



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
SILCHAR MEDICAL COLLEGE & HOSPITAL: SILCHAR

No. SMC/ 19, 623

Dated, Silchar the 24/09/ 2026

OFFICE ORDER

Subject: Constitution of Student Grievance Redressal Committee

In order to provide a fair, transparent and accessible mechanism for addressing grievances of students and to promote a healthy, respectful and conducive academic environment, a Student Grievance Redressal Committee is hereby constituted with the following members:

Sl No.	Name	Designation	Role
1.	Vice Principal	Ex-Officio	Chairperson
2.	Dr. Jyotismita Deka	HOD, Physiology cum Dean, Student Affairs	Member Secretary
3.	Dr. Smrity Rupa Borah Dutta	HOD, ENT cum Hostel Superintendent	Member
4.	Dr. Turlika Sinha	HOD, Anatomy cum Hostel Superintendent	Member
5.	Dr. P J Das	Prof. (DACP). Ophthalmology cum Hostel Superintendent	Member
6.	Dr. Ajit Dey	Prof. (DACP) Comm. Medicine cum Deputy Superintendent	Member
7.	Dr. Ranjana Dhar	Associate Professor of Physiology	Member
8.	Dr. Salma Barlaskar	Assistant Professor of Medicine	Member
9.	Ms. Tanushree Sengupta	Matron	Member

Functions and Responsibilities

The Committee shall:

1. Receive and consider genuine grievances raised by students relating to academic, administrative, hostel, infrastructural or other matters concerning student welfare and institutional life.
2. Provide students with an accessible and impartial mechanism for submission and redressal of grievances.
3. Examine each grievance objectively and, wherever necessary, seek relevant information or clarification from the concerned students, departments or authorities.
4. Endeavour to resolve grievances fairly and expeditiously, in accordance with applicable rules, regulations and institutional policies.
5. Maintain confidentiality of complaints and proceedings to the extent reasonably practicable.
6. Ensure that no student is subjected to victimization or unfair treatment for having raised a genuine grievance in good faith.
7. Recommend appropriate corrective or remedial measures to the competent authority wherever required.
8. Maintain proper records of grievances received, action taken and their disposal.
9. Submit periodic reports regarding the functioning of the Committee to the competent authority, as and when required.

The Committee shall meet as and when necessary for consideration of grievances and may, where appropriate, seek the assistance of any faculty member or other person having relevant expertise. The Committee shall function in accordance with the applicable statutory/regulatory provisions and institutional rules, and shall endeavor to ensure that the grievance-redressal process remains fair, confidential, non-discriminatory and student-centric.

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

24/9/26
Principal-cum Chief Superintendent
Silchar Medical College & Hospital
Silchar.



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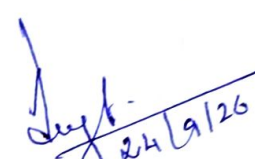
No. SMC/

Dated, Silchar the _____ 2026

Memo No. SMC/ 19.624-59
Copy to:-

1. The Superintendent, SMCH, Silchar
2. The Prof. & Head of all Department, SMCH, Silchar
3. All Notice Board, SMCH, Silchar
4. Persons concerned
5. Office file.


Principal-cum-Chief Superintendent
Silchar Medical College & Hospital, Silchar
Dated 24/9/2026


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