



Dr. Akhilesh Das Gupta Institute of Professional Studies
(Formerly known as Dr. Akhilesh Das Gupta Institute of Technology & Management)
(A unit of Babu Banarsi Das Group of Education Institutions)
FC-26 Shastri Pak, New Delhi – 110053 (India)

Department of Civil Engineering

Date: Jan 30, 2024

Grievance Committee

A Grievance Committee for the academic session 2021-2022 is hereby constituted with the following faculty members and student's representatives.

Roles & Responsibilities:

- The function of the committee is to look into the complaints lodged by any student.
- Anyone with the genuine grievance may approach the department member in person, or in consultation with the class coordinator or member (student) of the Grievance committee.
- The cases will be attended promptly on receipt of written grievance from the students. The committee will act upon those cases which have been forwarded along the necessary documents.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.
- The cell formally will review all cases and will prepare statistical reports about the number of cases registered. The committee will submit a report to the authority about the cases attended to and number of pending cases, if any, which require guidance from the higher authorities.

S. No.	NAME	DESIGNATION	ROLE
1	Dr. Kavita Verma	Associate Professor, Department of Civil Engineering, ADGITM, New Delhi	H.O.D., Chairman
2	Ms. Ekta Dwivedi	Assistant Professor, Department of Civil Engineering, ADGITM, New Delhi	In-charge
3	Mr. Shahrukh Khan	Assistant Professor, Department of Civil Engineering, ADGITM, New Delhi	Lab Assistant
4	Ula Akram	3 rd Year, Department of Civil Engineering, ADGITM, New Delhi	Member, Student
5	Mohd. Shuaib	3 rd Year, Department of Civil Engineering, ADGITM, New Delhi	Member, Student

Dr. Kavita Verma
Head of Department