

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GOEstb/SGRC /21-22/ 727

Date: 06th May, 2021

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

A standing Committee is hereby constituted as under:

1. **Core Members**
 - i) Dean of Student Affairs
 - ii) Dean of Postgraduate Studies
 - iii) Dean of Undergraduate Studies
 - iv) Associate Dean (Student Affairs)
 - v) Associate Dean (Student Affairs)
 - vi) Head of the Department
Department of Bio-Engineering
 2. **Student Members** (to be nominated by DoSA)
 - i) One Student from UG Program
 - ii) One Student from PG Program
 - iii) One Student from Ph.D Program
(Three students, out of which at least one should be a girl student)
- Chairperson
- Member
- Member
- Member
- Member
- 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 against such complainant / student.

Term of Reference

The committee shall look after following matters:

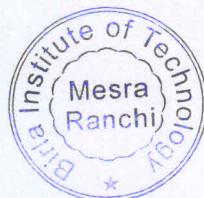
- i) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- ii) The SGRC shall send its report with recommendations (if any), to the Vice Chancellor and the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- iii) Any student 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 term of the Core Members shall be of two years. The term of Student Members shall be per the nomination and notification of the Dean of Students 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 Four Core Members & Two Student Members shall constitute the quorum for the meeting.

This issues with the approval of the Competent Authority.

To,
The Chairman
All Members




Registrar

Copy to:

1. All Dean(s)/ Asso. Dean(s)/ Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO(E&HR) / Assistant Registrar(s)
7. PS to VC
8. File