

VIVEKANAND DEGREE COLLEGE,SIKAR

Establishment of Grievance Redressal Committee

(As per UGC Regulations, 2019 & AICTE Guidelines)

Office Order

In compliance with the **UGC (Redressal of Grievances of Students) Regulations, 2019** and **AICTE norms**, the **Grievance Redressal Committee (GRC)** is hereby constituted in the institution to address and redress the grievances of students in a fair, transparent, and time-bound manner for the academic session **2025–26**.

Composition of the Grievance Redressal Committee

Name	Position	Category	Telephone numbers	E-mail	Address
Dr. Mahendra Singh Khichar	Chairman	Chief Proctor	9414663749	mshkhar77@gmail.com	Sanwali Road sikar
Mr. Surendra Dular	Member	Chief Proctor	9413169005	vdcsikar@gmail.com	Laxmangarh,Sikar
Mr.Manoj Kumar Tatarwal	Member	Senior faculty	9829629975	vdcsikar@gmail.com	Village-Dujod,Sikar
Mr. Devendra Bhakhar	Member	Senior faculty	8875510150	vdcsikar@gmail.com	Sewad,Sikar
Mr. Parivendra Pal	Member	Senior faculty	9414808501	Ppsingh734@gmail.com	Behind Vikram School, Ward No.15, Salasar Road, Sikar
Mr. Ramchandra	Member	Warden	9024757998	ramchandra824@gmail.com	ISRO Boys Hostel, Sikar

Scope of the Committee

The committee shall deal with grievances related to:

- Academic matters
- Examination and evaluation
- Admission and fees
- Discipline and harassment (excluding sexual harassment, which shall be handled by ICC)
- Any other issue affecting students' welfare

Functions of the Committee

- To receive and acknowledge student grievances (online/offline).
- To investigate grievances and conduct hearings, if required.
- To resolve grievances within **15 working days**.
- To recommend corrective measures to the competent authority.
- To maintain records of grievances and actions taken.

Tenure

The committee shall remain in force for the academic session **2025–26** or until further orders.

This order is effective from the date of issuance.

Appointment of Ombudsman by the University

As per **UGC (Redressal of Grievances of Students) Regulations, 2019**, an **Ombudsman** is appointed at the **University level** to hear appeals against the decisions of the Institutional Grievance Redressal Committee.

Students who are not satisfied with the decision of the Grievance Redressal Committee may prefer an appeal to the **University Ombudsman** within the stipulated time as notified by the University.

Details of the Ombudsman and the grievance redressal mechanism shall be displayed on the **Institutional Website** and **Notice Boards**.

Principal