

## Meeting of Students Grievances Redressal Committee

A Meeting of Students Grievances Redressal Committee was again held on February 22, 2022 in room no. 09 to discuss the matter related to the offline Internal Examination of 1<sup>st</sup> Year Students of BBA, BCA, B.Com and B.Ed. Following members were present

1. Prof. (Dr.) Harish Singh- Deputy Director
2. Dr. Alka Mittal- Convenor- Meeting of Online Students Grievances Redressal Committee
3. Dr. Parul Deshwal- Convenor (Examination Committee)
4. Mr. Surajpal Chauhan- Member
5. Mr. Yashkant Teotia-Member
6. Ms. Kusum Gill- Member

As per discussion following points were recommended:

1. As per GGSIP University norm for Internal Assessment of the students, Written test is compulsory conducted for the 15 marks out of 25 and for rest 10 marks, individual presentation, viva-voce, Group discussion etc. is to be considered.
2. By keeping in view the grievance of students regarding offline exams, it has been recommended that the mode of examination will remain same as offline because the GGSIPU will be planning to schedule the External Exams in offline mode only.
3. As the students requested that it is difficult to prepare 3 Units of the syllabus in such a short notice for descriptive exam of 3 hours, further the committee recommended to schedule the exams in 2 parts, first will be in offline mode covering Unit 1 and 2 starting from 28<sup>th</sup> Feb'2022, and second will be taken after the completion of the syllabus in online mode covering Unit-3 and 4. Both of the exams will be descriptive in nature.
4. The question paper is of 60 marks and the students have to attempt four questions including question one which is compulsory out of 6.
5. The Duration of the Exam is of 2 Hours.
6. For BBA(Shift-I and II), B. Ed- 9:00am to 11:00 am  
For BCA and B.Com(Shift I and II)- 12:00 Pm- 2:00 PM

Prof. (Dr.) Harish Singh- Deputy Director

Dr. Alka Mittal- Convenor- Meeting of Online Students Grievances Redressal Committee

Dr. Parul Deshwal- Convenor (Examination Committee)

Dr. Jasbir Singh- Co-convenor (Examination Committee)

Mr. Surajpal Chauhan- Member

Mr. Yashkant Teotia-Member

Ms. Kusum Gill- Member

Allowed

Not Approved

Recd  
22/2

Rachita Rana.  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58

Forwarded to Director MSI

# MAHARAJA SURAJMAL INSTITUTE

Recognised by UGC u/s 2 (f), NAAC 'A' Grade Accredited  
(Affiliated to Guru Gobind Singh Indraprastha University)

C-4, Janak Puri, New Delhi- 110058. Phones : 25552667, 25528117  
Fax : 91-11-25528116 E-mail : principalmsi@yahoo.co.in  
Website : msi-ggsip.org

Ref No. MSI/2021/367/163

Date : 6/9/2021

**Grievance Redressal committee**, of MSI for the Academic Session 2021-22 comprises of the following members to address the grievances.

S.No.	Name of the Member	
1.	Dr. Alka Mittal Associate Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Convenor
2	Deputy Director (Ex-officio) Prof. (Dr.) Harish Singh Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Ex-officio
3	Ms. Kusum Gill (Co-convenor) Assistant Professor Department of Education Maharaja Surajmal Institute New Delhi-110058	Co-Convenor
4	Ms. Monika Sehrawat Assistant Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Member
4	Mr. Surajpal Chauhan Assistant Professor Department of computers applications Maharaja Surajmal Institute New Delhi-110058	Member
5	Mr. Yashkant Teotia Assistant Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Member
6	Varnika Jain Enrollment No 11021201719 Ph. No. 7678438751- BBA II Shift	Student Representative
7	Naman Kalra Enrollment No 13721201719 Ph. No. 8384083635 BBA II Shift	Student Representative
8	Yashmit Jain Enrollment No 05014901820 Ph. No. 9289294029 BBA I Shift	Student Representative

# MAHARAJA SURAJMAL INSTITUTE

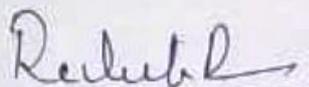
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Ref No. ....

Date : .....

