



Gitarattan Institute of Advanced Studies & Training

(RECOGNISED & AFFILIATED)

Rohini, Delhi-110085
Tel. : 27057722, 27057733
E-mail : info@gitarattan.com
URL : www.giast.org

Date: 16.10.2024

B – 25484561/ GIAST/2024

The Academic Audit committee
GGSIPU,
Sector -16
Dwarka.

Respected Sir/Madam

This to certify that Institution functions Framework for Students' Grievance Redressal Mechanism:

Students Grievance Redressal Committee (SGRC)

<u>Sr. no.</u>	<u>Parameters</u>	<u>Details</u>
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and complies with UGC's Regulations 2012	Yes
5(b)	Whether the Grievance Redressal Committee has elected students representative	Yes
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	Yes
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	Yes
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	Yes
5(f)	Whether students are satisfied with the effectiveness of the SGRC	Yes
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	Yes As per demand

Kindly acknowledge & oblige.

Regards

Prof. Sonia Jindal

Principal



GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

(A) Information Regarding Constitution & Availability of SGRC on site + Brochure + Campus

STUDENT COUNCIL ELECTION 2023-2024
 NOMINATE YOURSELF BY 26 SEPTEMBER 2023
TALENT SHOW
 27 SEPTEMBER 2023
 9 AM ONWARDS
 Selection Through Voting

ROLES AND COMMITTEES
 MAIN POSITIONS
 CLASS REPRESENTATIVE (ONE FROM EACH SECTION)
 DEPUTY CLASS REPRESENTATIVE (ONE FROM EACH SECTION)
 COMMITTEES WISE POSITIONS
 GENERAL COMMITTEE
 DISCIPLINE AND ACADEMIC COMMITTEE
 INFORMATION AND PHOTOGRAPHY COMMITTEE
 ALLIANCE BOARD REPRESENTATIVE COMMITTEE
 CLUSTER LEVEL COMMITTEE
 ANALYSIS BOARD COMMITTEE
 CONDUCTOR & RESEA
 PARASURVEY COMMITTEE
 FACULTY DEVELOPMENT COMMITTEE
 PARENTS CLUB COMMITTEE



GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING
 Block D, Pocket 15, Sector 7, Rohini, Delhi, 110085

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)
 ACADEMIC SESSION 2023 - 2024

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

Sr. No.	NAME	DESIGNATION
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 1 year)
6.	Ms. Gunika	Member (Student 1 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.

Gitarattan Institute of Advanced Studies & Training



Minutes of the 49th meeting of Student Grievance Redressal Committee & Sexual Harassment Committee held 27/02/2024 (for the session 2023-2024)

A. Following Members were present:

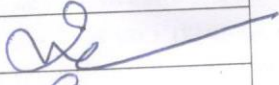

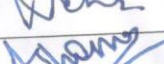

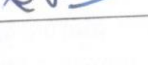
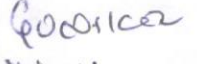

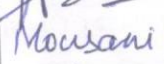

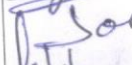
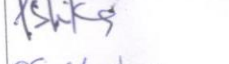
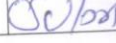

1	Prof.Sonia Jindal	Chairperson
2	Dr.Shikha Ranjan	Convener (Coordinator)
3	Dr.Shweta Grover	Member
4	Ms.Neha Bajaj	Member
5	Students Representatives	All Members

B. The following agenda were discussed and deliberated upon:

Item No.	AGENDA	DISCUSSIONS
49.1	Review of Previous Meeting	❖ The Committee reviewed the minutes previous meeting held on 28.08.2023
49.2	Review of Grievances during Academic Year 2022 – 2024 (21.01.2024 to 27.02.2024)	The Committee reviewed the grievances and found there are grievances registered by the students during period 21.01.2024 to 27.02.2024 . <ul style="list-style-type: none">○ Timing of the college(II Year)○ Canteen food
49.3	Review of the Policy on the Subject	The Committee noted that the Institute did not any new notice/policy from NCTE/IP Un regarding Grievance Redressal Mechanism.
49.4	Review of the Policy of the Institute.	The class teachers were instructed to interact with representatives on regular basis to try to sort grievance of the students, if any, at their level.
49.5	Planning and Dissemination of Information	❖ The Committee was informed that the were sensitized about the functions of G

	<p>Redressal</p> <ul style="list-style-type: none"> ❖ The committee noted that the display material helped the students to make them aware about the existence of Committee and its functioning.
Misc.	<ul style="list-style-type: none"> ⊕ Chairperson asked to the students for any query students can directly mail to the principal at infogiast@gmail.com & giastcordinators@outlook.com ⊕ The Committee decided to meet In the month of April'2024 for Sexual Harassment Committee & Grievance committee.(Academic Session- 2023 - 2024)

