ANNEXURE NO. 15

STUDENTS GRIEVANCE REDRESSAL MECHANISM

TRINITY INSTITUTE OF PROFESSIONAL STUDIES
Affiliated to GGSIP University, Delhi
Approved by Bar Council of India, New Delhi
NAAC Accredited Institution

Ref TIPS/SGRC/2025-26/01

Date: 16 July 2025

NOTICE

It is for the information of all that the composition of the Student Grievance Redressal Committee is revised, and this shall be the new constitution of the Committee w.e.f. 5th August 2025 for the academic session 2025-26.

S.No	Name	Designation	Department	Mobile No.
1	Dr Shashi Bala	Chairperson	Law	7011599428
2	Dr Sonika Ahlawat	Coordinator	Law	8920949036
3.	Ms. Shraddha Singh	Member	Law	8285028911
4.	Ms Anushree Ghai	Member	Psychologist	9999808404
5.	Dr Neha Arora	Counsellor- Member	Management	9897519240
6.	Dr Arvind	Member	BAJMC	8010603232
7.	Dr Mukta	Member	BCA	9871035481
8.	Mr Ankit	Member	BBA	9717546728
9.	Adv. Gurjeet Singh	Member	Advocate	9810872685
10.	Ms. Anupa Sharma	Member Secretary	Admin	9871869053
11.	Priyavrat Srivastav	Student Representative	BALLB	7011716349
12.	Ms. Nidhi	Student Representative	BCA	9315957256

DIRECTOR
Trinity Institute of Professional Studies
(A[illegible] Institutional Area)
[illegible], Dwarka [illegible]075

Management Committee

Signature

TRINITY INSTITUTE OF PROFESSIONAL STUDIES
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Approved by Bar Council of India, New Delhi
NAAC Accredited Institution

Ref TIPS/SGRC/2025-26/02

Date: 1 August 2025

NOTICE

Availability of the Student Grievance Redressal Committee

It is for the information of all the students of Trinity Institute of Professional Studies that for any grievance related to academic and non-academic matters, the students can approach the student grievance redressal committee in the following way:

The grievance can be filed offline as well as online

1. Offline- Written application can be posted in the complaint boxes fixed outside Room no. 808 and the Admin. Office.
2. Online: A written application can also be sent to the official email ID: grievance@tips.edu.in.

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075

11/8/25

Chairperson
SGRC

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Affiliated to GGSIP University, Delhi
Approved by Bar Council of India, New Delhi
NAAC Accredited Institution

Ref TIPS/SGRC/2025-26/ 3A

Date: 6th August 2025

NOTICE

This is to inform all faculties and students of Trinity Institute of Professional Studies that, as per the revised constitution of the SGRC, the following individuals have been elected as student representatives for the academic session 2025-26.

1. Mr Priyavrat Srivastav (4th Year BALLB)
2. Ms Nidhi (3rd Year BCA)

6/8/25

Prof. (Dr) Shashi Bala
Chairperson

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075

Ref TIPS/SGRC/2025-26/03

Date: 2 August 2025

NOTICE

This is for the information of all that a preliminary meeting of the following committee for the academic session 2025-26 will be held on 5th August, 2025, at the respective time in the conference room.

1. Student Grievance Redressal Committee: 2:00 p.m.
2. Anti Ragging Committee- 3:00 p.m.
3. Prevention of Sexual Harassment Committee- 3:30 p.m.

Prof. (Dr)Shashi Bala

Chairperson

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075

MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE

Date of meeting: 05.08.2025 Day: Tuesday	Time:2:00 pm
Venue: Conference Room	

S.No	Name	Designation	Signature
1	Dr Shashi Bala	Chairperson	
2	Dr Sonika Ahlawat	Coordinator	
3.	Ms. Shraddha Singh	Member	
4.	Ms Anushree Ghai	Member	
5.	Dr Neha Arora	Counsellor- Member	
6.	Dr Arvind	Member	
7.	Dr Mukta	Member	
8.	Mr Ankit	Member	

2. Agenda of the meeting

- Approval of the minutes of the last meeting.
- Elections of the student representatives for this academic session.
- Overview of the mandate and objectives of the SGRC for the Academic Session 2025-26.
- Discussion on guidelines and procedures for receiving, recording and resolving student grievances.

