



MUZAFFARPUR COLLEGE OF PROFESSIONAL EDUCATION

VPO. - Narsinghpur, Via- Ramna PO, Distt. - Muzaffarpur (Bihar)- 842002

Recognized By Pharmacy Council of India (PCI CODE-4603) & Affiliated to Bihar University Of Health Sciences Patna (Bihar)

Under the Aegis of

"NUTAN RAJEEV EDUCATIONAL TRUST, VPO- NARSINGHPUR, VIA- RAMNA PO, DISTT. - MUZAFFARPUR"

REG.NO. - 244, dated- 18 December 2019

PAN NO.- AADTN3935G

Website: www.mcpe.co.in, Email- muzaffarpurpharmacy@gmail.com, Mob. - 7677797000, 9955011700

Ref. No.: - MCPE/1716

Date: 31-12-2025

OFFICE ORDER

In partial modification / continuation of earlier orders, and in accordance with the **UGC (Redressal of Grievances of Students) Regulations, 2023**, the Competent Authority is pleased to **constitute the Grievance Redressal Committee (GRC)** of *Muzaffarpur College of Professional Education* for the **Academic Session: 2026-27**, with immediate effect, or until further orders, whichever is earlier.

GRIEVANCE REDRESSAL COMMITTEE (GRC)

(For grievances received through Institutional / Online / Written mode)

S. No	Name	Designation	Role
1	Mrs. Moni Kumari	Associate Professor	Chairperson
2	Mr. Tarique Faheem	Head of Department (H.O.D)	Convenor
3	Mr. Rajesh Bharti	Administrative Officer	Member
4	Mrs. Shreyashi	Assistant Professor	Member
5	Mr. Dr. Manzar Aqueel	Associate Professor	Member
6	Miss. Ritul Sharma	Senior Student	Member
7	Mr. Hasnain Ansari	Senior Student	Member
8	Miss. Pushpanjali Kumari	Alumni	Special Invitee*

*A representative from amongst students.

Functions & Responsibilities of GRC

1. The Committee shall adhere to the **principles of natural justice** while dealing with grievances.
2. The GRC shall examine and resolve grievances related to academic, administrative, examination, fee, and infrastructure matters.
3. The Committee shall submit its **recommendations to the Competent Authority**.
4. The grievance shall be resolved and communicated to the **aggrieved student** preferably **within 15 working days** from the date of receipt.

Mode of Submission of Grievance

Students may submit grievances through:

- Institutional Grievance Official Email: mcpegrievancecell@gmail.com
- Written application to the GRC Convener
- Complaint Box available in the campus

This order is issued with the approval of the **Competent Authority** and supersedes all previous orders issued in this regard.

Copy to:

1. All Committee Members
2. Notice Board
3. College Website
4. Office Record

ROHAN JY
Secretary
Muzaffarpur College of Professional Education
VPO-Narsinghpur, Distt. - Muzaffarpur