9	Aishani Verma Enrollment No 05014901820 Ph. No. 9289294029 BBA I Shift	Student Representative
10	Harshit Ahlawat Enrollment No 02921202020 Ph. No. 8766360319- BCA II Shift	Student Representative
11	Anshita Yadav Enrollment No 01221202020 Ph. No. 8076537429 BCA II Shift	Student Representative
12	Mayank Kalra Enrollment No 11014901719 Ph. No. 9958078758- BCA I Shift	Student Representative
13	Mitali Enrollment No 11014901719 Ph. No. 7678438751- BBA II Shift	Student Representative
14	Akriti Yadav ,E no 3214902121, ph 9811346603- B,Ed	Student Representative
15	Gaurav Kumar E.No. 3214902121 9654928976- B.Ed	



Prof.(Dr.) Rachita Rana  
(Director)

## Anti Ragging Committee

Anti Ragging Committee

Sr. No.	Name	Designation
1	Dr. Vijay Dahlya	Convenor
2	Dr. Rajeev Dahiya	Member
3	Dr. Anvind Kumar Gill	Member
4	Mr. Sundeep Kumar	Member
5	Dr. Anshu Lochab	Member
6	Dr. Abhyender Singh	Member
7	Mr. Paramveer Singh	Member
8	Mr. Yashkant Teotia	Member
9	Ms. Aanchal Tehlan	Member

### Quick Links

[Anti Ragging Committee](#)

[Grievance Redressal Committee](#)

[Internal Complaint Committee](#)

[Internal Committee for Students with Disabilities](#)

[Committee for Students of Minority](#)

[Students Grievance Form](#)

[Section4\(1\)\(b\)of RTI Act,2005](#)

[All Committees](#)





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Ref No. ....

Date : .....

26.8.2021

## MSI committee for the students with Disabilities in Institute

1. Dr. (Mrs.) Rajesh Gill (Convener) 
2. Dr. Rajeev Dahiya 
3. Mr. Harjinder Singh 

Name of students of special need

S.No.	Name of Students	Department	Contact No.
1	Harneet Kaur	B.Ed.	9654792818
2	Tejas malhotra	BBA	8860647049
3	Kamal Bisht	BCA	7291940402

S.No.	Name of Parents	Contact No.
1	Mr. Ravinder Pal Singh	9818070729
2	Mr. Devinder	7303372655
3	Mr. Narayan Singh	9953800650

  
Dr. (Mrs.) Rajesh Gill  
Convener

  
Prof. (Dr.) Rachita Rana  
Director

MSI

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Website : msi-ggsip.org

Ref No. ....

Date : .....

26.8.2021

## MSI committee for the students with Minority and SC/ST in Institute

1. Dr. (Mrs.) Rajesh Gill (Convener)
2. Dr. Rajeev Dahiya
3. Mr. Harjinder Singh

### Name of students of Minority

S.No.	Name of Students	Department	Contact No.
1	Arshdeep Kaur	B.Ed.	9910189769
2	Sam Mathew	BBA (M)	9871396525
3	Justin Thomas Joseph	BBA (E)	8860677573
4	Alan John	BCA (M)	8595530433
5	Esha Singh	BCA (E)	9599040300
6	Harpreet Singh	B.Com.(M)	7011787638
7	Amanpreet Singh	B.Com.(E)	9910932939

### Name of students of ST/SC

S.No.	Name of Students	Department	Contact No.
1	Parul	B.Ed.	7678548998
2	Priyanshi Y Singh	BBA (M)	9958860179
3	Kanika	BBA (E)	9267912015
4	Prabhat Grewal	BCA (M)	7398806178
5	Harman Singh	BCA (E)	9667782422
6	Akash Kumar Aol	B.Com.(M)	8512893640
7	Sakshi	B.Com.(E)	8826164418

Dr. (Mrs.) Rajesh Gill  
Convener

Prof. (Dr.) Rachita Rana  
Director

MSI

# ORDER



Office of The Proctor  
Guru Gobind Singh Indraprastha University  
Sector 16-C, Dwarka, New Delhi 110 078

Ref: GGSIPU/Proctor(RS)/2021-22/ 506-L  
December 20<sup>th</sup> 2021

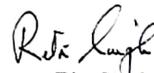
## Revised Procedure for students to file Anti Ragging Affidavit

This is with reference to the E-mail received from Public Grievance Redressal Cell, AICTE dated 03/12/2021 regarding Revised procedure for students to file online Anti Ragging Affidavit.

