

Mechanism of Student Grievance Redressal Committee (SGRC)

Aayojan School of Architecture Jaipur, in reference to the UGC (Redressal of grievances of students) Regulations 2023, has constituted a Student Grievance Redressal Committee for handling and solving student grievances to express constructive and genuine concerns so as to promote and maintain a healthy, unbiased and positive educational environment. It involves a process of investigation in which 'Student Grievance Redressal Committee' enquires, analyses and resolves grievances in a strictly confidential manner.

Students may submit their grievances on the grievance portal by downloading the student grievance form from the school website.

All grievances shall be submitted to the chairperson of the Student Grievance Redressal Committee on sgr@aayojan.edu.in

Student is required to mail the grievance form from his/her institutional email id in pdf format. Acknowledgement mail for the same will be sent within 3 working days.

In case the aggrieved student wishes to report his/her grievance in person may indicate so specifically under exceptional circumstances only, in the form. He/she will be directly entertained by the Chairperson (Student Grievance Redressal Committee)

Minutes of Meeting

A meeting of student counselling under Students' Affairs was held on 3rd April 2024 for the formation of Student Grievance Redressal committee from the Academic session 2023-24.

The following members were present

- a) Prof. Kiran S. Mahajani
- b) Aadi Mahajani
- c) Prashant Vijayvargia
- d) Brijesh Aggarwal
- e) Priya Arora

Points Discussed

1. In accordance with the UGC (Redressal of grievances of students) Regulations 2023, Aayojan School of Architecture, Jaipur has decided to constitute a Student Grievance Redressal Committee for handling and solving student grievances to maintain a healthy, unbiased and positive educational environment. The system of grievance redressal will proceed according to the provisions of the UGC Regulations 2023
2. An online portal will be created on the school website for receiving Student Grievances.
3. Student will be able to download the grievance form and mail it to the SGRC email id
4. There will also be a provision of anonymity, where the aggrieved student wishes to report his/her grievance in person may indicate so specifically under exceptional circumstances only, in the form. He/she will be directly entertained by the Chairperson (Student Grievance Redressal Committee)
5. The committee members of the Students Grievance Redressal Committee were formulated according to the provisions on the regulations.
6. The Student Grievance Redressal System has to be activated on the website at the earliest.

Action taken

1. Formulation of student grievance redressal committee
2. Student Grievance Form finalized



Student Counselling
Coordinator

Initiatives Taken

Formation of Student Grievance Redressal Committee

In reference to the (Redressal of grievances of students) Regulations 2023, Aayojan School of Architecture, Jaipur has constituted a Student Grievance Redressal Committee according to the provisions of the regulations with the following composition

- a) A Professor – Chairperson
- b) Four Professors/Senior Faculty Members of the Institution as Members.
- c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- d) At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.

Letter of Grievance Redressal Committee

No. ASA\General\Committees\2023-24\17

Dated: 21.03.2024

Order

As per the recommendation of CCS and directions of the Principal & Director, Aayojan School of Architecture, ISI-4, RIICO Institutional Area, Sitapura, Goner Road, Jaipur-302022, an **Grievance Redressal Committee** of the following members is hereby constituted:

No.	Name	Category	Position	Mobile No.	Email ID
1	Prof. K.S.Mahajani	Principal	Chairman	9829052950	ksm@aayojan.edu.in
2	Prof. Pushpak Bhagwati	Faculty Member	Member	9560035363	pub@aayojan.edu.in
3	Prof. Akanksha Pal	Faculty Member	Member	9582236608	akp@aayojan.edu.in
4	Prof. Jaswant Singh	Faculty Member	Member	9928079911	jas@aayojan.edu.in
5	Mr. Brijesh Agrawal	Administration	Member	9314517709	bjaa@aayojan.edu.in
6	Mr. Vishnu Khandal	President, Student Council	Member	6376782073	President_sc@aayojan.edu.in



Registrar

Copy to: P&D for information
Members of the committee



AAYOJAN SCHOOL OF ARCHITECTURE, JAIPUR

(Affiliated with Rajasthan Technical University)

(For office use) ASA/SA/G/No.....

STUDENT'S GRIEVANCE REDRESSAL FORM

Name of the Student

Enrollment No.

Year/Section Batch No.

Email address

Permanent Address

Local Address

Mobile /What's App No.

Father's Name Mobile No.

Mother's Name Mobile no.

Department: B. Arch M. Arch. B. Des.

Indicate the type of grievance Academic Non-academic Discrimination

Grievance Column

Date:

Signature of the Student

Note: Student's grievance form to be mailed to sgr@aayojan.edu.in, in pdf format; Attach supporting documents