

Ref. No - BG/2024/64

Dated: 1 MAY 2024

Notification for Grievance Cell including SC/ ST & Woman Grievances

The following Grievance Cell including SC/ST & Woman Grievances has been constituted with immediate effect for the solutions of various types of problems faced by the students of Bharat college of Law and Bharat institute of Pharmacy:

Sr. No	Name of official	Designation
1	Principal-Bharat College of Law/ Bharat Institute of Pharmacy DC	Professional In-charge
2	Any two male Staff members (Assistant Professor) Deputed by Respective principals of both colleges	Member
3	Any Two Ladies Staff members (Assistant Professor) Deputed by Respective principals of both colleges.	Member
4*	Any Two Students (Belongs to SC/ST Community) Deputed by Respective principals of both colleges.	Member
* For SC/ST Grievances Only		

Instructions to be followed by Grievance Cell:

- Grievance cell is time bound for disposal of disputes/problems as per below mention schedule:

Sr. No	Type of Grievance	Time line
1	Fees related matter	Within 3 days
2	PMS/Any other Scholarship related matter	Within 7 days
3	Academic matter including rationalization of internal marks	Within 2 days
4	Basic amenities related matter	Within 7 days
5	Any type of dispute other than Sr. No 1 to 4 of this table.	Depends upon the type of Grievance

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Director (Admin)
Bharat Group of Institutions
H.O.: Babain (Kurukshetra)
15/5/24

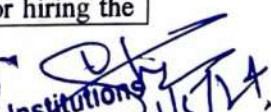
• **FEES RELATED MATTER**

Instructions for Students	Instructions for Grievance cell
<p>Students are liable to deposit their dues well in time as per instructions given to them time to time by the authorities.</p> <p>However, if they have any grievance related to this matter due to various circumstances they have to follow the proper channel for the solution of their grievances well in time.</p> <p><u>Further, no matter regarding fees will be taken into consideration after the announcement of exam by the concerned university/board.</u></p>	<p>This cell is liable to communicate the fees related circular issued by the authorities time to time among the students for deposition of fees well in time.</p>
Proper channel	
<p>Submit your application related to your grievance in grievance box and also mail it to mail id: grievance@bharatedu.org</p>	<p>Receive the grievance in original and on email: grievance@bharatedu.org</p>
<p>Attend the hiring/call by the grievance cell according to instructions given to you by telephonic call/whatsapp & email</p>	<p>Issue a letter in proper manner for hiring the matter to student over the telephonic call/whatsapp & email with CC to admin@bharatedu.org</p>
<p>Present your matter to grievance cell with necessary evidences.</p>	<p>Solve the matter and reply the same to student over the mail and CC to admin@bharatedu.org</p>

• **SCHOLARSHIP RELATED MATTER**

Instructions for Students	Instructions for Grievance cell
<p>Students are liable to filling their application for post metric scholarship/ other scholarship by following the government norms.</p> <p>If, you have any grievance related to pay dues payment by scholarship or any other matter related to scholarship then follow the proper channel for the solution of their problem well in time.</p> <p><u>Further, no matter regarding fees submission through scholarship or any other matter related to scholarship will be taken into consideration after the announcement of exam by the concerned university/board.</u></p>	<p>This cell is liable to communicate the Scholarship related circulars issued by the Government time to time among the students for filling of their application well in time.</p>
Proper channel	
<p>Submit your application related to your grievance in grievance box and also mail it to mail id: grievance@bharatedu.org</p>	<p>Receive the grievance in original and on email: grievance@bharatedu.org</p>
<p>Attend the hiring/call by the grievance cell</p>	<p>Issue a letter in proper manner for hiring the</p>

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Director (Admin) 
 Bharat Group of Institutions
 H.O.: Babain (Kurukshetra) 15/12/24

according to instructions given to you by telephonic call/whatsapp & email	matter to student over the telephonic call/whatsapp & email with CC to admin@bharatedu.org
Present your matter to grievance cell with necessary evidences.	Solve the matter and reply the same to student over the mail and CC to admin@bharatedu.org

• **ACADEMIC/BASIC AMENITIES OR ANY OTHER ISSUE**

Instructions for Students	Instructions for Grievance cell
Follow the proper channel for the solution of problems related to academic/ basic amenities or any other.	This cell is liable to solve the grievances as per assigned time.
Proper channel	
Submit your application related to your grievance in grievance box and also mail it to mail id: grievance@bharatedu.org	Receive the grievance in original and on email: grievance@bharatedu.org
Attend the hiring/call by the grievance cell according to instructions given to you by telephonic call/whatsapp & email	Issue a letter in proper manner for hiring the matter to student over the telephonic call/whatsapp & email with CC to admin@bharatedu.org
Present your matter to grievance cell with necessary evidences.	Solve the matter and reply the same to student over the mail and CC to admin@bharatedu.org

Further, Principal of Bharat College of Law and Bharat Institute of Pharmacy (Degree Course) are directed to notify the Separate notification of each cell and circulate among the students with immediate effect to avoid the unnecessary circumstances.

Handwritten signature
06/05/24

Director (Admin)
Bharat Group of Institutions
H.O.: Babain (Kruksbetra)
11/5/24
Director (Admin)
Bharat Group of Institutions

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Rec.
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06/05/24

Grievance Redressal Form

Bharat Group of Institutions

College :-

Enrollment Number: _____

Registration Number: _____

Name. _____

Parentage: _____

R/O: _____

Mobile Number: _____

District: _____

TYPE OF GRIEVANCE (Tick below)

1. Seasonal Marks Issue.
2. Internal POT issue.
3. Language Paper issue.
4. Registration Problem
5. Any other grievance

Please specify your grievance briefly along with supported documents (if any)

Signature of the Applicant
Date