



# GURU NANAK COLLEGE BUDHLADA

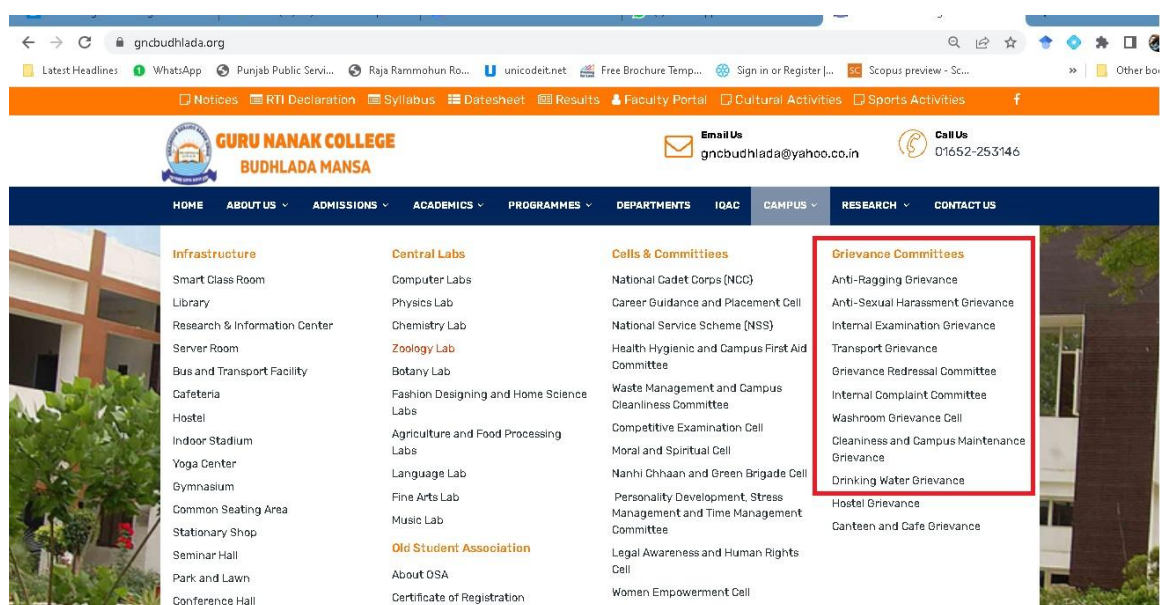
Under the Management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

NAAC - SSR - Cycle - II

## MECHANISM OF GRIEVANCES

### Grievance Committees on College Website:

The student's grievance form is available on the College website. The students can submit their grievance/suggestions through this form. The Grievance Redressal committee analyses the grievances of the students and bring all the issues/concerns to the notice of the competent authority and immediate action is taken. The following is the screenshot available on the College website.



The students can also put in their grievances/suggestions in the suggestion box. It is opened frequently by the Grievance Redressal Committee and the required action is taken. The students can also bring their issues to their Mentors/Class In-charges/Head of the Departments and they take the action immediately. There is a proper constituted Grievance Redressal committee and Grievance Redressal policy which is available on the college website also. The following is the link of the Grievance Redressal Committee:

<https://gncbudhlada.org/about/grievance-redressal-committee>

### ANTI SEXUAL HARASSMENT CELL:



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The institution has a properly constituted Anti Sexual Harassment Cell. A proper notice is circulated every academic year to aware the students. The students can contact the cell members any time. If any such case is brought to their notice. Immediate action is taken. The details of the cell are available on the College website also. The following is the link of the Cell:

<https://gncbudhlada.org/about/sexual-harassment-grievance>

### ANTI RAGGING COMMITTEE:

The institution has a properly constituted Anti Ragging Committee. Every Year students are encouraging to fill in the Anti Ragging forms as per the UGC guidelines. The students are also made aware about ragging through various lectures and in induction programmes. Many sign boards have also been installed at the college regarding Anti Ragging policy of the College. The details of the committee are available on the College website also. The following is the link of the Cell:

<https://gncbudhlada.org/about/anti-ragging-grievance>

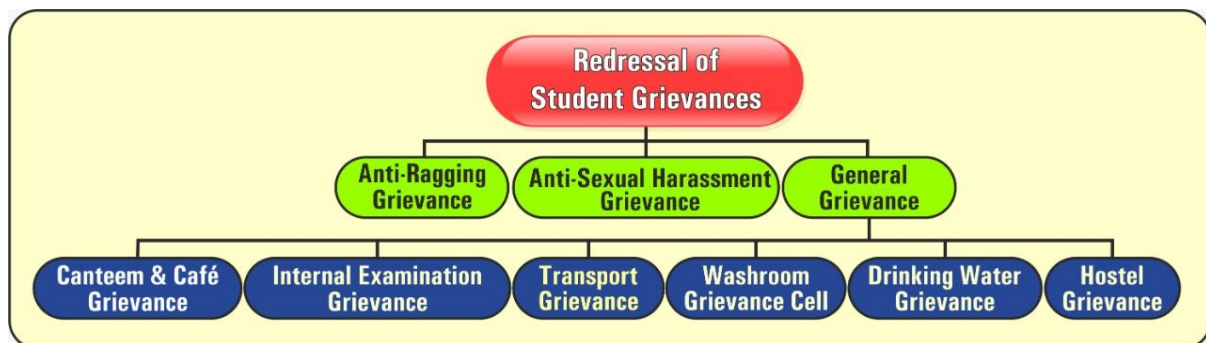


Figure shows Flow chart of redressal of grievance committee

Online Grievance Submission Form on College website at

<https://forms.gle/eWDCzkqxFuLiQULo8>

Snapshot of Google form for filing online complaint



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### Student Grievance/Suggestion Form

 ris.hikumar.phd@gmail.com (not shared) [Switch account](#)



Email

Your answer



Student Name

Your answer



Class

Your answer



Roll No

Your answer



Mobile No

Your answer



Area of Grievance/Suggestion

☐ Academic



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Area of Grievance/Suggestion

☐ Academic

☐ Administrative

☐ Examination

☐ Hostel

☐ Library

☐ Canteen

☐ Any other

Description of Problem/Incident/Suggestion

Your answer

☐ Option 1

Submit

Clear form

A complaint shall be filed by the aggrieved student or his parent or through phone/Email or through google form has to be solved through the mechanism explained in following flowchart



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## **GURU NANAK COLLEGE BUDHLADA**

### **PROCESS OF LODGING A COMPLAINT OF GRIEVANCE REDRESSAL COMMITTEE**

**Complaint For  
Grievance Redressal**

**Phone/Written/E-mail/Website**

**Faculty Class Coordinator  
or  
Member of Grievance Redressal Committee  
or  
Student Class Representative**

**On the Same Day or Within 24 Hrs  
of Receipt of Complaint**

- ☐ Grievance Redressal Committee Meets.
- ☐ Verification of Proof and Evidences.
- ☐ Both Parties are given a chance to present the case.
- ☐ Resolution/Redressal