Attendance of the Members of Sexual Harassment Committee & Grievance Redressal Committee

Name	Signature
Dr.Shikha Ranjan	
Dr.Shweta Grover	
Ms.Neha Bajaj	
Ms.Ashima	
Ms.Shikha Sharma	
Student Representatives	
• Ms.Gunika	
• Ms.Divya	
• Ms.Arushi	
• Ms.Mausami	
• Ms. Megha	
• Ms.Sonam	
• Ms. Ishita Sharma	
• Ms. Supriya Kumari	





NOTICE - Date: 16.05.2024

STUDENT GRIEVANCE REDRESSAL COMMITTEE

The fifty meeting (51st Meet) of **Grievance Redressal Committee & Sexual Harassment Committee** for the session **2023 – 2024** is schedule to discuss the Agenda below:

The details of meeting:

- ◆ Date: **17.05.2024**
- ◆ Day: **Friday**
- ◆ Time: 11:00 am
- ◆ Venue: Conference Hall
- ✦ All the members are requested to attend the meeting.

AGENDA: -

1. Review of Previous Meeting.
2. Review of grievances during Academic Year 2023 -2024 from **12.04.2024 to 16.05.2024 (Last meeting of the Session 2023-2024 with II Year – 2022 -2024 Students)**
3. Review of policy on the Subject.
4. Review of the Policy of the institute.
5. Registration and disposal of grievances of students.
6. Planning and Dissemination of Information.
7. Any other.

SD/

PRINCIPAL



Gitarattan Institute of Advanced Studies & Training



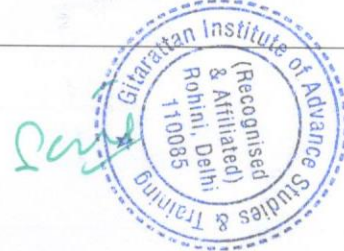
Minutes of the 51st meeting of Student Grievance Redressal Committee & Sexual Harassment Committee held 17.05.2024 (for the session 2023-2024)

A. Following Members were present:

1	Prof.Sonia Jindal	Chairperson
2	Dr.Shikha Ranjan	Convener (Coordinator)
3	Dr.Shweta Grover	Member
4	Ms.Neha Bajaj	Member
5	Students Representatives	All Members

B. The following agenda were discussed and deliberated upon:


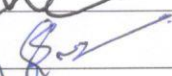
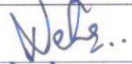
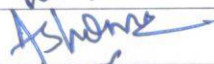

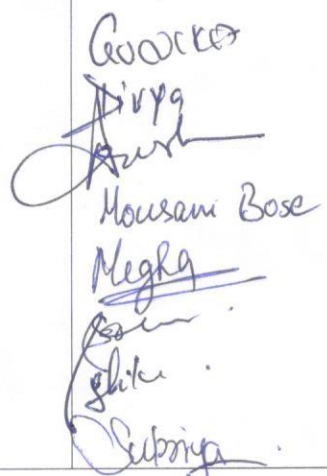
Item No.	AGENDA	DISCUSSIONS
51.1	Review of Previous Meeting	❖ The Committee reviewed the minutes of the previous meeting held on 12.04.2024
51.2	Review of Grievances during Academic Year 2022 – 2024 (12.04.2024 to 16.05.2024)	The Committee reviewed the grievances and found that there are grievances registered by the students during the period 12.04.2024 to 16.05.2024 <ul style="list-style-type: none">• Only One Regarding timings of the college for 2nd Year.
51.3	Review of the Policy on the Subject	The Committee noted that the Institute did not receive any new notice/policy from NCTE/IP University regarding Grievance Redressal Mechanism.
51.4	Review of the Policy of the Institute.	The class teachers were instructed to interact with class representatives on regular basis to try to sort out the grievance of the students, if any, at their level.

