

	<u>INTER OFFICE MEMO</u>	Review Date:

From : Registrar

To : All Concerned

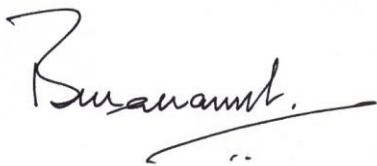
CC : Hon'ble GB, PC, VC & VC Office

13 May 2020**SECR-01/IOM/049/1/2020****ESTABLISHMENT OF COVID-19 CELL AT THE NORTHCAP UNIVERSITY**

1. Kindly refer to UGC Notification No.F.1-1/2020 (Secy), dated 10th May 2020. (Copy enclosed).
2. A committee comprising of the following members has been constituted to address the concerns of the students arising due to outbreak of Covid-19 Pandemic.

Chairperson:	1	Prof. Swaran Ahuja – Dean Academics
Members:	2	Dr. Kavita Khanna – HOD, CSE&IT
	3	Dr. Sharda Vashisth – HOD, EECE
	4	Dr. Rohit S. Lather – HOD, ME
	5	Dr. Ram Karan Singh – HOD, CE & Dean (RDIL & PhD Studies)
	6	Dr. Ambika Devi – HOD, APS
	7	Dr. Hemant Trivedi – Officiating Dean, SOM
	8	Dr. Archana Sarma – Officiating Head, SOL
	9	Mr. Deepak Satyarthi – Asstt. Prof. (Systems)
	10	Ms. Kiran Mrig – COE
	11	Dr. Rekha Vig – Dy. Dean (Academics) – UG
	12	Mr. R. S. Sharma – Estate Manager
Member Secretary:	13	Col. Bikram Mohanty (Retd.) - Registrar

3. Meeting shall be convened by the Chairperson as and when when any grievance is received in the University.
4. Copy of this notification shall be uploaded on the University website.



Col. Bikram Mohanty (Retd.)
Registrar



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002**

No.F.1-1/2020(Secy)

10th May, 2020

PUBLIC NOTICE

REDRESSAL OF GRIEVANCES RELATED TO COVID-19 PANDEMIC

The UGC has issued Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic on 29th April, 2020. Accordingly, all universities have been advised to plan their academic activities keeping in view the safety and interest of all stakeholders, giving highest priority to the health of all concerned, while adopting and implementing the Guidelines.

Universities have also been requested to establish a Cell for handling grievances of the students related to examinations and other academic activities arising due to this pandemic and notify the same to the students.

Further, the UGC has undertaken the following steps to **monitor the queries, grievances, and other academic matters of students, teachers, and institutions, arising due to COVID-19 pandemic:**

1. A dedicated **Help Line Number: 011-23236374** has been set up.
2. An email address: **covid19help.ugc@gmail.com** has been created.
3. Students can also lodge their grievances on the existing Online Students Grievance Redressal Portal of UGC at **https://www.ugc.ac.in/grievance/student_reg.aspx**
4. A Task Force has been constituted at UGC to monitor concerns/ grievances of students, teachers, and institutions, and redress them accordingly.

All the Universities and colleges are requested to upload a copy of this public notice on their official websites and also share it with the teaching and student community via e-mail and other digital media.

(Prof. Rajnish Jain)
Secretary