

**OFFICE OF THE PRINCIPAL
NETAJI SUBHAS MEMORIAL CITY COLLEGE
RAJABAGICHA, CUTTACK- 753009**

Notice No. NSMELE/ 454 /2026-27

Date: 07.10.26

CONSTITUTION OF GRIEVANCE REDRESSAL CELL

In pursuance of the letter No-53237/HE, Dated.05.10.2026 of Higher education department the provisions relating to the Grievance Redressal Mechanism for Students' Union Election, a Grievance Redressal Cell is hereby constituted in the College with the following members for redressal of grievances arising out of the conduct of elections, including violation of the prescribed Code of Conduct and complaints relating to election-related expenditure.
The composition of the Cell shall be as follows:

1. Mrs. Ajanta Das, Lecturer in Economics
In-charge of Student Affairs & Chairperson
2. Mrs. Susmita Sahoo, Lecturer in English
Senior Faculty Member / Administrative Representative
3. Sri Pratish Mohapatra, 3rd yr. Science (Zool.Hons), Roll No-BS24-098, Ph.9827872006
Student Member
4. Ms. Hemabati Rao, +3 3rd yr. Arts (Odia.Hons), Roll No -BA24-068, Ph.6372541387
Student Member

Student Member – to be nominated on the basis of merit and/or participation in co-curricular activities during the previous academic year.

Functions and Jurisdiction

The Grievance Redressal Cell shall:

1. Redress election-related grievances, including complaints regarding breaches of the Code of Conduct and election-related expenditure.
2. Examine complaints and take appropriate action against persons found violating the prescribed Code of Conduct or the lawful decisions/rulings of the Grievance Redressal Cell.
3. Function as the Court of Original Jurisdiction in respect of election-related grievances.
4. Maintain proper records of complaints received, proceedings conducted and decisions taken.

The Head of the Institution shall have appellate jurisdiction over questions of law and fact in all cases or controversies arising out of the conduct of elections in which the Grievance Redressal Cell has issued a final decision. Upon review, the Head of the Institution may confirm, revoke or modify the sanction imposed by the Grievance Redressal Cell.

All concerned are hereby informed to approach the Cell with genuine election-related grievances in accordance with the prescribed procedure.

Principal

NSM City College, Rajabagicha, Cuttack
N. S. M. City College
Rajabagicha, Cuttack-9

M. Rande
7.10.26

Copy to: Election file / Web Site / Student's Notice Board/ H.C for information.