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# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No :- AIRSR/2024-25/4846-A

Date: 25.9.2024

To

The Office In charge  
Affiliation Branch  
Administrative Block GGSIP University  
Sector 16C, Dwarka New Delhi-110078

*Sarvesh*  
20/09/24  
Affiliation Branch  
GGSIP University  
Sector 16C, Dwarka, New Delhi-110078

**Subject: Action Taken Report of Student Grievance Redressal Committee (SGRC) of AIRSR**  
**Reference : GGSIP University letter no. GGSIPU/2019-20/Legal/1916 Dt. 23.05.2019 and GGSIPU/2017- 18/1039/Legal Dt. 18.07.17.**

Sir/ Madam

With reference to subject cited above and compliance of the same; please find the attachment files of the following items of SFRC-Ashtavakra Institute of Rehabilitation Sciences & Research.

1. Notice
2. Minute of Meeting
3. Action Taken Report (ATR) of SFRC meeting held on 20.09.2024.
4. Attendance sheet of SFRC meeting.
5. Notification of SGRC-AIRSR

Thanking you and assuring you our best attention always.

Yours Sincerely

Mrs. Sanjana Mittal

Deputy Director

Encl: As stated above.



*[Handwritten signature]*

Copy to : Registrar, GGSIP University, Dwarka New Delhi-110078



# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No : - AIRSA/2024-25/4826-D

Date:- 17.09.2024

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING NOTICE

- 1) Mrs. Sanjana Mittal, Deputy Director, Chairperson, SGRC, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC *Jitender*
- 3) Mrs. Geeta Bhutani (Principal) ,In-Charge, Student Welfare *Geeta*
- 4) Ms. Mansa Verma ,Member, AIRSR *Mansa*
- 5) Dr. J. Das , Psychiatrist , SGRC *Das*
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Counselor *Sashi*
- 7) Dr. Nupur Sharma, Psychologist, SGRC *Nupur*
- 8) Mr. Ramesh Kumar, Sr. Admin Officer *Ramesh*
- 9) Mohd Haseeb Ahmad ,HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Haseeb*
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Geeta*
- 11) Ms. Anoushka Sharma ,HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Anoushka*
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Radha*
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Mansa*

**Subject: SGRC meeting to be held on 20.09.2024**

Dear Sir/Madam,

It has been decided to hold the meeting of Students Grievance Redressal Committee with all members of SGRC to appraise to all stakeholders about SGRC regulation / policy / process of UGC/AICTE/GGSIPU and Student Grievance if any. We request you to kindly make yourself available for smooth conduct of the SGRC meeting on 20.09.2024 at 01:30 PM in the Conference room, AIRSR.

Please confirm your participation in the process by telephone.

Thanking you,

Yours faithfully,

*Jitender*  
Mr. Jitender Srivastava  
Member Secretary, SGRC  
Faculty-HI Dept.





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No :-

Date:- 20.09.2024

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING AGENDA

Following AGENDA ITEMS had been taken up for the SGRC Meeting to be held on 20.09.2024

**Item No. 1:** To appraise New members of SGRC about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Item No. 2:** To notify Grievance Redressal Committee on Institute website.

**Item No. 3:** To Appraise all stakeholders about Notification Statute of SGRC of UGC and AICTE.

**Item No. 4:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra Times prospectus.

**Item No. 5:** Maintenance of **Grievance Form** "Online Student Grievance" link on Institute website

**Item No. 6:** Student Grievance if any

**Item No. 7:** To introduce New Syllabus of B-Ed SE (ID/ASD/LD/HI/VI)

**Item No. 8:** Student Feedback

Any other item with the permission of the chair Mr. Jitender Srivastava, Nodal Officer, Students Grievance Redressal Committee.

Mr. Jitender Srivastava  
Member Secretary, SGRC  
Faculty-HI Dept.



Cc to: All the members of SGRC including

- 1) Mrs. Sanjana Mittal, Deputy Director, Chairperson SGRC, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, (Principal) In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor
- 7) Dr. Nupur Sharma, Psychologist, SGRC
- 8) Mr. Ramesh Kumar, Sr. Admin Officer
- 9) Md. Haseeb Ahmad, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Anoushka Sharma, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)



# Ashtavakra Institute of Rehabilitation Sciences & Research

Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

PSP, Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27550012/13

Fax : 011-27550018 • Email : info@rehab.tacnia.in Website : www.rehab.tacnia.in

Met No. AIRSR/2024-25/4839-A&B

Dated 20.9.24

## MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Conference hall 1<sup>st</sup> Floor, AIRSR at 01:30 PM on 20.09.2024

S. No.	Members of SGRC	SIGNATURE
1	Mrs. Sanjana Mittal, Deputy Director, AIRSR	
2	Mr. Jitender Srivastava, Nodal Officer-GRC	
3	Mrs. Geeta Bhutani, (Principal) In-Charge, Student Welfare	
4	Ms. Mansa Verma, Member, AIRSR	
5	Dr. J. Das, Psychiatrist, SGRC	
6	Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor,	
7	Dr. Nupur Sharma, Psychologist, SGRC	
8	Mr. Ramesh Kumar, Sr. Admin Officer	

