

Grievance Redressal: Issues Covered

The Grievance Redressal Mechanism of the institution addresses academic, administrative, examination-related, and welfare-related concerns of students and employees. The following issues are recognized as valid grievances and are resolved through a structured and time-bound process:

1. Issues related to issuance or delay of **Character Certificates**.
2. Difficulties faced during **filling or submission of online application forms**.
3. Permission to collect **DMC/degree certificates** from the University.
4. **Non-updation or correction of grace marks** in academic records.
5. Requests related to **creation or allocation of examination centres**.
6. **Extension of admission dates** due to genuine academic or administrative reasons.
7. Delay or errors in the **issuance of permanent registration numbers**.
8. Queries and grievances related to **pending or delayed examination results**.
9. **Paper clashes** or overlapping examination schedules.
10. **CCA/Internal assessment marks not entered or incorrectly recorded**.
11. Issues related to **permission for reappear examinations**.
12. **Grievances related to girls' hostel**, including accommodation, safety, facilities, and administration.

To
The Principal
Govt. P.G. College
Nalagarh



Issued
29/12/21

Subject: Application to the Principal for character certificate

Respected Sir,

It is stated that, I am a student of B.Sc. (Medical) session 2018-2021 of your college.

Now, I want to get admission in university for which I need a character certificate from my previously attended college.

I request you to please grant me a character certificate of good character. So, that I may get admission in that university.

I shall be obliged.

Yours sincerely

Ankita and ~~Jaya Kumari~~ (Class Roll no: ~~182014~~)

Date -

Univ. Roll no:

~~2180640093~~

Signature

Ankita

Class Roll no. - 182028

Univ. Roll No. - 2180640032

Sh. Sushil Kumar
for 4/5th
Ape

Date: / / 20

Page No.

To
The Principal
Govt. Degree collage,
Nalagarh

SK
10/01/25

Subject — Application for correction of
gender mistake.

Respected Ma'am,

I'm ~~water~~ was a student of your
Govt. Degree collage. In the session
1st year. I paid the examination fee
and made a mistake on the form
in gender.

Therefore, I kindly request you to
correct the gender mistake. The
documents required to support my
claim are enclosed with this application.

Yours faithfully,

~~Ruchika~~

10-02-25

Ruchika Thakur

Dr. Sukhdev Singh
for [unclear]

श्रीमान,

श्रीमान प्रधानाचार्य महोदय जी,
राजकीय उच्चतर महाविद्यालय

नालगाड़ ।

विषय :- NOC जारी करने के लिए प्रार्थना पत्र

श्रीमान जी,

आविनय निवेदन इम उमर से है, कि

मैं आपके महाविद्यालय में M. Com. का
छात्र था सत्र 2021-2023 में अपना M. Com.

का course पूरा कर लिया है इसलिए मुझे
डिग्री लेने के अर्थ में NOC जारी
करने की कृपया करें।

धन्यवाद

नाम :- राजेश कुमार

रजि. नं. - 210090050010

वर्ष - (2021-23)

Rajesh Kumar

*College has not received in this
college. College has no objection in person
concerned official degree and should
for H.P. University, and I should
be submit one photo copy of degree
in this college for office record.*

Received NOC in [unclear]

Rajesh Kumar

Date 10-02-2025

Principal
Govt. College Nalagarh
Dist. Solan (H.P.)

Registered Post



Office of the Principal
Govt. College Nalagarh, Dist. Solan (H.P.) PhoneNo.+01795

223068 Email genalagarh@gmail.com

No-EDN-GDC-NLG (GF318) Result correspondence ... 6050

Dated: Nalagarh, the 27-01-2025.

Gmail. rusahpu@gmail.com

To

The Controller of Examinations,
Himachal Pradesh University,
Shimla-5.

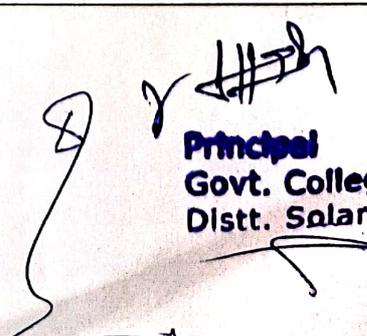
Sub: **Regarding update the Grace Marks.**

Sir,

Please find enclosed the following student's application in original for removing the objections raised by her:

Sr. No.	Name of Student	Univ. Roll No.	Objection
1.	Preeti Dixit	2200640110	Update the grace marks in r/o <u>CHEM 201 Solutions, Phase, Equilibrium, Conductance, Electrochemistry & Organic Chemistry as the candidate was appeared in re-appear examinations in October 2023</u> , grade card attached for your ready reference. Kindly do the needful at your end.

