

OFFICE OF THE DIRECTOR

Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Formerly Northern India Engineering College)

New Delhi

DIR/Gen-Admin/2022-23

April 11, 2023


OFFICE ORDER

This Office Order is being issued in continuation to earlier Office Order dated September 7, 2022.

As per the regulations of UGC/AICTE, for the matters related with grievances of students/faculty and staff, a **Grievance Redressal Committee** for the Academic Session 2022-23 is hereby constituted with the following faculty and students as members.

1. Prof. A. K. Mitra - Ombudsman
2. Dr. Sanjay Kumar, Director - Chairperson
3. Dr. Divya Gangwar - Incharge-cum-Counsellor- 9650221322
4. Dr. Mohit Singh - Member - 9868213862
5. Dr. Raj Kamal Gupta - Member - 9313748772
6. Dr. Amruta Pattnaik - Member - 9582704079
7. Dr. Sonu Mittal - Member - 9309046855
8. Mr. Ujjwal Jain - Member - 9312745838
9. Ms. Ekta Dwivedi - Member - 9670071563
10. Dr. Sonam Lata - Member - 8279463002
11. Ms. Nishu Sharma - Member - 8700345265
12. Dr. Chandrika Sharma - Member - 9958118062
13. Dr. Pratiksha Srivastava - Psychologist-cum-Professional
Student Counsellor - 8004286316
14. Sr. Professor of GGSIPU - Member
15. One Official from University or State DTE as Member
16. Students' Representative - Members
 - (i) Mr. Saurav Semalti, B.Tech. (IT) 3rd year, 11315603120
 - (ii) Ms. Nandini, B.Tech.(AI&DS) 2nd year, 03815611921
 - (iii) Ms. Tanishka Gaur, B.Tech(AI&ML) 2nd year, 03815611621
 - (iv) Ms. Isha Gupta, B.Tech (ECE) 3rd year, 03515602820
 - (v) Ms. Ula-Akram, B.Tech. (Civil) 3rd year, 00815603421
 - (vi) Mr. Pranay Dagar, B.Tech. (CSE) 2nd year, 36815602721
 - (vii) Mr. Hemant, B.Tech (ME) 3rd year, 01215611120
 - (viii) Ms. Rashmi Parashar (MBA) 2nd year, 01615603921
 - (ix) Mr. Dev Jain (BBA) 2nd year, 04515601721

Students can contact any faculty member for their grievance or can register their grievance online at www.adgitmdelhi.ac.in.


Prof. (Dr.) Sanjay Kumar

Director

Prof. (Dr.) Sanjay Kumar

Copy for information to:

1. CEO, ADGITM, New Delhi.
2. Director (Coordination), ADGITM, New Delhi.
3. Sr. Dy. Director (Construction), ADGITM, New Delhi.
4. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
5. Principal (CLE), ADGITM, New Delhi.
6. Director, IQAC & Dean, Students' Welfare Committee, ADGITM, New Delhi.
7. Incharge, B.Tech 1st year, ADGITM, New Delhi.
8. Chief Accountant (Accounts) ADGITM, New Delhi.
9. Head, Examination Cell, ADGITM, New Delhi.
10. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
11. All HODs/DIs, ADGITM, New Delhi.
12. Executive Coordinator (HR), ADGITM, New Delhi.
13. Librarian, Central Library, ADGITM, New Delhi.
14. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
15. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
16. Training & Placement Cell, ADGITM, New Delhi.
17. Executive Asst. (Bio-Metric Attendance Cell), ADGITM, New Delhi.
18. Maintenance Manager, ADGITM, New Delhi.
19. Incharge (Store), ADGITM, New Delhi.
20. All concerned Members, ADGITM, New Delhi.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSIPU/2019-20/Legal/1916

Dated: 23/05/2019

To

The Director /Principal
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha
University

Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (CrI.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;

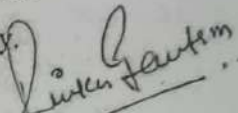
1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.
4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15th September of each year.
6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from time to time.
9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.


(Rinku Gautam)

Registrar

G. G. S Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

Copy to:

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.

CGSIPU/2017-18/ 1039/ Legal

Dated: 18/7/17

The Director/Principal
All Affiliated Colleges/Institutions of the GGS Indraprastha University

Subject: Advisory under Clause 3(ii)(d) of Statute 24 of the University.

Dear Sir/Madam,

The following advisory is hereby issued under Clause 3(ii)(d) of Statute 24 to all affiliated colleges and institutions for compliance and necessary action forthwith;

- a. The teachers and authorities of the Institution should maintain cordial, warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1998. The Institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counselling and short term training may be advised.
- b. Every letter /representation/e-mail in the nature of appeal by students should be attended with reformative approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post / registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.
- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office'. It should be empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. Such Committee constituted at the level of every college should be publicised and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Such College/Institution level Committee should be federated with the Directorate of Students' Welfare of the University which may supervise and advise

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them, actively engage them and assist them in redressing the grievances of the students from time to time.

- e. Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher / authority of the Institute should be earnestly looked into by 'Students' Grievance Redressal and Welfare Office' and it should be brought to the notice of Principal / Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.
- f. The University level Grievance Redressal Mechanism for the students, parents, faculty etc. related to affiliated colleges has been constituted and communicated to all concerned vide University letter ref. GGSIPU/Aff/Notification/180-L dated 11.01.2013. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee Dr. Neelima Markandey, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi 110078.

This issue with the approval of the competent authority.

c. Swamin
17-7-17
(C. Arvind)
Registrar

Copy to:

1. All the Directors/Principals of the affiliated colleges/institutions affiliated to GGS IP University
2. Members of the University Level Grievance Redressal Committee
3. All Deans, University Schools of Studies
4. Controller of Examinations
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Dr. Neelima Markandey, Convener, Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGS IP University
9. AR to Pro Vice Chancellor, GGS IP University
10. AR to Registrar, GGS IP University