S. No.	Enroll. No.	Elected Student Representatives of SGRC - 1st Year	SIGNATURE
1	BED/SER/HH/2024-26/272	PRATIKSHA (B-Ed SE-HI)	
2	BED/SER/ID/2024-26/325	JHANVI (B-Ed SE-ID)	
3	BED/SER/VI/2024-26/94	HARSHITA GUPTA (B-Ed SE-VI)	
4	BED/SER/ASD/2024-26/201	YASH SINGH (B-Ed SE-ASD)	
5	BED/SER/ID/2024-26/107	PAWAN KUMAR (B-Ed SE-LD)	

S. No.	Collage Enroll. No.	Elected Student Representatives of SGRC - 2nd Year	SIGNATURE
1	35152312623	YASHIKA (B-ED SE-LD)	
2	01352312223	KARISHMA (B-ED SE-HI)	
3	01752312423	AKANSHA GANGULY (B-ED SE-ASD)	
4	35252312523	ANKIT (B-ED SE-ID)	
5	35152312623	APPURVA KAKKAR (B-ED SE-VI)	





# Ashtavakra Institute of Rehabilitation Sciences & Research

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Ref. No : - AIRSR/2024-25/4839-A

Date:- 20.09.2024

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE Minute of Meeting

A meeting of the Students Grievance Redressal Committee members was convened in the conference room of Ashtavakra Institute of Rehabilitation Sciences & Research at 01:30 PM on 20.09.2024 (Friday). Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, Chairperson SGRC,AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@g mail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist , SGRC	8287278762	jdasjdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta	Professional Students Counselor	7048979076	shashi2007pmch@gmail.com
7.	Dr. Nupur Sharma	Psychologist, SGRC	9354315515	Snupur113@gmail.com
8.	Mr. Ramesh Kumar	Sr. Admin Officer	9953233757	prorehab@tecnia.in

### Elected Student Representatives – 1<sup>st</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	PRATI KSHA	BED/SER/HI/2024-26/272	(B-ED SE –HI)	9650415299	Pratiksha2@gmail.com
2.	JHANVI	BED/SER/ID/2024-26/325	(B-ED SE –ID)	8448911428	jhanvijhanvi766@gmail .com
3.	HARSHITA GUPTA	BED/SER/VI/2024-26/94	(B-ED SE –VI)	8860590061	harshigupta763@gmail .com
4.	YASH SINGH	BED/SER/ASD/2024- 26/201	(B-ED SE –ASD)	8882041296	syash0563@gmail.com
5.	PAWAN KUMAR	BED/SER/LD/2024-26/107	(B-ED SE –LD)	8920805985	pk9873208066@gmail. com



Elected Student Representatives – 2 <sup>nd</sup> Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	00252312323	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com <i>yashika</i>
2.	KARISHMA	01352312223	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com <i>Karishma</i>
3.	AKANSHA GANGULY	01752312423	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com <i>Akansha</i>
4.	ANKIT	35252312523	(B-ED SE –ID)	9821917534	dfsankit@gmail.com <i>Ankit</i> <i>dfsankit@gmail.com</i>
5.	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com <i>Appurva</i> <i>appurva3avg@gmail.com</i>

Following meeting Agenda was taken up in the meeting

**Item No. 1:** To appraise new members about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** The Students are appraised during the orientation program about the Grievance Redressal) Regulation 2012 and invited the students to speak in confidence with their class in charges and In charge Student Welfare

- Item No. 2:** List of "Grievance" as has been put forwarded in definition of the above regulation in clause no. 3; sub clause: (h) Sr. No. (i-xvi); namely
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the process under the declared admission policy of the institution;
  - iii. refusal to admit in accordance with the declared admission policy of the institution;
  - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
  - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
  - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
  - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;



- ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

**Resolved:** The Students are appraised during the orientation program about the type of Grievance as mentioned in Regulation 2012 and invited the students to speak in confidence on all the Xvi types of points with their class In-charges and In-charge Student Welfare

**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.

**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.

**Item No. 5:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra prospectus

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



Item No. 6: Maintenance of Grievance Form "Online Student Grievance" link on Institute website

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

Item No. 7: To Introduce New Syllabus of B-Ed SE (ID/LD/VI/LD).

**Resolved:** The Student introduce about the new syllabus of B-Ed SE (ID/ASD/VI/LD/VI).

Item No. 8: Student Feedback

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

Meeting ended with the thanks to the chair Mr. Jitender Srivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitender Srivastava  
Member Secretary, SGRC  
Faculty-HI Dept



Cc to:

All the members of SGRC including

- 1) Mrs. Sanjana Mittal, Deputy Director, Chairperson, SGRC AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC *Jitender*
- 3) Mrs. Geeta Bhutani, (Principal) In-Charge, Student Welfare *Geeta*
- 4) Ms. Mansa Verma, Member, AIRSR *Mansa*
- 5) Dr. J. Das, Psychiatrist, SGRC *Das*
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Counselor *Sashi*
- 7) Dr. Nupur Sharma, Psychologist, SGRC *Nupur*
- 8) Mr. Ramesh kumar, Sr. Admin Officer *Ramesh*
- 9) HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Ramesh*
- 10) HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Shilpy*
- 11) HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Shilpy*
- 12) HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Mansa*
- 13) HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Mansa*





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Date:- 20.09.2024

Ref. No :-

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE Action Taken Report (ATR)

