



DELHI INSTITUTE OF ADVANCED STUDIES

Plot No. 6, Sector-25, Rohini, Delhi-110085

Re-accredited with 'A' Grade by NAAC

(Approved by AICTE & Affiliated with GGSIPU for B.Com (H), BBA, MBA & MBA (FM) Programmes)
(An ISO 9001:2015 Certified Institution)

Annexure-7(a)

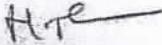
07 Aug 2024

OFFICE ORDER

In terms of provisions contained/ defined in Approval Process Book of AICTE for the Academic Sessions 2024-2027 in Chapter-6 vide para 6.50 (page-64), the following Grievance Redressal Committee has been constituted in the Institute for the Academic Session 2024-25:

1. Dr N Malati	Director	Chairperson
2. Dr Pratiksha Tiwari	IQAC & SIIF Coordinator	Member
3. Dr Anju Batra	Coordinator- BBA & B Com(H)	Member
4. Ms Neetu Chadha	Coordinator- MBA & MBA(FM)	Member
5. Mr Prahalad Singh	AO	Member
6. Dr Deepa	Psychologist (Student Counsellor)	Member
7. Aman Gaur	Student- MBA-III Sem	Member
8. Tanya Mishra	Student- BBA-V Sem	Member

The committee shall deal with the grievances as per the direction dated 23 May 2019 and advisory dated 18 July 2017 issued by GGS Ip University which are also available on the website of the Institute as online registration of grievances and its redressal mechanism for the student, faculty & staff.


Dr N Malati
Director



Copy: All concerned



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DIAS/A-66/2024-25/

21 December 2024

PROCEEDINGS

The meeting of Grievances Redressal Committee was held today i.e. 20 December 2024 in DIAS Edusat Room as there were fifteen attendees. Meeting commenced as per schedule at 3.00 PM and waited for DHE and University officials till 3.30. The following were present:

1. Dr. N. Malati	Chairperson
2. Dr Pratiksha Tiwari	Member
3. Dr. Anju Batra	Member
4. Ms Divya Jain	Member
5. Dr Deepa	Member
6. Mr. Prahalad Singh	Member
7. Ms Tanya Mishra	Member
Spl Invitees (ICC)	
8. Mr. Abhimanyu Jalhotra	Member
Spl Invitees (Anti Ragging Committee)	
9. Ms Prisha Shukla	Member

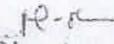
Meeting was Chaired by Dr. N. Malati, Director, DIAS.

Leave of absence is granted to Ms Neetu Chadhā, Ms Tanvi, Mr Aman Gaur, Mr Harshit Garg and officials of DHE & University.

All the members were apprised that no grievance from the students received from last meeting to date. Students' representatives, as special invitees of ICC and Anti ragging Committee also shared their view points that no complaint/ grievance has been noticed on any front. They expressed their satisfaction about management support for the welfare of students in general.

Meeting was concluded with vote of thanks to Chair.


Admin Officer


Director



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20.12.2024

Attendance Sheet for the Grievances Redressal Committee Meeting Time: 3:00 PM

1	Dr. N. Malati	Chairperson	<u>Here</u>
2	Dr. Pratiksha Tiwari	Member	<u>Pratiksha</u>
3	Dr. Anju Batra	Member	<u>Anju</u>
4	Ms. Neetu Chadha	Member	<u>Neetu</u>
5	Dr Deepa	Member	<u>Deepa</u>
6	Mr. Prahalad Singh	Member	<u>Prahalad</u>
7	Mr. Aman Gaur	Member	<u>Aman</u>
8	Ms. Tanya Mishra	Member	<u>Tanya</u>
9.	Sb Dy Director (SB)		-----
10.	DTTE Official/ Representative		-----
10.	Mr Affiliation Branch		-----
10.	University Official/ Representative		-----
SPL Invitees (ICC)			
11.	Ms Tanvi, Student-MBA-III		<u>Tanvi</u>
12.	Mr Abhimanyu, Student-MBA-III		<u>Abhimanyu</u>
SPL Invitees (Anti Ragging Committee)			
13.	Ms Prisha Shukla, Student MBA-III		<u>Prisha</u>
14.	Mr Harshit Garg, Student-BBA-V		-----



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Website : <https://www.dias.ac.in> / E-mail : dias@dias.ac.in



DIAS/A-2/2024-25/35867

Sachdeva
26/5/25

Affiliation Branch
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

19 May 2025

In-charge (Affiliation)
GGS IP University
Dwarka, Sec-16 C, New Delhi-110078

affiliationbranch123@gmail.com

Madam,

A meeting of the duly constituted Grievance Redressal Committee was held on 10 May 2025 in the Institute, a copy of the proceedings of the same with attendance sheet is enclosed for reference please.

