

# DR. B.C. ROY ENGINEERING COLLEGE, DURGAPUR

## OFFICE OF THE PRINCIPAL

Ref. No: BCR/PR/14/2026/30

Date: March 12, 2026

### NOTICE: GRIEVANCE REDRESSAL PROTOCOL AND DISCIPLINARY NORMS

It has been brought to the attention of the College Administration that some students are bypassing official channels to file grievances. Specifically, there have been reports of students directly contacting high-level government officials, including the Director of Technical Education (DTE), and using unprofessional or threatening language.

The Institute views such actions as a serious breach of discipline and a violation of its Norms and Regulations. To ensure that student concerns regarding any issue are addressed fairly and systematically, all students are hereby directed to strictly adhere to the following Grievance Redressal Hierarchy:

Step	Authority	Action Required
1	Head of Department (HOD)	Submit a formal written representation to the respective Departmental Office.
2	Principal	If the issue remains unresolved at the HOD level, the student may appeal to the Office of the Principal.
3	Institute Grievance Cell	If the grievance persists, the matter should be formally lodged with the Student's Grievance Redressal Committee (SGRC)
4	Ombudsman	The final institutional level of appeal.

Attempting to influence the administration by directly contacting external higher bodies or government authorities without first exhausting the internal hierarchy is a clear violation of academic conduct. Any student found engaging in such intimidating tactics, unprofessional behaviour, or issuing threats to government or institute officials will face strict disciplinary action, which may include suspension or other penalties as outlined in Institute regulations.

Regarding issues like revised fee structures, students are advised to refrain from making unilateral demands and to abide by the directives of the Hon'ble Court. The Institute remains committed to the academic welfare of its students; however, discipline and decorum must be maintained at all times.

Prof. (Dr.) Sanjay S. Pawar  
Principal  
Dr. B. C. Roy Engineering College  
DURGAPUR



Copy to:

1. All HODs (For circulation among students)
2. Vice Principal/ Registrar
3. Institute Website & All Notice Boards