Annexure- 7(9)

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)

01 Aug 2025

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 2025-26:

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. Dr Neetu Chadha	Coordinator- MBA & MBA(FM)	Member
5. Mr Prahalad Singh	AO	Member
6. Dr Deepa	Psychologist (Student Counsellor)	Member
7. Mr Hitesh Atri	Student- MBA-III Sem	Member
8. Ms Khushi Nayyar	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

Gmail

Admin Officer <admin@dias.ac.in>

Annexure– 7(e)

Mail from Delhi Institue of Advanced Studies - Proceedings of the Grievance Redressal Committee with Attendance Sheet

1 message

Delhi Institute of Advanced Studies <dias@dias.ac.in> Thu, Oct 30, 2025 at 4:46 PM
To: Affiliation Branch <affiliationbranch123@gmail.com>
Cc: "Dr. N. Malati" <malati_nvs@yahoo.com>, DIAS Admin Officer <admin@dias.ac.in>

Madam,

Please find the attached pdf file regarding the subject mentioned above.

Thanks

Delhi Institute of Advanced Studies
(Reaccredited with A Grade by NAAC)
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B.Com (H), BBA, MBA & MBA (FM) Programmes

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

Mobile : 9355990931, 9355990933, 9355990934
Phone : 27932742
E- mail : dias@dias.ac.in
Web Site : https://www.dias.ac.in

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Mail from Delhi Institue of Advanced Studies - Proceedings of the Grievance Redressal Committee with Attendance Sheet.pdf
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Annexure-7(e)

DELHI INSTITUTE OF ADVANCED STUDIES

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

30/10/2025

DIAS/C-66/2025-26/ 35996

Incharge (Affiliation)
GGS IP University
Dwarka, Sector-16C,
New Delhi-110078

affiliationbranch123@gmail.com

Madam,

A meeting of the duly constituted Grievance Redressal Committee was held on 25 Oct 2025 in the Institute. The copy of the proceedings of the same with attendance sheet is enclosed for reference please.

Yours Sincerely,

Dr N Malati
Director

Encl: As above.

Annexure-7(a)(e)

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DIAS/A-66/2025-26/

28 Oct 2025

PROCEEDINGS

The meeting of Grievances Redressal Committee was held today i.e. 25 Oct 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
2.	Dr Pratiksha Tiwari	Member
3.	Dr. Anju Batra	Member
4.	Dr Neetu Chadha	Member
5.	Dr Deepa	Member
6.	Mr Prahalad Singh	Member
7.	Mr Hitesh Atri	Member- Student Representative
8.	Ms Khushi Nayyar	Member- Student Representative
9.	DTTE representative	Member
10.	University representative	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 May-2025 to date. Students' Representatives expressed their satisfaction that Management has been very supporting for the welfare of students at all spheres be it academics or general welfare .

Meeting was concluded with vote of thanks to Chair.

Admin Officer

Director

Annexure-7(9)(e)

DELHI INSTITUTE OF ADVANCED STUDIES

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25 Oct 2025

Attendance Sheet
Grievance Redressal Committee Meeting
3.00 PM

Sl	Name	Designation	Signature
1.	Dr N Malati	Chairperson	
2.	Dr Pratiksha Tiwari	Member	
3.	Dr Anju Batra	Member	
4.	Dr Neetu Chadha	Member	
5.	Dr Deepa	Member	
6.	Mr Prahalad Singh	Member	
7.	Mr Hitesh Atri	Students Representative	
8.	Ms Khushi Nayyar	Students Representative	
9.	Special invitee	DTTE Representative	———
10.	Special invitee	University Representative	———

Annexure - 7(e)

Gmail

Admin Officer <admin@dias.ac.in>

Mail from Delhi Institue of Advanced Studies - Proceedings of the Grievance Redressal Committee with Attendance Sheet

1 message

Delhi Institute of Advanced Studies <dias@dias.ac.in> Tue, Apr 28, 2026 at 1:53 PM
To: Affiliation Branch <affiliationbranch123@gmail.com>
Cc: "Dr. N. Malati" <malati_nvs@yahoo.com>, DIAS Admin Officer <admin@dias.ac.in>

Madam,

Please find the attached pdf file regarding the subject mentioned.