Yours Sincerely,

N. Malati

Dr N Malati
Director

Encl: As above.

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DIAS/A-66/2024-25/

10 May 2025

PROCEEDINGS

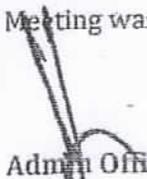
The meeting of Grievances Redressal Committee was held today i.e. 10 May 2025 in DIAS Edusat Room. Meeting commenced as per schedule at 3.00 PM and waited for DHE and University officials till 3.30. The following were present:

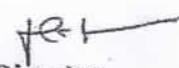
1. Dr. N. Malati	Chairperson
1. Dr Pratiksha Tiwari	Member
2. Dr. Anju Batra	Member
3. Dr Neetu Chadha	Member
4. Ms Divya Jain	Member
5. Dr Deepa	Member
6. Mr. Prahalad Singh	Member
7. Mr Aman Gaur (Student Rep)	Member
8. Ms Tanya Mishra (do)	Member
9. DTTE representative	Member
10. University representative	Member
Invitees of Internal Complaint Committee	
11. Mr. Abhimanyu Jalhotra (MBA)	Member
12. Ms Tanvi (MBA)	Member
Invitees of Anti Ragging Committee	
13. Ms Prisha Shukla (MBA)	Member
14. Mr Harshit Garg (BBA)	Member

Meeting was Chaired by Dr. N. Malati, Director, DIAS. Representatives from DTTE and University could not attend the meeting.

Members were briefed and apprised that there was no case of any grievance from the students received from Dec-2024 to date. Special invitees (Students' representatives) of Internal Complaint Committee and Anti Ragging Committee were also requested to join the meeting to share their view points regarding the same. They also informed that no complaint/ grievance has been noticed on these fronts. A satisfactory expressions was given by students representatives that Management has been very supporting for the welfare of students.

Meeting was concluded with vote of thanks to Chair.


Admin Officer


Director



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Website : <https://www.dias.ac.in> / E-mail : dias@dias.ac.in



Annexure - 7(b)

DIAS/E.192/2024-25/35942

17.07.2025

Dr. Deepa
H.No. 218-219, 2nd Floor
Pocket - D1, Sector - 11
Rohini, Delhi-110085

Madam,

With reference to your application and interview, we are pleased to appoint you to the below noted post on the following terms and conditions:

Post	:	Psychologist (Student Counsellor)
Salary	:	Rs. 23,500/- per month (Consolidated)
Period of Appointment	:	04.07.2025 to 31.12.2025

Your tenure of service with the Institute will be governed by the terms and conditions determined by the Management from time to time.

Your appointment will be purely on temporary and contract basis for the period indicated above. The contract appointment will cease on the expiry of the above noted period without any further communication/notice.

During the period of your contract employment, the appointment can be terminated by either side by giving 15 days' notice in writing or by payment of 15 days' salary in lieu of notice.

During the course of your service with the Institute, you will not engage yourself in any business, profession or vocation without the prior and written permission of the Management.

You will have to fully satisfy the authorities about your conduct & work and abide by the instructions issued by the authorities from time to time regarding the performance of your duties.

You will only be entitled to Casual Leave at the rate of one for each month and you will have to forego proportionate salary for any other period of absence from duty for any reason during this period.

In case the above terms and conditions are acceptable to you, please sign and return the copy in token of your acceptance of the above terms and conditions.

Yours sincerely,

S.K. Sachdeva
Chairman

- C.C. 1. Personal File
2. Accounts Section

DECLARATION

Received a copy of the above letter. I hereby accept the appointment on the above terms and conditions and report for duty on 4.7.2025 failing which the offer may be treated as withdrawn.

Signature with Date Deepa

Under the Management of Shri Laxman Dass Sachdeva Memorial Educational Society (Regd.)



