

6.2.2 Orgnogram and Grievance Redressal Committee.

CO.



MVP Samaj's
KRT Arts & Commerce College Vani, Tal. Dindori, Dist. Nashik.

Organogram of the institution

Administrative Hierarchy



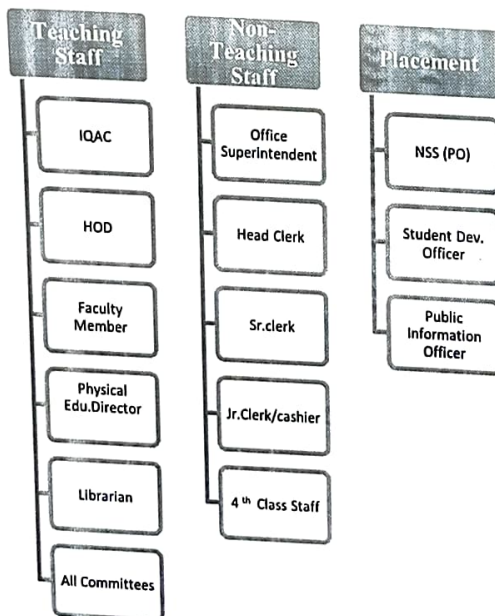
Management (Executive Body Members)



College Development Committee



Principal





GRIEVANCE REDRESSAL CELL

The college is having its own grievance Redressal system in an informal manner i.e through direct supervision of the principal and Coordinator earlier. But in formal sense along with the provision of suggestion box. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block.

Objective:

The objective of the Grievance Cell 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 Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- A. 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.
- B. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- C. Suggestion / complaint Box is 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.
- D. 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.
- E. Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- F. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- G. 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 cell will deal with Grievances received in writing from the students about any of the following matters:-

- A. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.



- B. Financial Matters: Related to dues and payments for various items .from Example etc.
- C. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions :

- A. The cases will be attended promptly on receipt of written grievances from the students
- B. The cell formally will review all cases and will act accordingly as per the Management policy
- C. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint :

- A. The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes
- B. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- C. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Composition of the Grievance Cell (2021-22) is as follows: –

Sr. No.	Names	Designation
1	Prin. Dr. R. D. Darekar	Chairman
2	Dr.K.R.Adhav	Coordinator
3	Dr. Y. M. Salunke	Member
4	Dr. D.D.Walke	Member
5	Smt. P.H.Gangode	Member

Maratha Vidya Prasarak Samaj's
K.R.T Arts and Commerce College, Vani, Tal. - Dindori, Dist. - Nashik
GRIEVANCE REDRESSAL CELL

NOTICE

Meeting of Grievance Redressal cell for Academic Year 2021-22

All the members of Grievance Redressal cell are hereby informed that the meeting of Grievance Redressal cell will be held on Saturday , 11th December 2021 at 12.50 p.m. in the Principal's office. The meeting has been organized to discuss issues regarding action plan of the College Grievance Redressal cell for the academic year 2021-22.

AGENDA

- Minutes of the previous meeting.
- To conduct online classes regularly as per the time-table of the college due to pandemic COVID-19.
- To organize counselling session of CEO to make the students acquainted with the mechanism of examination, rules and regulation and grievances related issues'.
- To appoint faculties to mentor students for their stress-related issues.
- Any other issue with permission of Hon'ble Chairman.


Dr. K.R. Adhav
Coordinator




Dr. R.D. Darekar
Principal
PRINCIPAL
K.R.T. Arts & Commerce College
VANI, Tal. Dindori, Dist. Nashik



Maratha Vidya Prasarak Samaj's
K.R.T Arts and Commerce College, Vani, Tal. - Dindori, Dist. - Nashik

GRIEVANCE REDRESSAL CELL
Academic Year 2021-2022

Sr. No.	Names	Designation	Signature
1	Prin. Dr.R.D.Darekar	Chairman	
2	Dr.K.R.Adhav	Coordinator	
3	Dr. Y. M. Salunke	Member	
4	Dr. D.D.Walke	Member	
5	Smt. P.H.Gangode	Member	

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GRIEVANCE REDRESSAL CELL
ACTION TAKEN REPORT BASED ON MINUTES OF
GRIEVANCE REDRESSAL CELL

Meeting of Grievance Redressal Cell for Academic Year 2021-22

Plan of Action/Agenda	Action Taken as per Agenda and Achievements
Minutes of the previous meeting	The minutes of previous meeting were read, approved and confirmed unanimously by all the Grievance Redressal Cell members.
How will college teaching be affected by the Covid-19 pandemic?:	The heads of the concerned departments were informed to conduct online lectures as per the time-table of the college due to pandemic COVID-19.
To inform the students about examination system, rules and regulations and grievance related issues.	CEO organized counselling session to make the students acquainted with the recent changes of pattern of examination, rules and regulation and grievances related issues.
Whom students should see for their stress-related problems	The faculties were duly appointed to mentor students for their learning and stress-related issues.


