

OFFICE ORDER

Sub:- Constitution of Student Grievance Redressal Committee

Ref:- (1) Office Order No. BASE/17/2019 dt.11.3.2019  
(2) UGC Notification No.F.14-4/2012(CPP-II) dt.6.5.2019

In the Office Order at Sl.No.(1) referred to above, a Committee have been constituted to look into cases of grievances of students. The University Grants Commission in its notification in the reference at Sl.No (2) cited above has formulated regulations, namely, **the University Grants Commission (Redress of Grievances of Students) Regulations, 2019**, and has mandated to provide opportunities for student grievance redress mechanism in higher education institutions including Universities. In pursuance of the same, the University has considered it expedient to constitute a '**Student Grievance Redressal Committee**' as per 5-C of the said Regulations by superseding the earlier Office Order in the reference at Sl.No.(1) cited above, as under:

(a) Dr.Sheetal Bharath, Faculty	-Chairperson
(b) Dr.Muhammed Rafi, Faculty	-Member
(c) Dr.Rajesh B, Faculty	-Member
(d) Dr.Aritri Chakravarty	-Member
(e) Ms.Dhanusha Prabhu (student of 2 <sup>nd</sup> year M.Sc.)	-Special Invitee

**Terms:**

1. The term of the members of the Committee shall be of two years from the date of this order or until further orders whichever is earlier.
2. The quorum for the meetings of the Committee including the Chairperson, but excluding the special invitee, shall be three.
3. The term '**grievance**' has been defined under Regulation No.3(h) of the above UGC Regulations.
4. The Committee shall consider all the grievances received in writing/through e-mail from the students and examine the same as per norms by holding meetings periodically and in case of emergencies to convene meetings at the earliest.
5. Students shall send their grievances, if any, to e-mail: ***grievancecell@base.ac.in*** for further necessary action.
6. In considering the grievances before it, the Committee shall follow principles of natural justice.
7. The Committee shall send its report with recommendations, if any, to the Vice Chancellor along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

**General:**

Vice Chancellor will nominate a Special Invitee if the present incumbent leaves the University.

  
(Shobha B)  
Registrar

**To**

- 1) All Faculties/CoE i/c
- 2) All Wardens and Assistant Wardens
- 3) Ms.Dhanusha Prabhu, 2<sup>nd</sup> year Student of M.Sc.
- 4) Administration/Examination/Accounts/Library Sections
- 5) Medical Doctor/Nurse
- 6) Campus Incharge
- 7) All Students of the University

Copy to:

VC's Office