



INTERSCIENCE INSTITUTE OF MANAGEMENT AND TECHNOLOGY, BHUBANESWAR

इंटरसाइंस इंस्टीट्यूट ऑफ मैनेजमेंट एंड टेक्नोलॉजी, भुवनेश्वर
ଇଣ୍ଟରସାଇନ୍ସ ଇନ୍ସଟିଚ୍ୟୁଟ୍ ଅଫ୍ ମ୍ୟାନେଜମେଣ୍ଟ ଆଣ୍ଡ ଟେକ୍ନୋଲୋଜି, ଭୁବନେଶ୍ୱର

(APPROVED BY AICTE, AFFILIATED TO BPUT, ROURKELA)

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Ref. No-184/IIMT/SGRC/26-27

Date-13.08.2026

OFFICE ORDER

Constitution of Student Grievance Redressal Committee (SGRC)

In accordance with the applicable AICTE norms and regulations relating to Student Grievance Redressal and with the objective of providing an effective, transparent and time-bound mechanism for addressing student grievances, the Student Grievance Redressal Committee (SGRC) is hereby constituted with immediate effect.

The Committee shall receive, examine and redress genuine grievances of students in a fair, impartial and confidential manner in accordance with the applicable rules and regulations.

The constitution of the Committee shall remain valid for a period of one year from the date of issuance of this Office Order unless modified, reconstituted or extended by the competent authority.

The Committee shall discharge its duties and responsibilities in accordance with the applicable AICTE regulations and institutional rules.

Composition of the Student Grievance Redressal Committee

Sl. No.	Name & Designation	Position in SGRC
1	Prof. (Dr.) Kabiraj Sethi, Principal	Chairperson
2	Prof. (Dr.) Pramod Kumar Prusty, Dean Academics	Member
3	Dr. Umasankar Das, HOD, Mechanical Engineering	Member
4	Dr. Smrutiranjana Nayak, HOD, Electrical Engineering	Member
5	Er. Bibhu Prasad Routray, Dean Student Welfare	Member
6	Mrs. Soma Mitra, HOD – MBA	Member
7	Dr. Bishwa Ranjan Das, HOD – MCA	Member
8	Smt. Smita Ray, Asst. Professor, MBA	Member
9	Miss Ankita Mahapatra, Asst. Professor, Chemistry	Member
10	Miss Kiran Mohanty, MBA Student,	Student Representative
11	Mr. Amit Mohapatra, M.Tech CSE (AI & ML), 3rd Semester	Student Representative

Functions and Responsibilities of the Committee

1. To receive and consider complaints/grievances submitted by students.
2. To examine grievances in a fair, impartial and confidential manner.
3. To provide an opportunity to the concerned student and other parties to present their case, wherever required.
4. To take appropriate action for redressal of genuine grievances within the prescribed time.
5. To maintain proper records of grievances received and action taken.
6. To ensure that no student is subjected to discrimination, victimisation or harassment for raising a genuine grievance.
7. To submit recommendations/report to the competent authority wherever necessary.
8. To create awareness among students regarding the grievance redressal mechanism available in the Institute.
9. To perform any other responsibility assigned by the competent authority in connection with student grievance redressal.

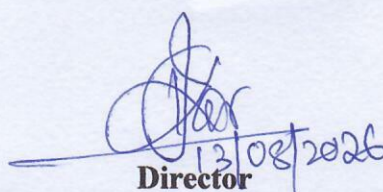
Submission of Grievances

Students may submit their grievances through the prescribed grievance application/email/complaint mechanism made available by the Institute. All grievances shall be handled with due confidentiality and in accordance with the applicable regulations.

The Committee shall remain responsible for ensuring that grievances are addressed in a **fair, transparent and time-bound manner**.

This Office Order shall come into force with immediate effect and shall remain valid until further orders.

By Order of the Management


Director
IIMT, Bhubaneswar
Director
IIMT, Bhubaneswar

Copy to:

1. All Committee Members
2. Dean Academics
3. Dean Student Welfare
4. All HODs
5. Administrative Office
6. Notice Board
7. Institute Website
8. Office File