Yours sincerely

Dr. N Malati
Director

Delhi Institute of Advanced Studies
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Plot No. 6, Sector -, 25,
Rohini, Delhi - 110085

Mobile : 9355990931, 9355990933, 9355990934
Phone : 27932742
E- mail : dias@dias.ac.in
Web Site : https://www.dias.ac.in

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DIAS - Grievance Redressal Committee Proceedings.pdf
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Annexure- 7(e)

DIAS/C-66/2025-26/3646a

28/4/2026

Incharge (Affiliation)
GGS IP University
Dwarka, Sector-16C,
New Delhi-110078

affiliationbranch123@gmail.com

Madam,

A meeting of the duly constituted Grievance Redressal Committee was held on 25 April 2026 in the Institute. The copy of the proceedings of the same with attendance sheet is enclosed for reference please.

Yours Sincerely,

Dr N Malati
Director

Encl: As above.

Annexure- 7(a)(e)

DELHI INSTITUTE OF ADVANCED STUDIES

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DIAS/A-66/2025-26/

27 April 2026

PROCEEDINGS

The meeting of Grievances Redressal Committee was held today i.e. 25 April 2026 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
2.	Dr. Anju Batra	Member
3.	Dr Neetu Chadha	Member
4.	Dr Deepa	Member
5.	Mr. Prahalad Singh	Member
6.	Mr Hitesh Atri (Student Rep)	Member
7.	Ms Khushi Nayyar (Student Rep)	Member

Meeting was Chaired by Dr. N. Malati, Director, DIAS. Representatives from DTTE and University could not attend the meeting. Leave of absence was granted to Dr Pratiksha Tiwari.

Members were briefed and apprised that there was no case of any grievance from the students received from Oct-2025 to date. Suggestions regarding organizing the cultural Festival was agreed upon by the Institute. The students' representatives expressed their satisfaction towards timely support by Management for recreational and welfare activities organized by the Institute.

Meeting was concluded with vote of thanks to Chair.

Director

Admin Officer

Annexure-7(a)

25.4.2026

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

1.	Dr. N. Malati	Chairperson	
2.	Dr. Pratiksha Tiwari	Member	
3.	Dr. Anju Batra	Member	
4.	Ms. Neetu Chadha	Member	
5.	Dr Deepa	Member.	
6.	Mr. Prahalad Singh	Member	
7.	Mr. Hitesh Atri- Student Representative	Member	
8.	Ms. Khushi Nayyar Student Representative	Member	
9.	Dy Director (SB) DTTE Official/ Representative		
10.	Affiliation Branch University Official/ Representative		

SPL Invitees (ICC)

Annexure- 7(b)

DELHI INSTITUTE OF ADVANCED STUDIES

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

DIAS/E.192/2025-26/ 36819(A) 30.06.2026

Dr. Deepa
H.No. 218-219, 2nd Floors
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. 25,000/- per month (Consolidated)
Period of Appointment	:	03.07.2026 to 31.12.2026

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 3.7.26 failing which the offer may be treated as withdrawn.

Signature with Date Dy.

Annexure-7(b)

DELHI INSTITUTE OF ADVANCED STUDIES

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DIAS/E.192/2025-26/3666(A) 31.12.2025

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	:	03.01.2026 to 30.06.2026

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 3.1.2026 failing which the offer may be treated as withdrawn.

Signature with Date Delhi.

Annexure 7(b)

1. **TOPIC: Understanding the Impact of Substance Abuse on College Students**
   CLASS: MBA 1
   DATE: 19.9.2025
   KEY POINTS:
   - A proper awareness session was taken along with a presentation about substance abuse.
   - Causes and impact of substance abused was well explained to students.
   - Real life examples were taught to students for better understanding.
   - Queries were taken afterwards.

2. TOPIC: Anti Drug Session.

CLASS: BBA III

DATE: 24.9.2025

KEY POINTS:

- Students were given a proper knowledge of drug usage.
- A proper understanding about the definition, types, causes and its impact was shared.
- Ways to identify and prevention were also being told to them.

