



**Reconstitution of Grievance
Redressal Committee**

GSFC University
Academic Department
Office Order No. Registrar /Admin/032026/205
Date: 24.03.2026

Ref:

1. Office Order No.Provost /082025/114 Date: 04.08.2025, Reconstitution of the Grievance Redressal Committee

In accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, GSFC University is committed to providing an effective and transparent mechanism for the redressal of grievances of students and staff. The Grievance Redressal Committee (GRC) is constituted as a statutory body to address and resolve complaints related to academic, administrative, and other matters in a fair and timely manner.

In partial modification of the aforementioned office order, and with the approval of the Management, the Grievance Redressal Committee is hereby reconstituted to ensure uninterrupted functioning.

Composition of the Committee:

Sr. No.	Name	Designation	Position held in Committee	Email id
1	Prof. G. R. Sinha	Provost	Chairperson	provost@gsfconiversity.ac.in M: 8827411550
2	Shri Mahesh Barot	Director (Administration) I/C	Member	director.administration@gsfconiversity.ac.in M: 9662515256
3	Dr. Sanjukta Bose Goswami	Dean, (SOT)	Member	dean.sot@gsfconiversity.ac.in M: 7016701986



4	Dr. Ranjita Banerjee	Dean, School of Management Studies and Liberal Arts (SoM&LA)	Member	dean.som-la@gafcuniversity.ac.in M: 9724927708
5	Dr. K.Santosh Kumar	HoD, Chemical Science, School of Science (SOS)	Member	hod.chemicalscience@gafcuniversity.ac.in M:9825741479
6	Dr. Prabal Sen Gupta	HoD, Life Sciences, School of Science (SOS)	Member	hod.lifescience@gafcuniversity.ac.in M:9825463719
7	Ms. Shweta Rajput	HoD, CSE and Computer Application, SoT	Member	hod.cse@gafcuniversity.ac.in M:9879209842
8	Ms. Neha Pujara	Associate Dean DOST-AI & Dy. Registrar (I/C)	Member	associatedean.dost-ai@gafcuniversity.ac.in M:9909904598
9	Ms. Dharti Patel	Manager, Facility	Member	manager.facility@gafcuniversity.ac.in M:6357299804
10	Mr. Manish Pradhan	Registrar	Secretary	registrar@gafcuniversity.ac.in M: 9993976716

Roles and Responsibilities

1. Provide a fair, impartial, and accessible platform for students and staff to raise grievances related to academic, administrative, or other matters.
2. Investigate complaints in a timely and confidential manner, and recommend appropriate remedial actions.
3. Monitor the status of grievances and ensure their resolution within the stipulated time as per UGC regulations.

The Grievance Redressal Committee shall meet at least once every quarter and additionally as and when required to address specific grievances.



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The Office of the Registrar shall ensure that meetings are held as per the prescribed frequency, and is responsible for maintaining the Minutes of Meeting (MoM) and Action Taken Report (ATR). Both the MoM and ATR shall be duly uploaded and preserved in the repository of the Digital Campus System (DCS) for official record and reference.

This office order supersedes all previous office orders regarding the constitution/ reconstitution of the Grievance Redressal Committee.

Registrar
GSFC University

For Display on all Notice Board.

To:

All concerned

CC,

President Office, GSFC University - For kind information, Please
Provost's Office, GSFC University
Director (Adm) Office, GSFC University
Registrar Office, GSFC University
Dept. Dir. (Adm) & Director Campus, GSFC University
Dean / Associate Deans, GSFC University
DOST - AI Cell, GSFC University
Department of Information Technology Enabled Services
Department of Computer Science & Engineering
Department of Chemical Engineering
Department of F & EHS
Department of Chemical Sciences
Department of Life Sciences
Department of Computer Applications
Department of Data Science
Department of Management Studies & Liberal Arts
Department of Account & Finance
Department of Internship & Placement
Department of Administration
Department of Admission
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