

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

**1: (A) Information Regarding Constitution & Availability of SGRC on website + Brochure + Campus**

**STUDENT COUNCIL ELECTION 2023-2024**

NOMINATE YOURSELF BY 26 SEPTEMBER 2023

**TALENT SHOW**

27 SEPTEMBER 2023  
9 AM ONWARDS

Selection: Through Voting

011-2768801, 2768802 | info@gitarattan.com | www.gitarattan.com | D Block, Sector 7, Rohini Delhi - 110085

**ROLES AND COMMITTEES**

MAIN POSITIONS

1. CLASS REPRESENTATIVE ONE FROM EACH SECTION
2. DEPUTY CLASS REPRESENTATIVE ONE FROM EACH SECTION

COMMITTEES WISE POSITIONS

1. CULTURAL COMMITTEE
2. PRAYER AND ASSEMBLY COMMITTEE
3. DECORATION AND PHOTOGRAPHY COMMITTEE
4. BULLETIN BOARD MAINTAINING COMMITTEE
5. DISCIPLINE COMMITTEE
6. SOCIAL MEDIA COMMITTEE
7. GRIEVANCE & SEXUAL HARASSMENT COMMITTEE
8. INCIDENT RESPONSE COMMITTEE
9. ECO CLUB COMMITTEE

- SECRETARY (01 FOR EACH COMMITTEE EXCEPT FOR COMMITTEE NO. 7,8,9)

- DEPUTY SECRETARY (01 FOR EACH COMMITTEE EXCEPT FOR COMMITTEE NO. 7,8,9)

- MEMBERS (05 FOR EACH)

A STUDENT CAN APPLY FOR ANY TWO COMMITTEES

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**GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING**

**2: (a) STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

**3<sup>rd</sup> October 2023**

**(b) ACADEMIC SESSION: 2023 - 2024**

The Competent Authority has been pleased to constitute a revised “Grievance Redressal Committee” for the session 2023 – 2024 of the following members to address the grievances of student for dynamic, progressive and qualitative improvement of **GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING**.

- |   |                          |
|---|--------------------------|
| 1. Prof. Sonia Jindal, Principal, GIAST : | Chairperson              |
| 2. Dr. Shweta Grover :                    | Member                   |
| 3. Ms. Shikha Sharma :                    | Member                   |
| 4. Ms. Neha Bajaj :                       | Member                   |
| 5. Ms. Divya :                            | Member (student I Year)  |
| 6. Ms. Gunika :                           | Member (student I Year)  |
| 7. Ms. Arushi :                           | Member (Student II Year) |
| 8. Ms. Mausami :                          | Member (Student II Year) |
| 9. Dr. Shikha Ranjan :                    | Convener                 |

**Objectives**

The Committee has been constituted for the redressal of the problems reported by the students of the GIAST with the following objectives:

- To develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institution.
- Encouraging the students to express their grievances/ problems freely and frankly, without any fear of being victimized.
- To ensure strife free atmosphere in the institution through promoting cordial Student – Student and Student – Teacher relationship etc.
- To ensure effective solution to the student grievances with an impartial and fair approach.
- To make teaching and supporting staff responsive, accountable, courteous in dealing with the students

Principal

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## STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



### GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

#### **(C) Mechanism for Election**

*"Empowering talents for equitable leadership"*

**Student Council Election (2023-24)** and **Talent Show** was organised on September 27, 2023 in Gittaratan Institute of Advanced Studies and Training to give students an opportunity to introduce themselves and showcase their hidden talents in the presence of Principal & faculty members. **For selection of Student Council**, free and fair election was conducted. Voting was held unanimously and all the rules and regulations were followed. Following the protocol, CR and Deputy CR along with first different committee members were selected.