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Website : <http://www.dias.ac.in> / E-mail : dias@dias.ac.in

DIAS/E.192/2023-24/

01.05.2024

Dr. Deepa
H.No. 218-219, 2nd Floor
Pocket - D1
Sector - 11, Rohini
Delhi-110085

Madam,

With reference to your application and interview, we are pleased to appoint you to the below noted post on the following terms and conditions:

Post	:	Psychologist (Student Counsellor)
Salary	:	Rs. 22,000/- per month (Consolidated)
Period of Appointment	:	06.05.2024 to 31.12.2024

Your tenure of service with the Institute will be governed by the terms and conditions determined by the Management from time to time.

Your appointment will be purely on temporary and contract basis for the period indicated above. The contract appointment will cease on the expiry of the above noted period without any further communication/notice.

During the period of your contract employment, the appointment can be terminated by either side by giving 15 days' notice in writing or by payment of 15 days' salary in lieu of notice.

During the course of your service with the Institute, you will not engage yourself in any business, profession or vocation without the prior and written permission of the Management.

You will have to fully satisfy the authorities about your conduct & work and abide by the instructions issued by the authorities from time to time regarding the performance of your duties.

You will only be entitled to Casual Leave at the rate of one for each month and you will have to forego proportionate salary for any other period of absence from duty for any reason during this period.

In case the above terms and conditions are acceptable to you, please sign and return the copy in token of your acceptance of the above terms and conditions.

Yours sincerely,

S.K. Sachdeva
Chairman

- C.C.: 1. Personal File
2. Accounts Section

DECLARATION

Received a copy of the above letter. I hereby accept the appointment on the above terms and conditions and report for duty on 10-5-24 failing which the offer may be treated as withdrawn.

Signature with Date Deepa
10-5-24



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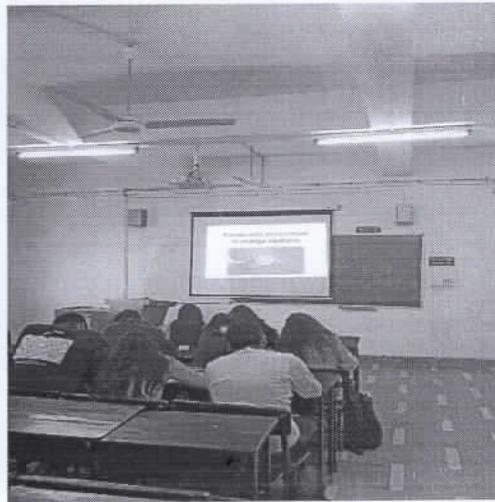
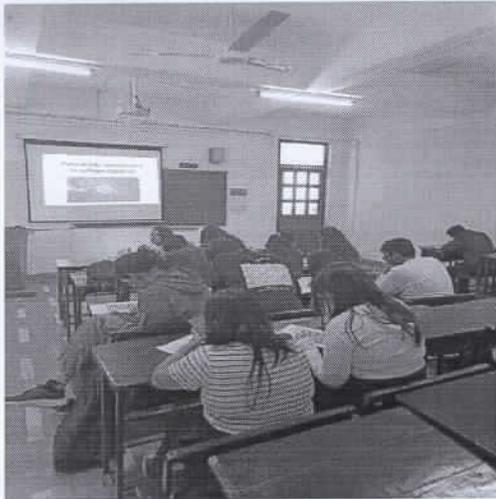
Annexure-7(b)



TOPIC : Personality assessment in college students
CLASS : MBA 1, BBA 6
DATE : 21.8.2024, 13.2.2025

KEY POINTS DISCUSSED:

- Definition
- Types of Personality
- Importance of Personality Development
- Can Personality be Changed?
- How to Modify Personality?
- Ways to Improve Personality





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TOPIC : SNOWBALL OF FRIENDSHIP Icebreaking Session