Encl: As above.


Principal
Govt. College Nalagarh
Distt. Solan (H.P.)



श्री. जे. डी. सुब्रह्मण्यम्
 प्राधान्यालय महाराष्ट्र जी
 राजकीय महाविद्यालय
 नालागढ़

विषय - डि. ग्री प्राप्त करने हेतु अर्जी
 (N.O.C TO Provide Degree by Hand)
 श्री गौरी जी

अविनय निवेदन यह है कि

मेरा नाम पंकज कुमार पता - गाँव डा. १६
 तह. नालागढ़, सोलन हि.प्र. १७५१० का
 निवासी मैंने महाविद्यालय से २०१५-१६

के बीच से B.Sc. Zoology में उत्तीर्ण
 किया है। अतः आपसे विनम्र
 अर्जी देने की कृपा

DE
 Degree has not
 been issued in this college
 as there are no objections
 concerned. If you
 submit one photo of
 degree in this office
 for official record.

धन्यवाद

आज्ञाकारी शिष्य
 पंकज S/O Pankaj Chand
 मो. ९९९९९ ०५००१३

Principal
 Govt. College Nalagarh
 Distt. Solan H.P.

Received
 Authority in Original
 to obtain Degree by
 Hand Pankaj
 13/11/24.

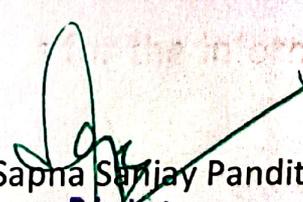


Office of the Principal
Govt. College Nalagarh, Dist. Solan(H.P.) PhoneNo.+01795
223068 Email genalagarh@gmail.com
No-EDN-GDC-NLG (GF 393) Registration
Dated: Nalagarh, the 20-08-2024.

Notice for Registration

As per instructions received from Himachal Pradesh University, (Registration Branch) the following students of this college for the session 2020 and 2021 are hereby directed to meet in the office as they have not issued permanent registration no. and all are supposed to submit the required documents which has not uploaded properly and not submit the original migration who comes from other board, list of those students has already been circulated among the students groups. This is for the information. Treat it most urgent.

1. Akshit Dogra S/o Gurdas Ram
2. Gurnam Singh S/o Bagga Ram
3. Iqbal Mohd.S/o Sonu
4. Navodya Kumari D/o Veer Chand
5. Sukhwinder Singh S/o Fateh Singh
6. Dilbag Singh S/o Gyand Singh
7. Priya Thakur D/o Neel Kamal
8. Vishal S/o Narinder Kumar
9. Gaurav S/o Rampal


(Dr. Sapna Sarjaya Pandit)
Principal
Govt. Post Graduate College
Nalagarh, Distt. Solan (H.P.)-174101



N

Himachal Pradesh University,
'Academic Branch'

No. 4-19/2024-HPU (Acad.):-

Dated: 24 JUL 2024

NOTIFICATION

The University is in receipt of number of representations from the Principals of the colleges and students organizations to extend the date of admission in the colleges for UG classes. After careful consideration, the Vice-Chancellor is pleased to extend the date of admission for Undergraduate classes in the colleges (Govt. and Private) under the jurisdiction of H.P. University, Shimla-5 upto 31.07.2024 to facilitate the students who couldn't seek admission in the UG classes during the scheduled time.

Therefore, all the Principals of the colleges are directed to consider the admission of students in UG classes upto 31.07.2024 strictly in accordance with the provisions of the H.P. University Ordinances.


24/07/2024

REGISTRAR

H.P. University, Shimla-5.

Dated: 24 JUL 2024

Endst. No. even.

