implies that all students shall first take up their grievance with the concerned authority in the CI/OCC, and only if the grievance is not resolved satisfactorily at the CI/OCC level, they should take up the grievance with SGRC of HBNI.
2. The SGRC will co-opt Dean (Student Affairs) of two of the CIs/OCC, other than the institution to which the student, who has brought up the grievance, belongs. The Chairman of SGRC can decide on the persons to be co-opted.
3. The SGRC may also invite a representative from among the students in the CI to participate in the deliberations in respect of the specific complaint.
4. The Committee shall have a term of two years or until further orders, whichever is earlier.
5. The quorum for the meeting, including the Chairperson, but excluding the invitee, shall be three.

Contd..

... 2 ...

6. In considering the grievances before it, the SGRC shall follow principles of natural justice. Accordingly, it will also seek inputs from the Dean (Student affairs) of the concerned CI/OCC and consider the same while taking a decision.
7. In the case of grievance from a female student, depending upon the nature of the grievance, the SGRC may decide to transfer the grievance to the Women's cell.
8. The SGRC shall send its report and recommendations, if any, to the Director of the CI/OCC concerned, with a copy thereof to the aggrieved student.
9. The SGRC may subsequently seek a report from the Dean (Student affairs) of the concerned CI/OCC about the action taken on the recommendation of the Committee.

The contact Email id : [sghbni@hbni.ac.in](mailto:sghbni@hbni.ac.in)

  
( P.D. Naik )

**Chairman, Members & Convener of the Committee**

Copy: Chairman, Council of Management, HBNI  
Directors of Cls/OCC