



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

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