

<p>Metrix Level Deviation :5.1.4.</p>	<p>1.HEI is requested to Kindly note that without supporting documents HEI claim could not be considered.so please provide supporting documents according to this metric.</p> <p>2. Please provide Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.</p> <p>3. Please provide Circular/web-link/ committee report justifying the objective of the metric.</p> <p>4. Please provide Minutes of the meetings / Report of grievances from the concerned committee is essential.</p> <p>5. Please provide The mechanism of redressal should be available as document and should be hosted in the HEI's Website.</p> <p>6. Please provide Statutory regulations/norms.of UGC/SRA to be provided.</p> <p>7. Please provide any other relevant data or documents related in this metrics (if available). Note:- Kindly note that without supporting documents HEI Claim could not be considered.</p>
<p>Response/ Clarification</p>	<p>1. constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms. .(Appendix-I).</p> <p>2- The mechanism of redressal. (Appendix-II)</p> <p>3- Minutes of the meetings / Report of grievances from the concerned committee is essential. .(Appendix-III)</p>

IQAC Coordinator



Principal



Appendix-I

Proof of Constitution of Internal Committees/ Grievances committee formation/ other committees as per UGC norms

रजिस्ट्री सं. सी.एल.- 33004/99

REGD. No. D. L.-33004/99


भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एल.-अ.-11042023-245095
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असाधारण
EXTRAORDINARY
भाग III—खण्ड 4
PART III—Section 4
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 233]
No. 233]

नई दिल्ली, मंगलवार, चैत्र 21, 2023/चैत्र 21, 1945
NEW DELHI, TUESDAY, APRIL 11, 2023/CHAITRA 21, 1945

[भाग III—खण्ड 4]

भारत का राजपत्र : असाधारण

11

(2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor - Chairperson
 - b) Four Professors/Senior Faculty Members of the Institution as Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- (iii) Atleast one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be one year.
- (vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.




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सं. 171]
No. 171]

नई दिल्ली, सोमवार, मई 2, 2016/वैशाख 12, 1938
 NEW DELHI, MONDAY, MAY 2, 2016/ VAISAKHA 12, 1938

मानव संसाधन विकास मंत्रालय
 (विश्वविद्यालय अनुदान आयोग)
 अधिसूचना
 नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं हसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1958 (1958 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

4. **Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

(a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(a);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”

(b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;

(c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;

(d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.



IMIRC COLLEGE OF LAW

Affiliated to CCS University Meerut (U.P.)
Approved By Bar Council of India, New Delhi

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262223
0120-4109381
(M) : 09311699997
09458690543

Date -10-07-2019

Office Order

As per the Notification of UGC IMIRC College of Law Bahina Gardmuteshawar Hapur U.P Grievance Redressal Committee for students and staff has been constituted the Internal Complaint/ Women's Grievance Redressal / Women Development Committee/ Students and Staff Sexual Harassment Prevention Committee/ Anti Sexual Harassment Committee. The committee shall deal with the complaints from the students, teaching staff, non- teaching staff, parent, interested party, etc.

OBJECTIVES OF THE COMMITTEE:

1. To support those students who have been deprived of the services offered by the college, for which he/she is entitled to.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Suraj Tomar	Assistant Professor	Member
04.	Mr. Gaurav Sharma	Assistant Professor	Member
05.	Mr. Manoj Kumar	Librarian	Member

06.	Mr., Rakesh Kumar	Assistant Professor	Member
07.	Dr. Naveen Kumar	Assistant Professor	Member
08.	Bharti Singh	Student	Member
09.	Kalimuddin	Student	Member

All concerned are requested to take note of above and approach the chairperson / any of member(s) of the committee about the grievance, if any, in writing.





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Date -06-07-2019

Anti Ragging Committee

As per the Notification from Chaudhary Charan Singh University Meerut and Uttar Pradesh Prohibition of Ragging Act, 1999, The following Anti Ragging/ High Level Standing Committee is constituted for the Academic Year 2019-20 to prohibit, prevent and eliminate the scourge of ragging in the campus of at IMIRC College of Law Bahina Gardmuteshawar Hapur U.P., for the Academic Year 2019-20 The committee shall deal with the complaints from the students.

Objectives of Anti Ragging Committee-

An Anti ragging committee and area wise anti ragging cell which is a supervisory committee being constituted and is revised every year to preserve a Culture of Ragging Free Environment in the college Campus. The aim of this cell is to -

1. To create an awareness among the students about the seriousness of the adverse effect if they get involved in ragging .
2. To be vigilant and closely watch our students so as to prevent the occurrence and recurrence of ragging in the campus and our related hostels .
3. To take strict and stringent action if anything brought to our notice.
4. To send a clear message that a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
5. To make our college campus a ragging free campus and support the juniors.

