

# SFC INSTITUTE OF PHARMACY

(Affiliated to P.C.I., A.I.C.T.E. & P.S.B.T.E.)

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Ref. No. SFC/Pharma/2411

Dated 02/7/25

## NOTICE

### Constitution of Grievance Redressal Cell (GRC)

To ensure fair, transparent, and prompt resolution of grievances related to academic, administrative, and personal issues of students and staff, the **Grievance Redressal Cell (GRC)** is hereby constituted at **SFC Institute of Pharmacy, Moga** for the academic year 2025-26.

#### Objectives of the Grievance Redressal Cell:

- To address complaints and grievances of students, faculty, and staff in a time-bound manner.
- To promote a healthy and respectful learning and working environment.
- To ensure procedural fairness and confidentiality in all grievance redressal processes.

#### Composition of the Grievance Redressal Cell:

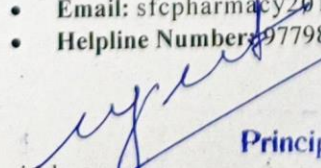
S. No.	Name	Designation	Role in GRC
1.	Dr. Rajendra Chouksey	Principal	Chairperson
2.	Dr. Kamal Jeet	HOD	Secretary
3.	Mr. Rahul Kumar	Assistant Professor	Member
4.	Mr. Dharampal Nishad	Administrative Officer	Member
5.	Ms. Arshpreet Kaur	Female Faculty Representative	Member
6.	Mr. Sukhpreet Singh	Student Representative (D.Pharm II Year)	Member
7.	Ms. Dharampreet Singh	Student Representative (D.Pharm I Year)	Member

#### Grievance Submission Procedure:

- Grievances can be submitted in writing via the **Grievance Drop Box** available in the administrative block.
- Complaints may also be sent via email to: **[Insert Official Email Address]**
- The identity of the complainant will be kept strictly confidential.

#### Contact Information:

- Email: sfcpharmacy2018@gmail.com
- Helpline Number: 9779810621

  
Principal  
SFC INSTITUTE OF PHARMACY  
VPO JALALABAD EAST (Moga)