

**NOTIFICATION**  
**GRIEVANCE REDRESSAL COMMITTEE**

As per the applicable regulations/policy of NMIMS Chandigarh Campus, Grievance Redressal Committee (GRC) is hereby Constituted for the Academic Session 2026-27 onwards to address the Complaints / Grievances raised by Faculty and staff members in a fair and timely manner.

**1. Composition of Grievance Redressal Committee (GRC)**

| S.No. | Name                  | Designation               | Position as      |
|-------|-----------------------|---------------------------|------------------|
| 1.    | Dr. Jyotsna Singh     | Director                  | Chairperson      |
| 2.    | Mr. Abhinav Kaushik   | Deputy Registrar          | Member Secretary |
| 3     | Dr. Jagpreet Sidhu    | Associate Dean, STME      | Member           |
| 4     | Dr. Preetjot Kaur     | Assistant Professor, STME | Member           |
| 5     | Dr. Nandan Sharma     | Associate Dean, SOL       | Member           |
| 6     | Ms. Bhoomika          | Assistant Professor, SOL  | Member           |
| 7.    | Dr. Parul Mahajan     | Program Chairperson, SOC  | Member           |
| 8.    | Dr. Naimitya Sharma   | Assistant Professor, SOC  | Member           |
| 9.    | Ms. Jasmine Ahluwalia | Counsellor (Psychologist) | Member           |

- (i) The term of the Chairperson and members shall be for two years.
- (ii) The term of the special invitee, if any, shall be one year.
- (iii) The quorum for the meeting, including the Chairperson, shall be three.

## **2. Procedure for Submission of Complaints**

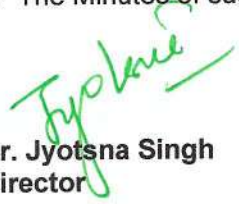
- a. In the first stage, a complaint in writing from an aggrieved person relating to the institution shall be addressed to the Member Secretary of the Grievance Redressal Committee (GRC).
- b. The complaint may be submitted through the Email or Handwritten, along with any supporting documents.
- c. The Member Secretary shall coordinate with the complainant for further action and acknowledge receipt of the complaint.

## **3. Procedure Adopted by the Grievance Redressal Committee (GRC)**

- a. On receipt of a complaint, the same shall be placed before the GRC within 15 days of receipt on the Email/Handwritten.
- b. Grievance Redressal Committee (GRC) shall fix a date for hearing the complaint, which shall be communicated to the aggrieved person and concerned parties either in writing or electronically, as may be feasible.
- c. Grievance Redressal Committee (GRC) shall be guided by the principles of natural justice while hearing the grievance.
- d. The GRC shall ensure disposal of every application as speedily as possible and not later than one month after receipt of the grievance.
- e. On conclusion of proceedings, Grievance Redressal Committee (GRC) shall pass such order, with reasons, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party.
- f. The GRC shall send its report with recommendations to the Chairperson of the Committee, with a copy to the aggrieved person, preferably within 15 working days from the date of receipt of the complaint.
- g. In case of any false or frivolous complaint, the Committee may take appropriate action against the complainant.

### **Please note that:**

- a. The GRC shall meet as and when required.
- b. The Minutes of such meetings shall be submitted to the office of the Director regularly.

  
**Dr. Jyotsna Singh**  
**Director**