



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

STUDENTS WELFARE



Student's Grievance Redressal Committee (SGRC)

In pursuance to the directions of the Hon'ble Delhi High Court dated 17.05.2019 in WP (Crl.) 793/2017; Guru Gobind Singh Indraprastha University under clause 3(ii)(d) of Statute 24 issues directions vide letter no. GGSIPU/2019-20/Legal/1916 Dt. 23.05.2019.

Institute in compliance of same notify newly constitute Grievance Redressal Committee as per UGC (Grievance Redressal) regulations 2012; (to be notified before 15th September every year)

S. No.	Name	Member	Department	Mobile No.
1.	Dr. Deepak Sonker	Nodal Officer	BCA	9711788920
2.	Ms. Megha Sharma	Students Welfare	BBA	9891864968
3.	Md. Hasib	Psychiatrist	AIRSR	9718743207
4.	Dr. H.L. Nagaraja Murthy	Psychologist	BA(JMC)	9891091998
5.	Dr. M. N. Jha	Dean (Acad.) Director Nominee	BA(JMC)	9873057126
6.	Mr. R.D. Pandey	Admin Officer	Admin	9971609277
7.	Ms. Keenika Arora	Professional Students Councilor & Member Secretary	MBA	8800398738

Student Representative – 1 st Shift			
S. No.	Name	Enroll. No.	Program
1.	Dipesh Chaudhary	00817003921	MBA
2.	Swayam Gupta	09917001721	BBA
3.	Parth Bhatnagar	35317002421	BAJMC
4.	Rishika Arora	00417002021	BCA

Student Representative – 2 nd Shift			
S. No.	Name	Enroll. No.	Program
1.	Ankit Singh	00221303920	MBA
2.	Mahesh Pathak	11121301721	BBA
3.	Sanket Gulyani	06721302421	BAJMC
4.	Swati Chandola	01821302021	BCA

Nodal Officer E-Mail	Student Welfare E-Mail
hodbca@tecnia.in	studentwelfare@tecnia.in

Institute in compliance of notice vide letter ref. no. GGSIPU/2017-18/1039/Legal Dt.18.07.2017 on the subject: Advisory under Clause 3(ii)(d) of Statute 24 of the GGSIP University. Institute in compliance of same notified as under and necessary action forthwith:-

- The teachers and authorities of the Institution should maintain cordial , warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1 998. The Institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counseling and short term training may be advised.
- Every letter/representation/e-mail in the nature of appeal by students should be attended with reformative approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post I registered post. The parent's may also be informed by e-mail or telephonically about such cases.
- Institution officials should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.
- Institute has constituted '**Students Grievance Redressal and Welfare Office**' which is empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. SGR Committee constituted at the Institute is notified and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Institution SGR Committee is federated with the Directorate of Students' Welfare of the University which may supervise and advise them, actively engage them and assist them in redressing the grievances of the students from time to time.
- Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher / authority of the Institute should be earnestly looked into by '**Students Grievance Redressal and Welfare Office**' and it should be brought to the notice of Director of the Institute. If the issues are not resolved at the level of institute, the student should be advised to approach the Grievance Redressal Mechanism at the director level of the Institute which shall act as the appellate mechanism.

Code of Professional Ethics & Responsibilities of (Teaching Staff)

Excerpts from GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY Act 9 of 1998 [Act, Statutes & Ordinances (amended up to 30th June 2012)], New Delhi; ORDINANCE 32 of: CODE OF PROFESSIONAL ETHICS and RESPONSIBILITIES OF (TEACHING STAFF).

Clause : 2. TEACHERS AND THEIR RESPONSIBILITIES

2.1 Whosoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the teaching profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be **calm, patient and communicative by temperament and amiable in disposition.**

Teachers should:

- Adhere to a responsible pattern of conduct, behaviour and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study, research, consultancy, industrial liasonings and the use of networking;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class;
- Perform their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of Institute examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extracurricular activities including community service to encourage teamwork.
- Strive to bring transparency and equity in his day to day work and generate knowledge to achieve excellence in the field of research.
- Disseminate thought provoking knowledge to encourage students for development of innovative research work.

Clause: 3.0 TEACHERS AND THE STUDENTS

Teachers should:

- Respect the right and dignity of the students in expressing their opinion;
- Deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and temperament and respect for physical labour and ideals of democracy, patriotism, peace and improvement of environment;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration or any authority.

Clause: 7.0 TEACHERS AND GUARDIANS:

Teachers should:

- Try to maintain contact with the guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc.

Clause: 8.0 GENERAL

- Every teacher shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in all its official dealings.
- Every teacher should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- Unless otherwise stated specifically in the terms of appointment, every teacher is a whole time teacher of the Institute, and may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the Institute.
- Every teacher shall do nothing which is unbecoming of a teacher of the Institute.
- No teacher shall indulge in acts of sexual harassment of any person at his/her work place.
- Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
- Except for valid reason and/ or unforeseen contingencies, no teacher shall be absent from duty without prior permission.

Aggrieved students their parents and others may approach the Head, Students' Grievance Redressal Committee, TIAS.

- Details about Institute's Online Students' Grievance Portal:-**

Name of the Portal:-Online Grievance Redressal

Website:-tiaspg.tecnia.in

Link:-<https://tiaspg.tecnia.in/online-grievance-redressal/>

Incharge - Students Welfare