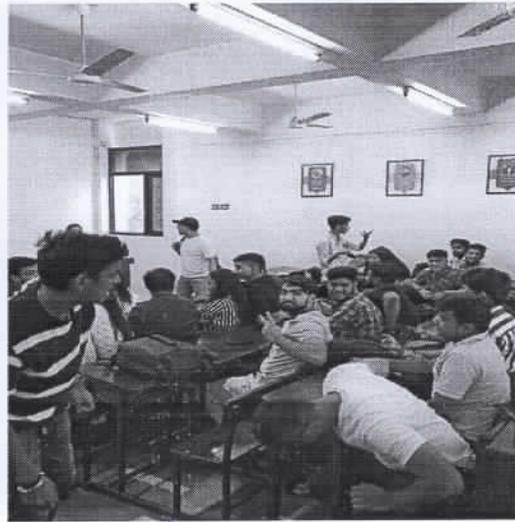
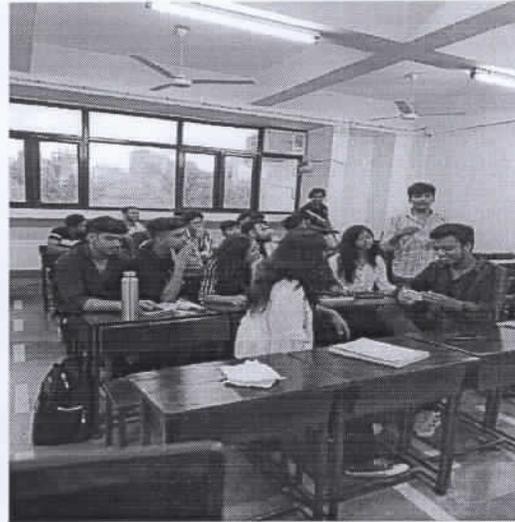
CLASS : BBA 3

DATE : 13.09.2024

An interactive session with an icebreaking activity was conducted.

Focus of Session:

Exchanging information with each other like names, liking, disliking, hobbies, career goals etc. so that they can know each other in a more better way.





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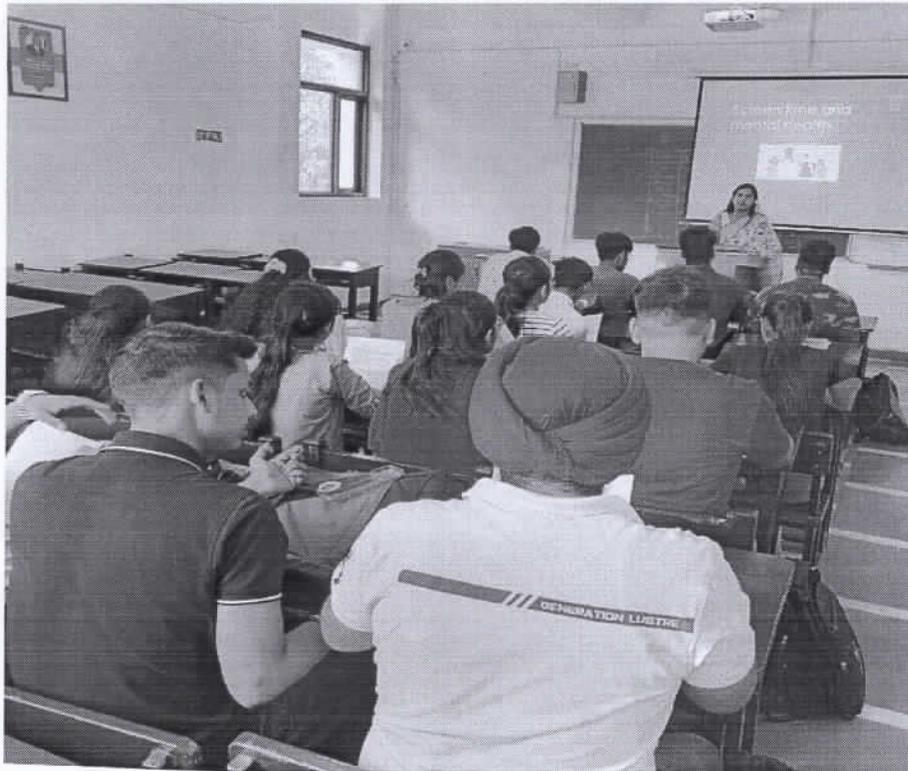
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TOPIC : Screen Time and Mental Health
CLASS : BBA 1
DATE : 16.10.2024

POINTS DISCUSSED IN THE SESSION:

- What is Screen Time and its Normal Range
- Impact on Mental Health
- Neurological Effects
- Impact on Academic Performance
- Impact on Physical Health