A meeting of the Students Grievance Redressal Committee members was convened in the Conference room of Ashtavakra Institute of Rehabilitation Sciences & Research at 01:30 PM on 20.09.2024 (Friday). Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	Principal -In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC	8287278762	jdajdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor	7048979076	shashi2007pmch@gmail.com
7.	Dr. Nupur Sharma	Psychologist, SGRC	9354315515	Snupur113@gmail.com
8.	Mr. Ramesh Kumar	Sr. Admin Officer	9953233757	prorehab@tecnia.in

Elected Student Representatives – 1 <sup>st</sup> Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	PRATIKSHA	BED/SER/HI/2024-26/272	(B-ED SE –HI)	9650415299	Pratiksha2@gmail.com
2.	JHANVI	BED/SER/ID/2024-26/325	(B-ED SE –ID)	8448911428	jhanvijhanvi766@gmail.com
3.	HARSHITA GUPTA	BED/SER/VI/2024-26/94	(B-ED SE –VI)	8860590061	harshigupta763@gmail.com
4.	YASH SINGH	BED/SER/ASD/2024-26/201	(B-ED SE –ASD)	8882041296	syash0563@gmail.com
5.	PAWAN KUMAR	BED/SER/LD/2024-26/107	(B-ED SE –LD)	8920805985	pk9873208066@gmail.com



Elected Student Representatives – 2 <sup>nd</sup> Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	35152312623	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com <i>Yashika</i>
2.	KARISHMA	01352312223	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com <i>Karishma</i>
3.	AKANSHA GANGULY	01752312423	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com <i>Akansha</i>
4.	ANKIT	35252312523	(B-ED SE –ID)	9821917534	desankit@gmail.com desankit@gmail.com <i>Ankit</i>
5.	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com <i>Appurva</i>

Following meeting Agenda was taken up in the meeting

**Item No. 1** To appraise members of SGRC and UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** The Students are appraised during the orientation program about the Grievance Redressal Regulation 2012 and invited the students to speak in confidence with their class in charges and In-charge Student Welfare

**ATR:** All the students 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 through Elected Student Representatives in both Years.

**Item No. 2:** To notify Grievance Redressal Committee on Institute's 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. 3:** 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. 4:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra Times prospectus.

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

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



**Item No. 5: Maintenance of Grievance Form** "Online Student Grievance" link on Institute website

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

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

**Item No. 6: Student Grievance if any**

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

**ATR:** All the students and stakeholders are apprised 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. 7: To Introduce New Syllabus of B-Ed SE (ID/LD/VI/LD).**

**Resolved:** The Student introduce about the new syllabus of B-Ed SE (ID/ASD/VI/LD/VI).

**ATR:** All the Students and stakeholders are get to know there New Syllabus also give one copy to students for their awareness.

**Item No. 8: Student Feedback**

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

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

Meeting ended with the thanks to the chair Mr. Jitendra Shrivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitendra Shrivastava  
Member Secretary, SGRC  
Faculty-HI Dept

Cc to:

All the members of SGRC including

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, (Principal) In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Dr. Nupur Sharma, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Ramesh Kumar, Sr. Admin Officer
- 9) Md. Haseeb Ahmad, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Anoushka Sharma, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)





**Ashtavakra Institute of Rehabilitation Sciences & Research**  
App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

**Student Grievance Redressal Committee (SGRC) Meeting**

SGRC Meeting in Progress with Members & Students Representatives on 20.09.2024





# Ashtavakra Institute of Rehabilitation Sciences & Research Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

PSP, Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27550012/13  
Fax : 011-27550018 • Email : inforehab@tecnia.in Website : www.rehab.tecnia.in

Ref. No. AIRSR/2024-25/4655

Dated 29.2.24

To

The Office In charge  
Affiliation Branch  
Administrative Block, GGSIP University  
Sector 16C, Dwarka, New Delhi-110078

**Subject: Action Taken Report of Student Grievance Redressal Committee (SGRC) of AIRSR Reference : GGSIP University letter no. GGSIPU/2019-20/Legal/1916 Dt. 23.05.2019 and GGSIPU/2017-18/1039/Legal Dt. 18.07.17.**

Sir/ Madam

With reference to subject cited above and compliance of the same; please find the attachment files of the following items of SFRC-Ashtavakra Institute of Rehabilitation Sciences & Research.

1. Notice
2. Minute of Meeting
3. Action Taken Report (ATR) of SFRC meeting held on 19.02.2024.
4. Attendance sheet of SFRC meeting.
5. Notification of SGRC-AIRSR

Thanking you and assuring you our best attention always.

Yours Sincerely

Mrs. Sanjana Mittal for 14  
RC, Delhi-85  
Deputy Director

Encl. As stated above

Copy to: The Registrar, GGSIP University, Dwarka, New Delhi-110078.





# Ashtavakra Institute of Rehabilitation Sciences & Research

Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

PSP, Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27550012/13  
Fax : 011-27550018 • Email : inforehab@tecna.in Website : www.rehab.tecna.in

Ref. No. AIRSR/2024-25/4655

Dated 29.2.24

To

The Office In charge  
Affiliation Branch  
Administrative Block, GGSIP University  
Sector 16C, Dwarka, New Delhi-110078

**Subject: Action Taken Report of Student Grievance Redressal Committee (SGRC) of AIRSR Reference : GGSIP University letter no. GGSIPU/2019-20/Legal/1916 Dt. 23.05.2019 and GGSIPU/2017-18/1039/Legal Dt. 18.07.17.**

Sir/ Madam

With reference to subject cited above and compliance of the same; please find the attachment files of the following items of SFRC-Ashtavakra Institute of Rehabilitation Sciences & Research.

