 <p>THE NORTHCAP UNIVERSITY POWERED BY Arizona State University</p>	<p><b><u>INTER OFFICE MEMO</u></b></p>	<p><b>Review Date:</b></p>
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From : Registrar

To : All Members, All HODs/DOS/Dean &  
Students Notice Boards  
CC : GB, PC, PC (O), VC & VC Office

29 September 2021

SECR-01/IOM/089/2021

**GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS**

1. Reference is made to the UGC Notification No. D.O.F. No. 14-4/2012 (CPP-II), dated 7<sup>th</sup> May 2019. (Copy enclosed)
2. To address the Grievances of the students, UGC has issued a notification which enumerates the methodology to look into the grievances of the students and take speedy, corrective & timely actions.
3. **Constitution of the committee:**


The committee constituted for redressal of grievances of students is as under:

- a) Dr. Rohit Singh Lather (Head – Mechanical Department) - Chairperson
- b) Ms. Pallavi Bajpai (Assistant Prof. – School of Law) - Member
- c) Dr. Shilpa Sindhu (Associate Prof. - School of Management)- Member
- d) Ms. Kiran Mrig (Controller of Examination) - Member
- e) Ms. Neeti Kashyap (Assistant Prof. – CSE & IT) - Member
- f) Dr. Anjali Garg (Associate Professor – ECE Department) - Nodal Officer

4. **Disposal of Grievances**

The above committees shall look into the Grievances of the aggrieved students as specified in the UGC notification as per Para 1 above & effectively resolve complaints, representation & grievances of the students. The committee shall follow the principles of natural justice while deciding the grievances of the students. After examining the complaints made by the aggrieved students, the committee shall issue a speaking order:

- A speaking order on the grievances shall be recorded and replied to the student by the committee with a copy kept as record within 10 days from the receipt of the grievance.
  - In case a student is not satisfied by the reply provided by the Grievance Redressal Committee he/she may within a further period of 6 days prefer an appeal to the Vice Chancellor of the University.
5. A Notice board to be fixed near the office of the Vice Chancellor to ensure publicity / awareness of the establishment of Grievance mechanism in the University.
    - Authority: UGC letter No. F/1-1/2013(PG), dated : 5<sup>th</sup> February 2019.
    - Responsibility: Estate Manager.
  6. The Grievance Redressal Committee shall have a term of two years.

  
 Col. Bikram Mohanty (Retd.)  
 Registrar



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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D.O. F. No. 14-4/2012(CPP-II)

7<sup>th</sup> May, 2019

Dear Sir/Madam,

In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the UGC has notified the **University Grants Commission (Redress of Grievances of Students) Regulations, 2019** in the Official Gazette on 6<sup>th</sup> May 2019. A copy of the Regulations is attached herewith. As per para 8(i) of the Regulations, you are requested to ensure that your University shall, within a period of three months from the date of issue of these Regulations, have an online portal where any aggrieved student may submit an application seeking Redressal of the grievance.

You are requested to ensure compliance of these Regulations in your esteemed University. These Regulations may also be brought to the notice of your affiliated colleges for their implementation.

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl. : As stated above.

**The Vice-Chancellors of all Universities**

Copy to : -

The Publication Officer, UGC for uploading on UGC website.

[Dr. (Mrs.) Pankaj Mittal]  
Additional Secretary