Copy forwarded for kind information and further necessary action to: -

1. All the Principals of all the Govt./Pvt. Colleges which are affiliated with this University with the directions to paste the copy of this Notification on the Notice Board for guidance of all the students.
2. The Secretary (Education), H.P. Govt. Shimla-2.
3. The Director of Higher Education, H.P. Govt., Shimla-1.
4. The Dean of Studies, H.P. University, Shimla-5.
5. The Controller of Examinations, H.P. University, Shimla-5.
6. The Director, H.P.U. Regional Centre Dharamshala, Distt. Kangra (H.P.)/ Director, ICDEOL, H.P. University, Shimla-5.
7. The Principal, Department of Evening Studies, the Mall Shimla-1
8. The Secretary/ Spl. Pr. Secretary to the Vice-Chancellor/ Spl. Pr. Secretary to the Pro-Vice-Chancellor/ PS to Registrar, H.P. University, Shimla-5.
9. The D.R./A.R. Secrecy/ Exam-wing/Eval./ Re-Eval./ Conduct/ RME /Degree Cell/ GAD/ Internal Audit/A.R.O., H.P. University, Shimla-5.
10. The Public Relation Officer, H.P. University, Shimla-5.



111

Sh. Purdathar ji
for placement

28/07/24

To

The Registrar

Himachal Pradesh University, Shimla, Himachal Pradesh - 171005

Subject: Request for Issuance of Bachelor's Degree Certificate

Respected Sir/Ma'am,

I hope this letter finds you in good health and spirits. I am writing to formally request the issuance of my Bachelor's Degree certificate from Himachal Pradesh University.

Name: Amit Kumar

Major Course: Physics

Minor Course: Mathematics and Chemistry.

Program: Bachelor of Science (Honours.)

Roll no: 2113SI.03010017

Registration no: 13-GN-65

Year of Graduation: June 2016

I have completed all the requirements for my degree in and have fulfilled all financial obligations to the university.

I kindly request your office to process my application for the Bachelor's Degree certificate issuance at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to receiving my degree certificate soon.

Yours sincerely,

Amit Kumar.

[Handwritten signature]

COT

Degree has not recd in this college, college has no objection if concerned obtained degree in person from H.P. University, Shimla - he should be submit one photocopy of degree in this college for the record

*Received Authority to
Collect DMC from HPU
Degree
Pin original from G.C
Nalagarh.*

Amit

AMIT Kumar
97365-98990

[Handwritten signature]
Principal
Govt. Post Graduate College
Nalagarh, Dist. Solan (H.P.)-174101
28/07/24

*Dr. Sudarshan ji
for n/a ch
08/07/24*

To
The Registrar

Himachal Pradesh University, Shimla, Himachal Pradesh - 171005

Subject: Request for Issuance of Bachelor's Degree Certificate

Respected Sir/Ma'am,

I hope this letter finds you in good health and spirits. I am writing to formally request the issuance of my Bachelor's Degree certificate from Himachal Pradesh University.

Name: Anchal Sharma

Major Course: Botany

Minor Course: Zoology and Chemistry.

Program: Bachelor of Science (Honours.)

Roll no: 2115EEEE060004

Registration no: 15-GN-146

Year of Graduation: June 2018

I have completed all the requirements for my degree in and have fulfilled all financial obligations to the university.

I kindly request your office to process my application for the Bachelor's Degree certificate issuance at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to receiving my degree certificate soon.

Yours sincerely,

Anchal Sharma.

Amendments

Received Substantly to
Effect of the from HPU
original from C.C.
Nalagarh.

Amit

Amit Kumar
97365-98990

CCE
College has not send the degree
and no objection if concerned of trainee
degree from H.P. Univ in person. Should
submit one photo copy of degree in
file for office record after send form

08/07/24
Govt. Post Graduate College
Nalagarh, Distt. Solan (H.P.)-174101

Date - 14/06/24

To
The Registrar
Himachal Pradesh University
Gyanpath, Summer Hill,
Simla 171005

Subject :- Request for issuance of degree certificate.

Respected Sir/Madam

With due respect, My name is Manisha, student of your prestigious university having Roll No- 3160640103. I am writing this to request you for issuance of degree certificate.

I have completed my B.com year 2019 from Grant college Nalgauh and cleared all the required examination. I request you to kindly issue degree certificate. I shall be obliged.

I request you to kindly consider this as genuine and do needful on an urgent basis.

Sincerely

Manisha

Course - B.com 2019

College - Grant college Nalgauh

Roll No - 3160640103

Sign - Manisha

Manisha OE

Degree has not received in this college. College has no objections if concerned person should be submit one ph of degree in this office for record.