1. Notice
2. Minute of Meeting
3. Action Taken Report (ATR) of SFRC meeting held on 19.02.2024.
4. Attendance sheet of SFRC meeting.
5. Notification of SGRC-AIRSR

Thanking you and assuring you our best attention always.

Yours Sincerely

Mrs. Sanjana Mittal-14  
Deputy Director

Encl: As stated above

Copy to : The Registrar, GGSIP University, Dwarka, New Delhi-110078.





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No : -

Date:- 10.11.2023

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING NOTICE

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)

**Subject: SGRC meeting to be held on 19.02.2024**

Dear Sir/Madam,

It has been decided to hold the meeting of Students Grievance Redressal Committee with all members of SGRC to appraise to all stakeholders about SGRC regulation / policy / process of UGC/AICTE/GGSIPU and Student Grievance if any. We request you to kindly make yourself available for smooth conduct of the SGRC meeting on 19.02.2024 at 11:45 AM in the Conference room, AIRSR.

Please confirm your participation in the process by telephone.

Thanking you,

Yours faithfully,

Mr. Jitendra Srivastava  
Member Secretary, SGRC  
Faculty-HI Dept.





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No : -

Date:-

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING AGENDA

Following AGENDA ITEMS had been taken up for the SGRC Meeting to be held on 19.02.2024

**Item No. 1:** To appraise members of SGRC about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Item No. 2:** To notify Grievance Redressal Committee on Institute website.

**Item No. 3:** To Appraise all stakeholders about Notification Statute of SGRC of UGC and AICTE.

**Item No. 4:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra Times prospectus.

**Item No. 5:** Maintenance of **Grievance Form** "Online Student Grievance" link on Institute website

**Item No. 6:** Student Grievance if any

**Item No. 7:** Student Feedback

Any other item with the permission of the chair Mr. Jitender Srivastava, Nodal Officer, Students Grievance Redressal Committee.

Mr. Jitendra Srivastava  
Member Secretary, SGRC  
Faculty-HI Dept.

Cc to: All the members of SGRC including

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)







# Ashtavakra Institute of Rehabilitation Sciences & Research Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
PSP, Institutional Area, Medhuvan Chowk, Rohini Delhi-85, Ph : 011-27560012/13  
Fax : 011-27560018 • Email : info@rehab@tecni.in Website : www.rehab.tecni.in

Ref. No. ....

Dated.....

## MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Conference hall 1<sup>st</sup> Floor, AIRSR at 11:45 AM on 19.02.2024

S. No.	Members of SGRC	SIGNATURE
1.	Mrs. Sanjana Mittal, Deputy Director, AIRSR	
2.	Mr. Jitender Srivastava, Nodal Officer-GRC	
3.	Mrs. Geeta Bhutani, In-Charge, Student Welfare	
4.	Ms. Mansa Verma, Member, AIRSR	
5.	Dr. J. Das, Psychiatrist, SGRC and Visiting	
6.	Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting	
7.	Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR	
8.	Mr. Vikas Kataria, Sr. Admin Officer	

S. No.	Enroll. No.	Elected Student Representatives of SGRC - 1st Year	SIGNATURE
1	35152312623	YASHIKA (B-ED SE -LD)	
2	01352312223	KARISHMA (B-ED SE -HI)	
3	01752312423	AKANSHA GANGULY (B-ED SE -ASD)	
4	35252312523	ANKIT (B-ED SE -ID)	
5	35152312623	APPURVA KAKKAR (B-ED SE -VI)	

S. No.	Collage Enroll. No.	Elected Student Representatives of SGRC - 2nd Year	SIGNATURE
1	02352312522	ENA BISHT (B-ED SE -ID)	
2	01252312422	KRITI DHUNNA (B-ED SE -ASD)	
3	35152312322	VARSHA (B-ED SE -LD)	
4	00152312622	AYUSHI (B-ED SE -VI)	
5	00252312222	AKSHITA SINGH (B-ED SE -HI)	





# Ashtavakra Institute of Rehabilitation Sciences & Research

Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

PSR Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27680012/13  
Fax : 011-27680018 - Email : info@ahad@technia.in Website : www.rehab.technia.in

Ref. No. ....

Date .....