Dr. K.R. Adhav
Coordinator




Dr. R.D. Darekar
Principal
PRINCIPAL
K.R.T. Arts & Commerce College
VANI, Tal. Dindori, Dist. Nashik

**Maratha Vidya Prasarak Samaj's
K.R.T. Arts and Commerce College, Vani, Tal. - Dindori, Dist. – Nashik**

GRIEVANCE REDRESSAL CELL

MINUTES

Minutes of the Meeting of Grievance Redressal Cell of K.R.T. Arts and Commerce College, Vani, Tal. Dindori, Dist. Nashik held in the office of Principal on 11th December 2021 at 12.50 p.m

The following members of the Grievance Redressal Cell were present for the meeting:

1. Prin. Dr.R.D.Darekar , Chairperson
2. Dr.K.R.Adhav, Coordinator
3. Dr. Y. M. Salunke, Member
4. Dr. D.D.Walke, Member
5. Smt. P.H.Gangode, Member

The minutes of the issues discussed and resolved in the meeting as per the agenda is as follows:

1. **To confirm minutes of the previous meeting:** The minutes of the previous meeting was read, approved and confirmed unanimously.
2. **How will college teaching be affected by the Covid-19 pandemic?:** Resolved that the online lectures to be conducted regularly as per the time-table of the college due to pandemic COVID-19.
3. **To inform the students about examination system, rules and regulations and grievance related issues.:** Resolved that the Chief Examination Officer to organize counselling session to make the students acquainted with the recent changes of pattern of examination, rules and regulation and grievances related issues.
4. **Whom students should see for their stress-related problems.:** Resolved that all the faculties to be appointed to mentor students for their learning and stress-related issues.

The vote of thanks was proposed by the **Grievance Redressal Cell** coordinator.


Dr. K.R.Adhav
Coordinator




Dr.R.D.Darekar
Principal
PRINCIPAL
K.R.T. Arts & Commerce College
VANI, Tal.Dindori, Dist.Nashik

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K.R.T Arts and Commerce College, Vani, Tal. - Dindori, Dist. - Nashik
GRIEVANCE REDRESSAL CELL


NOTICE

Meeting of Grievance Redressal cell for Academic Year 2021-22

All the members of Grievance Redressal cell are hereby informed that the meeting of Grievance Redressal cell will be held on Saturday, 9th April 2022 at 12.50 p.m. in the Principal's office. The meeting has been organized to discuss issues regarding action plan of the College Grievance Redressal cell for the academic year 2021-22.

AGENDA

- Minutes of the previous meeting.
- Conducting activities under competitive examination.
- Any other issue with permission of Hon'ble Chairman


Dr. K.R. Adhav
Coordinator




Dr. R.D. Darekar
Principal
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Academic Year 2021-2022

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GRIEVANCE REDRESSAL CELL

**ACTION TAKEN REPORT BASED ON MINUTES OF
GRIEVANCE REDRESSAL CELL**

Meeting of Grievance Redressal Cell for Academic Year 2021-22

Plan of Action/Agenda	Action Taken as per Agenda and Achievements
Minutes of the previous meeting	The minutes of previous meeting were read, approved and confirmed unanimously by all the Grievance Redressal Cell members.
Conducting activities under competitive examination.	Career Katta is an activity organized under competitive examination


Dr. K.R. Adhav
Coordinator




Dr. R.D. Darekar
Principal
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GRIEVANCE REDRESSAL CELL

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4. Dr. D.D.Walke, Member
5. Smt. P.H.Gangode, Member

The minutes of the issues discussed and resolved in the meeting as per the agenda is as follows:

1. **To confirm minutes of the previous meeting:** The minutes of the previous meeting was read, approved and confirmed unanimously.
2. **Conducting activities under competitive examination:** Career Katta is an activity organized under competitive examination

The vote of thanks was proposed by the Grievance Redressal Cell coordinator.


Dr. K.R.Adhav
Coordinator


Dr. R.D.Darekar
Principal