



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@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
Rohini, Delhi-85

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 (1st & 2nd Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year)
- 11) Ms. Shilky Singhal, 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) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1st & 2nd Year)

Subject: SGRC meeting to be held on 19.02.2024

Dear Sir/Madam,

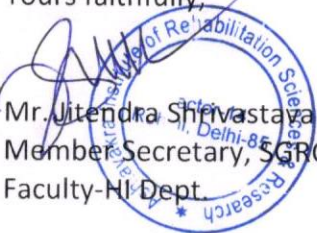
It has been decided to hold the meeting of Students Grievance Redressal Committee with all members of SGRC to appraise to all stakeholders about SGRC regulation / policy / process of UGC/AICTE/GGSIPU and Student Grievance if any. We request you to kindly make yourself available for smooth conduct of 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.





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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 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, 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 (1st & 2nd Year)
- 10) Mr. Geeta Bhutani, HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year)
- 11) Ms. Shilky Singhal, 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) Ms. Mansa Verma, HoD, B-Ed SE (VI) for Elected Student Representatives (1st & 2nd Year)



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Ref. No.

Dated.....

MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Conference hall 1st 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)	





Ref. No.

Dated.....

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:-

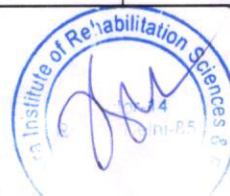
S. No.	Name	Member	Mobile No.	E-mail
1.	Mrs. Sanjana Mittal,	Deputy Director, AIRSR	9899901819	sanjanaddl@gmail.com
2.	Mr. Jitender Srivastava,	Nodal Officer-GRC	9811125565	jitenderajni@gmail.com
3.	Mrs. Geeta Bhutani	In-Charge, Student Welfare	9971224817	ashtavakrastudentwelfare@gmail.com
4.	Ms. Mansa Verma	Member, AIRSR	8800241657	mansaverma1585@gmail.com
5.	Dr. J. Das	Psychiatrist, SGRC and Visiting	8287278762	jdassdas@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	ahmmmed.haseeb@gmail.com
8.	Mr. Vikas Kataria	Sr. Admin 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 – 2nd 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	sehrwatvarsha2000@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

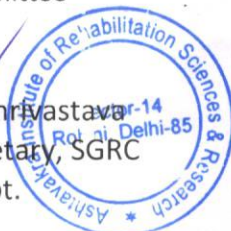
Resolved: *No major or minor grievance was observed and received from any stakeholder.*

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

[Signature]
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 (1st & 2nd Year)
- 10) HoD, B-Ed SE (ID) for Elected Student Representatives (1st & 2nd Year)
- 11) HoD, B-Ed SE (LD) for Elected Student Representatives (1st & 2nd Year)
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- 13) HoD, B-Ed SE (VI) for Elected Student Representatives (1st & 2nd Year)





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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 – 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 – 2nd 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	sehravatvarsha2000@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	akshita30061999@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.

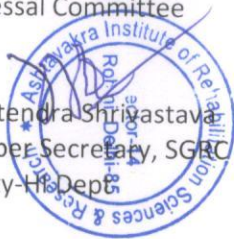
Item No. 7: Student Feedback

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-H&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
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- 12) Ms. Radha Rawat, HoD, B-Ed SE (HI) for Elected Student Representatives (1st & 2nd Year)
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Student Grievance Redressal Committee (SGRC) Meeting

SGRC Meeting in Progress with Members & Students Representatives on 19.02.2024