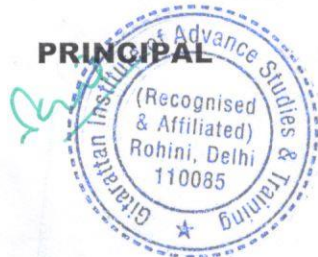


51.5	Planning and Dissemination of Information	<ul style="list-style-type: none"> ❖ The Committee was informed that t were sensitized about the functions of Redressal ❖ The committee noted that the displ helped the students to make them aware existence of Committee and its function
51.6	Misc.	<ul style="list-style-type: none"> ✦ Chairperson asked to the students for students can directly mail to the infogiast@gmail.com. ✦ The Committee decided to meet In the August (due to final exam of the s 27.06.2024) for Sexual Harassment C Grievance committee.(Academic Sess 2024)

C. Attendance of the Members of Sexual Harassment Committee & Grievance Redress

Committee

S. No	Name	Signature
1.	Dr.Shikha Ranjan	
2.	Dr.Shweta Grover	
3.	Ms.Neha Bajaj	
4.	Ms.Ashima	
5.	Ms.Shikha Sharma	
	Student Representatives	
	<ul style="list-style-type: none"> • Ms.Gunika • Ms.Divya • Ms.Arushi • Ms.Mausami • Ms. Megha • Ms.Sonam • Ms. Ishita Sharma • Ms. Supriya Kumari 	



Date: - 27.02.2024

Sr. No.	Date	Student Name Enrollment No.	Source
1.	27.02.2024	ANONYMOUS.	BO
2.	27.02.2024.	''	''

Date - 12.04.2024.

No

1	Date! - <u>25.04.2024</u>	B.ED I
	<u>17.05.2024</u>	Only On Comple

Greivances.

Action Taken

Signature :-

→ For Timing of the college (IInd year students)

It was informed by the principal that the timing is also a part of Training Course.

Smriti

Canteen food

→ Resolved by hiring a good Salesman / Chef



up air - vaccine

Smriti



51st Meeting

③ At the end of Session Timing of the Studing (IInd year)

As per request of the students of IInd year Resolved the problems of students by reducing One Hour timing Only as it was inquired by concerned teachers



Smriti



Gitarattan Institute of Advanced Studies & Training

(RECOGNISED & AFFILIATED)

Date: 16.10.2024

Rohini, Delhi-110085
Tel. : 27057722, 27057733
E-mail : info@gitarattan.com
URL : www.giast.org

B – 25484562/ GIAT/2024

The Academic Audit committee
GGSIPU,
Sector -16
Dwarka.

Respected Sir

This to certify that psychiatrist, psychologist is available in the institution for counsel the students.

The detail of Counselor is as under:

S.No.	Name	Designation	Qualification
1.	Ms.Monika Saini	counselor	M.A, PG Diploma in Guidance & Counseling

- Copy of Degree is attached.

Kindly acknowledge & oblige.

Regards

Prof.Sonia Jindal

Principal

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

.) Information Regarding Constitution & Availability of SGRC on
ite + Brochure + Campus

STUDENT COUNCIL ELECTION 2023-2024

NOMINATE YOURSELF BY 26 SEPTEMBER 2023

TALENT SHOW

27 SEPTEMBER 2023
9 AM ONWARDS

Selection: Through Voting

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. SCHOOL 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



**GITARATTAN INSTITUTE OF
ADVANCED STUDIES &
TRAINING**

Block D, Pocket 15, Sector 7, Rohini, Delhi, 110085

5(B)

**STUDENT GRIEVANCE
REDRESSAL COMMITTEE (SGRC)**

ACADEMIC SESSION: 2023 - 2024

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

Sr. No.	NAME	DESIGNATION
1.	Prof. Sonia Jindal, Principal, GIAT	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 GIAT 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.

5 (e)



GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING

Recognized by NCTE & Affiliated by GGSIPU & SCERT

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COMMITTEES

[Home](#) > [Committees](#)

GRIEVANCE REDRESSAL COMMITTEE
TRAINING AND PLACEMENT COMMITTEE
SEXUAL HARASSMENT COMMITTEE
ANTI RAGGING COMMITTEE
LIBRARY ADVISORY COMMITTEE
GUIDANCE AND COUNSELING COMMITTEE
STUDENT ECO-CLUB COMMITTEE
INTERNAL QUALITY ASSURANCE COMMITTEE

BOOK APPOINTMENT



[GIAST](#)

[Examination](#)

[FDP](#)

[Mandatory Disclosure](#)

[Eminent Speakers](#)