Constitution of Anti Ragging Committee of The College-

The **committee** will decide and finalize Anti Ragging Regulations for the institution, in accordance with the prevailing regulations of various statutory bodies.

1- Measures for prevention of ragging so that fresher's, senior students, and every members of the institute are made aware of the measures.

2-To suggest measures to tighten vigil against any act which constitutes ragging.

3- To arrange to send letters to parents, and guardians of the students at the beginning of the academic year for the creation of awareness.

4- To ensure submission of undertaking in the prescribed format from the candidate concerned on anti-ragging at the time of admission.

5- To conduct Anti Ragging Committee meeting every year, or in case of any complaint registered as and when basis.

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Ex-officio	Civil Administration representative	Member
04.	Inspector of Police	Police Administration representative	Member
05.	Mr. Manoj Kumar	Assistant Professor	Member
06.	Mr., Rakesh Kumar	Assistant Professor	Member
07.	Gauri Sharma	Librarian	Member
08.	Salim Khan	Assistant Professor	Member
09.	Mohit Pal	Assistant Professor	Member
10.	Manoj Kumar	Clerk	Member
11.	Salman Khan	Student	Member

12.	Rahul Kumar	Student	Member
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The duties of the Anti-Ragging/ High Level Standing Committee are as follows:-

1. To ensure compliance with the provision of Regulations as per Uttar Pradesh Prohibition of Ragging Act, 1999.
2. To monitor and oversee the performance of the Anti-Ragging squad in prevention of ragging in the institution.
3. Committee will ensure that Anti-Ragging affidavits are taken as per guidelines.

All students and staff members are hereby informed to note the same and act accordingly.

Principal



Appendix-II



IMIRC COLLEGE OF LAW

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Mechnaisim

As per the Notification of UGC IMIRC College of Law Bahina Gardmuteshawar Hapur U.P Grievance Redressal Committee for students and staff has been constituted the Internal Complaint/ Women's Grievance Redressal / Women Development Committee/ Students and Staff Sexual Harassment Prevention Committee/ Anti Sexual Harassment Committee. The committee shall deal with the complaints from the students, teaching staff, non- teaching staff, parent, interested party, etc.

OBJECTIVES OF THE COMMITTEE:

1. To support those students who have been deprived of the services offered by the college, for which he/she is entitled to.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.

Functions

1. Receive and record grievances .
2. Investigate and verify facts.
3. Provide guidance and counseling.
4. Mediate between parties.
5. Recommend solutions/actions.
6. Monitor implementation of recommendations.

Grievance Categories

1. Academic
2. Administrative
3. Infrastructure
4. Harassment/Discrimination
5. Others

Grievance Redressal Procedure

1. Submission: Grievances can be submitted online/offline to the GRC.
2. Acknowledgement: GRC acknowledges receipt within 3 working days.
3. Investigation: GRC investigates and verifies facts within 7 working days.
4. Resolution: GRC provides a resolution/recommendation within 10 working days.
5. Appeal: Unsatisfied parties can appeal to the Principal/Dean within 5 working days.

Timeline

- Grievance resolution: 10-15 working days
- Appeal resolution: 5-7 working days

Confidentiality

All grievances and proceedings will be kept confidential.

Review and Revision

The GRC mechanism will be reviewed and revised annually

Composition of Grievance & Redressal Committee.

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio

02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Suraj Tomar	Assistant Professor	Member
04.	Mr. Gaurav Sharma	Assistant Professor	Member
05.	Mr. Manoj Kumar	Librarian	Member
06.	Mr., Rakesh Kumar	Assistant Professor	Member
07.	Dr. Naveen Kumar	Assistant Professor	Member
08.	Bharti Singh	Student	Member
09.	Kalimuddin	Student	Member

All concerned are requested to take note of above and approach the chairperson / any of member(s) of the committee about the grievance, if any, in writing.



Appendix-III



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Minutes of Meeting

Grievance Redressal Committee (GRC)

Circular

The Grievance Redressal Committee Meeting will be held on 30 July 2021 at Principal cabin at 2:00 p.m.

Principal

Date: 30/07/2021

Time: 02:00 P.M.

Venue: Principal Cabin

Attendance:

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Gaurav Sharma	Assistant Professor	Member
04.	Mr. Manoj Kumar	Librarian	Member
05.	Mr., Rakesh Kumar	Assistant Professor	Member
06.	Dr. Naveen Kumar	Assistant Professor	Member
07.	Raj Kumar	Student	Member
08.	Rashmi Raj	Student	Member

Agenda:

1. Discussion on pending grievances

2. Review of new grievances received
3. Resolution of grievances

Proceedings:

1. The Chairperson welcomed the members and briefly explained the agenda.
2. The committee reviewed grievances from the previous meeting.
3. After discussion, the committee resolved grievances and recommended actions.

