



AMAR SINGH COLLEGE

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Circular

Grievance Redressal Mechanism of Department of Public Administration

This is for the information of all the bonafide students of the Department of Public Administration that there is a dedicated Department Grievance Committee in the Department of Public Administration . The composition and mechanism is as stated below:

- 1. Departmental Committee:** The Department of Public Administration has a Department Grievance Committee consisting of:
 - a. Head, Department of Public Administration (Chair)
 - b. Teacher Concerned (Member)
 - c. Class Representative (s) of concerned semester (Member)
- 2. Mechanism of Grievance Redressal:** Grievances related to teaching, syllabus, attendance and internal and external examinations will be received physically through class representatives/concerned teacher or through dedicated emails: dopaamarsinghcollege@gmail.com; zubairmalik.2009@amarsinghcollege.com. The Grievance once received is placed before the Department Grievance Committee and resolved within a week. The decision taken is unanimous and communicated to the concerned student.

Yours Sincerely,

(Dr. Zubair Nazeer)
Head