

D.S.COLLEGE, ALIGARH
GUIDELINES FOR GRIEVANCE REDRESSAL COMMITTEE
(As per notification of the UGC Act, 1956 (3 of 1956))

1. **Objective:** To provide a platform to students of the college to air out their grievance and to provide redressal for the same so that they have smooth tenure at the college since the day of admission.

2. **Definition:** “Aggrieved student” means a student who has any complaint in the matters concerned with the grievances defined under these guidelines, and includes a person seeking admission to the college.

“Grievances”: Grievances include the following complaints of the aggrieved students, namely:

- i) Regarding discrepancy in admission contrary to merit determined in accordance with the declared admission policy of the college;
- ii) Irregularity in the admission process adopted by the institute;
- iii) Denying access to admission in accordance with the declared admission policy of the college;
- iv) Non publication of prospectus;
- v) Publishing any information in the prospectus, which is false or misleading;
- vi) Withhold or refuse to return any document in the form of certificate of degree or any other award or other document deposited with it by a person for the purpose of seeking admission in the college, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
- vii) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority of the college;
- viii) Complaint against ignoring the provisions of reservation policy in admission;
- ix) Complaints of alleged discrimination of students, from the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

- x) Non provision of student amenities as may have been promised or required to be provided by the college;
- xi) Denial of quality education as promised at the time of admission or required to be provided;
- xii) Harassment and Victimization of students, including **sexual harassment**;

3. **Grievance Redressal Committee:** The Grievance Redressal Committee shall be operating at the college with Principal, senior faculty and a student representative. Any aggrieved student may make an application to the Grievance Redressal Cell seeking redressal of grievance. The Grievance Redressal Cell shall receive the complaint and the Committee shall fix a date for hearing the complaint and communicate its decision within ten days of receipt of complaint. The Grievance Redressal Committee shall ensure disposal of every application as speedily as possible as and not later than a month of receipt of the grievance. On the conclusion of proceedings, the Committee shall pass such order, as may be deemed fit to redress the grievance and to provide relief as may be desirable to the affected party at issue. In case of false or frivolous complaint, the Committee may take appropriate action against the complaint. In this respect the decisions taken after the investigation of Committee will be final. It will take at least three Day's time to remove the problem.

Sexual Harassment/Grievance Redressal Committee:

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|---------------|--|---------------------|------------|
| 1. | Dr. O. P. Bansal | Principal | 9411979374 |
| 2. | Dr. Y.P.Singh | Associate Professor | 9412405500 |
| 3. | Dr. Beena Agrawal | Associate Professor | 9418499816 |
| 4. | Dr. Sunita Gupta | Associate Professor | 8218745605 |
| 5. | Dr. Anita A. Pandey | Associate Professor | 8894142781 |
| 6. | Dr. Anjul Singh | Associate Professor | 9412444449 |
| 7. | Dr. Monika Varshney | Assist. Professor | 7500540540 |
| 8. Students – | 1. Charan Sharma, M.A. (Final) English | | |
| | 2. Manish Soni, M.Sc. (Botany) | | |

Kindly mail your Grievance with following details to dspgcollege@gmail.com.

Your Name (required):

Your Email (required):

Your Mobile Number (required):

Your Course/Branch/Year (required):

Your Grievance (required):

Redressal expected (required):

Signature