



Ref.: ABC/SM/015/2026

Date: 01-08-2026

OFFICE ORDER

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE (GRC) FOR FACULTY/STAFF MEMBERS

In compliance with the **All-India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021**, vide F. No. 1-103/AICTE/GRC/Regulation/2021 dated 22.03.2021, the **Grievance Redressal Committee (GRC) for Faculty/Staff Members** is hereby constituted with immediate effect.

The Committee shall provide an appropriate mechanism for receiving, examining and redressing grievances of Faculty/Staff Members of the Institution.

Composition of the Committee

Sl. No.	Name	Designation	Position
1	Mr. Abhay Kumar Singh	Principal	Chairperson
2	Dr. Soumya Shukla	HOD-BBA	Member
3	Dr. Om Prakash Paswan	Senior Faculty	Member
4	Dr. Vishvendra Vishvendra	Senior Faculty	Member
5	Dr. Sumit Kumar Singh	Senior Faculty	Member

Functions of the Committee

1. To receive and examine grievances submitted by Faculty/Staff Members.
2. To provide an opportunity to the aggrieved Faculty/Staff Member to present his/her grievance.
3. To examine the matter fairly and objectively.
4. To maintain proper records of complaints and action taken.
5. To communicate the outcome of the grievance to the concerned Faculty/Staff Member.
6. To maintain confidentiality of grievance proceedings wherever required.
7. A grievance relating to the Institution shall be submitted in writing to the **Chairperson, Grievance Redressal Committee.**
8. The Committee shall process the complaint and furnish its report/recommendations within the prescribed period.
9. This Office Order shall remain effective until further orders/reconstitution of the Committee.

A. H. Khan

1-8-26

Principal

Arcade Business College
Khgaul Road, Patna - 801503



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