



Sahayog Sevabhavi Sanstha's

Vasant Kale College of Computational & Management Science

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded.



Sahayog Educational Campus, Vishnupuri, Nanded - 431 606 (Maharashtra)

Ref. No.

Date:

GRIEVANCE REDRESSAL COMMITTEE

Sr. No	Name Of the member	Designation	Dept/Position
VKCCMS/2021-2022/GRC/1	Mr.Santoshkumar Wadakar	Principal	Chairman
VKCCMS/2021-2022/GRC/2	Mr.Abhijeet Alandkar	H.O.D	Member
VKCCMS/2021-2022/GRC/3	Mr.Rajdeep Kamble	Asst.professor	Member
VKCCMS/2021-2022/GRC/4	Mr.Amol Kalskar	Asst.professor	Member
VKCCMS/2021-2022/GRC/5	Mr.Ashish Pawar	Clerk	Member

GRIEVANCE REDRESSAL COMMITTEE

Aim

Identifying the Grievances among the students.

Objective

To ensure Faculty, Students and Staff that the Composition of committee members:

- Director/Principal,
- HOD's,
- 2 Senior faculty members of the institute (representation of lady member and reserve category member must be assured) and
- 2 students from each academic year with equal representation of boys and girls

Schedule of meeting

Once in a month.



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Function/Responsibilities

- Reporting to the HOD/Principal for necessary action.
- Identifying the sources of problem and rectifying the problem.
- Maintaining required confidentiality of any conversation about the Grievances Offering solutions for the Grievances.
- Any other responsibility assigned by the HOD / Principal from time to time.
- To accept and consider written and signed complaints of the Faculty and staff in respect of matters directly affecting them individually or as a group;
 - To enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action;
 - To recommend appropriate action against complainant(s), allegations made are found to be baseless



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<u>Minutes of Meeting of GR Committee</u>				<u>Date-</u>	<u>Time-</u>
<u>Sr.No.</u>	<u>Agenda</u>	<u>Responsibility</u>	<u>Discussion</u>	<u>Action</u>	<u>Remark</u>
1	To discuss about Roles and Responsibilities of the committee members.	Director, All Committee members, Faculty, Staff	The director welcome all the committee members in meeting.		
2			The Director briefed about the committees objectives for the new members of the committee and allotment of duties and responsibilities to each of the committee members were discussed in detail.		
3			Mr. _____ to look into the issues of women grievances.		
			Mr _____ Documentation.		
4			Mr _____ to convey the meeting and In-charge of programme.		
5			With vote of thank meeting ended at _____.		