



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

Approved by AICTE, Ministry of Education Govt. of India,

Affiliated to G.G.S.I.P University & Recognized Under Sec. 2(f) of UGC Act 1956.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

COMPLAINT FORM FOR GRIEVANCES

(EXCEPT RAGGING, SEXUAL HARRASSMENT, INDISCIPLINE & MISCONDUCT RELATED ISSUES)

COMPLAINANT DETAILS - RECORD & RECEIVE

COMPLAINANT NAME	Dipaush Sharma.
DETAILS OF COMPLAINANT	MBA (MAY) 1st year.
PHONE NUMBER OF COMPLAINANT	874380408 2
ADDRESS OF COMPLAINANT	Pitampura
DESCRIPTION OF THE COMPLAIN WITH DATE & TIME	Kindly provide more guidance in publishing research paper.
SIGNATURE OF COMPLAINANT	<i>Dipaush</i>
COMPLAINT RECEIVED BY INCHARGE (SIGNATURE WITH DATE)	<i>Monisha</i> <i>A. Monisha</i> Student Grievance Redressal Committee Tecnia Institute of Advanced Studies Madhuban Chowk, Rohini, Delhi - 85

TO BE FILLED BY GRIEVANCE REDRESSAL COMMITTEE INCHARGE ONLY

GRIEVANCE TYPE

1. EXAMINATION & RESULTS RELATED
2. INFRASTRUCTURE RELATED
3. CANTEEN RELATED
4. ACADEMIC ACTIVITIES RELATED
5. SPORTS, CULTURAL AND OTHER ACTIVITIES RELATED
6. OTHERS _____

FORWARDED TO CONCERNED
STAKEHOLDER WITH NAME &
DESIGNATION

Dr. Monisha.

VERIFICATION & ANALYSIS BY STAKEHOLDER INCHARGE

VERIFICATION OF GRIEVANCE DONE


YES

NO

INTERACTION WITH ALL
STAKEHOLDERS IN THE COMPLAINT
DONE

YES

NO

OBSERVATION REPORT WITH DATE	Students require more guidance for research projects & paper publications	
FEEDBACK TO COMPLAINANT GIVEN	YES <input checked="" type="checkbox"/>	NO
ESCALATION REQUEST		
REQUEST RECEIVED	YES <input checked="" type="checkbox"/>	NO
REQUEST RECEIVED FROM	STAKEHOLDER INCHARGE	COMPLAINANT
ESCALATED TO		
OBSERVATION REPORT FROM ESCALATED LEVEL		
ACTION TAKEN		
SUMMARY OF ACTION TAKEN WITH DATE / TIME (IN CONSENSUS WITH GRC)	Faculty members are all departments were advised to actively mentor & guide students in paper publication & projects.	
SIGNATURE OF INCHARGE	 A. Manish	

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

**Students' Grievance Redressal Feedback Form****Dear Student,**

We, the TIAS- Students' Grievance Redressal Committee shall very much appreciate and be grateful to you if you initiate the effort to fill up this feedback form. It will help us understand the TIAS-students' grievances and improve the TIAS- Students' Grievance Redressal Mechanism.

Against each statement a five-point scale is given. The five points are:

5- *Strongly Agree* (SA), 4- *Agree* (A), 3- *Neutral* (N), 2- *Disagree* (D) and 1- *Strongly Disagree* (SD).

Please choose any one of these options for each statement that best describes your response.

Please provide your feedback on our students work performance		SA 5	A 4	N 3	D 2	SD 1
1.	The grievance was redressed properly.	✓				
2.	The grievance filing process is convenient.	✓				
3.	Communication and reachability to the committee is easy.	✓				
4.	The attitude and behaviour of the SGRC is warm.	✓				
5.	My grievance was redressed in time.	✓				
6.	Grievance Redressal Mechanism is effective.	✓				
7.	GRC uses ICT Tools effectively.	✓				
8.	GRC is proactive towards its responsibility.	✓				
9.	SGRC is open for suggestions and innovations..	✓				
10.	SGRC's conduct is just, ethical with strong moral values.	✓				

Name of the Student	: Depam Sharme.
Program/ Class/ Section/ Shift	: MBA (MA) 1st year
Address	: Pitaupura (Delhi)
Contact Number	: 8743804082
Signature of the Student with date:	<i>Dikey</i>
Name, Designation and Signature of the SGRC Member	: Dr. Navisho, Head SGRC <i>Navisho</i>

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