

**STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

Ref. No. : TIAS/SGRC/2023-24/05

Date: 10.02.2024

**Minutes of Meeting**

A meeting of the Students Grievance Redressal Committee was convened in the Board room of in Board Room of Tecnia Institute of Advanced Studies at 11:30 AM on 09.02.2024 (Friday). Following members were present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Department	Mobile Number
1.	Dr. Monisha	Student Welfare	Dept. of Mgt. Sciences	9467926449
2.	Md. Haseeb Ahmed	Psychiatrist	Counselor	9718743207
3.	Dr. H. L. Nagaraja Murthy	Psychologist	Counselor	9891091998
4.	Dr. M. N. Jha	Dean Acad.-Director Nominee	Dept. of Journalism and Mass Communication	9873057126
5.	Dr. Preeti Jindal	Nodal Officer	Dept. of Mgt. Sciences	8800398738
6.	Mr. Hemant Nagpal	Admin Officer	Admin	9953321355
7.	Mrs. Chesta Agarwal	Member	Dept. of Information & Communication Technology	9871234503
8.	Mrs. Shikha Yadav	Member Secretary	Dept. of Information & Communication Technology	9643907496

**Elected Student Representatives – 1<sup>st</sup> Shift**

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	Manan Arora	00417003923	MBA	9131485455	mananarorac55@gmail.com
2.	Navya Vashisht	00217001723	BBA	7015731667	navyavasisth1006@gmail.com
3.	Amul	71417002423	BAJMC	8076834226	careamulsharma@gmail.com
4.	Arnav Dua	01517002022	BCA	8826825267	arnavdua04@gmail.com

**Elected Student Representatives – 2<sup>nd</sup> Shift**

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	Nikita Rana	35121303923	MBA	8630730900	nikitarana933@gmail.com
2.	Tathastu Arora	00621301723	BBA	9711875151	tathastuarora0705@gmail.com

3.	Anshika	00321302423	BAJMC	9311528857	anshikakarotiya72@gmail.com
4.	Harshita Setia	01221302022	BCA	7988137077	setiaharshita8@gmail.com

*Following meeting Agenda was taken up in the meeting*

**Item No. 1:** To appraise the new Chairperson, Dr. Monisha appointed by the Director- TIAS, vide Notification No. TIAS/2023-24/SWC/1.

**Resolved :** All the members greeted and welcomed madam in the committee & assured their full support for maintaining the rules and regulations for smoothly functioning of the committee.

**ATR:** The Chair welcomed every staff in the meeting and directs the Secretary of the Committee to undertake the business of the committee.

**Item No. 2:** To appraise new members of SGRC about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved :** The Chair and the committee welcome the new member, Dr. Preeti Jindal, the Nodal Officer of SGRC.

**ATR:** The new member extended his support to the Chair.

**Item No. 3:** To notify Grievance Redressal Committee on Institute website.

**Resolved:** *The Students are appraised and notify about the type of Grievance Redressal Committee on Institute website.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on Institute website also to lodge the grievance if any.*

**Item No. 4:** To Appraise all stakeholders about Notification Statute of SGRC of UGC and AICTE

**Resolved:** *The Students are appraised and notify about the Notification Statute of SGRC of UGC and AICTE on Institute website.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on Institute website.*

**Item No. 5:** To Appraise all stakeholders about Notice of UGC/AICTE/GGSIPU @SGRC\_TIAS

**Resolved:** *The Students are appraised and notify about the Notification Statute of SGRC of UGC and AICTE on Institute website.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on Institute website.*

**Item No. 6:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Tecnia Times prospectus

**Resolved:** *The Students and are appraised about the SGRC through published/Notified in Tecnia- Times and on Institute website.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on Institute website.*

**Item No. 7:** Specialized Member of SGRC Psychiatrist/Psychologist/Professional Students Councilors

**Resolved:** *The Student and Stake Holders are appraised and notify about availability of Psychiatrist/Psychologist/Professional Students Councilors in SGRC.*

