

RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA



District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

4.4 Grievance Redressal of Students and Employees: -

Grievance Redressal of Students and Employees

1. Redressal within a Week

Several types of grievances of students and employees are resolved within one week by the institution's dedicated **Grievance Redressal Cell**, under the supervision of the Principal.

All student-related grievances are addressed according to their nature, such as admission issues, examination matters, general complaints, demand-based concerns, ragging, and harassment. The concerned committee promptly examines each case and ensures timely resolution within a week.

2. Redressal within a Month

Certain grievances that require detailed inquiry, documentation, or coordination with higher authorities are resolved within one month. Such cases are carefully reviewed, and appropriate action is taken after thorough consideration to ensure fairness and transparency.

3. No Redressal

In rare instances where grievances are found to be unsupported by sufficient evidence or fall outside the jurisdiction of the institution, redressal may not be possible. In such cases, the concerned individual is informed with proper justification and guidance for further action, if applicable.

16. Students & Parents Grievances Redressal Cell

Mr Harish Sanjta	DC
Dr. Rai Singh	DSW
Dr. Anil Chauhan	DS
Warden Girls Hostel	
Warden Boys Hostel	

RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA



District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

To
The Headmistress,
Govt. P.G. College,
Seema (Rohru)
Respected Mam,

Mr Lughwinder to
Verify and do
the needful pl.

With due respect I beg to say
that I am a B.A. 2nd year student in your
college. Kindly grant me your certificate
of my schooling fee and other
financial activity. I shall be thankful
to you for this act of kindness.

Yours obediently,
Purna

Class - B.A. 2nd year.
Roll No - 2311 ~~24031~~ 231121031
Date - 28 May 2025



RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA

District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

Ref. No.

Dated

TO WHOM IT MAY CONCERN

It is to certify that Miss. Purna D/o Sh. Daya Singh Khangta is a regular student of BA II year under College Roll. No. 231121031 during the academic session 2024 – 25. Her annual expenditure on education is as under:

1. Admission Fee	₹ 2479/-
2. Examination Fee	₹ 800/-
<u>Total Fee</u>	<u>₹ 3279</u>

I wish him every success in his future life.

Principal
Raja Virbhadra Singh Govt. College Seema
District Shimla (171207)

Dated: 28.05.2025

RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA



District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

Date _____
Page _____

Dean Studies
Dean Arts
to verify do the necessary after due verification
5/3/2025

To,
The Principal,
Govt. V.B. College,
Seema (Rohru)

Subject - Application to take an action to enrolling
me in the final examination

Date - 05/03/2025

Respected mam,

I beg to say that I am Divyanshu the student of
B.A 1st year in your college. My Aadhaar
has been suspended due to technical errors. The
Aadhaar Card is necessary to make ABC ID and
ABC ID is mandatory to fill RME Registration and
RME Registration is compulsory to fill the examination
form. I send you ^{some} Chandigarh to whitelist my
Aadhaar Card but it will take lot of time and
before this time RME Registration will be
closed. It is my humble request if you to take
an action about this problem. If this will be not
solved, I'll be never able to give my final
examination. I am very good in studies that's
why I can't waste my one year. It is the
question of my future. If you do something to
solve my problem it will be an great act of
kindness.

Thanking - you,
yours - faithfully,
Divyanshu

Class - BA 1st year
Roll no - 241103001
Aadhaar Card No. → 3649 7689 2697

Forwarded
to Mr. Lagunder
to do the needful
and send the case
to University for
necessary
approval.
Mr. Lagunder send for 4/14
5/3/2025

Date _____
Page _____

St. Lagunder to specify the status
of Mr. Divyanshu student of B.A-1st year

5/3/2025

RAJA VIRBHADRA SINGH GOVT. COLLEGE SEEMA



District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

www.gpgcseema.edu.in Email: gcseema-hp@nic.in, gcseemahp@gmail.com Telefax: 01781-240167

सेवा के लुधियान्देर
 श्री मति प्रधानाचार्य जी
 राजकीय आरं. की. एच. महाविद्यालय सेमा
 विषय वर्ष 2017 में विषय Pol. Science में सी. सी. ए.
 एवं न. च. चयन कर प्रार्थना पत्र।
 मध्याह्न की
 सविनय निवेदन यह है पूजा पुष्पिणी पित्तल लाल
 आपकी आरं. की. एच. महाविद्यालय सेमा में वर्ष 2017
 में विषय कोर्स (201) POLS आवर्ष Seema में सी. सी. ए.
 नदी चयन करे, अतः मेरी आप से प्रार्थना है कि
 आप मेरे POLS 201 में ऑन लाइन सी. सी. ए.
 चयन करे की अनुमति प्रदान करे, ताकी मेरा
 आवर्ष Seema पूर्ण हो जाये और आगे कक्षा में
 प्रवेश कर सकूँ।
 धन्यवाद
 नमस्कार - पूजा
 आपकी आगे काहिली शिक्षिका
 नाम पूजा, पत्र Roll No -
 1170930273

CCA Proforma

Name of the Student : Pooja
 Class : Roll. No. : 17 Pol. 060
 University Roll. No. : 1170930273
 Contact No. : 9015153735
 Date of Submission : 11/5/2025

Sr. No.	Subject	Course code	Course Title	Year/ Sem	Exam Year	CCA	Marks in words	Signature of Teacher
1	Pol-science	Pols201		2018 2 nd Sem	2018	23		[Signature]
2								
3								
4								
5								
6								
7								
8								

Principial