Principal
Govt. Post Graduate College
Nalgauh, Distt. Solan (H.P.)-174101

Registered Post



Office of the Principal

Govt. College Nalagarh, Dist. Solan (H.P.) Phone No. +01795

223068 Email genalagarh@gmail.com

No-EDN-GDC-NLG (GF318) Result correspondence

Dated: Nalagarh, the 22-05-2024.

To

The Controller of Examinations,
Himachal Pradesh University,
Shimla-5.

Sub: Regarding allotment of centre of examination in r/o M.A.2nd Economics
(Reappear) of Govt. College, Nalagarh.

Sir,

Please refer to subject cited above it is to inform you that examination centre has not visible in online examination form. Kindly allot the subject as mentioned above so that the examination form will be submitted in time. The copy of application is enclosed herewith for your necessary action.

(Dr. Sapna Sanjay Pandit)

Principal

Govt. Post Graduate College
Nalagarh, Distt. Solan (H.P.)-174101



Sh. Subhansari ji
for ma
Days

Date _____
Page _____

सेवा में
श्री मूल प्राचार्य जी
राजकीय महाविद्यालय नावागढ़
जुलागढ़।

विषय :- Re-Appeal form न भरने की समस्या
का समाधान हेतु।

महोदय जी
आविर्भाव निवेदन यह कि मैं आपके महाविद्यालय
की M.A 4th Sem (Economics) की छात्रा हूँ।

हमारे 2nd Sem (History of Economics Thought)
का Re-Appeal form भरने के लिए आह्वान का
घोषणा का जारी रहे है, परन्तु उस प्रक्रिया
में Centre Show न होने के कारण, Re-Appeal
form Apply नहीं कर पा रहे है। तो आपसे
निवेदन है कि हमारी इस समस्या का समाधान करे
धन्यवाद।

आपकी आज्ञाकारिणी शिष्य

Jaijeer Singh — 50221850001

Kanchan Dhumra — 50221850002

Nishu Kumari — 50221850003

Subject — History of Economic thought (ECON124)



Registered Post

Office of the Principal

Govt. College Nalagarh, Dist. Solan (H.P.) Phone No. +01795
223068 Email genalagarh@gmail.com

No-EDN-GDC-NLG (GF-412) Internal Assessment MA. 5-0-10
Dated: Nalagarh, the 15-05-2024.

Gmail. rusahpu@gmail.com

To

The Deputy Registrar (Conduct),
Himachal Pradesh University,
Shimla-5.

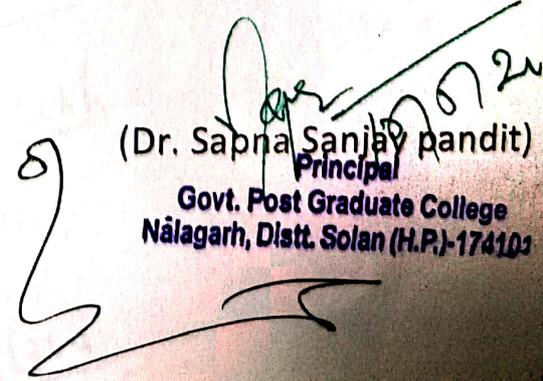
**Sub: Regarding technical error in filling of online examination forms with r/o
M.A. Political Science 2nd Semester of Govt. College, Nalagarh.**

Sir,

This is in reference to office Notification No. 1-11/2024-HPU (Conduct) dated 4th May, 2024 vide which university has been fixed to receipt of online examination form of M.A. upto 22-05-2024.

In this context find enclosed herewith the application in original vide which they are not able to fill up the online examination form due to some technical error. Kindly take up the matter accordingly and do the needful so that the students may fill their online examination form well in time.

Encl: As above.


(Dr. Sapna Sanjay Pandit)
Principal
Govt. Post Graduate College
Nalagarh, Distt. Solan (H.P.)-174101



Serial Number: 2

Name of Exami

Candidate's N

Registration I

College Nam

Exam Cente

Other's Na

Other's N

Exam Mo

Par

COM

2 CC

3 E

4

Sh. S. N. ...
D. Dey

To
The Principal
Govt. PG College
Nalagarh

Subject:- For HPV, DMC (NOC) to collect by hand.

Respected Madam:-

I want to say that I was the student of your college from 2020 to 2023 in Non Medical stream. My Roll no. is 2200640101. Please provide my DMC for the further studies.

Univ. Roll No.:- 2200640101

Roll no.:- 0230125544

C.O.E.

