



Indian Council for Technical Research and Development

Secretariat Office- 72, Shahkar Layout, near Adarsh Nagar, Trimurti Nagar, Nagpur. 440022.

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Notification

Formation of the “Student Support Committee”

In pursuance of the approval accorded by the management, it is hereby notified that a “**Student Support Committee**” is constituted with immediate effect for the purpose of ensuring prompt, efficient, and transparent handling of student-related queries, requests, and grievances.

The Committee shall function as a centralized support mechanism to enhance student service delivery, monitor student interactions, coordinate with concerned departments, and ensure timely resolution of service-related issues. The Committee shall also be responsible for maintaining centralized records, preparing periodic reports, implementing feedback mechanisms, and ensuring confidentiality, fairness, and ethical handling of student information in accordance with approved Standard Operating Procedures (SOPs).

Composition of the Student Support Committee

1. **Mr. Piyush Dani** (Section Officer) - Head
2. **Ms. Sadhna Prasad** (Desk Officer) - Member
3. **Ms. Tina Mohod** (Desk Officer) – Member

The Committee shall take charge with immediate effect and shall function until further orders. All concerned departments and officials are directed to extend full cooperation to the Committee for the effective discharge of its responsibilities.

This notification issued with the approval of the Management.

Date:03-02-2026



Bhushan V Thakre
(Administrative Officer)