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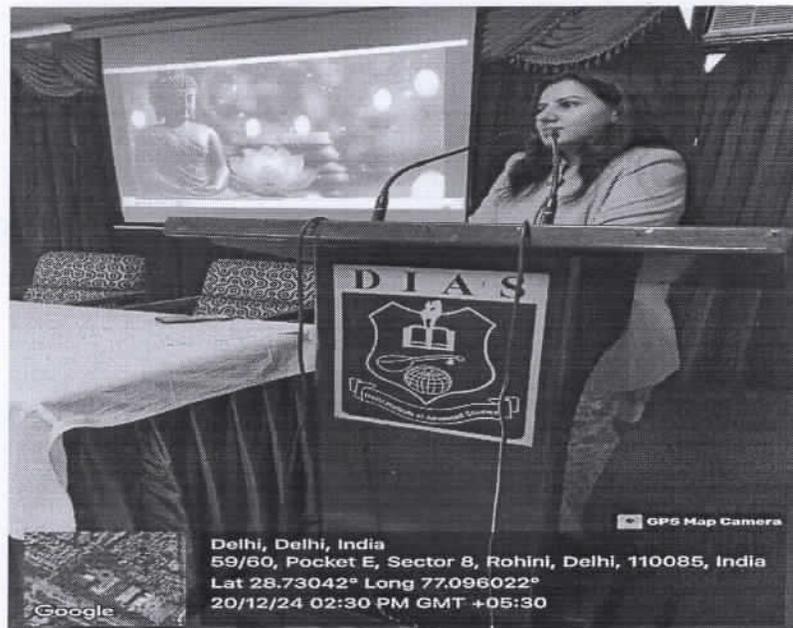


TOPIC : MEDITATION SESSION ON WORLD MEDITATION DAY
CLASS : CONFERENCE HALL
DATE : 20.12.2024

An awareness session was conducted for students as well as faculty about the importance of mindfulness.

Key points discussed:

- Definition of Meditation
- Benefits of Meditation
- Mental Imagery Activity





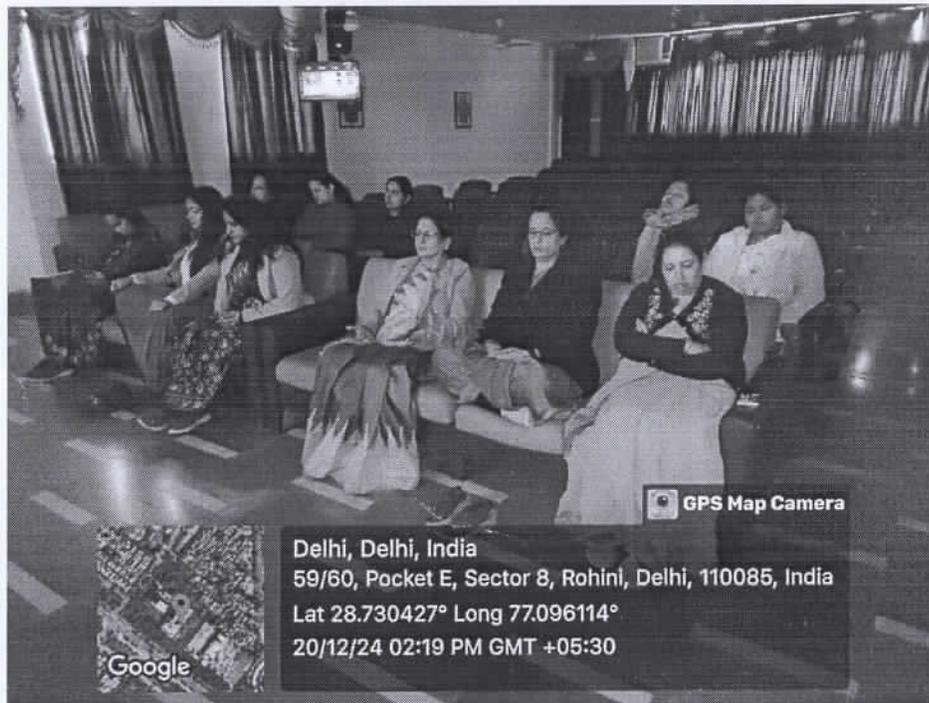
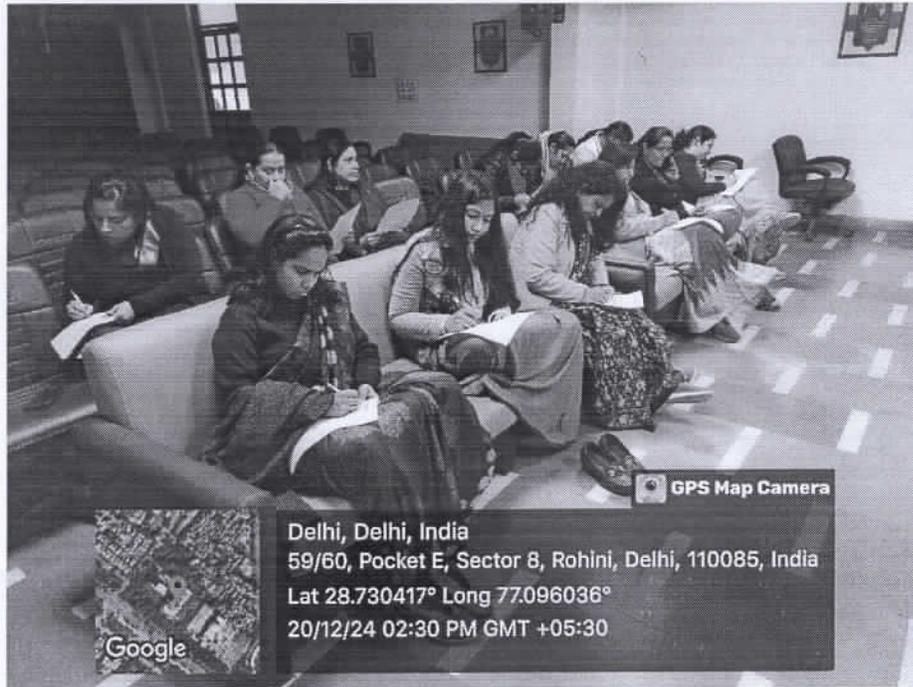
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TOPIC : Time management in college students
CLASS : BBA 4
DATE : 29.1.2025

