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|  <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle under Autonomous Category</p> <p>Autonomous College (Since 2014) Conferred by UGC</p> | Academic Grievances Committee (2024-25 and 2025-26) | Office of the Dean Academic Affairs |
| | DAA/AGC/2024/138 Date: 06.08.2024 | |

Preamble

Amritsar Group of Colleges, Amritsar (henceforth referred as AGC) is a Higher Education Institute, primarily serves to impart quality education to the students who are enrolled through a well-defined admission procedure. The students are engaged in teaching learning process for a specified duration depending upon the programme in which they are enrolled. AGC comprehensively covers the diverse academic needs of students coming from diverse socio-economic and educational backgrounds, through a liberal approach. In spite of this, there may be situations when a student needs redressal of his/her grievance in academic matters.

Accordingly, AGC hereby constitutes a five-members *Academic Grievances Committee* to look into the academic grievances of the students and redress them at the earliest.

Constitution of the Committee

The Dean Academic Affairs of AGC shall constitute the *Academic Grievances Committee* and get it approved by Principal AGC. The constitution of the committee shall be as under:

Core Committee:

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| 1. Dean Academic Affairs | In Chair |
| 2. Deputy Dean Academic Affairs | Member-Secretary |
| 3. Two senior faculty members of the Institute | Member |

Additional Member (Case wise)

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| 4. Concerned Head of Department | Member |
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The committee shall include at least one female member. The term of this committee shall be two years. In case the grievance of the student is against any of the members of this committee, the chairperson shall exclude that member during the investigation. If the grievance is against the Chair itself, the Principal AGC may appoint a standing committee to investigate the matter.

Who can approach Academic Grievances Committee?

The academic grievances shall initially be handles by the mentors/class-incharges under the supervision of the concerned Head of Department. If the grievance is still not redressed, the concerned Head of Department shall refer the case to the Academic Grievances Committee. The following can put up their academic grievances through proper channel to the Academic Grievances Committee:

1. Active students of any programme currently being offered by AGC.
2. Students of pass out batches of the programmes (currently running or closed) offered by AGC.

The academic grievances (if any) of the faculty members and teaching support staff who are directly involved in teaching learning process of AGC may also be forwarded to this committee through the concerned Head of Department.

Role of the Committee

The committee shall primarily look into the academic grievances of the students/faculty/teaching support staff. The committee shall thoroughly examine the requests received through proper channel and submit its recommendations to the Principal of AGC for approval.

The *Academic Grievances Committee* of AGC is formulated as:

Core members


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| 1. Dr. Upain Kumar Bhatia (Dean Academic Affairs) | Chairman |
| 2. Ms. Tajinder Sharma (Deputy Dean Academic Affairs) | Member Secretary |
| 3. Mr. Varun Mehra, (Department of Applied Sciences) | Member |
| 4. Ms. Gurveen Kaur (Department of Management Studies) | Member |

Additional Member(s)

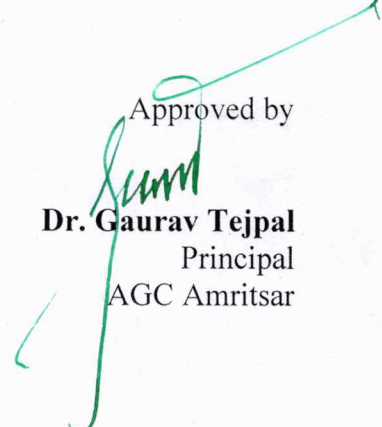
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| 5. Head(s) of the concerned department(s) | Member |
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The term of this committee shall be two academic years (2024-25 and 2025-26) i.e. 01.07.2024 to 30.06.2026.

Proposed by:


Dr. Upain Kumar Bhatia
Dean Academic Affairs
AGC Amritsar

Approved by


Dr. Gaurav Tejpal
Principal
AGC Amritsar