



giBS

Gitarattan International Business School

◆ Estd. 2004 ◆ Grade 'A' Accredited by NAAC ◆ Affiliated with GGSIPU

STAFF CIRCULAR

Ref: GIBS/ADM/STAFF/25-26/183

Dated: 31.10.2025

REVISED

STATUTORY / ACADEMIC COMMITTEE/CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES (ACADEMIC SESSION 2025-26)

This is to inform all concerned that the **Revised Academic Planner** for the ongoing academic session has been revised and will be **effective from 01st November 2025**. The revised planner comprehensively includes the schedule for **academic, co-curricular, extra-curricular, and committee-related activities** to ensure holistic development and effective coordination of institutional functions.

All departments and committees are requested to review the **Revised Academic Planner** (attached as **Appendix 1 to 3**) and ensure alignment of their respective tasks and responsibilities.

Faculty members **currently handling specific responsibilities** are advised to ensure a **smooth handover** wherever applicable. Adequate time should be provided to the faculty members taking over the duties to understand the processes and requirements thoroughly. Responsibilities should **not be relinquished immediately** until the transition has been completed satisfactorily.

You are further advised to strictly adhere to the updated timelines and schedules as outlined in the revised planner. For any clarification or further information, please contact the undersigned.

Your cooperation in ensuring the smooth and effective implementation of the revised academic schedule is highly appreciated.

Prof. (Dr.) Vikas Nath
Director

Prepared By: Ms. Sonal Sharma

1.8 Grievance Redressal Committee		
Name of Committee	Designation	
Faculty Name	Position in Committee	
Prof. (Dr.) Vikas Nath	Chairperson	As per AICTE Approval Process Handbook, 6.3.2 – Structure of Committee & GGSIPU Circular ref no: F-20/GGSIPU/USGRC /Policy/2022-23/539 dt. 21.04.22
Dr. Anjali Gupta	Coordinator	
Prof. (Dr.) Pushpendra Kumar Sharma	Member	
Dr. Seema Modi	Member	
Dr. Manju Pathania Biswas	Member	
Mr. Tej Prakash	Member	
Sh. Amod Barthwal	Member of DTTE	
Prof. (Dr.) Urvesh Chaudhery	Ex Officio Member – PC's	
Prof. (Dr.) Abhijit Das	Ex Officio Member – PC's	
Dr. Chetna Mahaur	Ex Officio Member – PC's	
Prof. (Dr.) Manisha V. Nain	Ex Officio Member – PC's	
Dr. Puja Paul Srivastava	Ex Officio Member – PC's	
Dr. Nidhi Sharma	Ex Officio Member – PC's	
Ms. Ramandeep Kaur	Ex Officio Member – PC's	
Dr. Neelam Seam	Ex Officio Member – PC's	
Ms. Shipra Uppal Bhutani	Member – Exam Cell	
Ms. Harshita Gupta (CMS)	Student Representative	
Ms. Sofia Saifi (CLS)	Student Representative	

STAFF CIRCULAR

Ref: GIBS/ADM/STAFF/25-26/693

Dated: 21.07.2026

STATUTORY / ACADEMIC COMMITTEE/ CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES (ACADEMIC SESSION 2026-2027)

All Faculty and Staff Members are hereby informed to go through the Statutory, Academic, and Co-Curricular & Extra-Curricular Committees constituted for the **Academic Session 2026–2027**. The **Guidelines for Conducting Co-Curricular and Extra-Curricular Activities** are enclosed as **Annexure–A** for ready reference and strict compliance.

Appendix No.	Title of Appendix
Appendix – 1	Statutory Committees
Appendix – 2	Academic & Administrative Committees
Appendix – 2A	Compliance & Accreditation Cells
Appendix – 3	Publication Committees
Appendix – 4	Industry Institute Partnership Cell (IIPC)
Appendix – 5	Admissions Support & Social Media Committee
Appendix – 6	Clubs & Societies
Appendix – 7	Coordinated Units (NSS, IIC & Legal Aid Clinic)
Appendix – 8	Major Annual Co-Curricular Activities
Appendix – 9	Co-Curricular, Extra-Curricular Activities & Awareness Programmes

All the Committee members are advised to start working on their activities immediately. For any clarification faculty may contact their respective PCs.



Prof. (Dr.) Urvesh Chaudhery
Director

Prepared By: Manish Rana

CC:- PA to Director for uploading Notice on ERP Portal and Inform Faculty & Staff Members

STATUTORY COMMITTEES**1.8 Grievance Redressal Committee**

Name	Position / Role
Prof. (Dr.) Urvesh Chaudhery	Chairperson
Dr. Anjali Gupta	Coordinator
Prof. (Dr.) Pushpendra Kumar Sharma	Co-Coordinator
Dr. Seema Panwar	Member
Mr. Tej Prakash	Member
Sh. Amod Barthwal	Member of DTTE
Dr. Manisha Kaushal Arora	Ex Officio Member – PC's
Dr. Chetna Mahaur	Ex Officio Member – PC's
Prof. (Dr.) Manisha V. Nain	Ex Officio Member – PC's
Dr. Neelam Seam	Ex Officio Member – PC's
Dr. Nidhi Sharma	Ex Officio Member – PC's
Ms. Ramandeep Kaur	Ex Officio Member – PC's
Dr. Anupama Singh	Ex Officio Member – PC's
Ms. Hema Rani	Member – Exam Cell
Ms. P.S.H. Yashika BBA MBA Integrated	Student Representative
Ms. Aqsa Khan (CLS)	Student Representative