The purpose of the session was to help students to create an awareness about managing their time and how they can avoid wasting their time.

Following points were discussed:

- Definition
- Importance of time management
- Cyclical system for time management

Goal setting, time tracking and time awareness, planning, taking action, time shifting and adjusting.



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TOPIC : Gender Equality and Women Empowerment
CLASS : MBA 4, BBA 6
DATE : 04.02.2025, 28.02.2025

Key points discussed:

- Definition
- Difference b/w Gender Equality & Equity
- Gender Inequality Index
- Global Gender Gap Index
- Need of Gender Equality
- Importance of Gender Equality
- Benefits of Gender Equality
- Ways to Empower Women
- Overcome Gender Inequality





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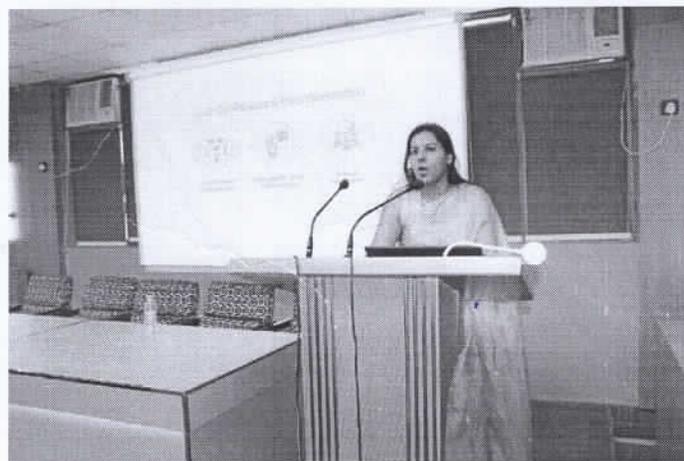
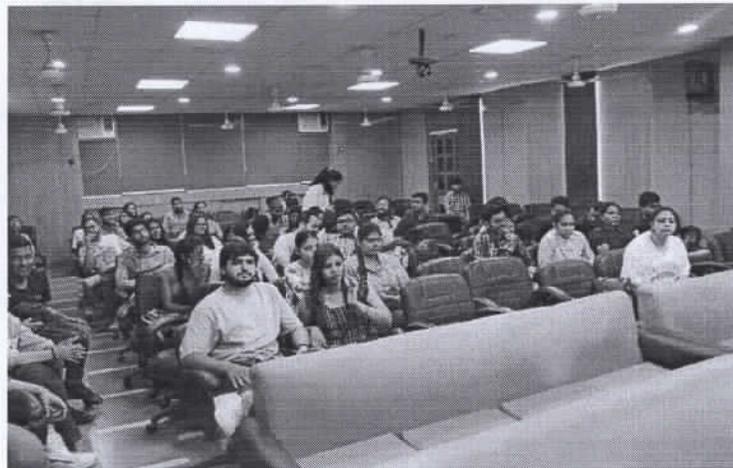
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TOPIC : Importance of Self Confidence for Success
CLASS : Conference Hall, BBA 6
DATE : 26.03.2025, 28.03.2025