Guidelines by UGC and AICTE for revised procedure is as follows:

- Step 1:** A student will submit his/her details on the same websites ([www.anti-ragging.in](http://www.anti-ragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and conform that he/she and his/her parents/guardians have read and understood the UGC and AICTE regulations on curbing the menace of ragging. He/she will conform & agree that he/she will not engage in ragging in any form.
- Step 2:** The student will receive an e-mail with his/her registration number and a web link. The student will forward the link to the e-mail of the Nodal officer in his/her University/college. (Email ID: [proctor@ggsipu.ac.in](mailto:proctor@ggsipu.ac.in))  
**(Please note that student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier)**
- Step 3:** The Nodal officer in the University/college can click on the link of any forwarded e-mails that he/she will received from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/ undertakings in his/her college. The list will be updated every 24 hours.

In this regard, all the Deans of USS and Chief Warden, GGSIPU are requested to get the online undertaking filled by the Students & Parents.

  
21/12/2021 Rita Singh  
(Proctor)

Copy to:

1. All the Deans, GGSIPU (for necessary action)
2. Chief Warden, Hostels, GGSIPU (for necessary action)
3. AR to Hon'ble Vice Chancellor, GGSIPU (for information of Hon'ble Vice Chancellor please)
4. AR to Registrar, GGSIPU (for information of the Registrar please)
5. Incharge UITS for uploading on University Website.

HODs, Convenor Anti Ragging MS1 for  
compliance.

Circulate to all.

Reclite Kumar

23/12/21.



### Students Grievance Submission Form

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Comment or Message \*

I'm not a robot

Submit

#### Quick Links

- Anti Ragging Committee
- Grievance Redressal Committee
- Internal Complaint Committee
- Internal Committee for Students with Disabilities
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- All Committees



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Website : msi-ggsip.org

Ref No. MSI/2022/69/215

Date : 26-05-2022

The Joint Registrar  
Affiliation Branch  
Guru Gobind Singh Indraprastha University  
Sector-16 C, Dwarka  
Delhi-110058

**Subject: Status of compliance of Students Grievance Redressal Committee**

Respected Sir,

This is with regard to compliance regarding Students Grievances Redressal Committee. In this connection we hereby submit the status of compliance in respect of Students Grievance Redressal Committee of MSI as under:

S.NO	Name of Affiliated college/ Institute		Compliance done
1.	Maharaja Surajmal Institute C-4, Janak puri, New Delhi-110058	Compliance with direction to place University's Students's Grievance Redressal Committee's constitution and availability on website prominent public place on campus	Yes
2 (a &b).		Compliance with direction of university to constitute Students's Grievance Redressal Committee which includes a nominated students representative	Yes
(c)		Mechanism for Elections	Yes
3(a)		Compliance with respect to direction of university to engage the services of medical practitioner including specifically a psychologist and a professional student counselor for regular consultation with students within the premises of such college/ institution	Yes
3(b)		Availability of Counsellor in terms of days and timings	Yes Dr. Vanita Anand- Full time Counsellor Dr. Loveleen Malhotra- Monday and Wednesday from 10am to 12 am
3(c)		Ensure discrete access in terms of location and infrastructure of medical practitioner's clinic within college premises	Yes (Medical room available in the Premises)

Thanking You,

Your Faithfully

*Alka Mittal*  
Dr. Alka Mittal  
(Convenor)

*Rachita Rana*  
Prof.(Dr.) Rachita Rana  
(Director)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58

1 and 2(a & b)

# Duly Constituted Grievance Redressal Committee

## MAHARAJA SURAJMAL INSTITUTE

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4	Ms. Monika Sehwat Assistant Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Member
4	Mr. Surajpal Chauhan Assistant Professor Department of computers applications Maharaja Surajmal Institute New Delhi-110058	Member
5	Mr. Yashkant Teotia Assistant Professor Department of Business Administration & Commerce Maharaja Surajmal Institute New Delhi-110058	Member
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7	Naman Kalra Enrollment No 13721201719 Ph. No. 8384083635 BBA II Shift	Student Representative
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*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
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14	Akriti Yadav ,E no 3214902121, ph 9811346603- B,Ed	Student Representative
15	Gaurav Kumar E.No. 3214902121 9654928976- B.Ed	

**Prof.(Dr.) Rachita Rana**  
(Director)

*Rachita Rana*  
**Prof. (Dr.) Rachita Rana**  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58

MSI

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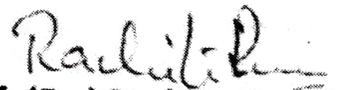
Website : msi-ggsip.org

Ref No. MSI/2021/367/163

Date : 6/8/2021

## Online Student Grievance Redressal Committee

1. Dr. Alka Mittal(Convenor)
2. Deputy Director Ex- officio
3. Dr. Kusum Gill (Co-Convenor)
4. Ms. Monika Sehrawat
5. Mr. Surajpal Chauhan
6. Mr. Yaskant Teotia
7. Elected Student Representatives of each Dept

  
(Prof. (Dr.) Rachita Rana)  
Director

Copy to : All Concerned  
Website Incharge

CC: Notice Board

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58

# Grievance Redressal Committee on Notice Boards



## Maharaja Surajmal Institute

C-4 Janak Puri, New Delhi-110058

### Student Grievance Redressal Mechanism

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/suggestion box. The institution aims at solving the grievances of the students within stipulated time.