**ATR:** *All the students and stakeholders are appraised about the SGRC competency with regard to availability of Psychiatrist/Psychologist/Professional Students Councilors in SGRC.*

**Item No. 8:** Proceedings of SGRC meticulous and verifiable contents

**Resolved:** *The Student and Stake Holders are appraised and notify about Proceedings of the meeting of SGRC.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on Institute website.*

**Item No. 9:** Maintenance of **Grievance Form** "Online Student Grievance" link on Institute website

**Resolved:** *The Student and Stake Holders are appraised and notify about "Online Student Grievance" link on Institute website for Grievance Form*

**ATR:** *All the students and stakeholders are appraised about the SGRC link on Institute website for Grievance Form.*

**Item No. 10:** Student Grievance if any

**Resolved:** *No major or minor grievance was observed and received from any stakeholder.*

**ATR:** *All the students and stakeholders are appraised about the SGRC on orientation day in the campus and during interaction details presentation and question answer session was conducted to bring in clarity also Class In-charges are frequently meeting thorough Elected Student Representatives in both shifts, no grievance made by any student.*

**Item No. 11:** Student Feedback

**Resolved:** *The Student and Stake Holders are appraised about the "Online Student Feedback" link on Institute website.*

**ATR:** *All the students and stakeholders are appraised about the "Online Student Feedback" link on Institute website.*

Meeting ended with the thanks to the Chair, Dr. Preeti Jindal, Nodal Officer, Grievance Redressal Committee.

 Nodal Officer-SGRC  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi -85

**Dr. Preeti Jindal**

Nodal Officer, GRC

Cc to:

- 1) Dr. Ajay Kumar, Director, TIAS
- 2) Nodal Officer-GRC
- 3) IQAC, TIAS
- 4) Dean / Academic Coordinator, TIAS
- 5) In-Charge, Student Welfare
- 6) Dr. H.L. Nagaraj Murthy, Psychologist, SGRC and Visiting
- 7) Ms. Shikha Yadav, Professional Students Councilor and Member Secretary, SGRC
- 8) Md. Hasib, Psychiatrist, SGRC and Outside Faculty, AIRSR
- 9) Mr. Hemant Nagpal, Admin Officer
- 10) HoD, MBA, TIAS for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Shift)
- 11) HoD, BBA, TIAS for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Shift)
- 12) HoD, BA(JMC), TIAS for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Shift)
- 13) HoD, BCA, TIAS for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Shift)

**GRIEVANCE REDRESSAL COMMITTEE**

Ref. No. : TIAS/GRC/2023-24/06

Date: 10.02.2024

**Minutes of Meeting**

A meeting of the Grievance Redressal Committee was convened in the Board room of in Board Room of Tecnia Institute of Advanced Studies at 11:00 AM on 09.02.2024 (Friday). Following members were present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Department	Mobile Number
1.	Dr. Monisha	Student Welfare	Dept. of Mgt. Sciences	9467926449
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5.	Dr. Preeti Jindal	Nodal Officer	Dept. of Mgt. Sciences	8800398738
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8.	Mrs. Shikha Yadav	Member Secretary	Dept. of Information & Communication Technology	9643907496

*Following meeting Agenda was taken up in the meeting:*

**Item No. 1:** To appraise the new Chairperson, Dr. Monisha appointed by the Director- TIAS, vide Notification No. TIAS/2023-24/SWC/1.

**Resolved :** All the members greeted and welcomed madam in the committee & assured their full support for maintaining the rules and regulations for smoothly functioning of the committee.

**ATR:** The Chair welcomed every staff in the meeting and directs the Secretary of the Committee to undertake the business of the committee.

**Item No. 2:** To appraise new members of GRC about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved :** The Chair and the committee welcome the new member, Dr. Preeti Jindal, the Nodal Officer of GRC.