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3. Action taken/Initiated (Follow Up)

S.No.	Issues	Activity/ Follow Up	Responsibility	Done/ In Process	Signature
1.	Approval of the minutes of the last meeting.	Minutes of the last meeting were reviewed	All members	Done	
2.	Elections of the student representatives for this academic session.	Anti Ragging, GRC and Prevention of Sexual Harassment	Dr. Mukta Sharma	Done	
3.	Overview of the mandate and objectives of the SGRC for the Academic Session 2025-26.	The objectives and functioning of the SGRC for the academic year 2025–26 were explained to all members. Members acknowledged and agreed to follow the guidelines.		Done	
4.	Discussion on guidelines and procedures for receiving, recording and resolving student grievances.	Procedures for grievance submission, documentation, review, and disposal were finalised. It was decided that the committee would strictly follow the UGC/Institutional guidelines.		Done	

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4. Action Taken Report

In pursuance of the meeting held of the Grievance Redressal Committee on 27 August 2025. An orientation session was conducted for newly enrolled students on 2 September 2025 regarding the role and function of SGRC, Anti-Ragging Committee and Prevention of Sexual Harassment Committee. Mr Raghav Sabbarwal, Advocate on record, Supreme Court of India, took this session.

Chairperson

SGRC

DIRECTOR
Trinity Institute of Professional Studies
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Sector-9, Dwarka, New Delhi-110075

ACTION TAKEN REPORT

The Student Grievance Redressal Committee (SGRC) held its preliminary meeting on 5th August 2025. The representatives from each department for SGRC were selected through an election conducted by the AR's and CR's of various departments. The committee also reviewed and discussed the mandate and objectives of the SGRC for the new session, with all members agreeing to adhere to the prescribed responsibilities and maintain transparency in grievance handling. Furthermore, the guidelines and procedures for receiving, recording, and resolving student grievances were thoroughly examined and approved, ensuring a systematic and time-bound redressal mechanism for students.

Chairperson

SGRC

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Trinity Institute of Professional Studies
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Sector-9, Dwarka, New Delhi-110075

Ref TIPS/SGRC/2025-26/ 3A

Date: 6th August 2025

NOTICE

This is to inform all faculties and students of Trinity Institute of Professional Studies that, as per the revised constitution of the SGRC, the following individuals have been elected as student representatives for the academic session 2025-26.

1. Mr Priyavrat Srivastav (4th Year BALLB)
2. Ms Nidhi (3rd Year BCA)

6/8/25

Prof. (Dr) Shashi Bala

Chairperson

DIRECTOR
Trinity Institute of Professional Studies
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Sector-9, Dwarka, New Delhi-110075

Ref TIPS/SGRC/2025-26/03B

Date: 6th August 2025

NOTICE

Availability of Psychologist and Student Counsellor

All students are hereby informed that the Institute has arranged for the regular availability of a **Psychologist and Student Counsellor** to provide guidance and support for emotional well-being, stress management, academic pressure, and personal concerns.

Students seeking counselling or psychological assistance may schedule an appointment during the counselling hours mentioned below:

Counsellor: Dr Neha Arora

Room No. 605, Sixth Floor

Contact No. 9897519240

Psychologist: Ms. Aushree Ghai

Psychologist Room, 3rd Floor

Contact No. 70434901430

All interactions will remain strictly confidential. Students are encouraged to make use of this facility for their mental health and overall personal development.

Prof. (Dr) Shashi Bala

Chairperson

DIRECTOR
Trinity Institute of Professional Studies
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Sector-9, Dwarka, New Delhi-110075

Ref TIPS/SGRC/2025-26/ 04

Date: 7th August 2025

NOTICE

It is for the information of all that a meeting of SGRC will be held on 8th August 2025, regarding the plan of action for the academic session 2025-26, odd semesters.

7/8/25

Prof. (Dr) Shashi Bala

Chairperson

DIRECTOR
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Sector-9, Dwarka, New Delhi-110075

1. MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE

Date of meeting: 08.08.2025 Day: Friday	**Time:2:00 pm**
Venue: Conference Room	

S.No	Name	Designation	Signature
1	Dr Shashi Bala	Chairperson	
2	Dr Sonika Ahlawat	Coordinator	
3.	Ms. Shraddha Singh	Member	
4.	Ms Anushree Ghai	Member	
5.	Dr Neha Arora	Counsellor- Member	
6.	Dr Arvind	Member	
7.	Dr Mukta	Member	
8.	Mr Ankit	Member	

2. Agenda of the meeting

- Approval of the minutes of the last meeting.
- Planning of Activities for August to December, 2025.

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3. Action taken/Initiated (Follow Up)

S.No.	Issues	Activity/ Follow Up	RESPONSIBILITY	Done/ In Process	Signature
1.	Approval of the minutes of the last meeting.	Minutes of the last meeting were reviewed	All members	Done	
2.	Planning of Activities for August to December, 2025.	Conducting the activities: Awareness Programmes/ Nukkad Natak/ Sessions	All members	In Process	

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4. Action Taken Report

During the meeting, the committee discussed and finalised the planning of activities for August to December 2025, outlining a structured schedule aimed at enhancing student awareness, support, and engagement with the grievance redressal mechanism. It was decided that monthly awareness sessions, grievance submission drives, timely review meetings, and orientation programmes for newly enrolled students would be organised. The committee also agreed to prepare informative materials, update the grievance portal, and ensure regular monitoring of student concerns throughout the planned period.

6/9/25

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Sector-9, Dwarka, New Delhi-110075

Ref TIPS/SGRC/2024-25/ 05

Date: 25 August 2025

NOTICE

It is for the information of all that a meeting of SRGC will be held on 27 August 2025 regarding the plan of action for the orientation session of freshers regarding the role, functions of SRGC, Anti-Ragging & Prevention of Sexual Harassment Committee.

25/8/25

Chairperson

SRGC

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi

1. MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE

Date of meeting: 27.08.2025 Day: Wednesday	Time:2:00 pm
Venue: Conference Room	

S.No	Name	Designation	Signature
1	Dr Shashi Bala	Chairperson	
2	Dr Sonika Ahlawat	Coordinator	
3.	Ms. Shraddha Singh	Member	
4.	Ms Anushree Ghai	Member	
5.	Dr Neha Arora	Counsellor- Member	
6.	Dr Arvind	Member	
7.	Dr Mukta	Member	
8.	Mr Ankit	Member	

2. Agenda of the meeting

- Approval of the minutes of the last meeting.
- Conducting orientation sessions for freshers with the role and functions of SGRC, Anti-Ragging and Prevention of Sexual Harassment Committee.

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi

3. Action taken/Initiated (Follow Up)

S.No.	Issues	Activity/ Follow Up	RESPONSIBILITY	Done/ In Process	Signature
1.	Approval of the minutes of the last meeting.	Minutes of the last meeting were reviewed	All members	Done	
2.	Conducting orientation sessions for freshers with the role and functions of SGRC, Anti-Ragging and Prevention of Sexual Harassment Committee.	The orientation session shall be organised by the coordinators of all the committees related to student welfare regarding their roles and functions.	All members	Done	

DIRECTOR
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Annex - V

TRINITY INSTITUTE OF PROFESSIONAL STUDIES
Affiliated to GGSIP University, Delhi
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LETTER OF CONTRACTUAL ENGAGEMENT

Sub : Agreement between the TRINITY INSTITUTE OF PROFESSIONAL STUDIES here in after referred as Chairman and Ms. Anushree Ghai in after referred as Contractee for contractual engagement

Ms. Anushree Ghai is hereby engaged for the post of Psychologist in TRINITY INSTITUTE OF PROFESSIONAL STUDIES, on contractual basis from 12/08/2024 till 11/08/2025 on the following terms and conditions:

1. The contract is being entered into purely to meet the temporary, short-term requirement of the Institute.
2. The term of the engagement shall be for a period i.e.12/08/2024 till 11/08/2025
3. The appointment is purely of contractual in nature and will not confer upon her any right whatsoever for regular appointment or placement in TRINITY INSTITUTE OF PROFESSIONAL STUDIES.
4. The person shall not be entitled to any benefit or perk to which the regular employees of the Institute are entitled.
5. That the post offered to her is non-pensionable and no other benefits are payable/available to her for the period of service rendered in the Institute.

WORK SCHEDULE

1. The Psychologist work shall begin according to the schedule of the Institute or any other time assigned by the DIRECTOR.
2. That the Psychologist can be assigned any duty to fulfill the objectives of the specific work profile for which she has been engaged.
3. The duties and responsibilities of the work shall be indicated by the competent authority from time to time.

DIRECTOR
Trinity Institute of Professional Studies

CONDUCT

1. She shall maintain daily diary and shall be required to submit monthly progress report of her on regular basis.

2. The Contractee shall perform the services under this Agreement diligently and honestly, in a professional and responsible manner. The quality of the performance of the contract Psychologist shall be of the highest standards and to the complete satisfaction of the TRINITY INSTITUTE OF PROFESSIONAL STUDIES concerned. Towards this end, the Contract Psychologist shall not engage herself or take up employment with any other office, organization, company, person, etc. during the tenure of her engagement with the TRINITY INSTITUTE OF PROFESSIONAL STUDIES. She shall render her services herself and shall not delegate them to any third person.

TERMINATION

1. The Director may terminate the contract, if the Contractee has furnished false information exhibiting dishonesty, indiscipline, moral turpitude etc., with prior permission of the Chairman.

2. That the contractual engagement is liable to be terminated by the Director at any time without any notice and without assigning any reason with the prior permission of the Chairman.

3. That she will serve a notice of one month before resigning from her post or deposit one month salary for immediate termination of contract.

DIRECTOR
Trinity Institute of Professional Studies
(Affiliated to GGSIP University, New Delhi)
Sector 9, Dwarka, New Delhi-110075

GENERAL

This engagement by the Institute neither creates nor shall be deemed to create any employer-employee relationship between the Institute and the Contractee and the Institute shall incur no liability in this regard. The Contractee shall render her services as an independent contractor. Nothing under this Agreement or in the arrangements hereby contemplated shall constitute the Contract Psychologist as an employee, servant or workman of the Institute.

Dr. R.K Tandon
(Chairman)

Accepted the above terms and conditions and after my willingness

Signature of Psychologist

(Ms. Anushree Ghai)

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 116 Institutional Area)
Sector-9, Dwarka, New Delhi-110075

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

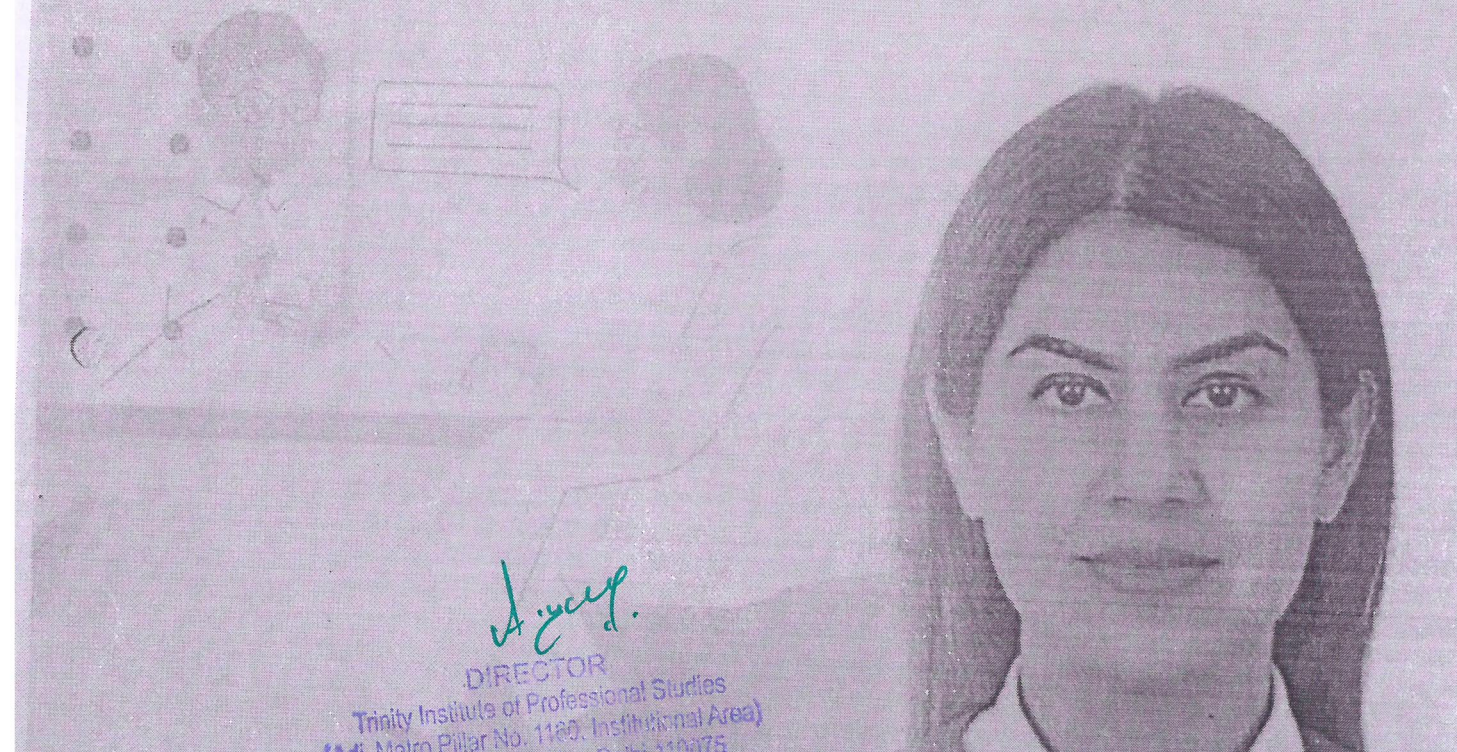
ACCREDITATION AND APPROVALS | GGSIPU RANK A+ Affiliated Institute | BAR COUNCIL OF INDIA Approved Institute | NAAC A Accredited Institute | AICTE Approved Institute

Annex - VII

MENTAL HEALTH CONSULTATION

THERAPY AND CONSULTATION SERVICES

MONDAY TO FRIDAY | 10:00AM - 5:00PM



DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075

MS. ANUSHREE GHAI

9999808404

PSYCHOLOGIST@TIPS.EDU.IN

DWARKA SEC. 9, NEW DELHI | WWW.TIPS.EDU.IN #bestGGSIPUcollec

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

AN ISO 9001:2015 CERTIFIED INSTITUTE OF GOVERNMENT OF NCT OF DELHI & APPROVED BY BAR COUNCIL OF INDIA, NEW DELHI

STUDENT'S COUNSELOR



DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

Dr. Neha Arora

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

ROOM NO. 605

MOBILE NO. 9897519240

EMAIL: COUNSELLOR@TIPS.EDU.IN

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160), Institutional Area
Sector-9, Dwarka, New Delhi-110075

AYUSHMAN HOSPITAL & HEALTH SERVICES

A-5

Dated: 03/03/2025

To
HR Manager
TRINITY INSTITUTE OF PROFESSIONAL STUDIES
(Affiliated to G.G.S Indraprastha University, New Delhi)

Subject: Tip-up with Medical Emergency.

Dear Sir,

In continuation to your letter for Empanelment of our Hospital for Emergency dated 03/03/2025 for one year. We hereby renew our services with effect from 03/03/2026 to from the Hospital for any Emergency Medical Services to your students and staff.

We are pleased to inform you that Ayushman Hospital will continue to provide emergency services to your students & staff. This agreement would be valid for another one years dated 03/03/2026.

You may please contact our emergency Department as Telephone No: 9205481438 or our 24/7 Helpline No: 011-49495555/66 in case of any Medical Emergency.

With Best Regards

Dr. Prashant Sanwal
B.Sc., MBBS, MHA, DMLS
Medical Superintendent
DMC Regn. No. 42071
Ayushman Hospital & Health Services
Sector-10, Dwarka, New Delhi-110075

Dr. Prashant Sanwal
Medical Superintendent

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

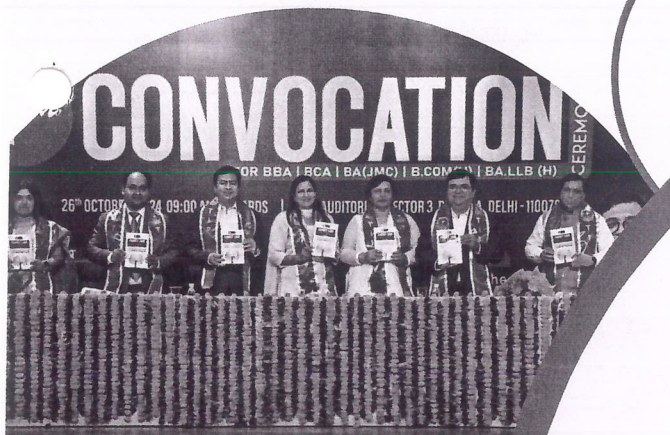
NAAC A WITH CGPA 3.23

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BAR COUNCIL OF INDIA APPROVED INSTITUTE

AICTE APPROVED INSTITUTE

SCAN FOR WEBSITE







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INFORMATION BROCHURE

Trinity Institute of Professional Studies
DIRECTOR
Pillar No. 1160, Institutional Area
Dwarka, New Delhi-110075

Contact Us

Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10, Metro Station. New Delhi-110075

tips@tips.edu.in

011- 45636921/22/23

9315911715, 9315911714

Information

- About Us
- Contact Us
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- Mandatory Disclosure
- Career @ TIPS
- NIRF
- Physical Reporting

Student Zone

- National Service Scheme
- ERP Login
- Code of Conduct
- Anti Ragging
- Datesheet
- Student E-Handbook
- Syllabus
- Grievance Redressal

Photo Gallery



Visitor Counter : 349662

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Power by Magetrue - Web Design Company

Timestamp	1. Name	2. Contact Details	3. COURSE	4. Semester	5. SHIFT	6. Section (if any)	7. Nature of Problem	8. Problem was addressed to	9. Was the problem addressed on time	10. Are you satisfied with SGRC
7/15/2025 10:52:32	Vanshika Arora	8447610550	BCA	Third	First	None	Family Issues	Counselor	Yes	Yes
7/20/2025 12:14:22	Om Sharma	9868540345	BBA	First	First	None	Interpersonal Relationships	Counselor	Yes	Yes
7/24/2025 04:18:52	Vinni	8527261807	BALLB	Eighth	First	None	Family Issues	Counselor	Yes	Yes
8/23/2025 11:23:24	Shantanu Kumar	7667536618	BCA	Fourth	Second	None	Relationship Issues	Counselor	Yes	Yes
8/29/2025 09:54:46	Saksham Wadhwa	7982630292	BCA	Sixth	Second	None	Self-reported OCD	Counselor	Yes	Yes
9/12/2025 11:12:54	Bhoomi Gupta	9311792598	BBA	Sixth	Second	None	Family Issues	Mentor	Yes	Yes
9/22/2025 02:23:45	Vanshika Sharma	9315024112	BCA	Sixth	Second	None	Family Issues	Mentor	Yes	Yes
9/30/2025 04:12:23	Devanshi Kohli	8587036387	BBA	Second	First	None	Family Issues	Mentor	Yes	Yes
10/4/2025 03:45:32	Ayush	8920662872	BCA	Fourth	First	None	Relationship Issues	Counselor	Yes	Yes
10/17/2025 01:34:32	Kritika Dhawan	9289559002	BBA	Second	First	None	Friendship Problems	Counselor	Yes	Yes
11/4/2025 12:34:43	Khyaati	8700682263	BAJMC	First	First	None	Adjustment Issues	Mentor	Yes	Yes
11/13/2025 11:23:15	Chhavi	9958294919	BALLB	Fourth	First	None	Relationship Issues	Counselor	Yes	Yes

DIRECTOR
Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Del...

