राजधानी इञ्जीनीयरीं कलेज
RAAJDHANI ENGINEERING COLLEGE
(Managed by Samriddhi Educational Trust, Bhubaneswar, Odisha)
Approved by AICTE, New Delhi and Affiliated to BPUT and SCTE & VT Govt. of Odisha. Accredited by "NAAC", Recognized by DST, Govt. of India as SIRO Member of NDL, IE (I), ISTE, VIP-NET Club, Government of India.

Ref. No. : REC/PO/2026/3159 Date : 09/03/2026

OFFICE ORDER

SUB: Reconstitution of Student Grievance Redressal Committee (SGRC) - Reg.

In accordance with the **All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019** notified vide F.No. 1-101/PGRC/AICTE/Regulation/2019, the **Student Grievance Redressal Committee (SGRC)** of **Raajdhani Engineering College** is hereby reconstituted to provide a mechanism for the redressal of grievances of students and to ensure a transparent, fair, and accountable academic environment. The committee shall consist of the following members for a term of two years from the date of this order and shall function with effect from today.

Sl. No.	Name of the Member	Designation / Department	SGRC Role
1	Dr. Bhaskar Patnaik	Principal	**Chairperson**
2	Dr. Uttam Kumar Jena	HOD, Department of Computer Science Engineering	Convenor
3	Prof. Prasanta Kumar Pani	HOD, Department of Electronics & Communication Engineering	Member
4	Prof. Subhalaxmi Sabitree Das	Assistant Professor, Department of Basic Sc. & Humanities.	Member
5	Ms. Subhashree Pati	B.Tech, 7th Sem, CSE (AIML)	Special Invitee / Student Member

Procedural Directives & Guidelines:

- **Term of Office:** The term of the nominated members and the student representative shall be two years from the date of issuance of this notification.
- **Scope of Grievance:** The committee shall entertain grievances relating to unfair admissions, withholding of certificates, non-refund of fees, discrimination based on gender/caste, harassment, victimisation, or deficiencies in basic student amenities.
- **Procedure for Lodging Complaint:** Aggrieved students may submit their applications

gender/caste, harassment, victimisation, or deficiencies in basic student amenities.

- **Procedure for Lodging Complaint:** Aggrieved students may submit their applications online through the institutional grievance portal or submit a written petition to the Convener of the SGRC.
- **Principles of Natural Justice:** The SGRC shall fix a date for hearing the complaint, which shall be communicated to both the institute administration and the aggrieved student. Each party must be given a fair chance to explain their position, submit evidence, and respond to the other side.
- **Time-Bound Redressal:** The SGRC shall investigate, conclude its proceedings, and send its detailed report with recommendations to the Principal and the aggrieved student within a strict deadline of **fifteen (15) days** from the receipt of the grievance.
- **Appeals Mechanism:** If a student remains unsatisfied with the decision of the SGRC, they may prefer an appeal to the designated **Ombudsperson** appointed by the AICTE/University within six days of receiving the SGRC decision.

Dr. Bhaskar Patnaik
Principal
Raajdhani Engineering College, Bhubaneswar

Principal
Raajdhani Engineering College
Bhubaneswar, Odisha-751017

Copy to:

1. The Chairman / Managing Director, REC (for kind information)
2. All HODs (CSE, EEE, ECE, MECH, CIVIL, BSH) with a request to circulate among faculty & staff
3. All Committee Members concerned
4. IQAC Coordinator / Administrative Officer
5. Webmaster - with instructions to upload the updated SGRC details on the college website portal
6. Student Notice Boards (Main, Hostel, Library)