KEY POINTS DISCUSSED:

- Definition
- Power of Self Confidence
- Self Confidence and Personal Growth
- Self Confidence & Communication
- Self Confidence & Career Advancement
- Barriers of Self Confidence
- Factors Affecting Self Confidence: Internal & External
- Effects of Overconfidence
- Ways to Improve Self Confidence





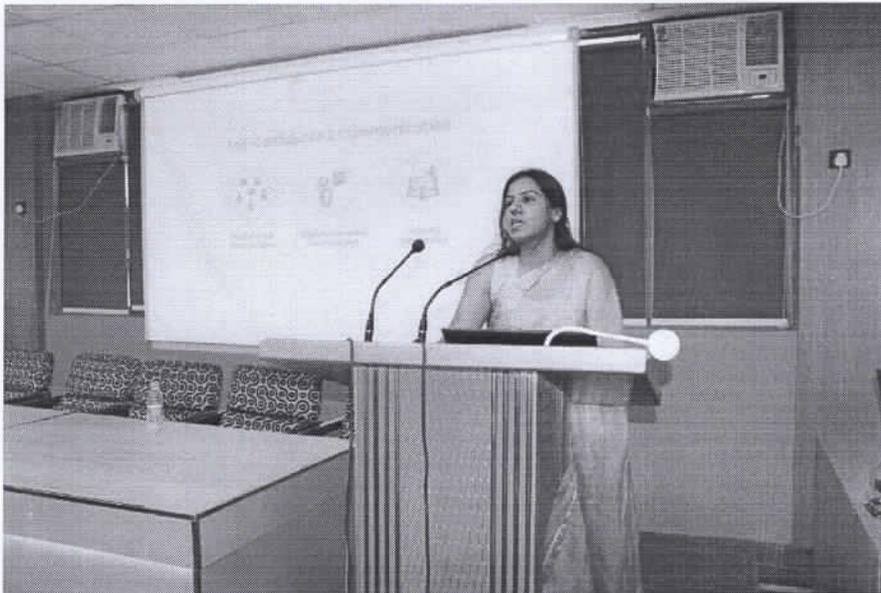
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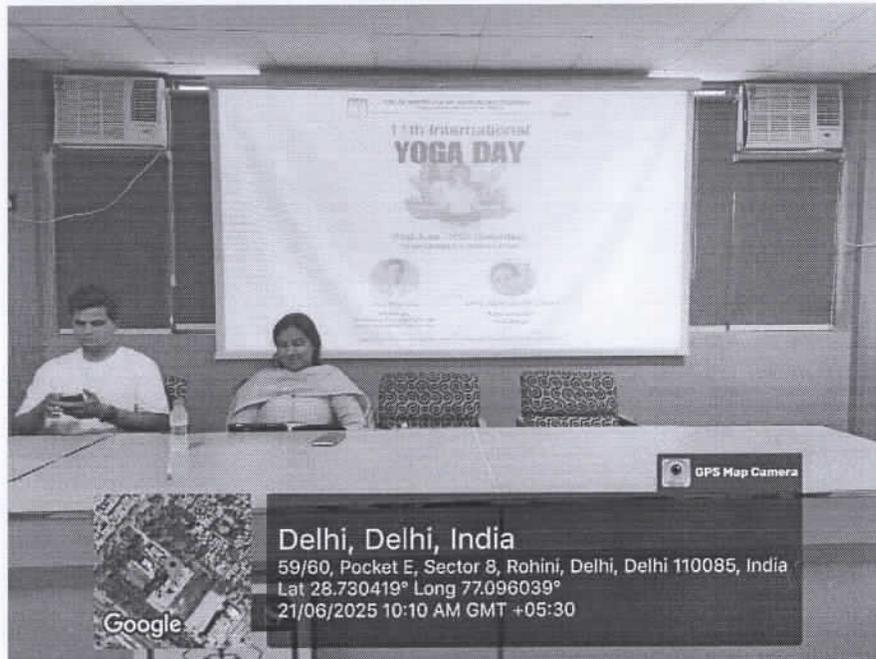
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TOPIC : YOGA DAY
CLASS : CONFERENCE HALL
DATE : 21.06.2025