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE

### Minute of Meeting

A meeting of the Students Grievance Redressal Committee members was convened in Conference Room, 1st Floor, AIRSR at 11:00 AM on 19.02.2024 (Monday). Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC and Visiting	8287278762	jdasjdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor, outside visiting	7048979076	shashi2007pmch@gmail.com
7.	Md. Haseeb Ahmad,	Psychologist, SGRC and Faculty, AIRSR	8076201306	ahmed.haseeb@gmail.com
8.	Mr. Vikas Kataria	Sr. Admn Officer	9711148848	vikaskataria1611@gmail.com

### Elected Student Representatives – 1st Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1	YASHIKA	35152312623	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com
2	KARISHMA	01352312223	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com
3	AKANSHA GANGULY	01752312423	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com
4	ANKIT	35252312523	(B-ED SE –ID)	9821917534	desankit@gmail.com
5	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

### Elected Student Representatives – 2<sup>nd</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	ENA BISHT	02352312522	(B-ED SE –ID)	9266014075	enabisht188@gmail.com
2.	KRITI DHUNNA	01252312422	(B-ED SE –ASD)	7042575744	kri.dhunna@gmail.com
3	VARSHA	35152312322	(B-ED SE –LD)	8882271272	sehrjwatvarsha2000@gmail.com
4.	SAKSHI SHARMA	00152312622	(B-ED SE –VI)	9871084120	sakshibhardwaj196@gmail.com



5.	AKSHITA SINGH	00252312222	(B-ED SE -HI)	7428950516	akshita30061999@gmail.com <i>akshita</i>
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Following meeting Agenda was taken up in the meeting

**Item No. 1:** To appraise members of SGRC and UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** The Students are appraised during the orientation program about the Grievance Redressal Regulation 2012 and invited the students to speak in confidence with their class in charges and In-charge Student Welfare.

**Item No. 2:** To notify Grievance Redressal Committee on Institute's website.

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

**Item No. 3:** 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.

**Item No. 4:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra Times prospectus.

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

**Item No. 5:** 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

**Item No. 6 :** Student Grievance if any

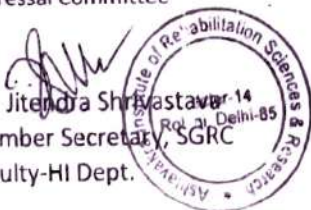
**Resolved:** No major or minor grievance was observed and received from any stakeholder.

**Item No. 7:** Student Feedback

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

Meeting ended with the thanks to the chair Mr. Jitendra Shrivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitendra Shrivastava  
Member Secretary, SGRC  
Faculty-HI Dept.



Cc to:

- 1) Mrs. Sanjana Mittal; Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava; Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani; In charge, Student Welfare, AIRSR
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Mr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside Visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer.
- 9) HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No :-

Date: 19.2.24

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE Action Taken Report (ATR)

A meeting of the Students Grievance Redressal Committee members was convened in the Conference room of Ashtavakra Institute of Rehabilitation Sciences & Research at 11:45 AM on 19.02.2024. Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC and Visiting	8287278762	jdajdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor, outside visiting	7048979076	shashi2007pmch@gmail.com
7.	Md. Haseeb Ahmad,	Psychologist, SGRC and Faculty, AIRSR	8076201306	ahmmed.haseeb@gmail.com
8.	Mr. Vikas Kataria	Sr. Admin Officer	9711148848	vikaskataria1611@gmail.com

### Elected Student Representatives – 1<sup>st</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	35152312623	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com
2.	KARISHMA	01352312223	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com
3.	AKANSHA GANGULY	01752312423	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com
4.	ANKIT	35252312523	(B-ED SE –ID)	9821917534	desankit@gmail.com
5.	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

### Elected Student Representatives – 2<sup>nd</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	INA BISHT	02352312522	(B-ED SE –ID)	9266014075	enabisht188@gmail.com
2.	KRITI DHUNNA	01252312422	(B-ED SE –ASD)	7042575744	kri.dhunna@gmail.com



3.	VARSHA	35152312322	(B-ED SE -LD)	8882271272	sehrawatvarsha2000@gmail.com <i>Varsha</i>
4.	SAKSHI SHARMA	00152312622	(B-ED SE -VI)	9871084120	sakshibhardwaj196@gmail.com <i>Sakshi</i>
5.	AKSHITA SINGH	00252312222	(B-ED SE -HI)	7428950516	akshita30061998@gmail.com <i>Akshita</i>

Following meeting Agenda was taken up in the meeting

**Item No. 1** To appraise members of SGRC and UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** The Students are appraised during the orientation program about the Grievance Redressal) Regulation 2012 and invited the students to speak in confidence with their class in charges and In-charge Student Welfare

**ATR:** All the students 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 Years.

**Item No. 2:** To notify Grievance Redressal Committee on Institute's 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. 3:** 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. 4:** To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Ashtavakra Times prospectus.

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

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

**Item No. 5:** 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. 6: 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. 7: 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 Mr. Jitendra Shrivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitendra Shrivastava  
Member Secretary, SGRC  
Faculty - Ho Dept



Cc to:

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma , Member, AIRSR
- 5) Dr. J. Das , Psychiatrist , SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)