DMC has not received in this college, college has no objections if concerned obtained DMC in person from H.O.P. University, Shimla. Should be submit one photo copy of DMC in this office after receiving for H.P. Govt. PG College, Nalagarh, Distt. Solan (H.P.)-174101

Principal
Govt. Post Graduate College
Nalagarh, Distt. Solan (H.P.)-174101

Received

Nitesh

To

The Principal
Govt. College Nalagarh
Distt. Solan (H.P.)
Nalagarh

Subject: Request for Permission to collect DMC from
Himachal Pradesh University

I am writing to request your kind permission to collect my DMC from HPU by hand. As per the university protocol, I am required to seek authorization from the college administration for this purpose. Your approval will greatly facilitate the timely completion of my academic requirements. So please kindly grant me permission for taking my DMC from HPU by hand. I am very thankful to you.

Thanking You

Yours - Obediently

Name - Yraj Singh

Class - BCOM 3rd Year

Class Roll No - 2015097

University Roll No - 3200640132

Course Department - BCOM

Registration Number - 639348403

Password → 24/01/2002

Received Authority original

[Signature]

C.O.O
DMC has not received in this college. college has no objections if concerned. I think in position of Jinnah University. I think I should submit one photo copy of DMC for office use.

To

To
The Principal,
Govt PG. College Malagarh,

Sh. Sanyasi ji

I have received the following
Authorities to take
the original
certificates from HPU
by hand from
Principal GC Malagarh

1. Authority of UG course
 2. Authority of PG course
- that is B.M.C and Degree.

Urmila
07/05/24

Subject:- Request for NOC

Respected Mam,

I am Urmila Kashyap from your collage. I need NOC for provisional degree.

I request you to please give me a permission to receive provisional degree from HPU. I will be very grateful to you.

Thank you.

Yours sincerely
Urmila Kashyap
D/o Sh. Chhote Lal
Uni. Roll. No - 2160640158
Class. Roll No - 1617058
B.Sc (Chemistry)
Batch - 2016.

Degree has not
received in this collage, college
has no objection if concerned
person should do submit one part
copy degree in person for
office second in this office.

Principal
Govt. Post Graduate College
Malagarh, Dist. Buxar (M.P.)-731001

Sh. Sankar Singh
for ya
Dope

Principle.
College, Nagarkh.

Sub: Regarding award of special chance to appear in the supplementary chance to appear in the supplementary examination of Bcom 1st year as for retest or to appear in the 2nd year Examination.

Respected Mam,

With Great Respect I wish to state that I was a Bcom 1st year student in your college in session 2021-2022. I couldn't clear two of my exams during that session and applied for re-valuation the result was so late and I clear in the one subject. ~~The result~~ Then in the month of April I couldn't ~~be~~ valid to fill examination form because of my supplementary exam. Then I go in university and talk to the VC of the university but he denied to give special chance and fill examination form and say that go to your college and mail us for your concern then we approve your data and then give special chance and open Portal for examination form... that I can spare my previous year.

Yours obediently,

Vandana

University Rollno-3210640156.

Regno-954575306
Paid-13/09/2003

Verified to
each student
m II

धन्य
अ.

श्री. सुब्रह्मण्य
जु १९

25/8/23

The Principal
Govt College Nalgonda.

25th Aug 2023

Respected Mom

Subject: kindly Issue Final Year Certificate for
Cat Registration.

I want to say that, I am student of your
college in 3rd year of BSC. I want final year
certificate for the registration of cat Examination
kindly issue the certificate so I am got
registered for cat Examination 2023-24. I
am thankful to you for this.

Yours obediently

Durgesh Mishra

Colg Roll no F 201872

University Roll no F 2200640047

To

The Principal
Govt. Degree College
Nalagarh

Concerned
Teachers
do the needful
for official verification
Dope

Subject :- Regarding CCA and practical marks

Respected mam,

With due respect and humble submission

I am Rahul Kumar s/o Sh. Ashwani Kumar R/o Vill - Ratyor,
P.O - Dabhota, Teh - Nalagarh, Dist - Solan. I am student of
B.Sc final year (special chance) at your college. My examination
form is holded by ~~unif~~ university because I took
admission in special chance on the basis of notification
No - 4-19/2016 - H.P.U. Recently I visited H.P.U Shimla
and they asked me to ask college for CCA and
practical marks. I attend regular classes and
mid term and final practicals etc. Kindly send
the mail to controller of exam regarding my CCA and
Practical marks. I shall be very thankful to you for
this

Yours obediently

Rahul Kumar

B.Sc final year

UNiv. Roll No - 2180640180

Class Roll No - 181973

Sh. Subhashchandra
for ma
Dip

Page No.

