



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/2025-26/5003

Date:-21/1/2025

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. Attendance sheet of SFRC meeting.
3. Meeting Agenda
4. Minute of Meeting
5. Action Taken Report (ATR) of SFRC meeting held on 17.01.2025.

Thanking you and assuring you our best attention always.

Yours Sincerely


Mrs. Sanjana Mittal
Deputy Director



Encl: As stated above.

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

Date:- 14.01.2025

Ref. No :-

STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING NOTICE

- 1) Mrs. Sanjana Mittal, Deputy Director, Chairperson, SGRC, AIRSR *Sanjana*
- 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 *J. 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 (1st & 2nd Year) *Haseeb*
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year) *Geeta*
- 11) Ms. Anoushka Sharma, HoD, B-Ed SE (LD) for Elected Student Representatives (1st & 2nd Year) *Anoushka*
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1st & 2nd Year) *Radha*
- 13) Mr. Sandeep Upadhyay, HoD, B-Ed SE (VI) for Elected Student Representatives (1st & 2nd Year) *Sandeep*

Subject: SGRC meeting to be held on 17.01.2025

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 17.01.2025 at 11:35 AM in the Conference room, AIRSR.

Please confirm your participation in the process by telephone.

Thanking you,

Yours faithfully,

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





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@tecia.in Website : www.rehab.tecia.in

Ref. No.

Dated.....

MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Conference hall 1st Floor, AIRSR at 11:30 AM on 17.01.2025

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	35352312224	PRATIKA (B-Ed SE-HI)	
2	02152312524	JHANVI (B-Ed SE-ID)	
3	00252312624	HARSHITA GUPTA (B-Ed SE-VI)	
4	00452312424	YASH SINGH (B-Ed SE-ASD)	
5	01452312324	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)	



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Ref. No :-

Date:- 17.01.2025

STUDENTS GRIEVANCE REDRESSAL COMMITTEE MEETING AGENDA

Following AGENDA ITEMS had been taken up for the SGRC Meeting to be held on 17.01.2025

Item No. 1: To brief and feedback on "Online Student Grievance" link on Institute website

Item No. 2: Discussion of Student Grievance if any

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 (1st & 2nd Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year)
- 11) Ms. Anoushka Sharma, HoD, B-Ed SE (LD) for Elected Student Representatives (1st & 2nd Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1st & 2nd Year)
- 13) Mr. Sandeep Upadhyay, HoD, B-Ed SE (VI) for Elected Student Representatives (1st & 2nd Year)



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Ref. No :-

Date:-

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 11:30 AM on 17.01.2025 (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-Principal	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 Councilor	7048979076	shashi2007pmch@gmail.com
7.	Dr. Nupur Sharma	Psychologist, SGRC, AIRSR	9354315515	Snupur113@gmail.com
8.	Mr. Ramesh Kumar	Sr. Admin Officer	9953233757	prorehab@tecnia.in

Elected Student Representatives – 1st Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	PRATIKSHA	35352312224	(B-ED SE –HI)	9650415299	Pratiksha2@gmail.co m
2.	JHANVI	02152312524	(B-ED SE –ID)	8448911428	jhanvijhanvi766@gm ail.com
3.	HARSHITA GUPTA	00252312624	(B-ED SE –VI)	8860590061	harshigupta763@gm ail.com
4.	YASH SINGH	00452312424	(B-ED SE –ASD)	8882041296	syash0563@gmail.co m
5.	PAWAN KUMAR	01452312324	(B-ED SE –LD)	8920805985	pk9873208066@gma il.com

Elected Student Representatives – 2 nd Year					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	YASHIKA	00252312323	(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	dsankit@gmail.com
5.	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

Following meeting Agenda was taken up in the meeting

Item No. 1: To briefing and feedback on "Online Student Grievance" link on Institute website
Resolved: The Students give briefing and feedback regarding "Online Student Grievance" link on Institute website to the SGRC Members.

Item No. 2: Discussion of Student Grievance if any .

Resolved: No Major or Minor grievance was observed and received from the Students.

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
- 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 (1st & 2nd Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year)
- 11) Ms. Anoushka Sharma ,HoD, B-Ed SE (LD) for Elected Student Representatives (1st & 2nd Year)
- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1st & 2nd Year)
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Ref. No :-

Date:-

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 11:30 AM on 17.01.2025 (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 <i>Sanjana</i>
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com <i>Jitender</i>
3.	Mrs. Geeta Bhutani	Principal -In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@g mail.com <i>Geeta</i>
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com <i>Mansa</i>
5.	Dr. J. Das	Psychiatrist , SGRC	8287278762	jdasjdas@rediffmail.com <i>J Das</i>
6.	Dr. Sashi Bhushan Kumar Gupta,	Professional Students Councilor	7048979076	shashi2007pmch@gmail.com <i>Sashi</i>
7.	Dr. Nupur Sharma	Psychologist, SGRC	9354315515	Snupur113@gmail.com <i>Nupur</i>
8.	Mr. Ramesh Kumar	Sr. Admin Officer	9953233757	prorehab@tecnia.in <i>Ramesh</i>

Elected Student Representatives – 1st Year

S. No.	Student Name	Enroll. No.	Program	Mobile No.	E-mail
1.	PRATIKSHA	35352312224	(B-ED SE –HI)	9650415299	Pratiksha2@gmail.com
2.	JHANVI	02152312524	(B-ED SE –ID)	8448911428	jhanvijhanvi766@gmail.c om
3.	HARSHITA GUPTA	00252312624	(B-ED SE –VI)	8860590061	harshigupta763@gmail.c om
4.	YASH SINGH	00452312424	(B-ED SE –ASD)	8882041296	syash0563@gmail.com
5.	PAWAN KUMAR	01452312324	(B-ED SE –LD)	8920805985	pk9873208066@gmail.c om

Elected Student Representatives – 2 nd 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	ankit@gmail.com
5.	APPURVA KAKKAR	35152312623	(B-ED SE –VI)	9034718716	appurva3avg@gmail.com

Following meeting Agenda was taken up in the meeting

Item No. 1: To briefing and feedback on "Online Student Grievance" link on Institute website

Resolved: The Students give briefing and feedback regarding "Online Student Grievance" link on Institute website to the SGRC Members.

ATR: All the students give briefing and give feedback about the SGRC 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: Discussion of Student Grievance if any .

Resolved: No Major or Minor grievance was observed and received from the Students.

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.

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
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Student Grievance Redressal Committee (SGRC) Meeting

SGRC Meeting in Progress with Members & Students Representatives on 17.01.2025

