

COM. NO. 4/2023-24

22nd August 2023

CIRCULAR

The **Staff Grievance Redressal Committee** is reconstituted and will continue till the end of Academic Year 2023-2024. 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	ExTC Engineering	Co-Chairman
3	Dr. S J Kulkarni	Chemical Engineering	Member
4	Prof. V S Kolge	ExTC Engineering	Member
5	Mr. Vijay Sawant	Chemical Engineering	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 online monthly report of grievance 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:

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| 1. To follow University process for recording and addressing staff grievance. |
| 2. To make study report to Principal of the college about each grievance follow-up. |
| 3. To strictly follow stipulated procedure for deposing the complaint. |