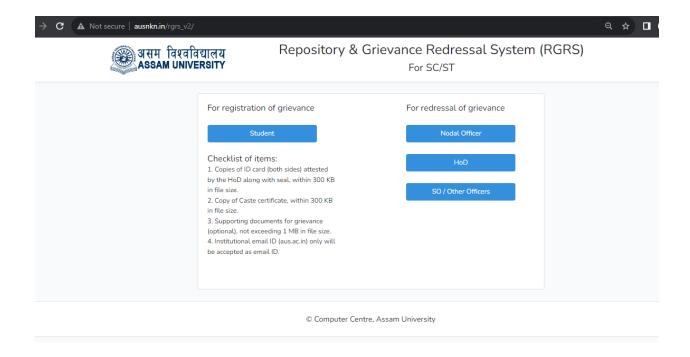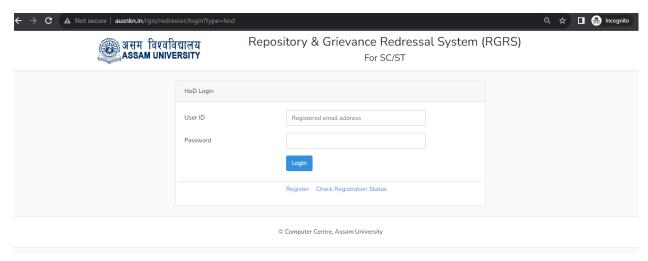# RGRS Operation Manual for HoD
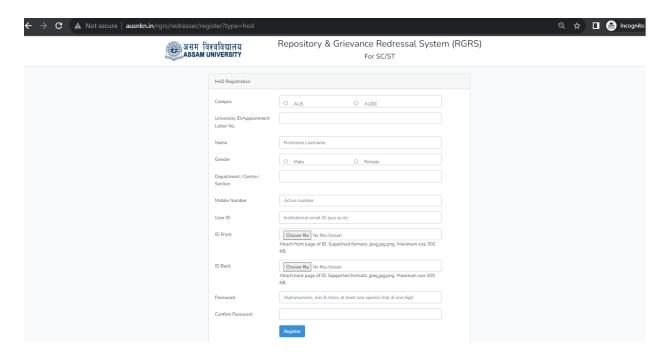## https://www.ausnkn.in/rgrs

Click **HoD** to open the login page. Click on **Register** from the bottom section of the Login form to go to the **Registration** form.
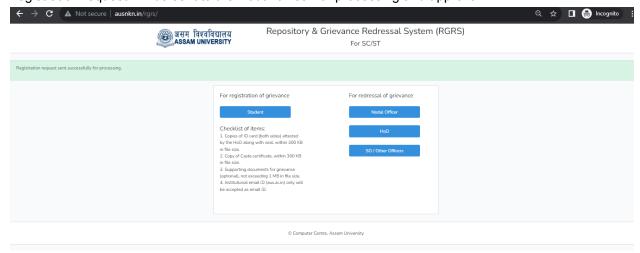
Click on **Register** from the bottom section of the Login form to go to the **Registration** form.
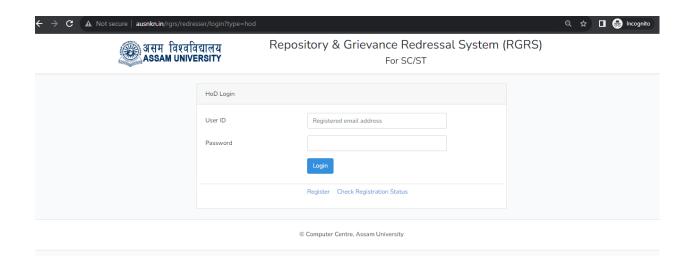
Checklist of items for registration:
1. Copies of ID card (both sides), within 300 KB in file size.
2. Institutional email ID (aus.ac.in) only will be accepted as email ID.

Registration request will be sent to the Nodal officer for processing and approval.
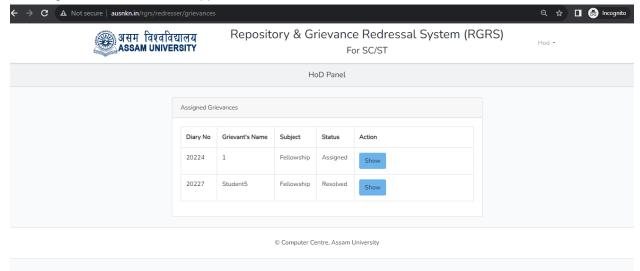

Click on **Check Registration Status** in the login page to check if the registration has been approved.
Once approved, you can login to the panel to address grievances assigned to you.

On the home page, Click **Hod** to take to the **Login** page. Login using the User ID (e-mail address) and the password provided by the administrator.

After Login, the HoD Panel will appear as shown below -

In the HoD Panel, view the Grievances marked as **"assigned"** to you by the nodal officer.

Address the grievances

Review the grievance details entered by the student, including the supporting documents, if any, as uploaded by the students.

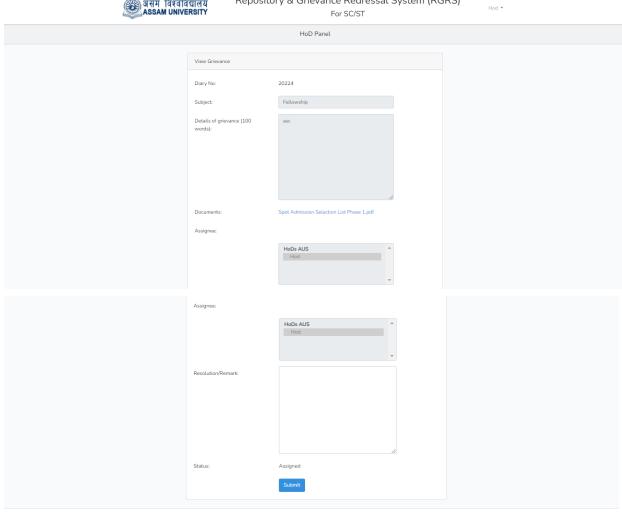Address the grievance by filling up the **"Resolution/Remark"** section and submitting the form. This would be submitted to the nodal officer for reviewing.

Please note - The timeline for redressal of grievances once assigned to HoDs is 21 days.

Repository & Grievance Redressal System (RGRS)
For SC/ST

Hod ▾

HoD Panel

View Grievance

Diary No: 20224

Subject: Fellowship

Details of grievance (100   asc
words):

Documents: Spot Admission Selection List Phase 1.pdf

Assignee:

HoDs AUS
Hod

Assignee:

HoDs AUS
Hod

Resolution/Remark:

Status: Assigned

Submit