

COM. No.6/A.Y.2025-2026

23rd July 2025

**CIRCULAR**

The **College Students' Grievance Redressal (Discipline) Committee** is reconstituted and will continue till the end of Academic Year 2025-2026. 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	Member Secretary
3	Prof. (Mrs.) V S Kolge	CSE(AIML) Engineering	Member
4	Dr. P N Jadhav	Mech. Engineering	Member
5	Mast. Sarthak Sawant	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.

