



Phone : 25026529
DELHI TEACHERS' TRAINING COLLEGE
(Affiliated to G.G.S. Indraprastha University, Delhi & Recognised by NRC, NCTE, Govt. of India)
340, Deenpur Bus Stop, Najafgarh, New Delhi-43

Ref. No. DTTTC - 1697(222)/2024.

Dated. 02.09.24.

The Registrar (Affiliation),
GGSIP University,
Dwarka,
New Delhi-110078

Subject: Students' Grievance Redressal Committee 2024-25

Sir/Madam,

The Grievance Redressal Committee for the current session 2024-25 has been constituted.

The Parameters of Grievance Redressal Mechanism are as under-

1. Availability of Students' Grievance Redressal Committee (SGRC).
2. Grievance Redressal Committee has elected students representative and complies with UGC's Regulation 2012.
3. Meticulous and verifiable documentations of the proceedings of students' Grievance Redressal Committee is maintained.
4. Availability of psychiatrist, psychologist and professional student's counselors.
5. Institute has published/notified prominently the details of SGRC on website and admission prospectus.
6. Students are satisfied with the effectiveness of the SGRC.
7. Reports of the proceedings of SGRC is sent to the university every semester.
8. The directions of the university w.r.t. redressal of the student's grievance are complied.

S.K. Mishra
Prof.(Dr.) S.K.Mishra
Principal

Principal
Delhi Teachers' Training College,
340, Deenpur, Najafgarh,
New Delhi-43

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DEENPUR NAJAFGARH DELHI- 110043
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Grievance Redressal

The Grievance Redressal Committee of Delhi Teachers' Training College for the current session 2024-25 in accordance with the UGC (Grievance Redressal) regulation 2018, comprise of the following members and student representative of the college.

1. Prof. (Dr.) S.K.Mishra (Principal)	Chairman
2. Prof. (Dr.) Amrita Sodhi	Member
3. Dr. Prerna Vashistha (Associate Professor)	Member
4. Mr. Zafar Ahmed (Head Assistant)	Member
5. Ms. Kajal Kumari	Student Representative
6. Ms. Arya	Student Representative

Objectives of Grievance Redressal:

The Objectives of Grievance Redressal is to facilitate and to expedite the redressal of students and offer appropriate remedy.

Procedure for Redressal of Grievance:

The procedure given below is formulated for the grievance of students:

Step 1- Any student having any grievance is requested first to contact and discuss with the student representative for the solution.

Step 2 - The Grievance can also be lodged by e-mail or by registered post.

Step 3 – After going through step 1, if the candidate is not satisfied with the remedy or no remedy has been provided within a period of one week from the date of filing the complaint, he/she should fill-in the Form A given on the college's website.

Step 4 – In case of any difficulty in filling Form A, the committee will render all reasonable assistance to the student filing the Grievance.

Step 5 – The committee will intimate the candidate who has submitted the Grievance, the date of hearing of the Grievance in writing giving sufficient advance notice.

Step 6 – After the meeting with the student in the presence of student representatives, the committee will complete the procedure as expeditiously as possible and every endeavor will be made on the grievance for its redressal within a maximum period of four weeks from the date of receipt of the grievance by the student.

Name of the Institute	Constitution of committee with contact numbers	Availability of infrastructure and room	Display of constitution of committee
DELHI TEACHERS' TRAINING COLLEGE, 340, DEENPUR, NAJAFGARH, NEW DELHI-110043	1. Students representative: (whether elected or nominated):- If nominated then Name of nominating Authority: Principal, DTTC	Size of room:- 50 sq.m.	Institute's website Yes
	2. Psychologist/Psychiatrist: Details of availability (days per week):- Dr. Anju Mahal Ms. Shweta Dogra (on call)	Infrastructure:- Adequate Infrastructure	Brochure/Prospectors Yes
	3. Counselor: Details of availability (days per week):- Prof. (Dr.) Amrita Sodhi (Daily) 3-4 p.m		Notice Board Yes
	4. Members:- a) Prof. (Dr.) S.K Mishra (Principal) b) Prof. (Dr.) Amrita Sodhi c) Dr. Prerna Vashistha (Associate Prof.) d) Mr. zafar Ahmad (Head Assistant) e) Ms. Kajal Kumari (Student Representative) f) Ms. Arya (Student Representative)		
	5. Clinic is situated in proximity of the college.		

SK Mishra

Prof.(Dr.)S.K.Mishra

Principal

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Dated: 9.8.2024

MEETING NOTICE
GRIEVANCE REDRESSAL COMMITTEE

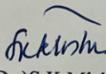
The students Grievance Redressal Committee is schedule to discuss various issues pertaining to students grievances. All the members are requested to attend the meeting.

The details of meeting:-

- Date – 12.08.2024
- Day – Monday
- Time - 3:00 PM
- Venue – SGR Room

AGENDA

1. Students grievances on payment of fee
2. Student grievances on evaluation practices
3. Assistance to students to apply for various scholarships.
4. Any other point for discussion


Prof.(Dr.)S.K.Mishra

Principal

Principal

**Delhi Teachers' Training College,
340, Deenpur, Najafgarh,
New Delhi-43**

MINUTES OF THE MEETING

AGENDA – 1

Students Grievances on Payment of fee.

There were many request from the students to extend the date of payment of fee and also to allow them to make the payment in installments. Committee discussed on the same in depth and came to the conclusion to give extension for fee payment and the provision of making the payment in installment to be given only to the needy students and authorized Mr. Zafar Ahmad (Head Assistant) was authorized to address the problem.

AGENDA – 2

Students Grievance on Evaluation Practice

Some students had few complaints on evaluation practices followed by the institute. The details were discussed with the evaluation Incharge Dr. Priyanka Chopra on the evaluation procedure. It was assured that the process is full proof and no flaws were observed. All members of students Grievance Redressal Committee accepted the same.

AGENDA – 3

Assistance to students to apply for various scholarships.

There were many request from the students who are applying for scholarship to assist them in the same as they were facing a lot of problems. Accordingly the committee took the following steps to help the students for applying the scholarships.

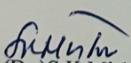
- The Nodal Officer, Ms. Prabhleen Kaur was exclusively assigned to help the students in clarifying the doubts and to correspond with the concerned Government agencies.
- All the circular and notification were displayed on the notice board and informed through groups.

AGENDA – 4

Any other point for discussion.

There were no other points for discussion.

Meeting concluded with vote of Thanks


Prof. (Dr.) S.K. Mishra
Chairman

Principal
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