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GRIEVANCE REDRESSAL REPORT

FEEDBACK FROM STUDENTS

To assess the efficiency, transparency, and responsiveness of the grievance handling process, the Grievance Redressal Committee collects regular feedback from students. The overall response from students has been highly encouraging, reflecting their satisfaction with the mechanisms and communication provided by the committee. Most students expressed that the committee has been approachable and supportive in addressing their concerns promptly. They appreciated the clarity of procedures, confidentiality maintained during the process, and the courteous behavior of committee members. Several students highlighted the committee's proactive approach in resolving issues related to academics, infrastructure, and student welfare. The timely follow-up and resolution of complaints have helped in fostering a sense of trust and security among the student community.

Students also appreciated the presence of suggestion boxes placed across the campus. These have been described as an effective preventive mechanism, allowing students to share concerns and ideas before issues escalate into formal grievances. This system not only promotes open communication but also encourages a healthy institutional culture based on mutual respect and understanding.

Feedback also indicated students' interest in additional developmental and wellness initiatives. They recommended organizing regular wellness sessions, personal counseling opportunities with professional psychologists, and general social awareness programs focusing on topics such as stress management, anger control, digital overuse, and emotional well-being. The committee has taken note of these valuable suggestions and plans to integrate them into future action plans. Such activities will further strengthen the institution's commitment to holistic student welfare and continuous improvement in grievance management.

The student feedback reflects strong confidence in the Grievance Redressal Committee and its initiatives. The committee remains dedicated to maintaining a fair, transparent, and student-centric approach that supports both personal growth and collective well-being. These initiatives are expected to complement the committee's preventive measures by promoting mental health, emotional balance, and responsible digital behavior among students.

ACTION TAKEN REPORT

Based on the feedback received from students, the Grievance Redressal Committee has implemented several measures to enhance its functioning and promote a positive campus environment. To strengthen communication, information regarding the grievance redressal process has been disseminated through notice boards, the institutional website, and orientation program. This ensures that students are well informed about grievance submission and resolution. The committee has further enhanced its preventive mechanism by placing suggestion boxes across key locations on campus. These are reviewed regularly to identify concerns at an early stage and take timely corrective actions. Recognizing the importance of promoting student well-being, the institution has also introduced wellness initiatives, including regular sessions on stress management, anger management, digital overuse, and emotional wellness. These programs are conducted by qualified psychologists and trained experts to support students' mental health and emotional stability.

In addition, personal counseling services have been established, allowing students to seek individual guidance in a confidential setting through appointments with the counselor in the campus itself. To ensure sustainability and continuous improvement, the committee conduct quarterly reviews of all initiatives and assess their impact based on student participation and satisfaction. Overall, these actions reflect the committee's commitment to transparency, responsiveness, and student welfare, reinforcing a supportive and harmonious campus environment.



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24 Dec 2024

DIAS/A-66/2024-25/35216

affiliationbranch123@gmail.com

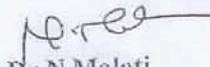
Dr Abha Vermani
Deputy Registrar (Affiliation)
GGSIP University, Sector-16 C, Dwarka,
New Delhi-110078

Sub: Proceeding of Students Grievance Redressal Meeting

Madam,

A meeting of the duly constituted Students Grievance Redressal Committee was held on 21 Dec 2024 in the Institute, a copy of the proceeding of the same with attendance sheet is enclosed for records and reference please.

With regards.


Dr N Malati
Director

Copy: Dy Director (SB), DTTE, Pitampura : ddsbtte@gmail.com

Encl: As above.

Forwarded
25/12/24
GGSIP
Govt. of NCT of Delhi
Diary No. _____
22

Manoj
30/12/24
Affiliation Branch
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078