

Grievance Redressal Committee

In pursuance with the All India Council for Technical Education and University Grant Commission Regulation 2012- Establishment of Mechanism for Grievance Redressal an internal '**Grievance Redressal Committee**' has been formed for our following Institutes:

1. B. S. Anangpuria Institute of Technology & Management
2. B. S. Anangpuria Institute of Pharmacy
3. B. S. Anangpuria Institute of Law

Aims & Objects:

- The main objective of the Internal Grievance Redressal Committee is to address and deal with the complaints of the aggrieved students with regard to the
 - admission policies
 - alleged discrimination by the students on the basis of caste, minority or disabled
 - disbursement of Scholarships granted by any competent authority
 - Institutes' amenity like canteen, mess, transport etc.
- To provide the students access to immediate, hassle free recourse to their grievances.
- To promptly and stringently deal in the matter referred by the registry.

Functions & Duties:

- To abide with the provisions of the regulations and any law for the time being in force concerning Grievance Redressal.
- To develop an organizational framework to resolve grievances of students, parents/guardians and others.

- To reply the complaint/s received through registry within seven days of the receipt of such complaint/s or any other authority in force from time to time.
- To comply with the orders of the Ombudsman or any other authority in force from time to time.
- To dispose every complaint received directly within shortest possible time.
- To suggest or recommend necessary changes if required in the prevailing policies which come under its purview.
- To conduct the Annual feedback survey with regard to the Institutes' facilities and submit its report with recommendations to the Head of the Institution.

Meetings & Procedures:

- The Committee may conduct the meeting as and when required.
- The Meeting shall be presided by the Chairperson of the Committee and in his/her absence either by the person so nominated by the Chairperson himself/herself or by the members present in that meeting.
- The proceeding of the meeting shall be recorded as "Minutes of Meeting" and shall be duly signed by the Chairperson and the Member Secretary.
- In every meeting Attendance-Sheet shall be signed by the every present member.
- A Notice for holding a meeting shall be circulated atleast one day prior to the scheduled date of the meeting and in emergent situation a meeting can also be called on short notice.
- The Member-Secretary shall circulate the proper notice consisting of clear agenda, date, time and venue of the meeting and shall be served by any of the modes i.e. E-mail, Registered Post, Courier, SMS, Telephonically or In-person.
- If the meeting is adjourned due to the lack of quorum then its subsequent meeting shall not be adjourned again for the same reason and the decision so taken by the members present in that meeting shall stand valid.

- The quorum to transact a meeting shall be of 70% of the members (rounded off above 0.5).
- The decision shall be taken unanimously and in case of lack of unanimity it shall be taken by majority.

Composition:

S.No.	Name	Represent	Designation	Mobile No.
1	Dr.RoopKrishanKhar	BSAIP	Chairman	9810508898 9582853899
2	Ms. Ranjana Jain ✕	BSAITM	Member	9871543454
3	Ms. SarikaDheer	BSAIP	Member	9818376351
4	Mr. Karan Singh Gaur	BSAIL	Member	9871499763
5	Prof. Surinder Raina	BSAITM	Member Secretary cum In-charge Registry	9958836408


DIRECTOR

Ref. No. BSAEI/2021/Notice/019

Dated: March 24, 2021

NOTICE

This is in continuation to the notice dated August 31, 2018, in which various Committees were constituted to create healthy and congenial academic environment in the Institute's Campus.

Since some of the staff members have left the Institution, hence the Grievance Redressal Committee has been re-constituted as follows:

Grievance Redressal Committee:

Sr. No.	Name	Represent	Designation	Mobile No.
1	Dr. Roop Krishen Khar	Director (BSAEI)	Chairman	9810508898
2	Dr. Sukhbir Kaur	BSAITM	Member	9011009734
3	Ms. Sarika Dhir	BSAIP	Member	9818376351
4	Mr. Karan Singh Gaur	BSAIL	Member	9871499763
5	Mr. Gaurav Kansal	BSAITM	Member Secretary cum Incharge Registry	9953158136



DIRECTOR

Copy to:

1. Principal (BSAITM)
2. Principal (BSAIP)
3. Principal (BSAIL)
4. All HODs
5. Concerned members

1. General Manager
2. Registrar /Sr. Manager Accounts
3. Dy. Manager
4. Librarian(s)
5. DPE(s)
6. Manager (Transport)

B. S. ANANGPURIA EDUCATIONAL INSTITUTES

ALAMPUR, BALLABGARH-SOHNA MAJOR DISTRICT ROAD,
FARIDABAD-121004, DELHI-NCR, INDIA
0129-2206750-53 || BSAEI@ANANGPURIA.COM || WWW.ANANGPURIA.COM

