



TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Ref. No.: TIAS/SGRC/2024-25/11

Date: 16.08.2024

MEETING NOTICE

Director, TIAS
In-Charge, Student Welfare
Dean Academics, TIAS
IQAC, TIAS
Dr. H.L. Nagaraj Murthy, Psychologist, SGRC
Md. Haseeb Ahmed, Psychiatrist, SGRC and Outside Faculty, AIRSR
Mr. Chander Shekhar, Admin Officer
HoD, MBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BA(JMC), TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BCA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, MCA, TIAS for Elected Student Representatives (1st Shift)
All Members of SGRC Committee

Subject: SGRC meeting to be held on 20.08.2024

Dear Sir/Madam,

It has been decided to hold the meeting of the Students Grievance Redressal Committee with all the members of SGRC to discuss the topic **"Improving Washroom Facilities and Hygiene Standards on Campus."** The discussion will focus on assessing current hygiene conditions, identifying key concerns, and implementing necessary measures to maintain cleanliness and sanitation in accordance with UGC/AICTE/GGSIPU guidelines. The meeting will also include a review of ongoing student grievances, if any, and discussions for effective resolutions.

We request your presence for the smooth conduct of the SGRC meeting as per the details below:

Date: 20th August 2024

Time: 03:00 PM

Venue: Board Room, 2nd Floor, TIAS

Swati Gupta
Member Secretary
Student Grievance Redressal Committee

Student Grievance Redressal Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85

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Tel: 91-11-27555121-24, E-Mail : director@tecnia.in, Website: www.tiaspg.tecnia.in



Ref. No: TIAS/SGRC/2024-25/12

Date: 23.08.2024

Minutes of Meeting (MoM)**Student Grievance Redressal Committee (SGRC)**Date: 20th August 2024

Time: 03:00 PM

Venue: Board Room, 2nd Floor, TIAS

Meeting Chair: Dr. Monisha

Attendees:

S.No	Name	Designation	Department
1	Dr. Ajay Kumar	Chairperson	Director
2	Dr. Monisha	Nominee - Chairperson	I/c Student Welfare
3	Dr. Anil Kumar	University Representative	USMS, GGSIPU
4	Dr. M.N.Jha	Member	Dean Academics
5	Dr. Pragati	Member	Faculty DMS
6	Ms. Bharti Aggarwal	Member	Dept. of ICT
7	Md. Haseeb Ahmed	Psychiatrist	Counselor
8	Dr. H. L. Nagaraja Murthy	Psychologist	SGRC Counselor
9	Mr. Chander Shekhar	Member	Admin Officer
10	Ms. Swati Gupta	Member Secretary	Dept. of BA(JMC)
11	HoDs (MBA, MCA, BBA, BA(JMC), B.Com(H), BCA,)	Faculty Representatives	Various Departments

Student Representatives 1st Shift

S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Mr. Manan Arora	00417003923	MBA	9131485455
2	Ms. Navya	00217001723	BBA	7015731667
3	Mr. Amul	71417002423	BAJMC	8076834226
4	Mr. Arnav Dua	01517002022	BCA	8826825267

Student Representatives 2nd Shift

S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Ms. Nikita Rana	35121303923	MBA	8630730900
2	Mr. Tathastu Arora	00621301723	BBA	9711875151
3	Ms. Anshika	00321302423	BAJMC	9311528857
4	Ms. Harshita Setia	01221302022	BCA	7988137077

Student Grievance Redressal Committee
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Agenda:

1. Review of agendas of previous meeting
2. Grievance:
 - Missing Trash Bags in Bins

Minutes:

1. Review of the Previous Meeting Agenda

- The committee reviewed the key points discussed in the last SGRC meeting and assessed the status of previous action items related to leakage in water cooler on 3rd floor, PG Building and Functioning of Air Conditioner. The issues were resolved satisfactorily.

2. Grievances:

Grievance 1: Missing Trash Bags in Bins

Complainant: Nishita Dhingra, BBA 1st Year

Details: A student of BBA reported that in girl's washroom on 4th Floor in PG Building, occasionally lack proper trash bags, making the bins difficult to use and messy.

