



SAMARTH COLLEGE OF ENGINEERING & MANAGEMENT



Accredited by NAAC

Pun Code : CEGP015740

Approved by AICTE New Delhi, Recognized by DTE, Govt. of Maharashtra
and Affiliated to Savitribai Phule Pune University

AISHE CODE : C-48184

On Kalyan-Nagar Highway, A/P : Belhe, (Bangarwadi), Tal. Junnar, Dist. Pune, Pin 412 410. **Ph.No.** : 02132-276752 Fax : 276751,
Mob. : 9766588077, 9422777447 **Email ID** : sibmbelhe@rediffmail.com, samarthcoem@gmail.com. **Web.** : www.engg.sreir.org

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Date : 18 / 06 / 20 24

Grievance Redressal Committee

1. Grievance Redressal Committee (Sanstha Level)

Objectives:

- This committee constituted as per the rules and regulations laid by the competent authority of Samarth Rural Educational Institute. The objective of this committee is to enquire and fetch facts from the complaints raised by Staff members and Students.
- Committee is constituted as follows-

Sr. No.	Name Of the Member	Designation	Position	Contact No.
1.	Dr. Navanath S. Narawade	SCOE&M ,Belhe	Chairman	9922252889
2.	Adv. Kokate S.V.	A/P-Alephata Tal- Junnar Dist-Pune	Advocate Member	9860034700
3.	Mr. Kandhare S.B.	Samarth Polytechnic Belhe	Member	8605423760
4.	Mr. Sawant R.V.	Campus Director	Member	9404202534

2. Grievance Redressal Committee (Institute level)

The College has a Students' Grievance Redressal Committee. 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.

I. Objectives:

- a. This committee constituted as per the rules and regulations laid by the competent authority as AICTE, DTE as well as SPPU Pune. The objective to function smoothly and thoroughly without any hassles.
- b. 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.
- c. A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:
- d. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- e. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- f. Suggestion / complaint Box have been installed in front of the Administrative Block 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.
- g. 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.



- h. Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- i. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- j. 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.

II. Scope:

- a. The Committee deals with Grievances received in writing from the students about any of the following matters:-
- b. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- c. Financial Matters: Related to dues and payments for various items from library, hostels.
- d. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc,
- e. The cases are attended promptly on receipt of written grievances from the students.
- f.
- g. The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

III. Frequency of Meetings

- 1. Once in a month the committee members have to review the pending works or



as and whenever necessary review it immediately.

2. Grievances of students/administrative/academic/hostel related issues
3. So far as, the problems are related with the students either hostel and mess, we have a separate department as department of maintenance.
4. A student in form the grievances to the hostel clerk and hostel clerk with the help of peon through proper process [Asst. Rector and Chief Rector] sorted out the problem immediately. In special circumstances related with the facts to the principal sir proper guidance.

Establishment of a Grievance Redressal Committee

In order to comply with the SPPU, Pune and AICTE Regulation for addressing, student or Parent's grievance in a Technical Institution, "Grievance Redressal Committee" College has been constituted 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.

Members:-

Sr. No.	Name of Staff	Committee Members	Post
01	Prof. Gadekar P. S.	Administrative Officer	Representative
02	Prof. Miss. Nimse Sampada S.	Staff Representative(Ladies)	Representative
03	Prof. Bhor A. S.	Social Worker	Representative
04	Prof. A. L. Khatode	Student Council	Representative



05	Prof. Bhor A. S.	Student Council	Representative
06	Prof. N. S. Kothari	Student Council	Representative
07	Prof. Shegar S. R.	Student Council	Representative
08	Dr. Bhaskar M. P.	Student Council	Representative

Note:-

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

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



Namath Narasimha
Principal
 Samarth College of Engineering
 & Management, Belhe