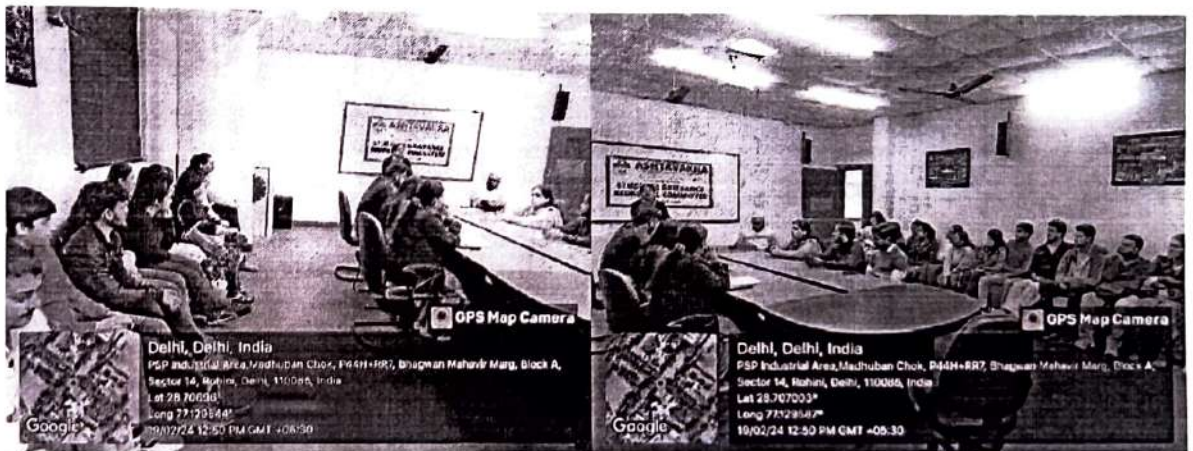


# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

## Student Grievance Redressal Committee (SGRC) Meeting

SGRC Meeting in Progress with Members & Students Representatives on 19.02.2024







**Ashtavakra Institute of Rehabilitation Sciences & Research**  
Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
PSP, Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27550012/13  
Fax : 011-27550018 • Email : info@rehab@tecni.in Website : www.rehab.tecni.in

Ref. No. AIRSR/2023-24/4302

Dated 24/5/23

To

The Officer Incharge  
Affiliation Branch  
Administrative Block, GGSIP University  
Sector 16C, Dwarka, New Delhi-110078

*Sanjeev*  
24/05/23  
Affiliation Branch  
Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, New Delhi-110078

**Subject: Action Taken Report of Student Grievance Redressal Committee (SGRC)**  
AIRSR Reference: GGSIP University letter no. GGSIPU/2019-20/Legal/1916 Dt. 23.05.19 and GGSIPU/2017-18/1039/Legal Dt. 18.07.17

Sir/Madam,

This has reference to subject cited above and compliance of the same; please find the attached file of the following items of SGRC - Ashtavakra Institute of Rehabilitation Sciences & Research:-

1. Reports of the Proceedings of SFRC at the end of the session is enclosed dated 28.04.2023

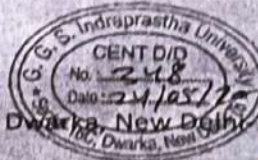
Thanking you and assuring you our best attention always.

Yours Sincerely,

*Sanjana*  
Mrs. Sanjana Mittal  
Deputy Director

Encl : As stated above

Copy to: The Registrar, GGSIP University, Dwarka, New Delhi-110078





## Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No. :- AIRSR/2023-24/4530-A

Date:- 10.11.2023

### STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING NOTICE

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Mr. Jitender Srivastava, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)

**Subject: SGRC meeting to be held on 17.11.2023**

Dear Sir/Madam,

It has been decided to hold the meeting of Students Grievance Redressal Committee with all members of SGRC to appraise to all stakeholders about SGRC regulation / policy / process of UGC/AICTE/GGSIPU and Student Grievance if any. We request you to kindly make yourself available for smooth conduct of the SGRC meeting on 17.11.2023 at 11:45 AM in the Conference room, AIRSR.

Please confirm your participation in the process by telephone.

Thanking you,

Yours faithfully,

Mr. Jitendra Shrivastava  
Member Secretary, SGRC  
Faculty, HI Dept.





## Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No. : - AIRSR/2023-24/4535-B

Date:- 17/11/2023

### STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING AGENDA

Following AGENDA ITEMS had been taken up for the SGRC Meeting to be held on 17.11.2023

- Item No. 1:** To appraise new members about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.
- Item No. 2:** To appraise new members List of "Grievance" as has been put forwarded in definition of the above regulation in clause no. 3; sub clause: (h) Sr. No. (i-xvi); namely
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the process under the declared admission policy of the institution;
  - iii. refusal to admit in accordance with the declared admission policy of the institution;
  - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
  - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
  - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
  - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
  - ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
  - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
  - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
  - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
  - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
  - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
  - xv. denial of quality education as promised at the time of admission or required to be provided; and



- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

- Item No. 3: To notify Grievance Redressal Committee on Institute website.
- Item No. 4: To Appraise all stakeholders about Notification Statute of SGRC of UGC and AICTE
- Item No. 5: To Appraise all stakeholders about Notice of UGC/AICTE/GGSIPU @SGRC\_AIRSR
- Item No. 6: To appraise all stakeholders that Institute prominently published/notified the details of SGRC by Tecnia Times prospectus
- Item No. 7: Specialized Member of SGRC Psychiatrist/Psychologist/Professional Students Councilors
- Item No. 8: Proceedings of SGRC meticulous and verifiable contents
- Item No. 9: Maintenance of **Grievance Form** "Online Student Grievance" link on Institute website
- Item No. 10: Student Grievance if any
- Item No. 11: Student Feedback

Any other item with the permission of the chair Mr. Jitender Srivastava, Nodal Officer, Students Grievance Redressal Committee.

Mr. Jitendra Srivastava  
Member Secretary, SGRC  
Faculty, HI Dept.