Action Taken: The committee acknowledged the need for immediate intervention to improve sanitation standards. The maintenance team was instantly informed to inspect and take necessary action of by restocking the washroom with the necessary supplies and have implemented a monitoring system to prevent future occurrences.

3. **Grievance Committee Availability:** The committee members and HODs were informed that they must ensure the new students of the 2024-25 batch are made aware of the SGRC Committee, the Online Student Grievance Form available on the website, and the complaint box for addressing any complaints or grievances.

At the conclusion of the meeting, the Chairperson expressed gratitude to all members for their active participation and stressed the importance of promptly implementing all action items. The committee unanimously agreed to monitor the progress of these actions.

Swati Gupta

Member Secretary

Student Grievance Redressal Committee
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STUDENT GRIEVANCE REDRESSAL COMMITTEE

MEETING ATTENDANCE SHEET

Attendance of Students Grievance Redressal Committee meeting of Members held in Board-Room of Tecnia Institute of Advanced Studies at 3:00 PM on 20.08.2024

S.No	Name	Designation	Department	Mobile Number	Signature
1	Dr. Ajay Kumar	Chairperson	Director	9250408921	
2	Dr. Monisha	Nominee - Chairperson	In/C Students Welfare	9467926449	
3	Dr. Anil Kumar	University Representative	USMS, GGSIPU	011-25302170	
4	Dr. M.N.Jha	Member	Dean Academics	9873057126	
5	Dr. Pragati	Member	Faculty DMS	9599542262	
6	Ms. Bharti Aggarwal	Member	Dept. of ICT	9871066460	
7	Md. Haseeb Ahmed	Psychiatrist	Counselor	9718743207	
8	Dr. H. L. Nagaraja Murthy	Psychologist	SGRC Counselor	9891091998	
9	Mr. Chander Shekhar	Member	Admin Officer	8527075873	
10	Ms. Swati Gupta	Member Secretary	Dept. of BA(JMC)	8090685667	

Elected Student Representatives – 1st Shift

S. No.	Student Name	Enroll. No.	Program	Mobile No.	Signatures
5.	Mr. Manan Arora	00417003923	MBA	9131485455	
6.	Ms. Navya Vashisht	00217001723	BBA	7015731667	
7.	Mr. Amul	71417002423	BAJMC	8076834226	
8.	Mr. Arnav Dua	01517002022	BCA	8826825267	

Elected Student Representatives – 2nd Shift

S. No.	Student Name	Enroll. No.	Program	Mobile No.	Signatures
5.	Ms. Nikita Rana	35121303923	MBA	8630730900	
6.	Mr. Tathastu Arora	00621301723	BBA	9711875151	
7.	Ms. Anshika	00321302423	BAJMC	9311528857	
8.	Ms. Harshita Setia	01221302022	BCA	7988137077	

Swati Gupta
 Member Secretary
 Student Grievance Redressal Committee

Student Grievance Redressal Committee
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STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Ref. No.: TIAS/SGRC/2024-25/13

Date: 23.08.2024

Action Taken Report (ATR)

A meeting of the Students Grievance Redressal Committee members was convened in the Board room of in Board Room of Tecnia Institute of Advanced Studies at 3:00 PM on 20.08.2024. Following members were present in the meeting the names of the members are as follows:

S.No	Name	Designation	Department
1	Dr. Ajay Kumar	Chairperson	Director
2	Dr. Monisha	Nominee - Chairperson	I/c Student Welfare
3	Dr. M.N.Jha	Member	Dean Academics
4	Dr. Pragati	Member	Faculty DMS
5	Ms. Bharti Aggarwal	Member	Dept. of ICT
6	Md. Haseeb Ahmed	Psychiatrist	Counselor
7	Mr. Chander Shekhar	Member	Admin Officer
8	Ms. Swati Gupta	Member Secretary	Dept. of BA(JMC)
9	HoDs (MBA, MCA, BBA,	Faculty Representatives	Various Departments

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2	Mr. Navya Vashisht	00217001723	BBA	7015731667
3	Mr. Amul	71417002423	BAJMC	8076834226
4	Mr. Arnav Dua	01517002022	BCA	8826825267

Student Representatives 2 nd Shift				
S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Ms. Nikita Rana	35121303923	MBA	8630730900
2	Ms. Tathastu Arora	00621301723	BBA	9711875151
3	Ms. Anshika	00321302423	BAJMC	9311528857
4	Ms. Harshita Setia	01221302022	BCA	7988137077

Following meeting Agenda was taken up in the meeting

Item No. 1: Students' Grievance: Missing Trash Bags in Bins

Complainant: Ms. Nishita Dhingra, BBA 1st Year

Details: A student of BBA reported that in girl's washroom on 4th Floor in PG Building, occasionally lack proper trash bags, making the bins difficult to use and messy.

