



Sri Arvind Mahila College, Patna
Accredited by NAAC with B⁺ Grade
(A Constituent Unit of Patliputra University, Patna)



Student Grievance Redressal Committee

Welcome to the Student Grievance Redressal Committee (SGRC) of Sri Arvind Mahila College, Patna. We are here to ensure a supportive and conducive environment for all students, where their concerns and grievances pertaining largely to amenities, campus discipline, library, hostel, canteen and staff, are addressed promptly and effectively.

Our Mission

The Student Grievance Redressal Committee is committed to:

- Providing a platform for students to voice their grievances in a safe and confidential manner.
- Ensuring fair and impartial resolution of all grievances.
- Promoting transparency and accountability in addressing students concerns.
- Fostering a culture of mutual respect and understanding within the college community.

Submitting a Grievance

If you have a grievance or concern, you can submit it through SGRC Submission Form or visit our office during working hours. All submissions are treated with strict confidentiality. SGRC Submission Form may be obtained from Students' Representative or may be downloaded from the College's website.

Grievance Evaluation

Once a grievance is received, it is carefully evaluated by the SGRC. Each case is reviewed impartially, and efforts are made to gather all relevant information.

Resolution Process

The Student Grievance Redressal Committee works diligently to resolve grievances in a timely manner. Depending on the nature of the grievance, various methods of resolution may be employed, including mediation, arbitration, or direct intervention.

Communication

Throughout the process, regular updates will be provided to the concerned parties. Communication channels are kept open to ensure that students are informed about the progress of their grievances.

Composition of Students' Grievance Redressal Committee (SGRC)

Students' Grievance Redressal Committee (SGRC) has been constituted comprising of the following:

1. Prof. Sadhana Thakur, Professor, Department of Political Science: Chairperson
2. Prof. Yogendra Kumar, Professor, Department of History: Member
3. Prof. Anjali Prasad, Professor, Department of History: Member
4. Dr. Baliraji Maurya, Associate Professor, Department of Hindi: Member
5. Dr. Ajay Kumar Singh, Associate Professor, Department of Math: Member
6. Punam Kumari, Deptt. of Philosophy, Students' Representative: Special Invitee

The term of the chairperson and members shall be for a period of two years and the term of the special invitee shall be one year.

The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, SGRC.

In considering the grievances before it, SGRC shall follow principles of natural justice.

The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student thereof to the aggrieved student, preferably within a period of 15 working days from receipt of the complaint.

Contact Us

If you have any questions or need assistance, please feel free to reach out to us:

- **Location:** SGRC Office, College Building, Room XXX]
- **Email:** sgrc.samcpatna@gmail.com
- **Phone:**

Important Links

- [Online Grievance Submission Form](#) - [Link to the form]

We are here to support you. Your feedback and suggestions are valuable to us in our efforts to continuously improve our services.



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Grievance Submission Form

1.	Name of the Aggrieved Student	
2.	Class	
3.	Semester/Part	
4.	Department	
5.	Email ID	
6.	Contact No.	
7.	Description of the Grievance	

Date:

Signature: