

5. Framework of Student Grievance Redressal Mechanism





DELHI INSTITUTE OF RURAL DEVELOPMENT (DIRD)

Approved by Govt. of NCT of Delhi & Affiliated to GGSIP University, Dwarka, Delhi

(BEHIND) LE-GARDEN'S VICTORIAN PALACE, G.T. KARNAL ROAD, NANGLI POONA, DELHI-110036

Ph. 011-27732759, 27731458, 9667031333, 9667032333, 9667031888

E-mail: dirdcollege123@gmail.com, Website : www.dirdcollege.com

STUDENT GRIEVANCE REDRESSAL COMMITTEE

The Management of Delhi Institute of Rural Development – DIRD has been pleased to constitute a “Student Grievance Redressal Committee” with the following members to address the grievance of students, parents, faculty etc for the academic session 2023-2024.

S. No.	Name	Designation	Contact No.
1	Dr. Garima Sharma	Assistant Professor (Co-ordinator)	9810446451
2	Dr. Komal Arora	Assistant Professor (Member)	9315489237
3	Ms. Anamika	Assistant Professor/ Psychologist/ Counselor (Member)	8800832353
4	Mr. Rahul	Student Representative (Member)	8377076537
5	Ms. Soumya	Student Representative (Member)	9711126694

Suman Lata
Dr. Suman Lata
(Principal)
Delhi Institute of Rural Development





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NOTICE

All students are informed that nominations are required to be filled for the election of two student members (male & female) for Student Grievance Redressal Committee latest by 25th September 2023. Students who are willing to file nomination can apply as follows:

SCHEDULE OF NOMINATION

- Last date of filling nomination papers: 25th September 2023
- Scrutiny of Nominations: 26th September 2023
- List of valid Nominations: 26th September 2023
- Withdrawal of Nominations: 27th September 2023
- Final List of Candidates after withdrawal: 27th September 2023
- Elections (If Necessary): 29th September 2023

Nominations Papers may be submitted to Dr. Garima Sharma

Garima Sharma
19/9/23

Dr. Garima Sharma
Coordinator, SGRC



Sen



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NOTICE

Date- 29/09/2023

This is to inform that we have received only two nomination papers for Student Representative (1 boy & 1 girl) for Student Grievance Redressal Committee for the session 2023-24. Due to this there is no need to conduct the elections for these posts. Hence these two students are elected by acclamation and will be considered as student representatives for the session 2023-24.

Garima Sharma
29/9/23

Dr. Garima Sharma

Coordinator

Student Grievance Redressal Committee



HSW

To
The Principal
Delhi Institute of Rural Development,
Nangli Poonn
Delhi

Subject: Grievance regarding Tubelight in
Room No. 7

Date: 6th October 2023

We all want to state that the 2
Tubelight in room No. 7 are not working
at all.

There are total 4 Tubelights in room No. 7
and two of them are not working
at all so it becomes difficult for us
to study there for whole day.

Kindly help us and provide us with the
solution.

Thanking You
Yours Sincerely
B.Ed Sem I



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Minutes of the Meeting

Date-6/10/2023

A meeting was conducted by the members of Student Grievance Redressal Committee on 6th October 2023 at 1:00 P.M at Staff Room to address the grievance raised by the students.

Agenda- Tube light is not working in Rom No. 7

All the members of committee were present in the meeting and necessary action was taken. The electrician was called upon and was instructed to check and repair the tube lights as soon as possible.

Dr. Garima Sharma (Co-ordinator)

Dr. Komal Arora (Member)

Ms. Anamika (Member)

Mr. Rahul (Student Representative)

Ms. Somya (Student Representative)

Garima Sharma
Komal

Anamika

Somya



To

The Principal
Delhi Institute of Social Development
Hangle Purna
Delhi

Subject :- Grievance regarding window pane in room
no-9

Date :- 21 November 2003

We all want to state that the window pane in room no-9 is broken. There are total 3 windows in room no-9 and one of these is broken. So it become difficult for us to study there for whole day in cold weather.

Kindly help us and provide us with in the solution.

Thanking you
Yours sincerely
B.A English (Hons.)



[Handwritten signature]

RURAL DEVELOPMENT



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Minutes of the Meeting

Date- 22nd November 2023

A meeting was conducted by the members of Student Grievance Redressal Committee on 22nd November 2023 at 1:30 P.M in Counsellor Room to address the grievance raised by students.

Agenda- Agenda regarding broken window pane.

All the members of committee were present in the meeting and necessary action was taken. The carpenter was called upon and was instructed to repair the broken window pane as soon as possible.

Dr. Garima Sharma (Co-ordinator)

Dr. Komal Arora (Member)

Ms. Anamika (Member)

Mr. Rahul (Student Representative)

Ms. Somya (Student Representative)

Garima Sharma
Komal

Rahul

Somya



SM



Date: - 01-08-2023

LETTER OF APPOINTMENT

To,
 Ms. Anamika Sharma,
 AN-56, Ground Floor, Shalimar Bagh,
 New Delhi - 110085.

