



# GREATER KOLKATA COLLEGE OF ENGINEERING & MANAGEMENT

(Approved by AICTE and affiliated to MAKAUT (Formerly WBUT) and WBSCTE)

Campus : Ramnagar-II, Baruipur (Near Fultala)  
24 pgs (South), Pin- 743387

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Ref. No. GKC/PRIN/OFF-0/008/23

Date 10.07.2023

Ref No.-

Date:

## OFFICE ORDER

### Student Grievances Redressal Committee (SGRC)

As per the AICTE regulations 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 and the Governing Body (GB), GKCEM constituted Student Grievance Redressal Committee with the objective of resolving the grievances of students and their parents. Provision has been made available in the Institute website, for registering the grievance through info.gkcem@jisgroup.org. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the GRC headed by the principal, and appropriate action taken and the decision of the GRC will be intimated to the complainant. The grievances include:

- making admission contrary to merit
- irregularity in the admission process
- withhold or refuse to return any certificates
- demand of money in excess specified
- breach of the policy of reservation
- complaints of alleged discrimination (SC/ST, OBC, Women, minority or PH)
- non-payment or delay in payment of scholarships to students
- delay in conduct of examinations or declaration of results
- withholding student amenities
- denial of quality education
- non transparent or unfair evaluation practices
- harassment and victimization of students including sexual harassment
- Refund of fees on withdrawal of admissions, etc.

## Grievance Redressal Application Form Link

The Student Grievance Redressal Committee (GRC) comprises the following members:

SL. No	Name and Address	Officiating as
1.	Dr. Mahuya Das, Principal	Chairperson
2.	Dr. Nabarun Bhattacharya, Director, School of Information Science & Technology, MAKAUT, WB	Nominee from affiliating University
3.	Dr. Sampad Ghosh, Director, Student Welfare, MAKAUT, WB	Nominee from affiliating University
4.	Dr. Anubrata Mondal Assistant Professor/Dept. of EE GKCEM	Member
5.	Dr. Pijush Dutta Associate Professor/Dept. of ECE GKCEM	Member
6.	Mr. Subhojit Chattaraj, Assistant Professor / Dept. of CE, GKCEM	Member
7.	Dr. SkTanbir Islam, Assistant Professor/ Dept. of ME, GKCEM	Member
8.	Ms. Saheli Das, Assistant Professor/ Dept. of CSE, GKCEM	Member

The member shall hold the office for a period of Two years. The GRC shall meet as and when requires and assess the merit of the complaint. The decision of the GRC will be intimated to the complainant through email / SMS / hosted in the website. In case of any false / frivolous complaint, the GRC will take appropriate action against the complainant.

*Das 10/7/23*

Prof. (Dr.) Mahuya Das  
Principal  
GKCEM, Baruipur

Copy to

- 1.All the Member Concerned
- 2.College and Departmental Notice Board

**PRINCIPAL**  
Greater Kolkata College of  
Engineering & Management