



# SUDDHANANDA RESIDENTIAL POLYTECHNIC

(A UNIT OF SAMVIT SAGAR TRUST)

(Approved by AICTE, New Delhi & Affiliated to SCTE & VT, Odisha)

Regd. No.: SRP/14/26

Date: 02-02-2026

## NOTICE

This is to inform all students, staff, faculty members, and stakeholders that an Online Grievance Redressal Mechanism has been formally established with effect from 1st June 2024.

This initiative underscores our commitment to fostering a transparent, responsive, and supportive environment by providing a structured, accessible, and time-bound platform for registering and resolving grievances.

Key Features of the Online Grievance Redressal System:

- Digital Portal Access – Grievances can be submitted anytime via the dedicated portal: [<https://www.sgoi.org/diploma/page.php?page=contact-us>]
- User-Friendly Interface – The portal allows easy registration, tracking, and follow-up of grievance status using a unique reference number.
- Confidentiality Assured – All submissions will be treated with strict confidentiality.
- Categorized Grievances – Issues may be related to academics, administration, infrastructure, human resources, harassment, finance, or other institutional matters.
- Time-Bound Resolution – Every grievance will be acknowledged within 48 hours, and efforts will be made to resolve it within 15 working days, depending on complexity.
- Multi-Level Escalation – Unresolved issues will be escalated automatically to higher authorities as per the defined workflow.

Grievance Redressal Committee (GRC):

The following members constitute the GRC for the academic year 2024–25:

Chairperson: Dr. Debswarup Rath, Principal

Faculty Representatives:

- Mr. Santoshmaya Behera, HoD Electrical Engineering
- Mr. Pradeep Kumar Barik, HoD Mechanical Engineering

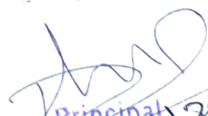
Administrative Representative: Mr. Sandeep Rashmiranjan Pattnaik, Administrative Assistant

IT Coordinator: Mr. Akash Kumar Swain, Lab Assistant CSE

Procedure for Submission:

- Visit the grievance portal.
- Register using your official email ID.
- Fill in the required details and category of grievance.
- Submit and note your unique Grievance ID.

Use the Grievance ID to track progress or for further communication.

  
Principal  
Suddhananda Residential Polytechnic  
Cuttack

cc- Chairman/ Dean SGI/ Notice Boards