Date / /

सेवा में
श्रीमती प्राधान्याचार्य जी
सरकारी कॉलेज नालागढ़
विषय :- स्टार स्टडीज के लिए पत्र ।

निवेदन यह है कि मैंने ~~अब~~ नवम्बर
माह की 6 तारीख को [COMPIOT]
{ Problem solving using Computer
& software Lab using python }
की Repair को परीक्षा दी थी।
जिसके Result में स्टार
लगा हुआ है।

महोदय जी मेरी आपसे प्रार्थना
है कि आप यह स्टार *हटा दें
वर्ष में BSC 2nd की परीक्षा
है ।
धन्यवाद

Abhay Garg
BSC 2nd year
University roll no :- 2221850001
Mobile no :- 7876067677

Staff Meeting

18/06/24

A staff meeting was held on dated 12/06/24 at 1:00 PM in the staff room under the guidance of Dr. Sapna Sanjay Pandit to discuss issue regarding vacation schedule and conference hall as it is demolished conditions after lok Sabha election 2024 which was handed over to election office Nagarkh.

The following members are present in the meeting.

Umeshi	11	Abhig	21	Smrityashree
Manoj	12	Shubh	22	Shruti
Chandana	13	J. S. D.	23	Sanam
Anita	14	Lakshmi	24	Narita S
Raj	15	Aish	25	Shweta
Shruti	16	Lunam	26	Shruti
Raj	17	Vishal	27	Jyoti
Vikas Gulraj	18	Nanti	28	Shruti
Chandana	19	Jyoti	29	Sunil Dutt Shams
Shruti	20	Shruti	30	Shruti

① To improve students performance in academics
 1) ~~Shruti~~ it was unanimously decided that measures such as
 2) ~~Shruti~~ addressing doubts and redressed sessions, providing extra
 reading material to meritorious students and provide special classes to
 weak students need to be taken
 ② To ensure large participation of
 students in co-curricular activities and to increase the students to perform
 better the staff was directed by the principal to tap talents in students &
 polish their ability by making them join workshops
 ③ Student excursions
 and visits to course related centres and industries will be arranged
 of various units like NSS, RBR, Red Ribbon, Eco Club etc. to ensure
 extension of their course related knowledge to practical Application
 the science and commerce sections will also organize separate
 visit and extra-curricular activities to ensure participations

[Signature]

Staff Meeting.

A staff meeting was held on 02-08-24 at 2:00 P.M. in the staff room under the chairmanship of Respected Principal Dr. Sapna Sanjay Pandit. Following members were present in the meeting.

- 1. Dr. Shalini Sharma
- 2. Dr. Isha Dhanan
- 3. Vikas Gulesia
- 4. Dr. Kuldip Singh
- 5. Dr. Anuj Sawhney
- 6. Saswanti Singh
- 7. NARENDER SINGH
- 8. Dr. Shweta Parman
- 9. Lt. Pooja
- 10. Vandana Shastri
- 11. Dr. Bandna
- 12. Kirti Chelani
- 13. Sanjay Sharma
- 14. Dr. Rishi Singh
- 15. Dr. Mandeep Kumar
- 16. Vishal Mehta
- 17. Anjali Sharma
- 18. PRASHANT ROHITA
- 19. DEEPAK SHARMA
- 20. Kumari Shalu
- 21. Divesh Sharma
- 22. Sindhuja Sharma
- 23. Anita
- 24. Binke Devi
- 25. Dr. Puram Chauhan
- 26. Dr. Manu
- 27. Dr. Shukla Rani
- 28. Deepika Jain

- 29. Anita Kumari
- 30. Shashi Kumar
- 31. Anshel
- 32. Shipra
- 33. Dr. Sandhya Rani
- 34. Sonia Mohil
- 35. Dr. Chandrak

The agenda of the meeting was girls hostel issue due to security reasons. The classes are to be taken regularly in the college. The portal of PG admissions is still open till Monday. The annual subscription of staff fund is to be collected. The issue of waste material in the college to be write off was also discussed. The meeting ended with the vote of thanks.

Sharma
Agar