Action Taken

1. Grievance No. 001: The committee recommended to online Class organise due to physical attendance due to Covid.
2. Grievance No. 002: The committee suggested counselling for the student and faculty member for Covid-19 restriction.
3. Grievance No. 003: The committee directed the administration to arrange the mask and sanitiser for the faculty and Students.

Next Meeting: as per the Grievances Meeting will be call. Next Meeting call End of the Session.

Conclusion:

The meeting concluded at 3:00 p.m. The Chairperson thanked the members for their participation.

Signature:

Dr. Sandeep Kulshrestha

Principal





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Minutes of Meeting

Grievance Redressal Committee (GRC)

Circular

The Grievance Redressal Committee Meeting will be held on 17 July 2022 at Principal cabin at 2:00 p.m.

Principal

Date: 17/07/2022

Time: 02:00 P.M.

Venue: Principal Cabin

Attendance:

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Gaurav Sharma	Assistant Professor	Member
04.	Mr. Manoj Kumar	Librarian	Member
05.	Mr., Rakesh Kumar	Assistant Professor	Member
06.	Dr. Naveen Kumar	Assistant Professor	Member
07.	Ravi Kumar	Student	Member
08.	Geeta Singh	Student	Member

Agenda:

1. Discussion on pending grievances

2. Review of new grievances received
3. Resolution of grievances

Proceedings:

1. The Chairperson welcomed the members and briefly explained the agenda.
2. The committee reviewed 3 pending grievances from the previous meeting.
3. After discussion, the committee resolved 3 grievances and recommended actions.

Action Taken

1. Grievance No. 001: The committee recommended to fill the scholarship form at upscholarship
2. Grievance No. 002: The committee suggested counselling for the student and faculty member involved.
3. Grievance No. 003: The committee directed the administration to repair the furniture.

Next Meeting: as per the Grievances Meeting will be call. Next Meeting call End of the Session.

Conclusion:

The meeting concluded at 3:00 p.m. The Chairperson thanked the members for their participation.

Signature:

Dr. Sandeep Kulkshrestha

Principal





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Minutes of Meeting Grievance Redressal Committee (GRC)

Date: 26/07/2023

Time: 02:00 P.M.

Venue: Principal Cabin

Attendance:

Sr. No.	Name	Designation	Status
01.	Dr.Sandeep Kulshrestha	Principal	Chair Person Ex-Officio
02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Gaurav Sharma	Assistant Professor	Member
04.	Mr. Manoj Kumar	Librarian	Member
05.	Mr., Rakesh Kumar	Assistant Professor	Member
06.	Dr. Naveen Kumar	Assistant Professor	Member
07.	Ravi Kumar	Student	Member
08.	Geeta Singh	Student	Member

Agenda:

1. Discussion on pending grievances
2. Review of new grievances received
3. Resolution of grievances

Proceedings:

1. The Chairperson welcomed the members and briefly explained the agenda.

2. The committee reviewed 5 pending grievances from the previous meeting.
3. After discussion, the committee resolved 3 grievances and recommended actions.
4. 2 grievances were referred to the Disciplinary Committee.
5. The committee reviewed 2 new grievances received since the last meeting.
6. The committee decided to investigate the grievances and requested additional information.

Resolutions:

1. Grievance No. 001: The committee recommended reimbursement of examination fees to the student.
2. Grievance No. 002: The committee suggested counselling for the student and faculty member involved.
3. Grievance No. 003: The committee directed the administration to repair the infrastructure issue.

Action Items:

1. [Member Suraj Tomar] to investigate Grievance No. 004 and submit a report.
2. [Member Manoj Kumar] to coordinate with the administration for infrastructure repairs.
3. [Dr.Sandeep Kulshrestha Chairperson's] to communicate the resolutions to the concerned parties.

Next Meeting: as per the Grievances Meeting will be call. Next Meeting call End of the Session.

Conclusion:

The meeting concluded at 3:00 p.m. The Chairperson thanked the members for their participation.

Signature:

Dr.Sandeep Kulshrestha

Principal





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Date -06-07-2019

Office Order

As per the Notification from Chaudhary Charan Singh University Meerut Internal Complain Committee for students and staff has been constituted at IMIRC College of Law Bahina Gardmuteshawar Hapur U.P for the Academic Year 2019-20. The committee shall deal with the complaints from the students, teaching staff, non- teaching staff, parent, interested party, etc.

Sr. No.	Name	Designation	Status
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02.	Mr. Suraj Tomar	Assistant Professor	Coordinator
03.	Mr. Gaurav Sharma	Assistant Professor	Member
04.	Mr. Manoj Kumar	Librarian	Member
05.	Mr., Rakesh Kumar	Assistant Professor	Member
06.	Praksh Chandra Shrivastava	Student	Member
07.	Salman Khan	Student	Member

All concerned are requested to take note of above and approach the chairman / any of member(s) of the committee about the grievance, if any, in writing..

Principal