

**Ref. TSMC/2026/07/06/SGRS-2****Date. 06.07.2026****OFFICE ORDER****Reconstitution of Students' Grievance Redressal Cell**

In supersession of all previous orders issued in this regard, and in accordance with the guidelines of the National Medical Commission (NMC) and other applicable regulatory authorities, the **Students' Grievance Redressal Cell** of Tripura Santiniketan Medical College & Hospital is hereby reconstituted with immediate effect to ensure prompt, transparent, impartial and effective redressal of grievances relating to academic, administrative, hostel and student welfare matters.

The reconstituted Students' Grievance Redressal Cell shall consist of the following members:

Sl.	Name	Designation	Role
1	Prof. (Dr.) Ranjit Kumar Das	Principal	Chairman
2	Dr. Debjani Das	Assist. Prof., Microbiology	Coordinator
3	Prof. (Dr.) Akhtaruzzaman	Prof. & HoD, Anatomy	Member
4	Prof. Dr. Swapan Sarkar	Prof. & HoD, General Medicine	Member
5	Dr. Shambhabi Chakraborty	Girls' Hostel Warden	Member
6	Dr. Prabal Das	Boys' Hostel Warden	Member
7	Ms. Payel Debnath	Librarian	Member
8	Mr. Devanand Priyadarshi	HR Head	Member
9	Mr. Daipayan Deb	Boys' Hostel Caretaker	Member
10	Ms. Puja Rani Dey	Girls' Hostel Caretaker	Member

Functions of the Students' Grievance Redressal Cell

1. To receive, examine and redress grievances submitted by students relating to academic, administrative, hostel and student welfare matters.
2. To ensure that grievances are resolved in a fair, impartial, transparent and time-bound manner.
3. To maintain confidentiality throughout the grievance redressal process.
4. To recommend appropriate corrective and preventive measures to the competent authority.
5. To promote a safe, inclusive and student-friendly academic environment within the institution.
6. To maintain proper records of grievances received, proceedings conducted and action taken.
7. To submit periodic reports and recommendations to the Principal for continuous improvement of the grievance redressal mechanism.

Students may submit their grievances through written applications or any other official communication channel notified by the institution.

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

Sd/-**Prof. (Dr.) Ranjit Kumar Das**
Principal, TSMC&H**PRINCIPAL**

TRIPURA SANTINIKETAN MEDICAL COLLEGE & HOSPITAL

Copy to:

1. The President
2. Medical Superintendent / MSVP
3. All Heads of Departments
4. All Committee Members
5. Office File