(4)

TRINITY INSTITUTE
OF PROFESSIONAL STUDIES

TIPS Dwarka <tips@tips.edu.in>

Compliance Regarding Grievance Redressal

TIPS Dwarka <tips@tips.edu.in>
To: "Affiliation Branch, GGS IP University, Delhi" <affiliation@ipu.ac.in>
Bcc: "Dr. Shashi Bala" <sbala.tips@gmail.com>

Thu, Jan 29, 2026 at 1:05 PM

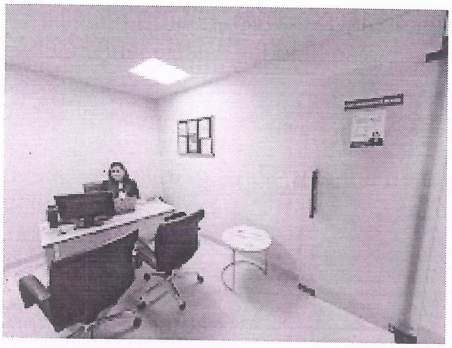
Dear Sir/Madam,

Please find attached herewith the details with Annexures regarding Grievance Redressal for your ready reference and record.

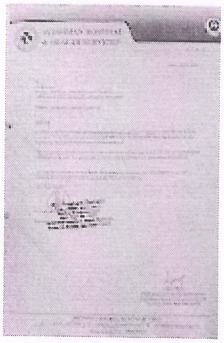
Thanks & Regards

Prof. (Dr.) Shashi Bala
Principal, Law
Trinity Institute of Professional Studies
Dwarka

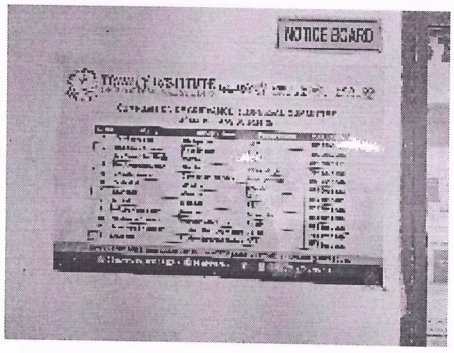
10 attachments



Annexure- VIII Pschologist Room.jpeg
97K

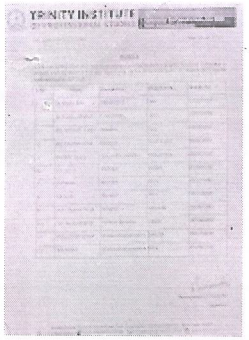


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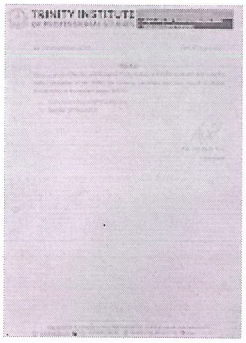


Annexure-II.jpg
3889K

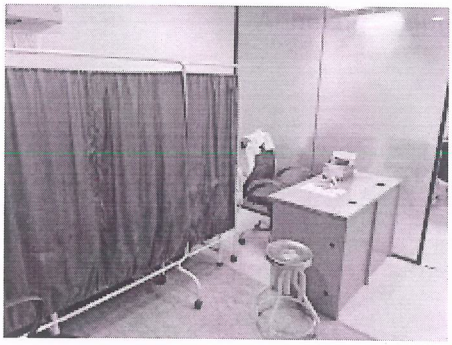
DIRECTOR
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(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075



Annexure-III.jpg
3735K



Annexure-IV.jpg
3167K



Annexure-VIII Medical Room.jpeg
135K

Annexure-V.pdf
313K

Annexure-VII.pdf
381K

Annexure-I SGRC 25-26.pdf
4642K

Reply to Univerty compliance SGRC.25-26.docx
168K

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Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160, Institutional Area)
Sector-9, Dwarka, New Delhi-110075