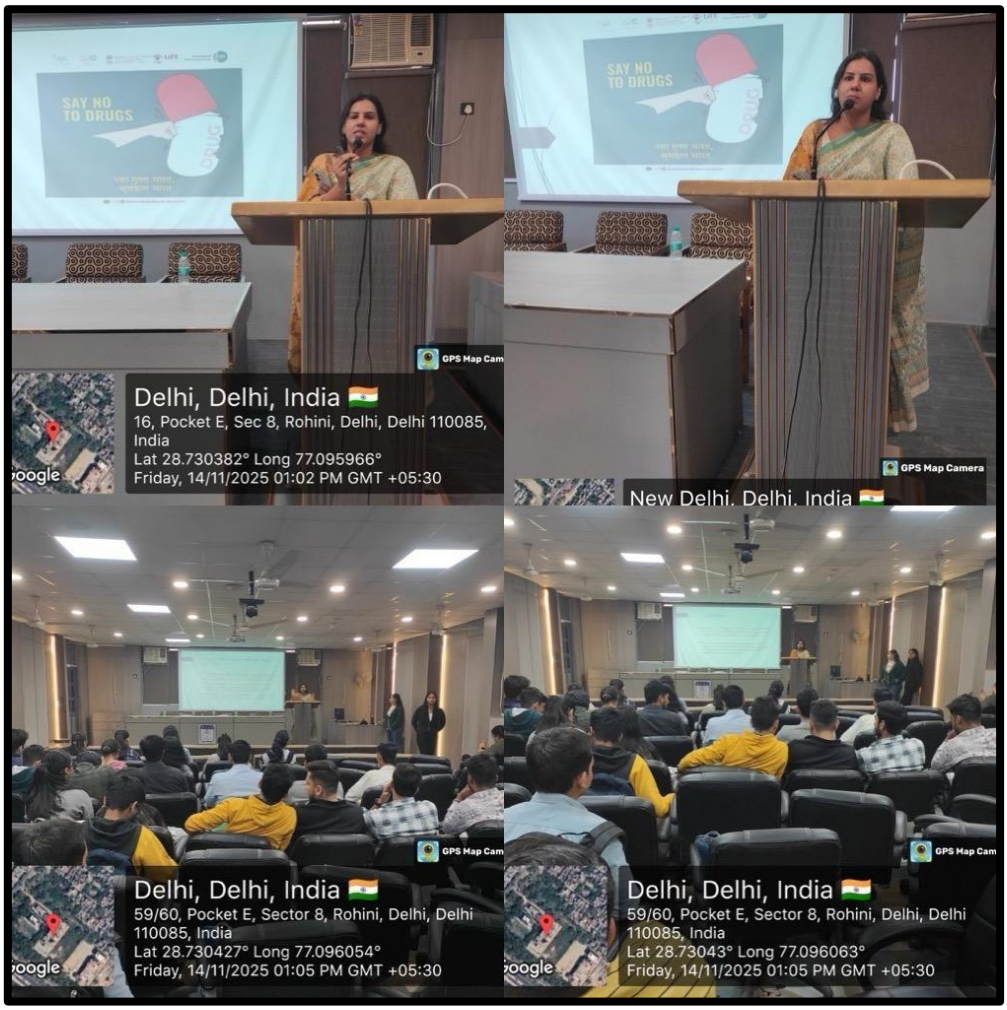
3. TOPIC: Session on "Say no to Drugs"

CLASS: MBA, MBA(FM)

DATE: 14.11.2025

KEY POINTS:

- A proper awareness session was taken along with a presentation about substance abuse.
- Causes and impact of substance abused was well explained to students.
- Real life examples were taught to students for better understanding.
- Queries were taken afterwards.



4. **TOPIC:** Personality assessment in college students using DISC.
CLASS: BBA (IV)
DATE: 28.1.2026
KEY POINTS:

- Definition
- Types of personality
- Importance of personality development
- Can personality be changed?
- How to modify personality?
- Ways to improve personality.

5. **TOPIC:** Impact of AI on Mental Health of Employees
CLASS: BBA IV
DATE: 18.02.2026
KEY POINTS:

- A vast knowledge about AI was shared with students.
- The advantages and disadvantages were well explained.
- Its limitations and impact on mental health was well explained.

6. TOPIC: Building Self-Worth Beyond Success

CLASS: B.COM (H)

DATE: 25.2.2026

KEY POINTS:

- A short presentation about confidence building was given to students
- Queries from students were explained
- Academic behavioural confidence scale was filled by students so that their confidence level can be assessed.