Cc to: All the members of SGRC including

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma, Member, AIRSR
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Mr. Jitender Srivastava, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)





# Ashtavakra Institute of Rehabilitation Sciences & Research

Formerly Special Art School  
App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
PSP, Institutional Area, Madhuban Chowk, Rohini Delhi-85, Ph : 011-27550012/13  
Fax : 011-27550018 - Email : info@rehab@technia.in Website : www.rehab.technia.in

Ref No. AIRSR/2023-24/4535-A

Dated: 17/11/2023

## MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Conference hall 1<sup>st</sup> Floor, AIRSR at 11:45 AM on 17.11.2023

S. No.	Members of SGRC	SIGNATURE
1.	Mrs. Sanjana Mittal, Deputy Director, AIRSR	
2.	Mr. Jitender Srivastava, Nodal Officer-GRC	
3.	Mrs. Geeta Bhutani, In-Charge, Student Welfare	
4.	Ms. Mansa Verma, Member, AIRSR	
5.	Dr. J. Das, Psychiatrist, SGRC and Visiting	
6.	Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting	
7.	Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR	
8.	Mr. Vikas Kataria, Sr. Admin Officer	

S. No.	Enroll. No.	Elected Student Representatives of SGRC - 1st Year	SIGNATURE
1	BED/SER/LD/2023-25/68	YASHIKA (B-ED SE -LD)	
2	BED/SER/HI/2023-25/242	KARISHMA (B-ED SE -HI)	
3	BED/SER/ASD/2023-25/175	AKANSHA GANGULY (B-ED SE -ASD)	
4	BED/SER/ID/2023-25/282	ANKIT (B-ED SE -ID)	
5	BED/SER/VI/2023-25/61	APPURVA KAKKAR (B-ED SE -VI)	

S. No.	Collage Enroll. No.	Elected Student Representatives of SGRC - 2nd Year	SIGNATURE
1	02352312522	ENA BISHT (B-ED SE -ID)	
2	01252312422	KRITI DHUNNA (B-ED SE -ASD)	
3	35152312322	VARSHA (B-ED SE -LD)	
4	00152312622	AYUSHI (B-ED SE -VI)	
5	00252312222	AKSHITA SINGH (B-ED SE -HI)	





# Ashtavakra Institute of Rehabilitation Sciences & Research

App by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No :- AIRSR/2023-24/4535-C

Date:- 17/11/2023

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE Minute of Meeting

A meeting of the Students Grievance Redressal Committee members was convened in the conference room of Ashtavakra Institute of Rehabilitation Sciences & Research at 11:45 AM on 17.11.2023 (Friday). Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC and Visiting	8287278762	jdajdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor, outside visiting	7048979076	shashi2007pmch@gmail.com
7.	Md. Haseeb Ahmad,	Psychologist, SGRC and Faculty, AIRSR	8076201306	ahmed.haseeb@gmail.com
8.	Mr. Vikas Kataria	Sr. Admin Officer	9711148848	vikaskataria1611@gmail.com

### Elected Student Representatives – 1<sup>st</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	BED/SER/LD/2023-25/68	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com
2.	KARISHMA	BED/SER/HI/2023-25/242	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com
3.	AKANSHA GANGULY	BED/SER/ASD/2023-25/175	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com
4.	ANKIT	BED/SER/ID/2023-25/282	(B-ED SE –ID)	9821917534	desankit@gmail.com
5.	APPURVA KAKKAR	BED/SER/VI/2023-25/61	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

### Elected Student Representatives – 2<sup>nd</sup> Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	ENA BISHT	02352312522	(B-ED SE –ID)	9266014075	enabisht188@gmail.com
2.	KRITI DHUNNA	01252312422	(B-ED SE –ASD)	7042575744	kri.dhunna@gmail.com



3.	VARSHA	35152312322	(B-ED SE –LD)	8882271272	sehrawatvarsha2000@gmail.com
4.	SAKSHI SHARMA	00152312622	(B-ED SE –VI)	9871084120	sakshibhardwaj196@gmail.com
5.	AKSHITA SINGH	00252312222	(B-ED SE –HI)	7428950516	akshita30061999@gmail.com

*Following meeting Agenda was taken up in the meeting*

**Item No. 1:** To appraise new members about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** *The Students are appraised during the orientation program about the Grievance Redressal) Regulation 2012 and invited the students to speak in confidence with their class in charges and In charge Student Welfare*

**Item No. 2:** List of "Grievance" as has been put forwarded in definition of the above regulation in clause no. 3; sub clause: (h) Sr. No. (i-xvi); namely

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the process under the declared admission policy of the institution;
- iii. refusal to admit in accordance with the declared admission policy of the institution;
- iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
- v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;



- xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

**Resolved:** The Students are appraised during the orientation program about the type of Grievance as mentioned in Regulation 2012 and invited the students to speak in confidence on all the Xvi types of points with their class In-charges and In-charge Student Welfare

**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.

**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.

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

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

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

**Resolved:** The Students and are appraised about the SGRC through published/Notified in Ashtavakra - Times and 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.

