

COM. No.6/A.Y.2024-2025

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

The College Students' Grievance Redressal (Discipline) 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 N Pandharkame  | ExTC Engineering       | Co-Chairman |
| 3      | Prof. (Mrs.) V S Kolge | ATML Engineering       | Member      |
| 4      | Prof. P N Jadhav       | Mech. Engineering      | Member      |
| 5      | Mast. Aditya Shinde    | Student Representative | Member      |

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

  
PRINCIPAL

cc : All GIT Staff

## Roles and Responsibility: -

- To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- To attend all applications relating to the grievances of the students.
- To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- To hear all the concerned parties and settle grievances as early as possible.
- To counsel the students whenever necessary to resolve their grievances.
- To give advice to the students through correspondence.
- The CGRC shall not discuss with any sub-judice grievances.
- It shall make efforts to settle the disputes amicably.
- To prepare and submit the recommendations relating to the Redressal of grievances to the concerned.
- To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the Redressal of grievances of students.
- To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

