

Nirma University
(Academic Section)

Date: 12.07.2019

NOTE

Sub: Constitution of Student Grievance Redressal Committee

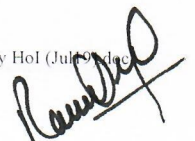
- Ref: 1. Notification No. NU-117 dated 01.10.2013 - Mechanism for Redressal of Grievances of Students
2. UGC letter No. D.O.F.No. 14-4/2012(CPP-II) dated 07.05.2019
3. Item-4 - Coordination Committee (Academic matters) meeting dated 05.07.2019

The UGC has notified the UGC (Redressal of Grievances of Students) Regulations, 2019 in supersession of earlier UGC (Grievance Redressal) Regulations, 2012. The UGC under its letter mentioned above has instructed that under these regulations, every university has to constitute student grievance committees at department-level, institute-level and university-level.

Hence, the committees constituted earlier under notification mentioned at serial 1 above are needed to be re-constituted in pursuance to the regulations of the UGC, as under:

1. **Department/Area Student Grievance Redressal Committee (DSGRC):**

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| i. | Head of the Department/Area Committee | - | Chairman |
| ii. | 2 professors from out side the department, to be nominated by the Director General | - | Member |
| iii. | One faculty well versed with the mechanism of grievance Redressal, to be nominated by the Chairman | - | Member |
| iv. | A representative from amongst the students of the Institute, to be nominated by the Director General based on academic merit/ excellence in sports/ performance in co-curricular activities | - | Special invitee |
- The term of above members shall be of two years
 - The quorum for the meeting, including the Chairman, but excluding the Special invitee shall be three
 - In considering the grievance put before it, the DSGRC shall follow principal of natural justice
 - The DSGRC shall submit its report with recommendations, if any, to the Head of the Institute/ Director General with a copy to the aggrieved student within a period of 15 days from the date of receipt of the complaint.



2. Institutional Student Grievance Redressal Committee (ISGRC):

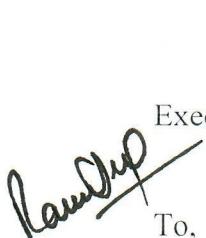
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|------|---|---|-----------------|
| i. | Dean of faculty | - | Chairman |
| ii. | Dean of students/ Dean, Student Welfare/
Hon.HoD, Student Welfare | - | Member |
| iii. | One senior faculty (academic), other than the
Chairman | - | Member |
| iv. | Senior academic/ Protector | - | Member |
| v. | A representative from amongst the students of
the Institute, to be nominated by the Director
General based on academic merit/ excellence
in sports/ performance in co-curricular
activities | - | Special invitee |

- The term of above members shall be of two years
- The quorum for the meeting, including the Chairman, but excluding the Special invitee shall be three
- In considering the grievance put before it, the DSGRC shall follow principal of natural justice
- The ISGRC shall submit its report with recommendations, if any, to the Head of the Institute with a copy to the aggrieved student within a period of 15 days from the date of receipt of grievance.

Accordingly, all the Heads of the Institute are requested kindly to start the process of constituting the committees as above and submit the details of members for nomination by the Director General (please refer clause-(ii) and (iv) of DSGRC and clause-(v) of ISGRC above).

Further, as per clause-(v) of University-level Student Grievance Redressal Committee, a representative from amongst the students of the Institute will be nominated by the Director General based on academic merit/ excellence in sports/ performance in co-curricular activities.

You are therefore, requested to provide list of at least 3 to 4 such students so that the Director General may nominate one amongst them.


Executive Registrar
To,
All Heads of the Institute