

Ref. No. : **9229**

Date : **6/11/2025**

Grievance Redressal Mechanism For Faculty, Staff, And Students

Sr. No	Name	Position in Committee	Designation
1	Dr. Sarbjeet Kaur Dhillon	Chairperson	Director
2	Mrs. Gurjeet Kaur	Member	Teaching faculty
3	Dr Anchal	Member	Teaching faculty
4	Mrs. Priyanka	Member	Teaching faculty
5	Mr. Gursajan Singh	Student	MCA-I
6	Ms. Sakshi	Student	MBA-I

In considering the grievances before it, the SGRC shall follow principles of natural justice.

- (1) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- (2) Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.
- (3) There is a procedure of filling up a feedback format by the class representative which consists of the contents of the syllabus covered and percentage of the syllabus covered.
- (4) Regular, anonymous, questionnaires are given to students to fill in to identify the problem areas.
- (5) In addition to the suggestion boxes, the institute also encourages the students to fill in suggestion forms regularly, and in the follow-up, everybody in the college is promptly informed of any decision whatsoever reached on each suggestion.

For any kind of grievance

E-mail at: grievanceredressalmc@gmail.com

URL: malwacollege.edugrievance.com


DIRECTOR
MALWA COLLEGE
BATHINDA