

## **STUDENTS' GRIEVANCES REDRESSAL CELL**

The function of the cell is to look into the complaints lodged by any student. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell.

### **Objective:**

A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Grievance Redressal form is available on website and Suggestion / complaint Box is installed in corridors ,student centre and library in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all staff members to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### **Procedure for Lodging Complaint :**

- The students may feel free to put up a grievance in Grievance Redressal cell form which is available on the website or drop into the suggestion box.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell

### **Members of Students Grievances Redressal Cell:**

#### **Teacher In-charges**

Dr.Pargat Singh Garcha (Principal)  
Dr Sarbjit Kaur  
Dr Manu Chadha

#### **Student In-charges**

Bindiya Jhanji  
Gourav Kumar  
Simranjot Kaur  
Pooja Verma