Type here to search



BSE midcap -1.47% 12:49 22-10-2024

SGRC PROFORMA ,GIAST -2024-2025

S.No.	Name of the University/College	Contact Details	Affiliated to (In case of a College)	AISHE Code of the Institution	Name(s) of the Ombudsperson(s) with contact details (In the case of a university) (Name, Designation, Phone and Email)	Details of the Student Grievance Redressal Committee(s) (Name, Designation, Phone and Email)	Remarks
1	Gitarattan Institute of Advanced Studies and Training	9540711555	Gurugobind Singh Indraprastha University, Dwarka, Delhi.	S-13809	Prof. Sonia Jindal (Principal), Phone : 9818738231, email : giastcordinators@outlook.com	<u>SGRC Committee 2024 - 2025 (GIAST -128)</u> 1. Prof. Sonia Jindal (Chairperson) 2. Dr. Shweta Grover (Faculty Member) 3. Ms. Shelly (Faculty Member) 4. Ms Sakshi Garg - II Yr. Student (7982479219) 5. Ms. Subhi - II Yr. Student (8527092955) 6. Deepa - I Year (9555973957) 7. Hiyanshi - I Year (9811787351) 8. Dr. Shikha Ranjan (Convenor)	Revised Committee Formed for the new Session - 2024- 2025

5(f)

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING

POLICY OF GRIEVANCE REDRESSAL COMMITTEE

Grievance Policy No. GRC/GIAST/01
Dated 27th 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

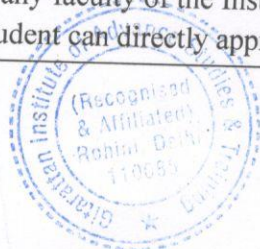
This Grievance Redressal Committee shall comprise of four members (faculty) nominated by the Principal of the institute viz: one convener and three faculties as member. Grievance Redressal Committee also includes nominated student representatives through interview shall be constituted for every academic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





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 Gitarattan 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 GIAST 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.



STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)



2(f)

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





5(9)

Gitarattan Institute <giastb.ed@gmail.com>

Constitution of Grievance Redressal Committee for the Students in GIAST - 128

1 message

Gitarattan Institute <giastcordinators@outlook.com>
To: "affiliation@ipu.ac.in" <affiliation@ipu.ac.in>
Cc: Gitarattan <Infogiast@gmail.com>


Thu, Sep 26, 2024 at 11:21 AM

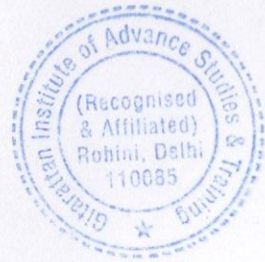
Respected Sir / Madam ,

Please find enclosed here with the Details of Students Grievance Committee of GIAST -128 as per the given **SGRC PROFORMA**.

Kindly acknowledge and oblige.

Regards
Gitarattan Institute of Advanced Studies & Training
Sec-7, Rohini,
Delhi - 110085

 **2024 - SGRC Proforma.xls sent GGSIPU.xls**
45K



SCRC - INFORMATION ALONG WITH SUPPORTING DOCUMENTS - GIAST-128

4 messages

Gitarattan Institute <giastb.ed@gmail.com>

Mon, Nov 27, 2023 at 12:35 PM

To: "affiliationbranch123@gmail.com" <affiliationbranch123@gmail.com>

Cc: acc.grjps@gmail.com

Bcc: Gitarattan <infogiast@gmail.com>


Respected Sir/Madam
Greetings from GIAST!!

With reference to mail received on dt: 24.11.2023, we are hereby submitting the Students Grievance Redressal Committee (SGRC) information pertaining to our Institution along with supporting Documents for the current batch students .

Kindly acknowledge & oblige.

Regards

Gitarattan Institute of Advanced Studies and Training
Sector - 7
Rohini
Delhi -110085

 **Students Grievance Redressal Committee-2023 .pdf**
469K

Gitarattan Institute <giastb.ed@gmail.com>

To: GITARATTAN SCHOOL <gitarattan2015@gmail.com>

Thu, Dec 7, 2023 at 12:52 PM

[Quoted text hidden]

 **Students Grievance Redressal Committee-2023 .pdf**
469K

Gitarattan Institute <giastb.ed@gmail.com>

To: GITARATTAN SCHOOL <gitarattan2015@gmail.com>

Tue, Dec 19, 2023 at 3:44 PM

greivance

----- Forwarded message -----

From: **Gitarattan Institute** <giastb.ed@gmail.com>

Date: Mon, Nov 27, 2023 at 12:35 PM


Subject: SCRC - INFORMATION ALONG WITH SUPPORTING DOCUMENTS - GIAST-128

To: affiliationbranch123@gmail.com <affiliationbranch123@gmail.com>

Cc: <acc.grjps@gmail.com>



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 **Students Grievance Redressal Committee-2023 .pdf**
469K

Gitarattan Institute <giastb.ed@gmail.com>

To: affiliationbranch123@gmail.com

Wed, Jan 3, 2024 at 2:54 PM

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