



सत्यजित रे फिल्म एवं टेलीविजन संस्थान  
Satyajit Ray Film & Television Institute  
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय  
Deemed to be University under Distinct Category  
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन  
Under the Ministry of Information & Broadcasting, Govt. of India

F. No - 43029/27/VC/2026/02 | 3904

Dated - 02.03.2026

**Office Order**

In order to provide an internal institutional mechanism for the redressal of grievances of employees and to promote a fair, transparent, and harmonious work environment, the Competent Authority is pleased to constitute a Grievance Redressal Cell for Employees at Satyajit Ray Film & Television Institute (SRFTI), Kolkata, with immediate effect.

**Grievance Redressal Cell for Employees**

**Composition:**

- Dean — Chairperson
- Shri Kunal Kundu, Professor, Animation Cinema — Member
- Shri Tridib Poddar, Associate Professor, DSPW — Member
- Shri Sujoy Das, Associate Professor, SRD — Member
- Ms. Madhavi Tangella, Assistant Professor, DSPW — Member
- Shri Biraja Prasanna Kar, Cameraman, MPP — Member
- Shri Partha Dass, M.E. — Convener

**Functions:**

The Grievance Redressal Cell for Employees shall:

1. Receive and examine grievances submitted by teaching and non-teaching employees of the Institute relating to service conditions, workplace issues, and other administrative matters.
2. Provide an opportunity to the concerned parties to present their views and place relevant facts on record.
3. Recommend appropriate remedial measures to the Competent Authority in accordance with the applicable service rules, statutes, and regulations of the Institute.
4. Endeavour to resolve grievances in a fair, time-bound, and impartial manner.
5. Maintain records of grievances received, proceedings held, and recommendations made.

**Scope and Limitations:**

- The Cell shall function as an internal facilitative mechanism, and its recommendations shall be advisory in nature.

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पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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Phone: 91-33-2432 8355, 2432-8356, 23-9300

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• Matters falling within the purview of statutory committees (such as the Internal Complaints Committee), disciplinary proceedings, or matters sub judice shall not ordinarily be entertained.

• The constitution of this Cell shall be without prejudice to the statutory remedies available to employees under applicable laws and service rules.

**Tenure:**

The tenure of the Grievance Redressal Cell shall be one year or until further orders, whichever is earlier.

This order is issued in supersession of all earlier orders/instructions issued in this regard.

This order shall come into force with immediate effect. This issues with the approval from the competent authority.

**(Deepak Kumar)**  
**Registrar, SRFTI**

**Copy to:**

1. All the members / Chairperson – for information and necessary action.
2. Dean / Head of all departments / Section heads – for circulation.
3. EA to Vice Chancellor – for information of VC.
4. Nodal Officer, FTII, Itanagar.
5. Institute Website / Notice Boards – for wide publicity.
6. Office File / Guard File.

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