FRAMEWORK FOR STUDENTS' GRIEVANCE REDRESSAL MECHANISM

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DELHI INSTITUTE OF RURAL DEVELOPMENT (DIRD)

Approved by Govt. of NCT of Delhi & Affiliated to GGSIP University, Dwarka, Delhi

(NEAR) THE MANN SCHOOL, HOLAMBI KHURD, DELHI-110082

Ph. 011-27700167, 27700815, 9667035333, 9667036333, 9667031888

E-mail: dirdcollege456@gmail.com, Website : www.dirdcollege.com

Date: - 08/10/25

Student Grievance Redressal Committee

As per UGC (Grievance Redressal) regulations 2012, section 5(2), the college has constituted Grievance Redressal Committee consisting of the following with Immediate effect.

S. No.	Name	Capacity	Contact No.	Sign
1.	Dr. Sanju Singhal	Convener	9210826930	
2.	Ms. Meenakshi	Member	9599196336	
3.	Mr. Ajay Siwach	Member	8013055000	
4.	Mr. Nishant	Member (Student representative)	8800913128	
5.	Ms. Yashika	Member (Student representative)	9306214747	

Principal
DIRD

D.I.R.D. Holambi

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Date: - 14/10/25

NOTICE

Nominations are required to be filled for the election of two student members (one girl and on boy) of Student Grievance Redressal and welfare latest by 16/10/25.

Students willing to file nomination can apply as per following:

Schedule of Election:

Last date of filling nomination paper	-	16/10/25 upto 1:00pm
Scrutiny of Nominations	-	21/10/25 upto 1:30pm
List of Valid Nominations	-	21/10/25 upto 3:00pm
Withdrawal of Nominations	-	22/10/25 upto 11:30am
Final list of candidates after withdrawal	-	22/10/25 upto 1:30pm
Elections (if necessary)	-	2/11/25 from 10 to 1:30pm

Nomination papers may be collected from Mr. Ajay Siwach (Asst. Professor Election Officer)

Principal

D.I.R.D. Holambi

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DELHI INSTITUTE OF RURAL DEVELOPMENT (DIRD)

STUDENT'S GRIEVANCE REDESSAL COMMITTEE ELECTION 2025-26

NOMINATION PAPER

(Please read the election notification carefully before filling up this Nomination form. Furnish correct and full information. It is the responsibility of the candidate to submit the nomination paper, complete in every respect, to the returning officer within the time limit.)

- **Name of the post**:- Student Representative

Nomination of the Candidate

1. Name of the students: Nishant Yadav
2. Course & Semester: B.Pharma - Vth Sem
3. Enrollment No.: 35522401123
4. Age and Date of Birth: .....

- **Consent and Declaration of the Candidate**

(1) I, Nishant Yadav (Name of the Candidate) agree to serve the student's Grievance Redressal Committee, if elected.
(2) I hereby declare that:
(3) I am a full time regular student of the course.
(4) I have no academic arrears as on date. I have passed all the examination the result of which have been declared and have no absented from any of the examination the results of which are to be declared.
(5) I have attained the minimum percentage of attendance prescribed by the college for the course of study or 75% whichever is higher.
(6) I have not been subjected to disciplinary proceedings by the college.
(7) I am contesting for the post of student representative for the .....time.
(8) I will follow the code of conduct for candidates.
(9) I have not been tried and / or convicted of any criminal offence or misdemeanor.

Signature of the Candidate

Name of the Candidate: Nishant

Date: 20/10/25

- **Verification report by the concerned Head of the Department**

The declarations made by the candidate at SI. Nos. II(b)-1,2,3,4, and 5 above have been verified with the records and found correct/incorrect. (Strike off whichever is not applicable furnish details if any of the statements is correct.)

Signature of the HOD

Name of the HOD:.....

Date:.....

Decision of the Election Officer:.....

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DELHI INSTITUTE OF RURAL DEVELOPMENT (DIRD)

STUDENT'S GRIEVANCE REDESSAL COMMITTEE ELECTION 2025-26

NOMINATION PAPER

(Please read the election notification carefully before filling up this Nomination form. Furnish correct and full information. It is the responsibility of the candidate to submit the nomination paper, complete in every respect, to the returning officer within the time limit.)

- **Name of the post**:- Student Representative

Nomination of the Candidate

1. Name of the students: ....Yashika.....
2. Course & Semester: .....B. Pharm -Vth sem.....
3. Enrollment No.: .....00722401123.....
4. Age and Date of Birth: .....

