

REF. NO. RITE/2024-25/130

DATE: 07.10.2024

OFFICE ORDER

This is to inform all concerned that "Student Grievance Redressal Cell" of the Institute is hereby reconstituted with the following members to encompass various tasks to ensure fair and effective resolution of student grievances:

Sl. No.	Name	Designation	Responsibility
1	Dr. Subash Ranjan Kabat	Principal	Chairperson
2	Dr. Chandrabhanu Malla	Dean Academics &	Convener
3	Prof. Chanchal Mukherjee	HoD, MBA	Coordinator
4	Dr. Sushanta Kumar Pradhan	HOD, ME	Member
5	Prof. Samyukta Choudhury	HOD, CE	Member
6	Prof. Priyadarshinee Das	HOD, EE	Member
7	Prof. Alok Nath	HOD (CSE, MCA & CoE)	Member
8	Dr. Samarendra Kumar Nayak	HOD, BSH	Member
9	Mr. Anil Mishra	Administrative Officer	Member
10	Mr. Himanshu Sekhar Behera	3 rd Year CSE	Student Member
11	Srusti Ananya Patra	3 rd Year CSE	Student Member
12	Surendra Kumar Samal	2 nd Year, ME	Student Member
13	Dharitree Devi	2 nd Year, CSE	Student Member

Roles and Responsibilities:

- To receive the complaints of any student regarding day-to-day difficulties in academic domains.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized
- Grievance Box is installed in the Ground Floor of the Academic Block to put up a grievance in writing/or in the format available in the Admin dept. and drop it in boxes.
- The SGRC cell formally will review all cases and will act accordingly as per the institutional policy.

The cell will deal with Grievances received in writing from the students about any of the following matters:

- Academic Matters: Facilities in class room, labs, and library related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.


(Dr. S.R. Kabat)
PRINCIPAL

Copy to: 1. Management Committee for kind information
2. Dean Academics/All HoDs/ AO/ Above Concerned