

## **MBA - Department**

### **ADGITM, New Delhi**

**Date: 10<sup>th</sup> Nov,2022**

#### **Roles & Responsibilities of Grievance Redressal Committee**

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the student is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box at the Management department. Grievances may also be sent through e-mail to the [hod.mba@adgitmdelhi.ac.in](mailto:hod.mba@adgitmdelhi.ac.in) or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

#### **Committee:**

<b>S.NO.</b>	<b>NAME</b>	<b>ROLE</b>
1.	Prof. (Dr.) Divya Gangwar	H.O.D, Chairman
2.	Mr. Aman Garg	Assistant Professor
3.	Ms. Nishu Sharma	Assistant Professor

**Prof. (Dr.) Divya Gangwar**

**Head – Management Department**