Action Taken: The committee acknowledged the need for immediate intervention to improve sanitation standards. The maintenance team was instantly informed to inspect and take necessary

Student Grievance Redressal Committee
Tecnica Institute of Advanced Studies
Rohini, Delhi - 85

action of by restocking the washroom with the necessary supplies and have implemented a monitoring system to prevent future occurrences.

Conclusion:

The meeting concluded with a vote of thanks by **Dr. Monisha**. She emphasized the importance of addressing student concerns promptly to maintain a supportive academic environment.

Ms. Swati Gupta

Member Secretary

Students Grievance Redressal Committee (SGRC)

CC to:

- 1) Director, TIAS
- 2) Nodal Officer-GRC
- 3) IQAC, TIAS
- 4) Dean / Academic Coordinator, TIAS
- 5) In-Charge, Student Welfare
- 6) Dr. H.L. Nagaraj Murthy, Psychologist, SGRC and Visiting
- 7) Md. Hasib, Psychiatrist, SGRC and Faculty, AIRSR
- 8) Mr. Chander Shekhar, Admin Officer
- 9) All Members of SGRC
- 10) HoD, MBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
- 11) HoD, BBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
- 12) HoD, BA(JMC), TIAS for Elected Student Representatives (1st & 2nd Shift)
- 13) HoD, BCA, TIAS for Elected Student Representatives (1st & 2nd Shift)
- 14) IT Dept for uploading on website



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STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Ref. No.: TIAS/SGRC/2024-25/22

Date: 30.01.2025

MEETING NOTICE

Director, TIAS
In-Charge, Student Welfare
Dean Academics, TIAS
IQAC, TIAS
Dr. H.L. Nagaraj Murthy, Psychologist, SGRC
Md. Haseeb Ahmed, Psychiatrist, SGRC and Outside Faculty, AIRSR
Mr. Chander Shekhar, Admin Officer
HoD, MBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BBA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BA(JMC), TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, BCA, TIAS for Elected Student Representatives (1st & 2nd Shift)
HoD, MCA, TIAS for Elected Student Representatives (1st Shift)
All Members of SGRC Committee

Subject: SGRC meeting to be held on 3.02.2025

Dear Sir/Madam,

It has been decided to be held the meeting of the Students Grievance Redressal Committee with all the members of SGRC to discuss the availability of additional sanitary napkin vending machine in the campus for enhancing 'Mental Health Support Services for Girl Students' and appraise all the stakeholders about relevant policies, procedures, and initiatives aligned with UGC/AICTE/GGSIPU guidelines. The meeting will also include a review of ongoing student grievances, if any, and discussions for improved resolutions.

We request your presence for the smooth conduct of the SGRC meeting as per the details below:

Date: 03.02.2025

Time: 3:00 PM

Venue: Board Room, 2nd Floor, TIAS

Swati Gupta
Member Secretary
Student Grievance Redressal Committee

Student Grievance Redressal Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85

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Ref. No: TIAS/SGRC/2024-25/29

Date: 05.02.2025

Minutes of Meeting (MoM)**Student Grievance Redressal Committee (SGRC)**Date: 3rd February, 2025

Time: 03:00 PM

Venue: Board Room, 2nd Floor, TIAS

Meeting Chair: Dr. Monisha

Attendees:

