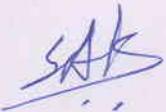


**STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)
CONSTITUTION**

Sr. No.	Name of the Member	Designation	Profile
1	Dr. Y.J.Bhalerao	Director	Chairperson
2	Dr. Maya Charde	Associate Professor	Senior members of the teaching faculty to be nominated by Director
3	Dr. Aniket Gundecha	Associate Professor	
4	Mr. Vivek Chavan	Student	Student representative nominated by Director
5	Mr. Shridhar Khandekar	Dean – Student Affairs	Member Secretary
6	Ms. Shrusti Ghatge	Student	Ladies Representative

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

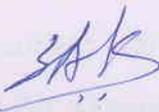

Member Secretary
Chairperson & Director

Student Grievance Mechanism

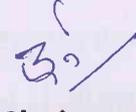
- Student can register their complaint to Faculty member or Deans of the respective schools if it is related to school level. They can write a mail to Faculty members or School Dean.
- If the complaint is at central level, it can be registered at Dean, Student affairs.
- Once the complaint is received, it will be forwarded to Student Grievance Committee for further perusal.
- Once the Complaint received and put forth in front of committee it will be closed or rejected based on the nature of it.
- For generic suggestions/ complaints a Suggestion/Complaint box is kept at main building.
- Complain Box will be checked by the Registrar fortnightly and complaints will be forwarded to respective deans.

Student Grievance Filing Mechanism

- Step 1 : Student Send Complaint through official mail (mandatorily mentioning of student credentials like Name, PRN, Course, class, year)
- Step2 : Verification of Complaint in the committee (Acceptance / Rejection)
- Step 3 : Action taken report on findings of committee
- Step 4 : Communication of Action taken to complainer and Closure


Member Secretary




Chairperson & Director