

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH, KOLKATA
Block-FC, Sector-III, Salt Lake City, Kolkata-700 106

Ref. No. NITTTR-K/PGCELL/OO/2024-2025/ 1582

Date: 10.03.2025

OFFICE ORDER NO. 254 OF 2024-25

As per the Clause-5 of University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, Students Grievance Redressal Committee (SGRC) comprising of the following officials is hereby constituted for redressal of certain grievances of students already enrolled in the institute, as well as those seeking admission to the Institute.


SN	Name	Tenure	Designation
1.	Director, NITTTR Kolkata	2 Years	Chairman
2.	Dr. Gayadhar Panda Professor, Department of Electrical Engineering & Dean, Faculty and Academic Affairs	2 Years	Convenor
3.	Dr. Sailendranath Mandal Professor, Department of Civil Engineering	2 Years	Member
4.	Dr. Subrata Mondal Professor, Department of Mechanical Engineering	2 Years	Member
5.	Dr. Habiba Hussain Associate Professor, Department of Technical Education and Management	2 Years	Member
6.	Mr. Rohan Saha 1 st Year M.Tech Student, Department of Computer Science and Engineering	1 Years	Member

The SGRC shall send its report with the recommendations, if any, to the Competent Authority of the Institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 workings days from the date of receipt of the complaint..


10/3/25
(Debi Prasad Mishra)
Director

Copy forwarded for information and necessary action to:

1. All Committee Members
2. All Heads/ Hostel Warden
3. FIC, Media Cell with the request to upload the same in the Institute webpage
4. Director's Secretariat


10/3/25
(Gayadhar Panda)
Dean, Faculty and Academic Affairs

National Institute of Technical Teachers' Training & Research, Kolkata

(Under the Ministry of Education, Government of India)

Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Ref. No. NITTTR-K/E/9-22/2024-25/ 389

Date: 1st July 2024

OFFICE MEMORANDUM

Sub: Appointment of Ombudsperson as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in National Institute of Technical Teachers' Training & Research Institute (NITTTR), Kolkata

In terms of Clause 6 of Notification F. 1-13/2022(CPP-II) dated 11th April 2023 of University Grants Commission (Redressal of Grievances of Students) 2003 it has been decided to appoint **Dr. Sudhindra Nath Panda**, Professor, Indian Institute of Technology, Kharagpur as **Ombudsperson** to provide opportunities for redressal of certain grievances of students already enrolled in the Institute, as well as those seeking admission to the Institute. The detailed functions of Ombudsperson are given below.

FUNCTIONS OF OMBUDSPERSON:


1. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
2. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
3. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
4. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

The appointment of Ombudsperson under this order shall be governed by the following terms and conditions:

Tenure:	3 Years from the date of issue of the Office Memorandum
Honorarium:	Ombudsperson shall be paid sitting fee per meeting as per Institute norms in the matter pertaining to mediation of dispute.
TA:	Reimbursement of conveyance charges (TA) on actual shall be paid as per Institute norms.
Secretarial Assistance:	Will be provided as and when requisitioned.

The role and duties of above Ombudsperson will be as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 (copy enclosed).

Encl.: As above.


(Debi Prasad Mishra)
Director

To
Prof. Sudhindra Nath Panda
Ex-Professor, Indian Institute of Technology, Kharagpur

Copy to:

1. FIC, Academic Affairs
2. The Section Officer, TS-IV, Department of Higher Education, Ministry of Education Government of India, Shastri Bhavan, New Delhi-11001.
3. All Heads/FICs/SICs/Hostel Warden: With the request for necessary compliance.
4. FIC, Media Cell: with the request to upload the same in the Institute webpage.
5. Director's Sectt.