- **Consent and Declaration of the Candidate**

(1) I, ...Yashika.....(Name of the Candidate) agree to serve the student's Grievance Redressal Committee, if elected.
(2) I hereby declare that:
(3) I am a full time regular student of the course.
(4) I have no academic arrears as on date. I have passed all the examination the result of which have been declared and have no absented from any of the examination the results of which are to be declared.
(5) I have attained the minimum percentage of attendance prescribed by the college for the course of study or 75% whichever is higher.
(6) I have not been subjected to disciplinary proceedings by the college.
(7) I am contesting for the post of student representative for the .....time.
(8) I will follow the code of conduct for candidates.
(9) I have not been tried and / or convicted of any criminal offence or misdemeanor.

Yashika

Signature of the Candidate

Date: .....20/10/25.....

Name of the Candidate:..Yashika.....

- **Verification report by the concerned Head of the Department**

The declarations made by the candidate at SI. Nos. II(b)-1,2,3,4, and 5 above have been verified with the records and found correct/incorrect. (Strike off whichever is not applicable furnish details if any of the statements is correct.)

Signature of the HOD

Name of the HOD:.....

Date:.....

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Date: - 04/11/25

NOTICE

This is to inform that we have received only two nomination papers for Students Representative (1 boy and 1 girl) for student Grievance Redressal Committee 2025-26. Due to this there is no need to conduct the elections for these posts. Hence these students are elected by acclamation & will be considered as representatives for the session.

Dr. Sanju Singhal

Convener

Grievance Redressal Committee

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Date: - 20/11/25

Minutes of SGRC Meeting

The Student Grievance Redressal Committee (SGRC) met on 20th November 2025 to discuss a range of student concerns and to follow up on previous issues. The meeting began with a review of ongoing grievances, with most of them, such as cleanliness, books not issued being successfully addressed. The committee then turned its attention to newly raised grievances, which included issues like poor facility maintenance, delayed feedback on assignments, delayed result announcements. After a detailed discussion, it was decided that relevant departments would take immediate action to resolve these concerns.

The committee also discussed the effectiveness of the recent grievance box that reminded students about the grievance submission process. Feedback indicated that the box had been helpful, but the committee agreed to take further steps, such as organizing an orientation or workshop during the next student assembly to raise awareness about the grievance redressal system. The importance of students submitting grievances in a formal and timely manner was emphasized to ensure quicker resolutions. The committee also suggested implementing a tracking system to update students about the progress of their complaints.

Principal

D.I.R.D. Holambi

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To

The Principal

DIRD

Hohambi Khurd

Delhi 110082

Subject – Grievance against the servicing of Air conditioner (AC).

Respected Sir,

I am writing to bring your kind attention towards the current condition of the air conditioner (A.C).

The A.C is not working from the beginning of the session and because of this, It is very hard to concentrate in the classes due to the uncontrolled rising of the temperature during the day.

Please kindly solve the problem and I request you to get the A.C servicing done as soon as possible.

Thanking You

Yours obediently

Harsh

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To

The Principal,

DIRD

Holambi Khurd

Delhi 110082

Subject - Grievance against the poor supply of water.

Respected Sir,

We all are facing poor supply of water. These days the pressure of tap water is low, so we are not getting sufficient supply of drinking water on our floor.

Kindly solve the problem and request you to get a booster pump installed so as to avoid inconvenience all of us.

Thanking You

Yours obediantly

Amit

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To
The Principal,
DIRD
Holambi Khurd
Delhi 110082

Subject – Request for Repair of fans in classrooms

Respected Sir,

We all would like to bring to your notice that some of the fans in our classrooms are not working properly.

This is causing inconvenience and discomfort during lectures.

We request you to get the fans repaired at the earliest.

Yours sincerely

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To
The Principal
DIRD
Holambi Khurd
Delhi 110082

Subject:- Application for changing of tubelight in classroom

Respected Sir,

We all are facing low light in classroom due to poor condition of tubelight. Student are facing problems during lecture and while writing on the board is not clearly visible.

Kindly arranged to replace the fused tubelight at earliest for better learning of students and to avoid inconvenience for all of us.

Thanking You

Yours obediently

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To
The Principal
DIRD
Holambi Khurd
Delhi 110082

Subject:- Application for changing of tubelight in classroom

Respected Sir,

We all are facing low light in classroom due to poor condition of tubelight. Students are facing problems during lecture and while writing on the board is not clearly visible.

Kindly arranged to replace the fused tubelight at earliest for better learning of students and to avoid inconvenience for all of us.

Thanking You

Yours obediently

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To

The Principal,

DIRD

Holambi khurd

Delhi 110082

Subject - Grievance against washroom cleaning

Respected Sir,

We all are facing unhygienic condition of the washrooms. The washrooms are not being cleaned regularly, which is causing inconvenience to students and may also lead to health and hygiene issues.

We Request you to arrange Adequate water, soap, disinfectant and other necessary cleaning facilities may also be Provided.

Thanking You

Yours Obediently.

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