

OFFICE OF THE DIRECTOR
Dr. AKHILESH DAS GUPTA INSTITUTE OF PROFESSIONAL STUDIES
(Formerly Dr. Akhilesh Das Gupta Institute of Technology & Management)
New Delhi

DIR/Gen-Admin/2025-26

September 01, 2025

NOTICE
Internal Complaints Committee

As per the regulations of UGC/AICTE, for the matters related with Grievances of Women faculty/staff/students of the Institute, the following Internal Complaints Committee (ICC) is constituted:

- | | | |
|---|---|-------------------|
| 1. Dr. Kavita Gupta, Professor (ASH) | - | Presiding Officer |
| 2. Mr. Neeraj Kumar, Asst. Professor (ME) | - | Member |
| 3. Dr. Chandrika Setu Sharma, Asst. Professor (Law) | - | Member |
| 4. Ms. Alka Sharma, Asst. Professor (ME) | - | Member |
| 5. Dr. Pallavi Joshi, Asst. Registrar (Admissions) | - | Member |
| 6. Ms. Manisha Sharma, Asst. Professor (AI&DS) | - | Member |
| 7. Ms. Harshita Budhiraja, (HR) | - | Member |
| 8. Dr. Manideepa Goswami, Samannay, NGO | - | Member |

The following students have been nominated to address the Students Grievances:

1. Mr. Nishu Pundir, B.Tech (CSE) 2nd year 12315602724
2. Ms. Sita Parihar, B.Tech (ECE), 2nd year Enrollment No.04415602824
3. Ms. Jyoti Gupta, B.Tech (AI&ML), 2nd year 04315611624
4. Mr. Ashwin, BA-LLB, 4th year, Enrollment No.00615603822



Prof. (Dr.) Niranjan Bhattacharyya
Director

Copy for information to:

1. Director (Coordination), ADGIPS, New Delhi.
2. Director (Finance), ADGIPS, New Delhi.
3. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGIPS, New Delhi.
4. Sr. Dy. Director (Construction), ADGIPS, New Delhi.
5. Principal (Law), ADGIPS, New Delhi.
6. All HODs, ADGIPS, New Delhi - **Kindly circulate among the Faculty Members, Staff & Students**
7. Incharge, B.Tech 1st year, ADGIPS, New Delhi.
8. Incharge, 2nd Shift, ADGIPS, New Delhi.
9. Manager (Accounts) ADGIPS, New Delhi.
10. Incharge, Examination Cell, ADGIPS, New Delhi.
11. Executive Coordinator (HR), ADGIPS, New Delhi.
12. Librarian, Central Library, ADGIPS, New Delhi.
13. Asstt. Registrar (Admission Cell), ADGIPS, New Delhi.
14. Asstt. Registrar (Examination Cell), ADGIPS, New Delhi.
15. Training & Placement Cell, ADGIPS, New Delhi.
16. Executive Asst. (Bio-Metric Attendance Cell), ADGIPS, New Delhi.
17. ERP Executive, ADGIPS, New Delhi.
18. J.E. (Civil), ADGIPS, New Delhi.
19. J.E. (Electrical), ADGIPS, New Delhi.
20. Infirmery Department, ADGIPS, New Delhi.
21. Incharge (Store), ADGIPS, New Delhi.
22. All concerned Members, ADGIPS, New Delhi.



Dr. Akhilesh Das Gupta Institute of Professional Studies
(A Unit of BBD Group)
(Formerly Dr. Akhilesh Das Gupta Institute of Technology & Management)
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FC-26, Shastri Park, New Delhi – 110053 (India)
Ph.: +91(11) – 4990590 - 99, 22854633, 22854321

Mechanism To Register Complaint

1) Online Mechanism

Complaint can be logged by Student/Faculty/Staff members on the institute portal at icc.complaints@adgips.ac.in

2) Offline Mechanism

Complaint can be logged by Student/Faculty/Staff members in the respective department to class coordinator/Departmental Incharge/H.O.D./ICC committee

Redressal Mechanism

After receiving the complaint, Internal Complaint Committee may

- i) Offer conciliation (if requested by the complainant, no monetary settlement allowed)
- Or
- ii) Directly begin a formal inquiry.

Inquiry Process:

- i) The ICC conducts an internal investigation.
 - ii) Both parties are heard.
 - iii) Evidence, witnesses, documents are examined.
 - iv) Proceedings are confidential.
- Inquiry must be completed within 90 days.

Strict confidentiality is mandatory:

Identities of parties cannot be disclosed.

Report & Recommendations:

ICC submits a report to the institution within 10 days after the completion of inquiry to higher authorities.

If guilty, recommendations may include:

- Written apology
- Warning
- Suspension or termination
- Deduction from salary
- Lodging FIR

If not guilty, case is dismissed.