S.No.	Name	Designation	Department
1	Dr. Ajay Kumar	Chairperson	Director
2	Dr. Monisha	Nominee - Chairperson	Professor, DMS
3	Dr. Anil Kumar	University Representative	USMS, GGSIPU
4	Dr. M.N.Jha	Member	Dean Academics
5	Dr. Pragati	Member	Faculty DMS
6	Ms. Bharti Aggarwal	Member	Dept. of ICT
7	Md. Haseeb Ahmed	Psychiatrist	Counselor
8	Dr. H. L. Nagaraja Murthy	Psychologist	SGRC Counselor
9	Mr. Chander Shekhar	Member	Admin Officer
10	Ms. Swati Gupta	Member Secretary	Dept. of BA(JMC)
11	HoDs (MBA, MCA, BBA, BA(JMC), B.Com(H), BCA,)	Faculty Representatives	Various Departments

Student Representatives 1st Shift

S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Mr. Manan Arora	00417003923	MBA	9131485455
2	Ms. Navya	00217001723	BBA	7015731667
3	Mr. Amul	71417002423	BAJMC	8076834226
4	Mr. Arnav Dua	01517002022	BCA	8826825267

Student Representatives 2nd Shift

S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Ms. Nikita Rana	35121303923	MBA	8630730900
2	Mr. Tathastu Arora	00621301723	BBA	9711875151
3	Ms. Anshika	00321302423	BAJMC	9311528857
4	Ms. Harshita Setia	01221302022	BCA	7988137077

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Agenda

1. Review of the agenda from the previous meeting.
2. Grievance:
 - Need for additional Sanitary Napkin Vending Machine
 - Students' request for additional seminars

Minutes

1. Review of the Previous Meeting Agenda

- The committee reviewed the key points from the previous SGRC meeting held on 23rd August, 2024 and assessed the progress of action items regarding the availability of Trash Bags in Bins of girl's washroom. The issue has been resolved to satisfaction.

2. Grievances:

Grievance 1: Need for additional Sanitary Napkin Vending Machine

Complainant: Harshita Setia, BCA 3rd Year

Details: SGRC Student Representative, Ms. Harshita Setia, raised a concern about the insufficient number of Sanitary Napkin Vending Machines on campus. She requested the installation of additional machines in key locations to improve accessibility for girl students. This initiative aims to enhance convenience and promote hygiene on campus.

Action Taken: The committee has noted the grievance and discussed the feasibility of installing additional vending machines with Ms. Preeti Batra, PRO, TIAS. The procurement process has been initiated, and the new machine is expected to be installed within the next two weeks. The team has been tasked with identifying the best locations for these machines to ensure maximum accessibility.

Grievance 2: Students' request for additional seminars

Complainant: Sampan Bhatia, BBA 3rd Year

Details: A student of BBA has expressed the need for more seminars to enhance their academic and professional development. Students feel that additional seminars on diverse topics would provide valuable learning opportunities and complement their coursework.

Action Taken: The committee acknowledged the students' request and discussed the feasibility of organizing additional seminars with Head of Department of Management Sciences. Plans are underway to schedule more seminars for the upcoming semester, with a focus on both academic subjects and extracurricular topics. Faculty members and external experts will be invited to lead these seminars, and information will be shared with students.

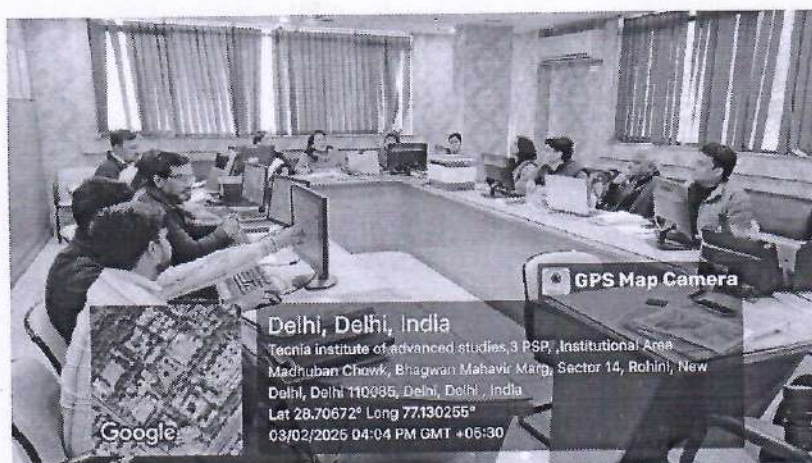


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Photo Highlights of SGRC Meeting

The following image captures key moments from the SGRC meeting held on 3rd Feb 2025. These include the discussion of grievances, deliberation on solutions, and announcements of initiatives aimed at improving student welfare and engagement.



