

AMITY LAW SCHOOL, DELHI
(AFFILIATED TO GGSIP UNIVERSITY)

ALSD/Notice/2019/14

Date: - 13th Sept. 2019

NOTICE (PROCEDURE OF SGRC)

Students' Grievance Redressal Committee (SGRC) at Amity Law School, Delhi looks into the complaints lodged by students, and judges the matter on its merit. The Student Grievance Redressal Committee is empowered to look into all the academic and non-academic matters of the students. The Student Grievance Redressal Committee has been re-constituted to maintain a responsive, disciplined, accountable and harmonious atmosphere among all the students of Amity Law School, Delhi. The constituent of the committee has already been notified.

Procedure for filling Grievance:

A student may file a complaint:-

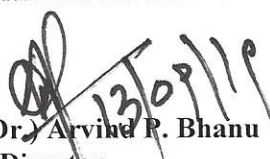
1. By handing over copy of complaint to the Chairman of the committee or
2. By sending mail to the SGRC Chairperson mail-id vsehgal@amity.edu or
3. By dropping a copy of complaint in complaint box installed on 1st floor on the wall of Server Room no. FR-5.

Procedure after receiving the complaint:

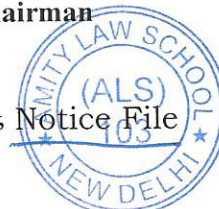
1. The committee shall initiate a preliminary enquiry into the matter. If the committee is *prima facie* satisfied with the grievance alleged in the complaint, the committee shall enquire about the matter.
2. The committee to its wisdom may call the complainant/s for deposing themselves before the committee at this stage.
3. After recording deposition, the committee to its wisdom may inform or call the parents of either party or both the parties.
4. After collecting the relevant facts, the committee will conclude their enquiry and will support its findings by relevant documents.
5. After coming to the certain conclusion, the committee shall send the recommendation to the Director/Chairman of ALSD for their further processing.

Time frame for disposal of Complaint/Grievance:

1. The committee shall attend promptly the received grievance from the student.
2. The committee will convene the meeting of SGRC either on the same day on receiving of complaint or next day, as per the attending circumstances.
3. The committee shall try to dispose of the complaint within fortnight. In case it fails to dispose the case in stipulated time, the committee is required to take extension of time with reasons from the Director/Chairman, ALSD


Prof. (Dr.) Arvind P. Bhanu
Acting Director
Amity Law School Delhi


Prof. (Dr.) D.K. Bandyopadhyay
Chairman



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