

**COMPLAINTS PROCEDURE****MERI Professional and Law Institute**

A multi-level appeal mechanism is used in the MERI Professional and Law Institute's complaints procedural system. The College has set up a number of specialised committees to investigate complaints pertaining to matters like attendance, disciplinary matters, the rights of minorities and scheduled communities, complaints of sexual harassment, equal opportunity, etc. These committees, which are chaired by the director and include senior faculty and staff members as members, are established in accordance with the UGC Guidelines and other national policies. The following are a few committees and procedures:

**Attendance Grievance Committee**

Any grievance concerning attendance must be sent via the college portal to the committee members.

**Committee Process**

1. The student who feels wronged should send an email with a written complaints to the course instructor.
2. Any grievance concerning attendance must be filed on the college attendance portal within 48 hours of the attendance being recorded or displayed.
3. The Deputy Director will preside over a meeting of the Attendance Grievance Committee where these grievances will be discussed.

*Praveen Singh*

Principal  
MERI-Professional & Law Institute  
Asanda-Sampla

**MERI GROUP OF INSTITUTIONS**

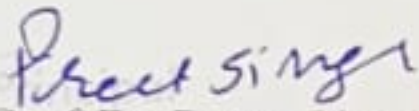
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4. The student will receive notification of the Committee's decision within three business days.

**Appellate Committee**

Students may email the appellate committee to file an appeal if they feel that the Committee's judgement is unfair to them. When mailing a letter, the student is required to include the committee's order. The following people make up the appellate committee:

1. Dr. Preet Singh - Principal, MERI PLI
2. Dr. Amit Kumar - Assistant Professor
3. Ms. StutiNarulaMarkan - Assistant Professor
4. Dr. Sapana Sharma - Assistant Professor



Prof. Dr. Preet Singh  
Principal - MERI - PLI  
CC. 1. All Notice Boards

2. Website

3. All Faculty members and Administrative Staff - for information and to maintain a strict vigil in the above respect

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