

COM. No.5/A.Y.2024-2025

02<sup>nd</sup> September 2024**CIRCULAR**

The **Staff Grievance Redressal Committee** is reconstituted and will continue from the Academic Year 2024-2025. The members of the committee are as follows:

Sr. No.	Name of the Staff	Department	Designation
1	Principal	General Administration	Chairman
2	Prof. S D Latkar	Computer Engineering	Co-Chairman
3	Dr. N Y Ghare	Chemical Engineering	Member
4	Prof. V S Kolge	ExTC Engineering	Member
5		University teacher	Member
6		DTE representative	Member

Committee should conduct at least two meetings in every semester and as & when required. Co-Chairman should maintain the record of minutes of meeting and produce to the undersigned as and when required.

The Committee should submit an online monthly report of grievances received, disposed of and pending on the last day of the previous month to AICTE.

  
**PRINCIPAL**

cc : All GIT Staff



Encl: Role and responsibilities

**Role and Responsibilities:**

- To accept written grievances from staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.

