

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI - 110016

NIPCCD-19011/3/2017-O/o JD(CD)

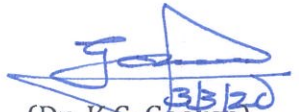
Dated: 03.03.2020

Office Order No. 108/2020

Sub: Advisory for Internal Grievance Committee for Advanced Diploma in Child Guidance and Counselling.

Procedures for disposal of Complaint/Grievance

- 1) Filing Complaints: Students can approach any Member of the Committee on mobile phone or by E-mail or by dropping written Grievance in the Grievance Box put in the Room No. 107A of the Institute.
- 2) Conduct of proceedings: The Committee shall follow the principle of natural justice.
- 3) Time frame for disposal of the complaint/grievance: The grievance shall be heard within 15 days of its receipt and at the earliest in case it is serious in nature. It shall be disposed off within two weeks of hearing.
- 4) The meeting of the Committee shall be held in every three months.


(Dr. K.C. George)
Joint Director

Copy to:-

1. PS to Director
2. PA to Additional Director (PK)
3. All Joint Directors
4. DD(Admn.)/(Accts.)
5. AAO(P)/(G)
6. Notice Board of the Class Room
7. Office Order File
8. Ms. Sunita Shiva, Joint Registrar, Affiliation Branch, GGSIPU