



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

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Ref. No. GO/Estb/SGRC/25-26/4671

04th February, 2026

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

In partial modification to Office Order No. GO/Estb/SGRC/2024-25/2257 dated 24th September, 2024, the Student Grievance Redressal Committee (SGRC) is hereby reconstituted as under:

S. No.	Name	Designation	Portfolio
1.	Dr. Praveen Srivastava	Dean of Student Affairs (DoSA)	Chairman
2.	Dr. Vibha Rani Gupta	Professor (Dept. of ECE)	Member
3.	Dr. Raju Poddar	Professor (Dept. of BE&BT)	Member
4.	Dr. Laxmi Narayan Pattnaik	Asso. Professor (Dept of PIC)	Member
5.	Dr. Pratima Ekka	Asst. Professor, (Dept. of Management)	Member
6.	Dr. Prem Prakash	Asst. Professor (Dept. of EEE)	Member
7.	Dr. Md. Shah Fahad	Asst. Professor (Dept. of CSE)	Member
8.	Mr. Ashish Srivastava	Ph.D/ME/10051/2022	Student Member

Procedure for Submitting Grievance

1. A complaint from an aggrieved student shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC) in a sealed envelope to be marked as "CONFIDENTIAL".
2. In case of false and frivolous complaint (if proved), the Student Grievance Redressal Committee (SGRC) will recommend to the Vice Chancellor/Disciplinary Authority to take appropriate action such as complainant/student.

Term of Reference

The Committee shall look after following matters:

- i) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- ii) The SGRC shall send its report with recommendations (if any), to the Vice Chancellor and the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- iii) Any student aggrieved by the decision of the Committee may prefer an appeal to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.

Tenure The terms of the Core Members shall be of two years. The term of Student Members shall be as per the nomination and notification of the Dean of Student Affairs (DoSA).

Quorum The Committee shall meet as often as may be necessary to deliberate upon the received grievances of the students. The attendance of at least three (03) members excluding Student Member shall constitute the quorum for the meeting.

The Committee is required to study the UGC Regulations and implement the various provisions in true spirit.

This supersedes all the earlier Office Orders issued in this regard.

Registrar

To,

1. Chairman
2. All Members

Copy to:

1. All Dean(s)/Asso. Dean(s)/Director(IQAC)/COE
2. All HoD(s)/In-charge(s)/Academic Dept(s)/Section(s)
3. Director(s)/In-charge(s), BIT Off Campuses, Prof. In-charges I/c BIT Mesra (Lalpur Unit)
4. Director, Univesity Polytechnic/BIT-STEP
5. Dy. Comptroller / Finance Officer
6. Dy. Registrar(s)/AO(E&HR)
7. Assistant Registrar(s)
8. P.S to Vice Chancellor
9. Files