

OFFICE MEMORANDUM

In pursuance of the guidelines/norms prescribed by the All India Council for Technical Education and in order to ensure a transparent, fair, and effective mechanism for redressal of grievances of students/employees, the competent authority is pleased to constitute the Grievance Redressal Committee (GRC) with immediate effect.

The composition of the Committee shall be as follows:

Sl. No.	Name & Designation	Position in Committee
1.	Prof Dr Krishna M Agrawal, Director	Chairman
2.	Prof Dr Tanima Ray	Member
3.	Prof Dr Archana Sharma	Member
4.	Mr Angshuman Sarkar	Member
5.	Dr Barnali Choudhury	Member
6.	Dr Monalika Dey	Nodal Officer
7.	Ms Atreyee Chakraborty	Member (Student, MBA (Day))
8.	Ms Rupsa Hazra Chowdhury	Member (Student, MBA-HRM)
9.	Ms Liza Saha	Member (Student, MBA-PS)

Functions of the Committee

The Grievance Redressal Committee shall:

1. Receive and examine grievances/complaints submitted by students/employees.
2. Ensure disposal of grievances in a fair, impartial, and time-bound manner.
3. Maintain confidentiality during the grievance handling process.
4. Recommend appropriate corrective measures to the competent authority.
5. Maintain proper records of grievances received and actions taken.

Tenure

The Committee shall remain in force for a period of two or until further orders, whichever is earlier.

All concerned are requested to extend full cooperation to the Committee for effective functioning. The committee will be functioning under direct supervision of the undersigned.



(Prof Dr Krishna M Agrawal)
Director

CC: All Members of the Committee
All HoDs/Registrar (Actg.)/FO/Librarian/Admin Dept/File



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