



# VESTOR COLLEGE OF MANAGEMENT

(An Affiliated Unit of Patliputra University, Patna, College Code -468)

Address: Patna Zero Mile, near Krishna Niketan, Vestor College of Management, Jakaripur, Patna – 800007

Email-ID: info@vestorcollege.com Mob. No : +91 9354260331

## GRIEVANCE REDRESSAL COMMITTEE (As per AICTE/UGC Guidelines)

### Office Order

Ref. No.: VCM/GRC/205

Date: 26/09/2025

**Subject: Constitution of Grievance Redressal Committee**

In compliance with the guidelines issued by the All India Council for Technical Education (AICTE) and University Grants Commission (UGC), and with a view to provide a fair, transparent and systematic mechanism for redressal of grievances of students, faculty and staff, the **Grievance Redressal Committee (GRC)** of the institution is hereby constituted as follows:

#### Composition of the Committee

S. No	Name	Designation	Position in Committee
1	Mr. Ayush Sinha	Principal/Director	Chairperson
2	Ms. Trishla Yadav	Senior Faculty Member	Member
3	Mr. VSS Prasad	Senior Faculty Member	Member
4	Mr. Ankit Kumar	Administrative Officer	Member
5	Ms. Situ Kumari	Legal/External Expert	External Member
6	Ms. Mahima Singh	Student Representative	Member
7	Mr. Shrikant Kumar	Grievance Officer	Member Secretary

#### Objectives of the Committee

The Grievance Redressal Committee shall:

- Receive and examine grievances of students, faculty and staff.
- Ensure impartial and timely redressal of grievances.
- Promote a harmonious and conducive academic environment.
- Prevent unfair practices and discrimination.



### VESTOR COLLEGE OF MANAGEMENT

A Unit of Vestor Education Trust Registered with Serial No. 6012, Deed No.283 in the Year 2020  
Registered Address: Mukhtartoli, Kadamkuan, Patna - 800003





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## Scope of Grievances

The Committee shall entertain grievances related to:

- Academic issues
- Examination and evaluation
- Admission and fee-related matters
- Harassment or discrimination
- Infrastructure and facilities
- Any other matter affecting the academic and professional wellbeing of stakeholders

## Procedure for Filing Grievances

1. Grievances shall be submitted in written form or through the online grievance portal/email: grievance@vcm.edu.in
2. The Committee shall acknowledge the complaint within **48 hours**.
3. Redressal shall be completed within **15 working days**.
4. The decision of the Committee shall be final and binding.

## Tenure of the Committee

The tenure of the Grievance Redressal Committee shall be **one academic year** and may be reconstituted thereafter.

## Meeting Schedule

The Committee shall meet at least **once every quarter** and as and when required.

**This order comes into effect from 01/10/2025.**

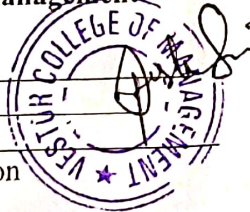
## By Order of the Management

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Institution



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