With the completion of admission procedures and having got all 100 students, as per the announcement made well in advance before ten days, the general election was held on 27.09.2023, Wednesday from 9:00am onwards. for the academic year 2023-2024. The manner of election was like presidential election where every representative, is elected directly by casting vote by the students and winners for the post declared at a time after counting the votes, so that the losing candidate would not be deprived of other posts. Each candidate was given a chance to introduce herself before the students casted their votes. The general proceedings and anchoring for the formation was carried out by CCA In-charge and other teachers helped him in the work. After completion of procedures, newly elected students took the Oath.

After that the General Secretary as well as Secretaries-in-charge of various committees like the **Grievance committee**, Eco-club etc were elected in the same way .Each Secretary of the Student Council works in coordination with the In/Charge Teacher Education.

Student Council Election is a medium to introduce the students of GIAT the basis of electoral process and democratic practices. our institute indulges itself in introducing the students to be a part of political process. Being a part of political practices not only encourages political consciousness but also evoke the importance of participation and fair competition. Our college hence makes it mandatory for the students to be a part of various councils like general secretary, deputy general secretary, Grievance Redressal Committee, Training & Placement Committee, cultural committee, sports committee, assembly committee discipline committee, CCA committee and volunteer committee. The entire process takes place in the class under the watchful eyes of the teachers and staff. The democratic practice of voting is encouraged and various representatives are selected thereafter by the students. Under the guidance of our respected Principal Ma'am the selected student representatives are congratulated and briefed about their roles in their respective committees.

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**STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)**



**GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING**

3. Date: 27.11.2023

B – 2584363/ GIAST/2023

The Academic Audit committee  
GGSIPU,  
Sector -16  
Dwarka.

Respected Sir/Madam

This to certify that psychiatrist, psychologist and professional student counselor along with Medical Practitioners is available in our institution.

S.No.	Name	Designation	Qualification
1.	Ms.Monika Saini	counselor	M.A, PG Diploma in Guidance & Counseling
2.	Ms.Shree Rekha	Medical Practitioner	Nurse

Kindly acknowledge & oblige.

Regards

Principal

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## STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



### GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

#### POLICY OF GRIEVANCE REDRESSAL COMMITTEE

Grievance Policy No. GRC/GIAST/01

Dated 27<sup>th</sup> July' 2019

#### **1. Purpose**

The Grievance Redressal Committee is formed to ensure the strife free atmosphere in the institute by promoting cordial student to student and student to teacher relationship for keeping the healthy working atmosphere progressive and qualitative improvement to enrich the institutional activities in the institute.

#### **2. The Structure of the Grievance Redressal Committee**

This Grievance Redressal Committee shall comprise of four members (faculty) nominated by the Principal of the institute viz: one convener and three faculties as member. Grievance Redressal Committee also includes nominated student representatives through interview shall be constituted for every academic session.

#### **3. The Responsibility of the Grievance Redressal Committee**

This Committee shall be responsible to address the grievances of the students related to infrastructure, technical, library, academic and administration or any other matter pertaining to the welfare of the students.

#### **4. Grievance Redressal Mechanism**

- (a) On the day when the academic year starts, a **notice** shall be displayed on the **Notice Board** mentioning therein the existing Grievance Redressal Committee in the institute, its objectives, members of the Grievance Redressal Committee and the procedure for the students to register for Grievance Committee.
  - (b) The procedure for registering Grievance by the students shall be announced by the members of the committee
  - (c) The Grievance Redressal Committee shall meet in the month of July just before the beginning of new semester and then **twice a month** to review the entire process of how the grievances of the students were addressed and the necessary measures were taken. The proceedings of the meeting shall be recorded and signed by all the members and shall be kept in the file.
  - (d) The grievances of the students must be solved within a week from the date of registration of the grievance.
  - (e) The grievances of the students pertaining to infrastructure, technical, library, administration, the personal grievances of the student, the personal grudges of students against any faculty of the Institute shall be dealt by the Grievance Redressal Committee or student can directly approach to the Class Teacher.
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