

## STUDENTS GRIEVANCE COMMITTEE

The Law Centre -1, Faculty of Law, has constituted a Students Grievance Committee (shortly called as SGC) for students.

The objective, composition, functions and procedure of the Students Grievance Committee is as below:

### **Objective:**

The objective of the Students Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Students Grievance Committee should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

1. Sustaining the honourability of the college by ensuring strife free atmosphere in the campus through promoting cordial students-students relationship and students-teachers correlation etc.
2. Emboldening the students to express their grievances / problems freely and frankly, without any fear of being victimized.
3. Utmost preference to grievances redressal and to their suggestions for improving the Academics / Administration in the college.
4. Advising students of the college to respect the rights and dignity of fellow students and show utmost restraint and patience whenever any occasion of rift arises.
5. Advising all the students to refrain from inciting students against other students, teachers and college administration.
6. Advising all staffs to be affectionate towards the students and not behave in a vindictive manner towards any of them for any reason.
7. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Professor-in-charge (PIC).

### **Scope:**

The Students Grievance Committee will deal with grievances received in writing from the students about any of the following matters:-

1. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
2. Financial Matters: Related to dues and payments for various items from library etc.
3. Other Matters: Related to certain misgivings about conditions of sanitation, victimization by teachers, academic and non-academic matters, such as infrastructure, general facility, research facility, journal / literature, fellowship, or any other issue.

### **Functions:**

The function of the committee is to look into the complaints advanced by any student, and judge its merit. The Grievance committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the committee members in person, or in consultation with the officer in-charge, convener of Students' Grievance Committee.

1. The cases will be attended promptly on receipt of written grievances from the students online / official email id.
2. The committee formally will review all cases and will act accordingly as per the university rules.
3. The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**Procedure for lodging Complaint:**

The students are ought to lodge their grievances in the prescribed format available with SGC. The grievance duly filled with all the necessary details and documents is required to be submitted to the requisite Official Email-id or through online mode as provided by SGC. The Students Grievance Committee will act upon those cases which have been forwarded along with the necessary documents.

1. The Students Grievance Committee shall fix a date for hearing of the complaint.
2. An aggrieved student may appear in person to present his case.
3. Students Grievance Committee shall be guided by the principles of natural justice while hearing the grievances.
4. Students Grievance Committee shall ensure disposal of every application as speedily as possible as and not later than a month of receipt of the grievance except exigencies.
5. On the conclusion of proceedings, the Students Grievance Committee shall pass such order with reasons, as may be deemed fit to redress the grievance and provide such reliefs may be desirable to the affected party at issue.

**Exclusions:**

SGC shall not entertain following issues.

1. Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the Faculty of Law/Law Centre-I.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals.
3. Decisions made by Faculty of Law / Law Centre-I under the Discipline Rules and Misconduct.
4. Decisions of the Faculty of Law / Law Centre-I regarding admissions to any courses.
5. Decisions of the competent authority on assessment and examination result.

**Quorum:**

The quorum for the meeting shall be three including convener and student's representatives of the committee. The Students Grievance Committee will assure that the grievance has been properly resolved in a stipulated time limit provided by the committee.

**Composition:**

The teacher convener, co- convener and teacher members are appointed by PIC at the beginning of every academic year. To ensure students participation and coordination student members are nominated by the PIC on the merit basis. The teacher convener, co-convener and members are at liberty to resign at any time by giving due notice to PIC, Law Centre-I and till it is accepted, he/she will continue to hold the respective position.

**The Composition of the Students Grievance Committee is as follows: –**

<b>Sr. No.</b>	<b>Names</b>	<b>Contact Details</b>
1.	Dr. Anju Vali Tikoo (Convener)	<a href="mailto:anjuvalitikoo@yahoo.com">anjuvalitikoo@yahoo.com</a>
2.	Dr. K Ratnavali	<a href="mailto:ratnakratna@gmail.com">ratnakratna@gmail.com</a>
3.	Dr. L Pushpa Kumar	<a href="mailto:pushpakumar1@gmail.com">pushpakumar1@gmail.com</a>
4.	Dr. Sidharth Mishra	<a href="mailto:siddhartha.jurist@gmail.com">siddhartha.jurist@gmail.com</a>
5.	Ms. Archana Mishra	<a href="mailto:archanaSmishra@gmail.com">archanaSmishra@gmail.com</a>
6.	Dr. Daya Devi (Co-Convener)	<a href="mailto:dr.dayahp@gmail.com">dr.dayahp@gmail.com</a>
7.	Ms. Chhavi Arora (Student Member)	<a href="mailto:chhaviarora2296@gmail.com">chhaviarora2296@gmail.com</a>
8.	Mr. Shashwat Singh (Student Member)	<a href="mailto:singh.shashwat2210@gmail.com">singh.shashwat2210@gmail.com</a>

**Contact Details:**

Students Grievance Committee

Law Centre-1, Faculty of Law

Delhi University

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<https://docs.google.com/forms/d/e/1FAIpQLSfNO5iJ5oxTTBcVhfQziLYQktp8mNwnRs2vv9OcdJjN3eJgwg/viewform>