

Ref. No.:-GRD-IMT/DO/2024/MARCH/FSA/11

Date: 07/032024

Notice

Subject: Time Bound Grievance Redressal System for students

This is to inform to all students that if they have any kind of pending grievances related to fees matters, academic issues and examination results, They must contact **only to their Head of schools** as mentioned below between 3 PM to 5 PM, and submit dully filled grievance form available with them.

All Students must kindly note their **Single Point of Contact (SPOC)** for any grievance. It will be responsibility of respective Head of School to resolve the grievance (if any) within **Maximum 7 Working days**.

SN	Name	Designation	Students
1	Dr. S.R.Sharma	Director (MBA)	MBA
2	Dr. Neeraj Aswal	Director (BBA)	BBA (Only SDSU)
3	Dr. Karunakar Jha	Director (B.Com & HNB)	All HNB Students
4	Dr. Arvind Negi	Director (Pharmacy)	B.Pharma and M.Pharma
5	Dr. Pranshu Tangri	Director (D.Pharma)	D.Pharma
6	Dr. Taresh Singh	Director (Computing)	M.Tech(CSE), B.Tech(CSE), B.Tech CSE(AI & ML) B.Tech CSE(Cyber Security) B.Tech CSE(Data Science)
7	Dr. Sanjay Sharma	Director (Engineering)	M.Tech(MSE), M.Tech(EE), B.Tech(ME), B. Tech(Civil), B.Tech(EEE)
8	Dr. Sanjeev Puri	Director (Computer Application)	BCA
9	Dr. Santosh Singh	Director (BBA-LLB & LLB)	BBA-LLB, LLB
9	Mr. Rakesh Chandra	Director-(Mass Media, Animation and Fashion Design)	BJMC, B.Sc.(A &M)
10	Mr. Rajneesh Kumar	Principal (Polytechnic)	Polytechnic-Diploma

11	Mr. Satheesh Kumar	Principal-(Nursing & Paramedical Sciences)	B.Sc.(Nursing)
12	Mr. Manish Khati	HOD-Hotel Management	BHM, DHM
13	Mrs. Garima Kaushik	HOD- Agriculture	B.Sc.(Ag)
14	Mr. Pankaj Chaturvedi	Dean DSW & Foreign Languages	Hostels, Transport, Uniform, Sports, Students Events, Soft Skills, Student Welfare

Grievance must be submitted in **Attached Grievance form** only, and Grievance ID must be noted by the students for future reference and followup.



Dr. Pankaj Chaudhary
Director General

- CC 1) Hon'ble Vice Chairman for information please
2) All Head of Schools

School.....

Grievance ID.....

Student Grievance Redressal Form

Date of Raise:

Assigned Date of Clouse:

• Full Name:

• Course & Year:

• E-mail ID:

• Contact No:

• Grievance Description (Maximum 150 words in clear statements).

5. Proposed Solution by Head of School (Maximum 100 words, Clear Recommendation):

6. Final Decision by Competent Authority with signature & stamp: