

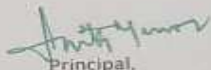
### Institutional Guidelines for Grievance and Redressal

Members of the Committee:

- (a) Chairperson - Dr. Anita Menon
- (b) Member – Dr. Raman Jyoti  
Dr. Anju Mehta  
Dr. Kuldeep bhullar
- (c) Student members – Ms. Ravneet kaur (M.Ed Student)  
Ms. Ishani (B.Ed student)  
Ms. Bhupinder Kaur(B.Ed Student)  
Ms. Divya Vaid (B.Ed Student)

#### PROCEDURE FOR REDRESSAL OF GRIEVANCES:

1. Institution has well structured Grievances and Redressal Committee comprising of Principal, Faculty and students.
2. Institution has provision of taking grievances online and offline.
  - For offline, Suggestion box is placed in the college. Students can put their grievances in that box. Box is opened in the presence of Madam Principal and Committee members and committee consider the grievances.
  - For online submission, College Website has provision for submitting online grievances. There is a Google form submitting the grievance. Once the grievance received, the committee takes the action.
3. After receiving grievances, grievance and Redressal Committee fix a date (within 7 days of receiving grievances) to hear the complaints of aggrieved students.
4. An aggrieved student may appear either in person or authorize a representative to present the case before grievance committee.
5. Committee takes the appropriate action to solve the complaint as early as possible.



Principal,  
Principal  
DAAS College of Education for Women, Amritsar  
C/o. Bari Gato, Amritsar