

SHREE SANTKRUPA SHIKSHAN SANSTHA'S
SHREE SANTKRUPA INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE New Delhi, DTE Mumbai & Affiliated to DBATU, Lonere and MSBTE, Mumbai

PRESIDENT
HON. DR. USHA A. JOHARI

SECRETARY
HON. MR. PRASUN A. JOHARI

PRINCIPAL
DR. SWANAND B. KULKARNI

GRIEVANCE REDRESSAL POLICY

The Institute has a Students Grievance Redressal Committee (GRC). The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the institute by ensuring strife free atmosphere in the institute through promoting cordial student-student relationship and student-teacher relationship etc.
- Encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint box has been installed in front of the administrative office in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics / administration in the college.
- Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.



- Advising all the Students to refrain from inciting students against other students, teachers and institutes administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:-

The Committee deals with Grievances received in writing from the students about any of the following matters:-

Academic Matters: Related to timely issue of duplicate mark-sheets, transfer certificates, conduct examination related matters.

Financial Matters: Related to dues and payments of library.

Other Matters: Related to certain misgivings about conditions of sanitation, availability of transport etc.

Function: -

The cases are attended promptly on receipt of written grievances from the students.

Procedure:-

- The setting of the Grievance Redressal Committee (GRC) for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The students can register their grievances in online at <http://www.sietghogaon.org/academics/grievances>
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved at department level
- Grievances related to fees etc. will be taken up only if the relevant financial documents such as payment proofs are attached.

The committee is requested to contribute effectively to dispose the grievances at the earliest.

On receipt of the complaint, the staff in-charge will submit the same to the Member Secretary of the "Grievance Redressal Committee". The committee will meet, with information to the complainant on their day of convenience. An aggrieved student or parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the committee, they may send their appeals to

Ghogaon, Tal: Karad, Dist: Satara, Pin: 415111 (Maharashtra), Ph. (02164)257309, 257050
 Website: www.sietghogaon.org Email: ssietdegree@gmail.com, 1215principal@msbte.com



the “OMBUDSMAN” appointed by the college. The OMBUDSMAN will fix a date for hearing the complainant which shall be communicated to the Institute and the aggrieved person.

The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, can reported to AICTE for appropriate action.

In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complainant.

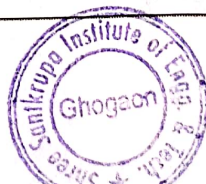
Exclusions:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Committee

In order to comply with the AICTE Regulation for addressing, student or parent’s grievance in a Technical Institution, “Grievance Redressal Committee” has been constituted at our institute with following staff in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.



GRIEVANCE REDRESSAL COMMITTEE:

Sr. No	Name	Designation	Position
1	Dr.Swanand B.Kulkarni	Principal	Chairman
2	Mr.Atul N.Kolekar	Asst.Professor	Member
3	Mr.Ashish B.Kanase	Asst.Professor	Member
4	Mr.Santosh P.Patange	Asst.Professor & HOD CSE	Member
5	Mr.Sagar H.Mali	Asst.Professor & HOD EE	Member
6	Ms.Ankita L.Kambale	Asst.Professor	Member
7	Dr.Pradnya B.Patil	Ombudsman	Member
8	Mr.Sandip V.Chavan	Advocate	Member
9	Mr.Chandrakant N. Chavan	Reporter	Member
10	Mrs.Anjana A.patil	Social Worker	Member
11	Mr.Amey A.Kulkarni	Student	Students representative
12	Ms.Shivani N.Nikam	Student	Students representative
13	Mrs.Shital S.Aute	Asst.Professor & HOD BS&H	Secretary

The student or person, who is willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

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Website: www.sletghogaon.org Email: ssletdegree@gmail.com, 1215principal@msbte.com



All aggrieved parents and the stockholders may also henceforth approach to the Grievance Redressal Committee.

Any member of SSIET (staff/student) can represent their issue through electronic or in writing on paper to any designated member in the department, cell or committee or through the Grievance Redressal Register available at Administrative office reception counter. The institute has the following committees to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus. The designated bodies are:

(i) Internal Complaint Committee: The main role of the committee is to address the complaints from students and staff.

(ii) Anti-Ragging Committee: The role of the committee is to monitor, prevent and deter Ragging incidents in the Institution.

(iii) Anti-Sexual Harassment Cell: The role of this cell is to prevent of sexual harassment in the campus, and is empowered to deal with cases concerning sexual harassment of women staff and students.



A handwritten signature in black ink, appearing to be "S. K. Kulkarni", written over a horizontal line.

Principal

Shree Santkrupa Institute of Engg. & Tech
Ghogaon, Tal Karad, Dist. Satara