

# RSR Rungta College of Engineering & Technology

Rungta Knowledge City, Kohka - Kurud Road,

Bhilai (C.G.) - 490 024



No.: RSRRCET/ADMIN/SRGC/2026/4220

Date: 20/08/2026

## OFFICE ORDER

**Subject:** Constitution of Student Grievance Redressal Committee (SGRC)

In compliance with the **All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019**, and in accordance with the directions contained in the **AICTE Circular dated 13.08.2026** regarding strict implementation of mandatory committees and notification of their details on the institutional website, the **Student Grievance Redressal Committee (SGRC)** of RSR Rungta College of Engineering & Technology, Bhilai is hereby constituted with immediate effect.

The Committee shall provide a fair, transparent and time-bound mechanism for receiving, examining and redressing grievances of students in accordance with the applicable AICTE Regulations.

### 1. Constitution of the Committee

| S. No. | Name                  | Designation                         | Role in SGRC                                        |
|--------|-----------------------|-------------------------------------|-----------------------------------------------------|
| 1      | Dr. Manish Varma      | Principal, RSR RCET                 | <b>Chairperson</b>                                  |
| 2      | Dr. Shrikant Burje    | Professor, RSR RCET                 | <b>Member</b>                                       |
| 3      | Dr. Md. Shajid Ansari | Assistant Professor, CSE            | <b>Member</b>                                       |
| 4      | Mr. Dinesh Dubey      | Dean Academics                      | <b>Member<br/>(Coordinator)</b>                     |
| 5      | Dr. Rita Shukla       | Associate Professor,<br>Mathematics | <b>Member</b><br>Nominated by the Principal         |
| 6      | Dr. Vikas Gadpale     | Assistant Professor,<br>Mechanical  | <b>Member</b><br>Nominated by the Principal         |
| 7      | Mr. Prakriti Saha     | Student                             | <b>Special Invitee – Student<br/>Representative</b> |

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## 2. Tenure of the Committee

The tenure of the members and the Special Invitee shall be **two years**, in accordance with the applicable AICTE Regulations.

The Committee shall remain in force from **17/08/2026**, unless reconstituted earlier by the competent authority.

## 3. Scope of Student Grievances

The SGRC shall consider grievances of students relating to matters covered under the AICTE Regulations, including, wherever applicable:

1. Admission-related grievances.
2. Irregularities in the admission process.
3. Scholarship/financial-aid related grievances.
4. Delay in examinations or declaration of results.
5. Student amenities and facilities.
6. Non-transparent or unfair evaluation practices.
7. Denial of quality education or facilities promised at the time of admission.
8. Harassment or victimisation of students, except matters covered under specific penal laws or other statutory mechanisms.
9. Any other grievance covered under the applicable AICTE Regulations.

## 4. Functions and Responsibilities of the SGRC

The Committee shall:

1. Receive and examine student grievances submitted through the prescribed mechanism.
2. Provide a fair, impartial and transparent opportunity to the aggrieved student to present their case.
3. Follow the **principles of natural justice** while considering every grievance.
4. Examine relevant records, documents and statements, wherever required.

*Handwritten signature in green ink.*

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5. Conduct hearings and proceedings as considered necessary.
6. Maintain proper records of complaints, proceedings, decisions and recommendations.
7. Submit its report with recommendations, if any, to the Institution and provide a copy to the aggrieved student within the prescribed period.
8. Ensure confidentiality of grievance proceedings and records wherever required.
9. Monitor the effective implementation of decisions/recommendations of the Committee.
10. Undertake any other responsibility necessary for effective implementation of the student grievance redressal mechanism.

## 5. Quorum

The quorum for a meeting of the SGRC shall be **five members, including the Chairperson, excluding the Student Special Invitee**, as prescribed under the AICTE Regulations.

## 6. Disposal of Grievances

The SGRC shall send its report with recommendations, if any, to the Institution and a copy thereof to the aggrieved student **within 15 days from the date of receipt of the complaint**, in accordance with the AICTE Regulations.

## 7. Appeal

A student aggrieved by the decision of the SGRC may prefer an appeal to the **Ombudsperson within 15 days from the date of receipt of the decision of the SGRC**, as prescribed under the AICTE Regulations.

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## 8. Grievance Redressal Mechanism

Any student having a grievance may submit a **written application to any member of the Student Grievance Redressal Committee (SGRC)**, clearly stating the issue along with relevant details/documents, if any.

The Committee shall examine the grievance and take appropriate action as per applicable rules and regulations. The details of all SGRC members, including their **names, designations, contact details and email IDs**, displayed on the at appropriate places for easy access by students including department notice board..

## 9. Non-Retaliation and Confidentiality

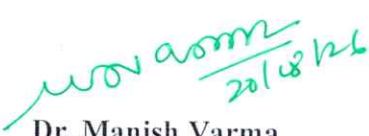
No student shall be subjected to victimisation, discrimination or adverse treatment merely for submitting a genuine grievance through the prescribed mechanism.

The Committee shall maintain appropriate confidentiality of grievance proceedings and records, subject to applicable rules and statutory requirements.

## 10. Effective Date

This Office Order shall come into force with immediate effect.

All concerned departments/officers are directed to extend necessary cooperation to the Committee for effective and timely redressal of student grievances.

  
Dr. Manish Varma

Principal

RSR Rungta College of Engg. & Tech.

RSR Rungta College of Engineering & Technology

Bhilai, Chhattisgarh



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Copy to:

1. Director – for information.
2. Director Academics – for information and necessary action.
3. Director Administration - for information and necessary action.
4. Dean Academics– for information and necessary action.
5. All Heads of Departments – for information and compliance.
6. Department of Student Welfare – for necessary action.
7. Website Administrator – for uploading the SGRC details on the official website.
8. All SGRC Members – for information and necessary action.
9. Office Copy.

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