7. **TOPIC:** Screen time management and Personality Evaluation in college students.
CLASS: BBA (VI)
DATE: 11.3.2026
KEY POINTS:

- A student teacher interactive session was conducted about screen time and its impact on daily lives of college students followed by personality assessment using Five Big Inventory Scale.
- Screen time usage was calculated by conducting BSMAS.

8. **TOPIC:** From Procrastination to Action
CLASS: B.COM (IV)
DATE: 29.4.2026
KEY POINTS:

- A brief discussion about time management was done
- Queries from students were explained
- Procrastination Assessment Scale for Students (PASS) was distributed among students after explaining it.

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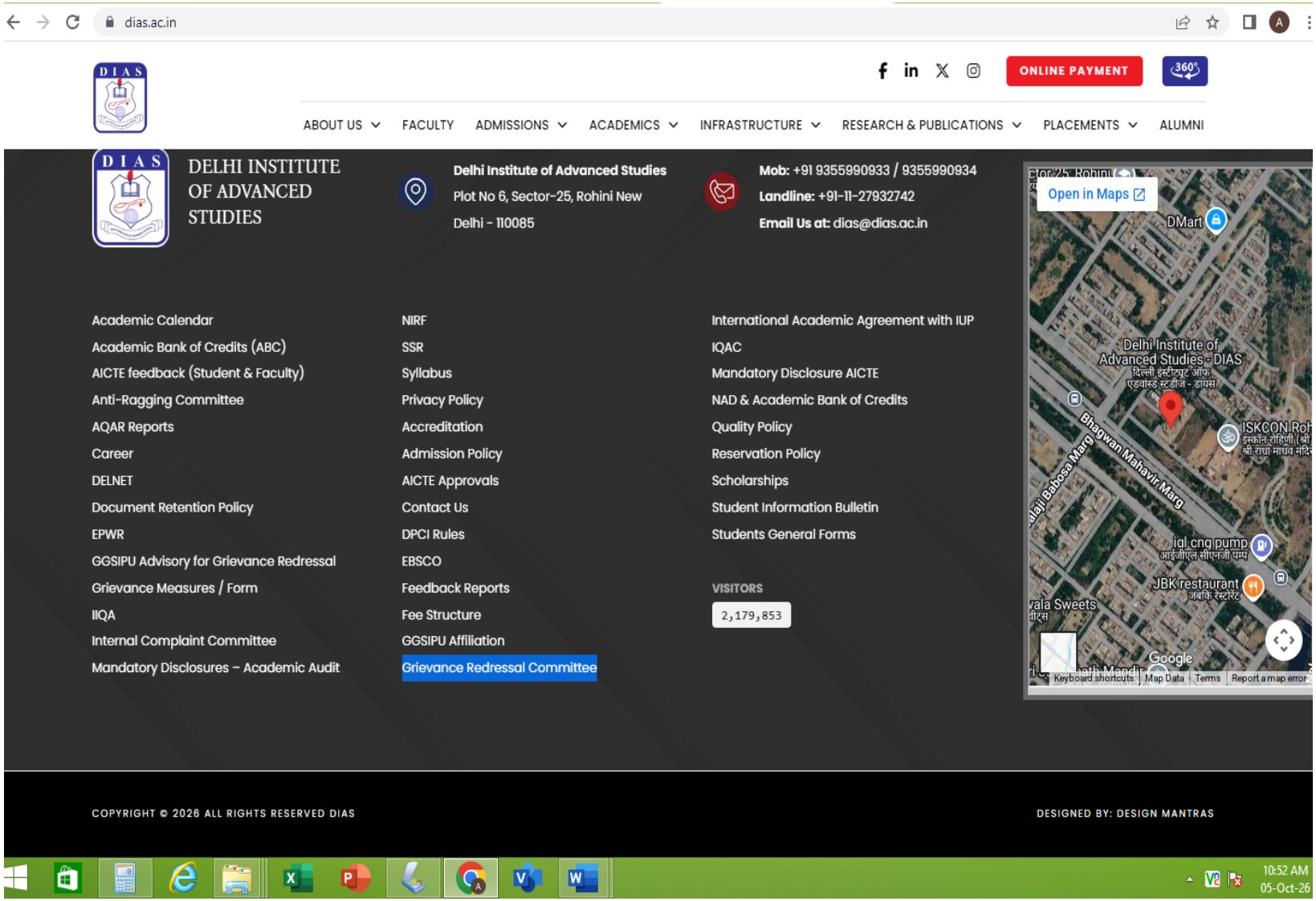
Annexure- 7(c)



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GRIEVANCE REDRESSAL REPORT

FEEDBACK FROM STUDENTS

The Grievance Redressal Committee is committed to ensuring an **effective, efficient, transparent, confidential, and responsive mechanism** for addressing student concerns. The Committee provides students with an accessible platform through which they can communicate their grievances relating to academic matters, campus infrastructure, student services, and general welfare. The mechanism is designed to ensure that student concerns are appropriately acknowledged, examined, and addressed in a timely and sensitive manner.

