

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

No. NI/CD/CDU/N/323/2023-2024

02.11.2023

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**Office Order No. 235/2023**

**Subject: Constitution of Student Grievance Redressal Committee (SGRC) for Advanced Diploma in Child Guidance and Counseling 2023-24 Batch XIX.**

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

S. No.	Name and Designation	Contact	Email ID
1	<b>Ms. Parul Srivastav</b> Joint Director (CD)	9810683373	parul.srivastav1@gmail.com
2	<b>Dr. S. S. Senapati</b> Assistant Director, Training Division	8447075557	shekhars.nipccd@gov.in
3	<b>Ms. Meenu Kapur</b> Research Assistant (CD)	9868021120	meenukapur9@gmail.com
4	<b>Dr. Tina Gupta</b> Psychiatrist	9711887732	drtinagupta21@gmail.com
5	<b>Ms. Pooja Chandel</b> Clinical Psychologist	8527584124	poojachandel1692@gmail.com
6	<b>Ms. Riya Aggarwal</b> Students Representative	8376889169	riyaqms@gmail.com

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

**Advisory for Students of Advanced Diploma in Child Guidance and Counseling 2023-24 Batch XIX:**

- A. **Filing Complaints:** Students can approach to any Member of the Committee through Mobile phone or by E-mail or by dropping a written grievance in the Grievance Box placed in the Room No. 107A (Common Room for Students of ADCGC) of the Institute.
- B. **Conducting of Proceedings:** The Committee shall follow the principle of natural justice.
- C. **Time frame for disposal of the complaint/grievance:** The grievance shall be heard within 15 days of its receipt, in case it is serious in nature, it shall be disposed off within a week of hearing.
- D. The meeting of the Committee shall be held in every three months.

3. This issues with the approval of the Competent Authority.

  
(Dr. Sanghamitra Barik)  
Joint Director (CS)

Copy to:

1. PS to Director
2. All Joint Directors
3. DD (Admn.)
4. AAO (P)
5. Editor & AAO(G)-I/C
6. Notice Board of the Class Room
7. Office Order File
8. All concerned members
9. Website of the Institute
10. Ms. Sunita Shiva, Joint Registrar, Affiliation Branch, GGSIPU

g/c