



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi- 110078**

**(Planning Branch)**

File No. : DR (Plg.)/Grievance Redressal Mechanism/2019/

Dated :23-5-2019

**NOTIFICATION**

The competent Authority has been pleased to constitute a "Grievance Redressal Committee" of the following members to address the grievance of students, parents, faculty etc. related to Guru Gobind Singh Indraprastha University:-

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- |                              |   |          |
|------------------------------|---|----------|
| 1. Prof. P.C. Sharma, USBT   | - | Chairman |
| 2. Prof. Pravin Chandra, COE | - | Member   |
| 3. Prof. C.S. Rai, USICT     | - | Member   |
| 4. Dr. Nitin Malik, JR       | - | Member   |
| 5. Mrs. Sunita Shiva, JR     | - | Member   |
| 6. Dr. Vijay Kumar, DR       | - | Convener |

This issues with approval of Competent Authority.

  
(Dr. Vijay Kumar) 23/5/19

Deputy Registrar (Planning)

Copy to:-

1. All committee members.
2. AR to Vice Chancellor for kind information to Hon'ble VC.
3. AR to Registrar for kind information to Registrar.
- ✓ 4. In-charge UITS- with a request to upload on university website.
5. Office Copy.

14.04.2023

**ST. STEPHEN'S HOSPITAL COLLEGE OF NURSING, DELHI**  
**STUDENTS GRIEVANCE REDRESSAL AND WELFARE OFFICE**

*(According to Regulations of UGC, 2012 and GGSIP University)*

The Students' Grievance Redressal and Welfare Office desires to promote and maintain a conducive and unprejudiced educational environment in the College. It enables the students to express grievances with a view to 'the right to be heard and right to be treated without bias.'

**Objectives:**

1. To ensure effective solution to the student's grievances with an impartial and fair approach
2. Redressal of students' grievances to solve their academic and administrative problems
3. To coordinate between students and department to redress the grievances
4. To guide ways and means to the students to redress their problems

**Exclusions:**

1. Decisions of the Institution/ College committees
2. Decisions with regard to award of scholarships/ fee concessions/ awards
3. Decisions made by Institution/ College under Discipline Rules & Misconduct
4. Decisions of the Institution/ College in admissions
5. Decision of the competent authority on assessment and examination results

**Students' Grievance Redressal Mechanism:**

1. The aggrieved student shall make an application to the Class Coordinator who will verify the facts and try to redress the grievance within a week of the receipt of the application
2. If the student is not satisfied with the solution by the Class Coordinator, the same should be placed before the Principal of College of Nursing for redressal. The Principal will redress the grievance within a week of the receipt of the application.
3. If the student is still not satisfied with the grievance redressal, she may submit an appeal to the Students' Grievance Redressal Committee. It will consider the appeal of the student with appropriate recommendations by the Principal.

While dealing with the complaint, the committee at all levels would observe law of natural justice and hear the complainant and concerned officials.

**Composition of Students' Grievance Redressal Committee:**

- |  |                                  |
|--|----------------------------------|
| 1. Dr. Susan K. Sebastian, HOD & Senior Consultant, E.N.T. Dept. | - Committee Chairperson          |
| 2. Prof. Dr. Feba Geevarghese, Principal, College of Nursing     | - Convener                       |
| 3. Prof. Sheeba P. Joseph, Professor                             | - Member                         |
| 4. Ms. Sheljy Shajan, Associate Professor                        | - Member                         |
| 5. Ms. Sherin Shaji  | - Elected Student Representative |

**Availability of Psychiatrist/ Psychologist/ Counsellor**

Dr. Rupali Sivalkar- Monday, Wednesday, Friday  
Dr. Atmesh Kumar/ Dr. Juhi Baluja- Monday to Saturday  
Ms. Shinon Samuel/ Ms. Sakshi Mehta- Monday to Saturday

*[Handwritten Signature]*

14.04.2023