The Committee maintains an **approachable and student-friendly environment** where students can raise their concerns without hesitation. Clear procedures and appropriate communication channels have been established to facilitate the submission and resolution of grievances. Confidentiality is maintained throughout the grievance-handling process, with due regard to the privacy and dignity of the students concerned. The Committee members interact with students courteously and sensitively and endeavour to provide suitable guidance and assistance in resolving their concerns. Timely follow-up and appropriate intervention are undertaken to ensure that genuine grievances are addressed effectively.

The **suggestion box installed in the campus** serves as an additional mechanism for students to communicate their concerns, suggestions, and expectations. It provides students with an informal and convenient channel to bring issues to the attention of the institution at an early stage. The mechanism enables timely identification and intervention in matters that may otherwise develop into formal grievances. Regular monitoring of the suggestion boxes facilitates appropriate consideration of the suggestions received and strengthens communication between students and the institution.

The institution also recognizes that effective grievance redressal should be complemented by **preventive and student-support initiatives**. Accordingly, emphasis is being placed on creating greater awareness among students regarding emotional well-being, healthy interpersonal relationships, stress management, anger management, and responsible digital behaviour. Wellness and sensitization programmes are encouraged as preventive measures to help students manage academic, personal, and social challenges in a constructive manner.

Provision for **individual counselling and professional psychological support** is also being strengthened to enable students to seek guidance whenever required. Such support is intended to provide students with a safe and confidential environment in which they can discuss personal, emotional, academic, or social concerns. Awareness initiatives relating to digital overuse, excessive screen time, responsible social media usage, and healthy digital habits are also encouraged to promote balanced and responsible technology use among students.

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The Grievance Redressal Committee works in coordination with the concerned departments and institutional committees wherever a grievance requires specialized intervention. Matters relating to academics, infrastructure, student facilities, or welfare are appropriately communicated to the concerned authorities for necessary action and follow-up. This coordinated approach facilitates timely resolution and ensures that student concerns receive appropriate attention at the relevant level.

The Committee remains committed to maintaining a **fair, transparent, confidential, accessible, and student-centric grievance redressal system**. Continuous monitoring and periodic review of the mechanism enable the institution to identify areas for improvement and respond effectively to the evolving needs of students. By integrating grievance redressal with counselling, wellness, awareness, and preventive initiatives, the institution seeks to foster **trust, emotional well-being, responsible behaviour, mutual respect, and open communication**. These efforts contribute towards creating a safe, inclusive, supportive, and conducive academic environment that promotes the overall development and welfare of every student.

ACTION TAKEN REPORT

Based on student suggestions, the Grievance Redressal Committee has strengthened its mechanisms to ensure greater accessibility, transparency, responsiveness, and student support. Information regarding grievance procedures and available redressal channels has been communicated through notice boards, the institutional website, and orientation programmes, enabling students to understand the process clearly and seek timely assistance.

To strengthen preventive grievance management, suggestion boxes have been placed at key locations across the campus and are reviewed periodically. Concerns and suggestions are examined for appropriate and timely corrective action. Recognizing the importance of holistic student well-being, the institution has also organized wellness and sensitization sessions on stress management, anger management, digital overuse, emotional well-being, and healthy coping practices with support from qualified psychologists and trained professionals.

In addition, confidential individual counselling services have been facilitated on campus through scheduled appointments, enabling students to seek personalized guidance in a safe and supportive environment. The Committee undertakes periodic reviews of these initiatives to assess their effectiveness and identify areas for further improvement. These measures demonstrate the institution's continued commitment to student welfare, preventive intervention, confidentiality, and continuous improvement, thereby fostering a safe, inclusive, harmonious, and supportive campus environment.