

**National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi – 110016**

No. NIPOCCD-19011/3/2017-O/o JD(CD)

Office Order No. 100/2020

25/2/20 -

Dr. Komal Manshani is hereby appointed as Psychologist at NIPCCD for taking care of counselling needs to students of Advanced Diploma in Child Guidance and Counselling being organized by the Institute at NIPCCD, New Delhi. She will be available in Room No. 008 for the students on Monday, Wednesday and Thursday of every week from 1.00 pm to 2.00 pm.


(Dr. K.C. George)
Joint Director

Dr. Komal Manshani
Psychologist

Copy to:

1. PS to Director
2. PS to Additional Director
3. All Joint Directors
4. DD(Admn.)/DD(Accounts)
5. AAO(P)/AAO(Gen.)
6. Notice Board of the Classroom
7. Office Order File
8. Dr. Neelima Markandey, Joint Registrar, Affiliation Branch, GGSIPU

**National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi – 110016**

No. NIPOCCD-19011/3/2017-O/o JD(CD)

Office Order No. 99/2020

25/02/2020

Dr. Tina Gupta is hereby appointed as Psychiatrist at NIPCCD for students of Advanced Diploma in Child Guidance and Counselling. She will be available in Room No. 005 for the students on Monday and Thursday of every week from 2.00 pm to 5.30 pm.


(Dr. K.C. George)
Joint Director

Dr. Tina Gupta
Psychiatrist

Copy to:

1. PS to Director
2. PS to Additional Director
3. All Joint Directors
4. DD(Admn.)/DD(Accounts)
5. AAO(P)/AAO(Gen.)
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National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, HauzKhas, New Delhi – 110016

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

24.02.2020


Office Order No. 101/2020

Constitution of Institutional Level Grievance Committee for Advanced Diploma in Child Guidance and Counselling

In view of the implementation of orders of Hon'ble High Court by all the affiliated colleges of Guru Gobind Singh Indraprastha University, the Institute is complying with the orders and hereby constitutes the Institutional Level Grievance Committee (IGC). The following members have been nominated. The contact details of the members are enclosed:-

- | | | |
|---|---|------------|
| 1. Dr. K.C. George, Joint Director (PC) | - | 9871741197 |
| 2. Ms. Parul Srivastava, DD(PSD) | - | 9810683373 |
| 3. Dr. Komal Manshani, Clinical Psychologist | - | 9911375723 |
| 4. Sh. Balbir Rai, Deputy Director (Admn.) | - | 9161332595 |
| 5. Dr. Tina Gupta, Psychiatrist | - | 9711887732 |
| 6. Ms. Puja Priyadarshini, Student Representative | - | 7042525301 |

- The Committee shall work as per the directions issued under Clause 3 (ii) (d) of Statute 24 of the University (A copy of the same is enclosed).
- This issues with the approval of the Competent Authority.


(Dr. K.C. George)
Joint Director (CS)

Distribution:-

- PS to Director
- PA to Additional Director (PK)
- All Joint Directors
- All concerned members
- DD(Admn.)/DD(Accts.)
- AAO(P)
- Notice Board of the Institute
- Notice Board of the Classroom
- Website of the Institute
- Office Order File

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, HauzKhas, New Delhi – 110016

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

04.12.2019

Office Order No.316/2019


Constitution of Institutional Level Grievance Committee for Advanced Diploma in Child Guidance and Counselling

In view of the implementation of orders of Hon'ble High Court by all the affiliated colleges of Guru Gobind Singh Indraprastha University, the Institute is complying with the orders and hereby constitutes the Institutional Level Grievance Committee (IGC). The following members have been nominated:-

1. Dr. K.C. George, Joint Director (PC)
2. Ms. Parul Srivastava, DD(PSD)
3. Ms. Komal Manshani, Clinical Psychologist
4. Sh. Balbir Rai, Deputy Director (Admn.)
5. Dr. Tina Gupta, Psychiatrist
6. Ms. Puja Priyadarshini, Student Representative

2. The Committee shall work as per the directions issued under Clause 3 (ii) (d) of Statute 24 of the University (A copy of the same is enclosed).

This issues with the approval of the Competent Authority.


(Dr. K.C. George)
Joint Director (CS)

Distribution:-

1. PS to Director
2. PA to Additional Director (PK)
3. All Joint Directors
4. All concerned members
5. DD(Admn.)/DD(Accts.)
6. AAO(P)/
7. Notice Board of the Institute
8. Notice Board of the Classroom
- ✓ 9. Website Of the Institute
10. Office Order File
11. Dr. Neelima Markandey, Joint Registrar, Affiliation Branch, GGSIPU

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSIU/2017-18/ 1039 / LEGAL

Dated: 18/7/17


The Director/Principal
All Affiliated Colleges/Institutions of the GGS Indraprastha University

Subject: Advisory under Clause 3(ii)(d) of Statute 24 of the University.

Dear Sir/Madam,

The following advisory is hereby issued under Clause 3(ii)(d) of Statute 24 to all affiliated colleges and institutions for compliance and necessary action forthwith;

- 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 1998. 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 counselling and short term training may be advised.
- b. Every letter /representation/e-mail in the nature of appeal by students should be attended with reformative 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 publicised 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


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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.

This issue with the approval of the competent authority.

C. Arvind
17-7-17
(C. Arvind)
Registrar

Copy to:

1. All the Directors/Principals of the affiliated colleges/institutions affiliated to GGS IP University
2. Members of the University Level Grievance Redressal Committee
3. All Deans, University Schools of Studies
4. Controller of Examinations
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Dr. Neelima Markandey, Convener, Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGS IP University
9. AR to Pro Vice Chancellor, GGS IP University
10. AR to Registrar, GGS IP University



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSI/PU/2019-20/Legal/1416

Dated: 23/05/2019

To

The Director /Principal
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha
University

Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (Crl.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;


1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.
4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15th September of each year.
6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from time to time.
9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.


(Rinku Gautam)
Registrar

Copy to:

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.