Committee Members of SGRC Attending Meeting

Conclusion

At the end of the meeting, Dr. Monisha, In/c Students Welfare thanked all members for their active participation and emphasized the importance of timely implementation of discussed action points.

Swati Gupta

Member Secretary

Students Grievance Redressal Committee (SGRC)

Student Grievance Redressal Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi - 85

**STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

Ref. No.: TIAS/SGRC/2024-25/30

Date: 05.02.2025

Action Taken Report (ATR)

A meeting of the Students Grievance Redressal Committee members was convened in the Board room of in Board Room of Tecnia Institute of Advanced Studies at 3:00 PM on 03.02.2025 (Monday). Following members were present in the meeting the names of the members are as follows:

S.No	Name	Designation	Department
1	Dr. Ajay Kumar	Chairperson	Director
2	Dr. Monisha	Nominee - Chairperson	I/c Student Welfare
3	Dr. M.N.Jha	Member	Dean Academics
4	Dr. Pragati	Member	Faculty DMS
5	Ms. Bharti Aggarwal	Member	Dept. of ICT
6	Md. Haseeb Ahmed	Psychiatrist	Counselor
7	Mr. Chander Shekhar	Member	Admin Officer
8	Ms. Swati Gupta	Member Secretary	Dept. of BA(JMC)
9	HoDs (MBA, MCA, BBA,	Faculty Representatives	Various Departments

Student Representatives 1st Shift				
S. No.	Student Name	Enrollment No.	Program	Mobile No.
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2	Mr. Navya Vashisht	00217001723	BBA	7015731667
3	Mr. Amul	71417002423	BAJMC	8076834226
4	Mr. Arnav Dua	01517002022	BCA	8826825267

Student Representatives 2 nd Shift				
S. No.	Student Name	Enrollment No.	Program	Mobile No.
1	Ms. Nikita Rana	35121303923	MBA	8630730900
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4	Ms. Harshita Setia	01221302022	BCA	7988137077

Following meeting Agenda was taken up in the meeting

Item No. 1: Students' Grievance – Need for Additional Sanitary Napkin Vending Machines

- **Complainant:** Ms. Harshita Setia, BCA 3rd Year
- **Resolution:** The committee approved the installation of **two additional vending machines**—one on the **First Floor Restroom** and another in the **Girls' Common Room**. Installation is expected to be completed within two weeks.

Item No. 2: Students' Grievance – Request for Additional Seminars

- **Complainant:** Mr. Sampan Bhatia, BBA 3rd Year
- **Resolution:** The committee approved organizing **additional seminars** covering diverse academic and professional topics for the next semester. External experts will be invited to lead these seminars.

Conclusion:

The meeting concluded with a vote of thanks by **Dr. Monisha**. She emphasized the importance of addressing student concerns promptly to maintain a supportive academic environment.

Ms. Swati Gupta

Member Secretary

Students Grievance Redressal Committee (SGRC)

CC to:

- 1) Director, TIAS
- 2) Nodal Officer-GRC
- 3) IQAC, TIAS
- 4) Dean / Academic Coordinator, TIAS
- 5) In-Charge, Student Welfare
- 6) Dr. H.L. Nagaraj Murthy, Psychologist, SGRC and Visiting
- 7) Md. Hasib, Psychiatrist, SGRC and Faculty, AIRSR
- 8) Mr. Chander Shekhar, Admin Officer
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STUDENT GRIEVANCE REDRESSAL COMMITTEE

MEETING ATTENDANCE SHEET

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Elected Student Representatives – 1 st Shift					
S. No.	Student Name	Enroll. No.	Program	Mobile No.	Signatures
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4.	Mr. Arnav Dua	01517002022	BCA	8826825267	

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4.	Ms. Harshita Setia	01221302022	BCA	7988137077	

Swati Gupta
Member Secretary
Student Grievance Redressal Committee

Student Grievance Redressal Committee
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