STUDENTS' INFORMATION MANUAL

**MBA, MBA-IB
BBA-MBA Integrated
BBA (1st & 2nd Shift)
Integrated BA-LLB (H)
Integrated BBA-LLB (H)
LLM(CL), LLM(CJS), LLM(ADR)**

* Applicable for the ongoing students of all courses

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STUDENTS' INFORMATION MANUAL

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APPENDIX C-1

[Refer Para 5.9(f) of Students' Information Manual]

Excerpts of the Advisory under clause 3(ii)(d) of the statute 24 of the GGSIP University, issued in the matter of Grievance Redressal mechanism vide circular no. GGSIPU/2017-18/1039/Legal, dated 18/7/18 and conveyed through the direction vide letter no. GGSIPU/2019-20/Legal/1916, dt 23-5-19.

- a. 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 1988. 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.
- b. Every letter / representation/e-mail in the nature of appeal by students should be attended with reformatory 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 / registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions 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.
- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office. It should be 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. Such Committee constituted at the level of every college should be publicized 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. Such College/Institution level Committee should be 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.
- e. 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 Principal / Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.
- f. The University level Grievance Redressal Mechanism for the students, parents, faculty etc. related to affiliated colleges has been constituted and communicated to all concerned vide University letter ref. GGSIPU/Aff/Notification/180-L dated 11.01.2013. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee Dr. Neelima Markandey, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi - 110078.
- g. The GGSIP University constitute University level Grievance Redressal committee for the students, parents, faculty etc. related to affiliated colleges from time to time and communicated to all concerned. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi - 110078.

The current University Level Student Grievance Redressal Committee has been formed on 03.07.2023 in the following manner:


GURU GOBIND SINGH INDRPRASTHA UNIVERSITY
 "A State University established by the Govt. of NCT of Delhi"
 Sec. 16-C, Dwarka, New Delhi

F.No.: 1 (1) (15)/2023/Estt./P-I/2430

Dated: 03/07/2023

NOTIFICATION

In supersession of the University's Circular No.F-20/GGSIPU/USGRC/Policy/2022-23/539 dated 21.04.2022, the Competent Authority is pleased to constitute Student Grievance Redressal Committee (SGRC) comprising of the following in terms of Section 5(ii) of the UGC's Regulations, 2023:

1	Prof. Vaishali Singh, USBAS, GGSIPU	Chairperson
2	Prof. Manpreet Kaur Kang Director, Students Welfare & Dean, USHSS, GGSIPU	Member
3	Prof. Ravi K. Dhar Director, Jagannath International Management School, Vasant Kunj, New Delhi-110070	Member
4	Dr. Tapan Sarkar, Professor, USCT	Member
5	Prof. Kamal D.P. Singh, USLLS, GGSIPU	Member
6	Ms. Sunita Shiva, Registrar, GGSIPU	Member
7.	Student Representative	Special Invitee

This issues with the approval of the Competent Authority.


 (Sunita Shiva)
 Registrar

F.No.: 1 (1) (15)/2023/Estt./P-I/

Dated:

Copy forwarded to the following for information and necessary action :-

1. All Deans/ Directors, GGSIP University.
2. All Members of the Student Grievance Redressal Committee (SGRC).
3. Controller of Finance, GGSIP University.
4. Controller of Examinations, GGSIP University.
5. OSD to the Hon'ble VC, GGSIP University.
6. Proctor, GGSIP University
7. Chief Warden, of University's Hostel, GGSIP University
8. Librarian, In-Charge, UIRC, GGSIP University.
9. Consultant, UWD, GGSIP University.
10. All Branch Heads, GGSIP University.
11. AR, VC Secretariat GGSIP University.
12. AR, Office of the Registrar, GGSIP University.
13. Head, UITS Cell – for uploading the same on the University Website
14. Guard File


 (P.R. Santhanam)
 Deputy Registrar (Teaching)

* Latest committee will be added as available on university site

2. As per para 3 (h) of the University Grant Commission (Redressal of Grievances of Students) regulation 2019 an aggrieved student can represent his / her Grievances includes complaints w.r.t following, namely:
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
 - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;

Grievance Redressal Committee
gitarattan.edu.in/grievance/grievance-redressal-committee/

Grievance Redressal Committee

Home / Grievance / Grievance Redressal Committee

GRIEVANCE REDRESSAL COMMITTEE

- > Prevention of Sexual Harassment
- > Anti Ragging Committee
- > Grievance Redressal Committee

GRIEVANCE REDRESSAL COMMITTEE

1	Prof. (Dr.) Unvesh Chaudhery	Chairperson
2	Dr. Anjali Gupta	Coordinator
3	Prof. (Dr.) Pushpendra Kumar Sharma	Co-Coordinator
4	Dr. Seema Panwar	Member
5	Dr. Manju Pathania Biswas	Member
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14	Dr. Anupama Singh	Ex Officio Member – PC's
15	Ms. Hema Rani	Member – Exam Cell
16	Ms. P S H Yashika – BBA MBA Integrated	Student Representative
17	Ms. Aqsa Khan (CLS)	Student Representative

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