In Continuation of your appointment letter issued for the academic session 2023-24, it is to inform you that your services as psychologist -cum Counsellor is further extended w.e.f. 01-08-2023 to 31-07-2024 as per the following terms and conditions:

- 1 You will be abided by all instructions/orders issued by the undersigned/Management of the Institution from time to time.
- 2 You will be abided by the code of conduct and rules and regulations of the Institute. You will not indulge in any immoral activities, which have adverse effect on the congenial atmosphere of the Institute.
- 3 You will not indulge yourself in any such activities, which is pre-judicial in the best interest of the Institute or it is likely to have adverse effect on the smooth functioning of the institute. You will also not instigate the Institute's staff/students for any reason whatsoever.
- 4 In case, your involvement in any such activities is noticed as above, your services will be terminated with immediate effect without issuing any notice or one month pay in lieu of same.
- 5 You can be entrusted with other work also, in addition to the assigned duties by the undersigned/Principal of the Institute as and when required by the Institute.
- 6 You will not leave the Institute in between the academic year (i.e. 01-08-2023 to 31-07-2024).
- 7 One month notice will not be entertained for resignation or to leave the Institute during the tenure of Academic year.
- 8 One month salary will be forfeited in case he/she leaves the institute without completion of the academic year.
- 9 Continuation of your services for the academic year (2024-25) shall be subject to the continuation of affiliation of GGSIP University and availability of sufficient number of new students in the ensuring admissions. However, the continuation/extension of your services will purely lie at the discretion of the management.
- 10 After the completion of Academic year, continuation / extension of your services will absolutely lie at the discretion of the management.
- 11 Your gross monthly emoluments will be of Rs.47,520/-(Forty Seven Thousand Five Hundred Twenty only)
- 12 Validity of this appointment letter commences w.e.f. from 01-08-2023 to 31-07-2024.

Copy to
 ✓ 1 MS. Anamika Sharma
 2 Office Copy



Authorized Signatory

Anamika Sharma
 Principal 01/08/23

(DIRD)

I, Ms. Anamika Sharma S/o/D/o. Sh. Kuldip kumarr Sharma accept all the above said terms and conditions and I join the duty w.e.f. 01.08.2023.

Signature of the Candidate



Received Original

DELHI INSTITUTE OF RURAL DEVELOPMENT - DIRD

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PH. 9667031333, 9667032333, 01127732759

E-mail: dirdcollege23@gmail.com, Website : www.delhicollegeofeducation.com

Date: - 01-08-2024

LETTER OF APPOINTMENT

To,

Ms. Anamika Sharma,
AN-56, Ground Floor, Shalimar Bagh,
New Delhi - 110085.

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- 36 Validity of this appointment letter commences w.e.f. from 01-08-2024 to 31-07-2025.

Copy to

1 MS. Anamika Sharma

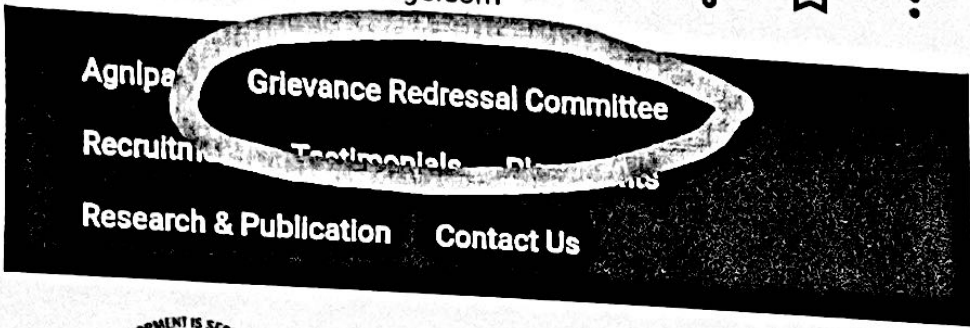
2 Office Copy

Received
Anamika

Authorized Signatory

Principal
(DIRD)

01/08/24



DELHI INSTITUTE OF
RURAL DEVELOPMENT
AFFILIATED TO GGS-IP UNIVERSITY DELHI
(Since 2002)



WELCOME TO DELHI INSTITUTE OF RURAL DEVELOPMENT – DIRD

DIRD came into existence in the year 2002 under the imperatives of Mr. Rafi Lal as a flagship Institute at Nangli Poona, is today metamorphosed into one of the foremost in self financing institute in the field of allied health science management, law, &



To
The Principal
Delhi Institute of Rural Development,
Nangli Poonra
Delhi

Subject : Thanking for solving the issue.

Date : 11th October 2023

Respected Maam,

We want to thank you for helping
and solving our issue regarding faulty
Tubelights. We really appreciate the
efforts done by you in this regard
at the earliest.

Thanking You
Yours Sincerely
Students of

(BED sem I.)



Sen

To
The Principal
Delhi Institute of Rural Development
Mangli Poonia
Delhi

Subject: - Thanking for solving my problem.

Date: - 24 November 2023

Respected madam,

I want to thank you for helping and solving my problem. I really appreciate the efforts done by you in solving my problems at the earliest.

Thanking you

Yours sincerely
B.A English (hons.)



[Handwritten signature]

Subject: Updated SGRC for Session 2023-2024.

DIRD College <dirdcollege123@gmail.com>

Wed, Jan 3, 2024 at 1:12 PM

To: Ggsipu University <affiliationbranch123@gmail.com>, Acad Ggsipu <acad.ggsipu@gmail.com>

Sir/ Madam,
Greetings from DIRD.

Please find the attached list for the updated Student Grievance Redressal Committee (SGRC) for the session 2023-2024.

Thanks & Regards
DIRD, College, Delhi



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