**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.

**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**

**Item No. 10:** Student Feedback

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

Meeting ended with the thanks to the chair Mr. Jitendra Shrivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitendra Shrivastava  
Member Secretary, SGRC  
Faculty-HI Dept

Cc to:

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare
- 4) Ms. Mansa Verma ,Member, AIRSR
- 5) Dr. J. Das , Psychiatrist , SGRC and Visiting
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR
- 8) Mr. Vikas Kataria, Sr. Admin Officer
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 12) Mr. Jitender Sirvastava, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

Ref. No :- AIRSR/2023-24/4536-A

Date:- 17/11/2023

## STUDENTS GRIEVANCE REDRESSAL COMMITTEE Action Taken Report (ATR)

A meeting of the Students Grievance Redressal Committee members was convened in the Conference room of Ashtavakra Institute of Rehabilitation Sciences & Research at 11:45 AM on 17.11.2023 (Friday). Following members are present in the meeting the names of the members are as follows:-

S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC and Visiting	8287278762	jdajdas@rediffmail.com
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor, outside visiting	7048979076	shashi2007pmch@gmail.com
7.	Md. Haseeb Ahmad,	Psychologist, SGRC and Faculty, AIRSR	8076201306	ahmmed.haseeb@gmail.com
8.	Mr. Vikas Kataria	Sr. Admin Officer	9711148848	vikaskataria1611@gmail.com

Elected Student Representatives – 1 <sup>st</sup> Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	BED/SER/LD/2023-25/68	(B-ED SE –LD)	9910145070	pqrs5070@gmail.com
2.	KARISHMA	BED/SER/HI/2023-25/242	(B-ED SE –HI)	9667548863	Karishmapanchal246@gmail.com
3.	AKANSHA GANGULY	BED/SER/ASD/2023-25/175	(B-ED SE –ASD)	9319610299	akanshaganguly023@gmail.com
4.	ANKIT	BED/SER/ID/2023-25/282	(B-ED SE –ID)	9821917534	desankit@gmail.com
5.	APPURVA KAKKAR	BED/SER/VI/2023-25/61	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

Elected Student Representatives – 2 <sup>nd</sup> Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	ENA BISHT	02352312522	(B-ED SE –ID)	9266014075	enabisht188@gmail.com
2.	KRITI DHUNNA	01252312422	(B-ED SE –ASD)	7042575744	kri.dhunna@gmail.com
3.	VARSHA	35152312322	(B-ED SE –LD)	8882271272	sehrawatvarsha2000@gmail.com



4.	SAKSHI SHARMA	00152312622	(B-ED SE -VI)	9871084120	sakshibhardwaj196@gmail.com
5.	AKSHITA SINGH	00252312222	(B-ED SE -HI)	7428950516	akshita30061999@gmail.com

Following meeting Agenda was taken up in the meeting

**Item No. 1:** To appraise new members about UGC (Establishment and Mechanism for Grievance Redressal) Regulation 2012.

**Resolved:** The Students are appraised during the orientation program about the Grievance Redressal Regulation 2012 and invited the students to speak in confidence with their class in charges and In-charge Student Welfare

**ATR:** All the students 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.

**Item No. 2:** List of "Grievance" as has been put forwarded in definition of the above regulation in clause no. 3; sub clause: (h) Sr. No. (i-xvi); namely

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the process under the declared admission policy of the institution;
- iii. refusal to admit in accordance with the declared admission policy of the institution;
- iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
- v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;



- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

**Resolved:** The Students are appraised during the orientation program about the type of Grievance as mentioned in Regulation 2012 and invited the students to speak in confidence on all the Xvi types of points with their class In-charges and In-charge Student Welfare.

**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. 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\_AIRSR

**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 Mr. Jitendra Shrivastava , Nodal Officer, Students Grievance Redressal Committee

Mr. Jitendra Shrivastava  
Member Secretary SGRC  
Faculty Dept



Cc to:

- 1) Mrs. Sanjana Mittal, Deputy Director, AIRSR *Sanjana Mittal*
- 2) Mr. Jitender Srivastava, Nodal Officer-GRC *Jitender Srivastava*
- 3) Mrs. Geeta Bhutani, In-Charge, Student Welfare *Geeta Bhutani*
- 4) Ms. Mansa Verma, Member, AIRSR *Mansa Verma*
- 5) Dr. J. Das, Psychiatrist, SGRC and Visiting *J. Das*
- 6) Dr. Sashi Bhushan Kumar Gupta, Professional Students Councilor, outside visiting *Sashi Bhushan Kumar Gupta*
- 7) Md. Haseeb Ahmad, Psychologist, SGRC and Faculty, AIRSR *Md. Haseeb Ahmad*
- 8) Mr. Vikas Kataria, Sr. Admin Officer *Vikas Kataria*
- 9) Mrs. Anupma Gupta, HoD, B-Ed SE (ASD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year)
- 11) Ms. Shilky Singhal, HoD, B-Ed SE (LD) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Shilky Singhal*
- 12) Mr. Jitender Srivastava, HoD, B-Ed SE (HI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Jitender Srivastava*
- 13) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1<sup>st</sup> & 2<sup>nd</sup> Year) *Mansa Verma*





# Ashtavakra Institute of Rehabilitation Sciences & Research

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India  
Affiliated to GURU GOBIND SINGH INDRAPRASHTHA UNIVERSITY

## Student Grievance Reerral Commjttee (SGRC) Meeting

SGRC Meeting in Progress with Members & Students Representatives on 17.11.2023