**ATR:** The new member extended his support to the Chair.

**Item No. 3:** To notify Grievance Redressal Committee on Institute website.

**Resolved:** The Staff are appraised and notified about the type of Grievance Redressal Committee on Institute website.

**ATR:** All the staff and stakeholders were appraised about the GRC on Institute website also to lodge the grievance if any.

**Item No. 4:** To Appraise all stakeholders about Notification Statute of GRC of UGC and AICTE

**Resolved:** The Staff was appraised and notified about the Notification Statute of GRC of UGC and AICTE on Institute website.

**ATR:** All the members were appraised about the GRC on Institute website.

**Item No. 5:** To Appraise all stakeholders about Notice of UGC/AICTE/GGSIPU @GRC\_TIAS

**Resolved:** Staff was appraised and notify about the Notification Statute of GRC of UGC and AICTE on Institute website.

**ATR:** All the members and stakeholders are appraised about the GRC on Institute website.

**Item No. 6:** To appraise all stakeholders that Institute prominently published/notified the details of GRC by Tecnia Times prospectus

**Resolved:** The members and stakeholders are appraised about the GRC through published/Notified in Tecnia- Times and on Institute website.

**ATR:** All the members and stakeholders are appraised about the GRC on Institute website.

**Item No. 7:** Specialized Member of GRC Psychiatrist/Psychologist/Professional Councilors

**Resolved:** The Staff and Stake Holders are appraised and notify about availability of Psychiatrist/Psychologist/Professional Councilors in GRC.

**ATR:** All the staff and stakeholders are appraised about the GRC competency with regard to availability of Psychiatrist/Psychologist/Professional Councilors in GRC.

**Item No. 8:** Proceedings of GRC meticulous and verifiable contents

**Resolved:** The Staff and Stake Holders are appraised and notify about Proceedings of the meeting of GRC.

**ATR:** All the staff members and stakeholders are appraised about the GRC on Institute website.

**Item No. 9:** Maintenance of **Grievance Form** "Online Grievance" link on Institute website

**Resolved:** The Staff and Stake Holders are appraised and notify about "Online Grievance" link on Institute website for **Grievance Form**

**ATR:** All the staff members and stakeholders are appraised about the GRC link on Institute website for **Grievance Form**.

**Item No. 10:** Faculty Grievance --

Regarding the concerns raised by faculty members about the improper functioning of water cooler on 3<sup>rd</sup> Floor, PG Building, TIAS.

**Resolved:** Administrative Department was appraised regarding the issue of improper functioning of water cooler on 3<sup>rd</sup> Floor, PG Building, TIAS.

**ATR:** PRO agreed to resolve the issue of water cooler on 3<sup>rd</sup> Floor, PG Building, TIAS.in order to facilitate proper provision of water to staff and students.

**Item No. 11:** Faculty Grievance regarding Biometric Machine Functioning

**Resolved:** Faculty has complained regarding the slow functioning of Biometric Machine at time of punch in and punch out in detecting the finger prints.

**ATR:** ITC Head was informed about the faulty functioning of the Biometric Machine Functioning. He assured installation of new biometric machine in order to facilitate the staff members.

**Item No. 13:** Staff Feedback

**Resolved:** The Stake Holders are appraised about the "Online Feedback" link on Institute website.

**ATR:** All the stakeholders are appraised about the "Online Feedback" link on Institute website.

Meeting ended with the thanks to the Chair, Dr. Preeti Jindal, Nodal Officer, Grievance Redressal Committee.

 Nodal Officer-SGRC  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi -85

**Dr. Preeti Jindal**

**Nodal Officer, GRC**

Cc to:

- 1) Dr. Ajay Kumar, Director, TIAS
- 2) Nodal Officer-GRC
- 3) IQAC, TIAS
- 4) Dean / Academic Coordinator, TIAS
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- 6) Dr. H.L. Nagaraj Murthy, Psychologist, SGRC and Visiting
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