Ref-STAR/PRIN/00/1299 **Date-08/08/2026**

OFFICE ORDER

Reconstitution of Student Grievance Redressal Committee (SGRC)

In accordance with the applicable guidelines and regulations of the All India Council for Technical Education (AICTE), New Delhi, including the AICTE (Redressal of Grievance of Students) Regulations and relevant notifications issued from time to time, an Institute-Level Student Grievance Redressal Committee (SGRC) is hereby constituted at SPINTRONIC TECHNOLOGY & ADVANCE RESEARCH, Bhubaneswar, with immediate effect.

The committee is constituted to provide a transparent, fair and effective mechanism for addressing and resolving grievances of students, parents and other stakeholders of the institution.

The committee shall look into grievances relating to academic matters, admission, examinations, infrastructure, facilities, discrimination, harassment, student welfare and other institutional matters, as applicable.

1. Composition of the Committee

Sl.no	Name	Designation	Post	Mobile No
1.	Dr. Purajit Mishra	Principal	Chairman	9938547211
2.	Prof. Biranchi Narayan Sahu	DSW & Asso.Prof.ECE	Member	8917343374
3.	Prof. Brahamanada Das	Associate Prof &. HOD EEE	Member	8895180633
4.	Er. Sitesh Mohapatra	Assistant Professor (Mechanical)	Member	9937163105
5.	Er.Sangeeta Nayak	Assistant Professor (Civil)	Member	8328846284
6.	Er.Laxmidhar Majhi	Assistant Professor (Mechanical)	Member	7008389301
7.	Mr. Dileep Kumar	Student of Mechanical branch	Member	9804500770

PRINCIPAL

2. Functions and Responsibilities

1. To receive and examine grievances submitted by students, parents and other stakeholders.
2. To address complaints related to academic activities, examinations, admission and institutional facilities.
3. To ensure fair, transparent and timely redressal of grievances.
4. To maintain confidentiality and protect the interests of the complainant.
5. To provide an opportunity to the aggrieved student to present their case.
6. To recommend appropriate corrective measures to the competent authority.
7. To maintain proper records of complaints received and actions taken.
8. To submit periodic reports on grievance redressal activities to the Head of the Institution.

3. Grievance Submission Procedure

Students and other stakeholders may submit their grievances in writing to the Student Grievance Redressal Committee through the Principal's Office or the designated grievance submission channel of the institution. All grievances shall be acknowledged, examined and addressed in accordance with the applicable AICTE regulations and institutional procedures.

4. General Instructions

- The committee shall function in accordance with applicable AICTE guidelines and regulations.
- All members shall discharge their duties impartially and maintain confidentiality.
- The committee shall meet as and when required to consider grievances.
- The committee shall ensure that no student is subjected to victimisation for submitting a genuine grievance.
- This order shall come into force with immediate effect and shall remain valid until further orders.

All concerned are hereby informed to extend their cooperation to the committee for its effective functioning.

PRINCIPAL

Copy to: 1. Member Secretary AICTE, New Delhi, ERO, AICTE 2. Commissioner cum Secretary SDTE, Govt. of Odisha. 3. Registrar, BPUT, Rourkela. 4. Chairman, STAR, Bhubaneswar 5. All Members Concerned/ 1QAC/ Guard File

ONLINE STUDENT GRIEVANCE PORTAL FORM

Use this form to submit a student grievance for review by the designated institutional authority. Complete all relevant fields. Fields marked * are required for an identified submission.

1. STUDENT DETAILS

Full Name *: _____

Roll Number / Registration No. *: _____

Course / Programme *: _____

Department / Branch *: _____

Year / Semester *: _____

Class / Section (if applicable): _____

Mobile Number *: _____

Institutional / Personal Email *: _____

Parent / Guardian Contact (optional): _____

Preferred Contact: ☐ Phone ☐ Email

2. GRIEVANCE DETAILS

Grievance Category *: ☐ Academic ☐ Examination / Results

☐ Fees / Scholarship ☐ Hostel / Facilities

☐ Faculty / Staff Conduct ☐ Discrimination / Harassment

☐ Infrastructure ☐ Administrative ☐ Other

Date of Incident / Issue: ____ / ____ / _____

Location / Department concerned: _____

Person / Office concerned (if known): _____

Subject of Grievance *: _____

Detailed Description * (state the issue, relevant dates, steps already taken, and the outcome you are seeking):

_____

_____

_____

_____

3. SUPPORTING DOCUMENTS (OPTIONAL)

Documents attached: ☐ Application ☐ Screenshot ☐ Notice

☐ Receipt ☐ Result ☐ Other

Description / file names:
_____
_____

4. DECLARATION AND CONSENT

☐ I declare that the information provided is accurate to the best of my knowledge. I understand that the institution may contact me for clarification and share relevant information with authorized personnel for grievance review.

☐ I request that my personal information and grievance be handled discreetly, subject to institutional procedure and applicable law.

Student Signature (if submitted offline): _____

Date of Submission: ____ / ____ / _____

5. FOR GRIEVANCE CELL / OFFICE USE ONLY

Grievance Reference / Ticket No.: _____

Date Received: ____ / ____ / _____

Received By: _____

Assigned To: _____

Status: ☐ Received ☐ Under Review ☐ Action Taken ☐ Further Information Required ☐ Closed

Action Taken / Remarks:
_____
_____

Date of Resolution: ____ / ____ / _____

Student Informed: ☐ Yes ☐ No

IMPORTANT INFORMATION

Submitting this form does not itself confirm that a grievance has been accepted or resolved. Keep the ticket/reference number provided by the institution. For an immediate safety emergency, contact campus authorities or local emergency services. Do not use this general grievance form as a substitute for designated anti-ragging, sexual-harassment, or other specialized complaint mechanisms where applicable.

Student Grievance Cell | Spintronic Technology and Advance Research | Bhubaneswar, Odisha, India