

OFFICE COMMUNICATION

Ref: UPES/VC/SGRC/2021-23

Date:01-07-2022

Subject: Addendum to Student Grievance Redressal Committee

With reference to, UPES/VC/ Student Grievance Redressal Committee-2021-23 dated 01 January 2021, in accordance with the **UGC Grievance Redressal Regulation notified in May 2019**, the existing committee formed effective for the duration **1st January 2021 to 31st December 2023** Student Grievance Redressal Committee was constituted.

Further to above constitution the Committee is being reconstituted on 01st July 2022.

Collegiate (School) Student Grievance Redressal Committee (CSGRC)

- A complaint from an aggrieved student relating to a School shall be addressed to this Committee.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- This Committee shall send its report with recommendations, if any, to the Vice-Chancellor and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint

School of Engineering

A. Dr. Gurvinder Singh Virk (Dean) – Chairperson

Members

- Dr. Sanjeev Kumar (Associate Professor)
- Dr. P. Suresh (Assistant Professor - SG)
- Dr. Shilpi Agarwal (Assistant Professor – SG)

Special Invitees

- Student respective
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

School of Business

A. Mr. Rahul Nainwal, (Director) – Chairperson

Members

- Dr. Anita Sengar (Associate Professor)
- Mr. Neeraj Kataria (Assistant Professor-SG & Proctor)
- Dr. Saurabh Tewari (Associate Professor)

Special Invitees

- Student respective
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

School of Computer Science

A. Dr. Neelu Jyoti Ahuja (Professor) – Chairperson

Members

- Dr. Alok Agarwal (Professor)
- Dr. Susheela Dahiya (Assistant Professor)
- Mr. Vishal Kaushik (Assistant Professor – SG)

Special Invitees

- Student representative
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

School of Design

A. Dr. Ishan Khosla (Associate professor/Cluster Head) – Chairperson

Members

- Soumitra Bhattacharya (Associate Professor)
- Mr. Manas Ranjan Mishra (Associate Design Fellow)
- Ms. Jharna Joshi (Associate Professor)

Special Invitees

- Student representative
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

School of Law

A. Dr. Vijay Kumar Singh (Dean) – Chairperson

Members

- Dr. Shikha Dimri (Sr. Associate Professor)
- Mr. Abhishek Sinha (Assistant Professor)
- Dr. Vinita Singh (Associate Professor)

Special Invitees

- Student representative
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

School of Health Science

A. Dr. Kuldeep Kumar Roy (Cluster Head)) – Chairperson

Members

- Dr. Jyoti Upadhyay (Assistant Professor)
- Dr. Raj Kumar Tiwari (Assistant Professor - SG)
- Dr. Deep Anmol Singh (Assistant Professor)

Special Invitees

- Student representative
- Representative from Dean of Student Welfare Office - Convenor

@ Additional members may be co-opted if required

Departmental Student Grievance Redressal Committee (DSGRC)

Whenever, there is a complaint pertaining to the Department, the Dean of the School will constitute the Grievance Redressal Departmental Committee as follow:

- Head of Department – Chair person
- Three Senior Faculty nominated by HoD
- A student representing the Department where the Grievance has occurred to be nominated, based on academic merit

The Departmental Committee will submit its report with recommendation to the Dean within 15 days from the date of receipt of the complaint

Institutional/University Level Student Grievance Redressal Committee (ISGRC)

- ✓ Where a complaint does not relate to any academic Department, School or Centre of a University, as the case may be, the matter shall be referred to this Committee.
- ✓ The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.
- ✓ This Committee shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

Members

- Mr. Manish Madaan, Registrar
- Dr. Nishant Mishra, Dean Student Welfare
- Dr. Gurvinder Singh Virk, Dean SOE
- Dr. Vijay Kumar Singh, Dean

Special Invitees

- Student respective of the School to be nominated by the Vice Chancellor based on academic merit/excellence in Sports/performance in Co-curricular activities
- Representative from Department of Student Engagement & Experience -
Convenor

@ Additional members may be co-opted if required

Other functions of the Committee shall be as under:

1. Any aggrieved student may make an application seeking redressal of grievance to the Registry **Mr. Ashutosh Dora (Dean of Student Welfare Office) @ 9997842369 or email : grievanceredressal@ddn.upes.ac.in**
2. While dealing with the grievance received from any aggrieved person the Committee shall follow the procedure as prescribed under Regulation of UGC

Dr. Sunil Rai
Vice Chancellor