#### Objectives of Grievance Redressal Committee

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship
- To develop an organizational framework to resolve grievances of students and other stakeholders
- To institute a monitoring mechanism to oversee the functioning of grievance redressal policy to enlighten the students on their duties and responsibilities to access benefits due under the

#### Mechanism of redressal

- The students can file the complaints personally through teachers/through suggestion box/through online portal on institute website
- Grievance Redressal Committee address the complaint received by conducting meetings with the concerned stakeholders
- Summary of the discussion on Grievances are recorded and any actions and expectations to be implemented are agreed upon.
- Any further suggestion are taken from the competent Authority

#### Contact Information:

Maharaja Surajmal Institute, C-4 Janak Puri, New Delhi-110058

Ph:+911145656183

Form Link for filing Grievance-<https://www.msijanakpuri.com/students-grievance-form>

*Rachita Rana*

Prof. (Dr.) Rachita Rana

Director

Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi-58

3(a)

# Counsellor Appointment

## MAHARAJA SURAJMAL INSTITUTE

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Fax: 91 11 25528118 E-mail: principalmsi@yahoo.co.in  
Website: msijgoinp.org

01.01.2020

Ref No. *MSI/offerment/counsellor/*

Date

Ms Laveena Malhotra  
K/1044, Khushi Kun Park,  
Dns Vihar, Uday Nagar, ND-110059  
9909093442

Sir/Madam,

With reference to your letter and subsequent to our discussion, we are pleased to offer you the position of **Clinical Psychologist** on the following terms and conditions :-

1. You will be appointed on contract basis initially for two days per week during teaching days of Academic Session and subject to your performance, aptitude and attitude, the term of contract may be extended further.
2. You will be paid @ Rs. 1000/- (Rupees One Thousand only) per hour for providing your professional services as Clinical Psychologist to students and faculty / staff members of the Institute as per time table.
3. You are required to perform the duties related to your field for the benefit of students and faculty / staff members.
4. You will maintain absolute confidentiality in respect of students' interaction and follow ethics of clinical psychology.
5. You will maintain record registers of the cases.
6. You will be liable and responsible for taking care of the clinical psychology of the students and staff.
7. You are to report to the Director for your day-to-day activities.
8. Your appointment is subject to approval by the Governing Body of Maharaja Surajmal Institute.
9. In case you wish to quit the responsibility of post accepted by you, you will have to give advance intimation of 15 days and vice versa by Institute.
10. In case of misconduct, indiscipline on your part, your services are liable to be terminated immediately.
11. You are required to submit photocopies of your documents related to qualifications, experience, Aadhar, PAN Card etc.
12. Submit Medical Certificate of your medical fitness from MBBS Doctor.

If the above clauses are accepted to you, please join your duties immediately.

*Rachita Rana*  
**Prof. (Dr.) Rachita Rana**  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58

Yours faithfully,

*Rachita Rana*  
(Prof. Rachita Rana)  
Director

**The Joint Registrar  
Affiliation Branch  
Guru Gobind Singh Indraprastha University  
Sector-16 C, Dwarka  
Delhi-110058**

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2(a &b).		Compliance with direction of university to constitute Students's Grievance Redressal Committee which includes a nominated students representative	Yes (Annexure-II)
(c)		Mechanism for Elections	Yes
3(a)		Compliance with respect to direction of university to engage the services of medical practitioner including specifically a psychologist and a professional student counselor for regular consultation with students within the premises of such college/ institution	Yes
3(b)		Availability of Counsellor in terms of days and timings	Yes Dr. Vanita Anand ( full time counselor) Dr. Laveleen( Monday and Wednesday from 10:00 am to 12:00)
3(c)		Ensure discrete access in terms of location and infrastructure of medical practitioner's clinic within college premises	Yes (Medical room available in the Maharaja Mahendra Pratap Hostel)

Thanking You,

Your Faithfully

**Dr. Alka Mittal  
(Convenor)**

*Rachita Rana*  
**Prof. (Dr.) Rachita Rana**  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-58