



Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

Academic Year 2022-23



Sinhgad Institutes

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Grievance Redressal Committee (GRC)
Annual Report
Academic Year 2022-23

As per the notification published by all India Council for Technical Education, New Delhi (AICTE, New Delhi) (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019). All concerned are hereby informed that following Redressal of Grievance of Students Committee is constituted at institute level as per AICTE guidelines.

Grievance Redressal Committee (GRC) is to look into the grievances lodged by any student. The GRC 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 head of the institute. In case the person is unwilling to appear in self, grievances may be given ONLINE(<https://forms.gle/zuidRodaU7rwWttX6>).

Functions:

- 1) The GRC is indented to find solutions for problems like complaints regarding academic, non-academic and discrimination. The grievance redressal cell held meetings periodically and takes steps to redress the grievance.
- 2) The Grievance Committee's primary purpose is to review a complaint and to provide mediation when appropriate.
- 3) It is to deal with the situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- 4) No grievance procedure can work satisfactorily unless there are definite provisions, consistently adhered to determining what is to be done, when and by whom. Every student should know (i) to whom grievances are to be filed and (ii) in what form written or oral. The grievance procedure should be simple.

The GRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.




Dr. Daniel Penkar
Director SIOM



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Following are the grievances submitted to Grievance Redressal Committee

Sr. No.	Student Name	Details of Grievance
1	Komal Pandurang Shete	Specialization Change
2	Rushikesh Garad	UL level subject not selected
3	Girish Kulkarni	SC level subject not selected
4	Pranav Nikas	SPPU exam Writer requirement
5	Hemant Londhe	Error in subject Selection in SPPU
6	Jadho Vaisnavi	Wrong Subject selection
7	Nitanshu Kamble	Error in subject Selection in SPPU
8	Pushkraj More	Error in subject Selection in SPPU
9	Sonal Bhawari	Wrong Subject selection
10	Kalpana Kurhekar	Wrong Subject selection




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NOTICE

Date:12/10/2022

All the Grievance Redressal Committee members are hereby informed that the committee meeting is scheduled on 14/10/2022 from 3.00pm to 4.00pm at first floor, Syndicate room.




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Director SIOM



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Minutes of the Meeting
Grievance Redressal Committee

Date: 14th October 2022

Venue: First floor, Syndicate room

Time: 3.00pm to 4.00pm

Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To resolve the complaint submitted by students regarding Exam Form issues they are facing.

Minutes of meeting:

1. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
2. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.
3. In the discussion, all grievances were redressed and they were communicated to the respective student.

Sr. No.	Student Name	Details of Grievance	Remark
1	Komal Shete	Specialization Change	Grievance Redressed
2	Rushikesh Garad	UL level subject not selected	Grievance Redressed
3	Girish Kulkarni	SC level subject not selected	Grievance Redressed
4	Pranav Nikas	SPPU exam Writer requirement	Grievance Redressed
5	Hemant Londhe	Error in subject Selection in SPPU	Grievance Redressed
6	Jadho Vaisnavi	Wrong Subject selection	Grievance Redressed
7	Nitanshu Kamble	Error in subject Selection in SPPU	Grievance Redressed
8	Pushkraj More	Error in subject Selection in SPPU	Grievance Redressed
9	Sonal Bhawari	Wrong Subject selection	Grievance Redressed
10	Kalpana Kurhekar	Wrong Subject selection	Grievance Redressed



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Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Sagar Pawar	Coordinator	
3	Dr. Ankush Kudale	Coordinator	
4	Dr. Shriram Dawkhar	Faculty Representative	
5	Prof. Balchandra Doddi	Faculty Representative	
6	Prof. Deepali Sonawane	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Jain Rhythm	Student Representative-MCA	
9	Mr. Nikhil Umakant Nirne	Student Representative-MBA	
10	Ms. Viraktamath Ashlesha	Student Representative-MCA	
11	Ms. Mrunal Kailas Patil	Student Representative-MBA	
12	Mrs. Rupali Warokar	Registrar & Admin Representative	



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Minutes of the Meeting

Grievance Redressal Committee

Date: 25th February, 2023

Venue: First floor, Syndicate room

Time: 3.00pm to 4.30pm

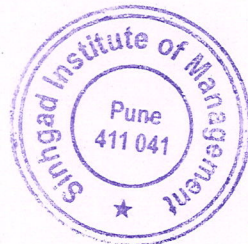
Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system.
2. Any student with a grievance may approach Director or Faculty In-charge to submit his/her grievance in a descriptive format.
3. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
4. All class coordinators and mentors are instructed to have discussions with the students in order to understand their issues.





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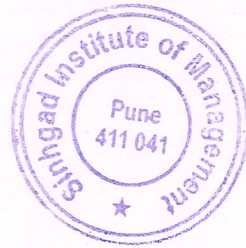
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Attendance for 25 th February 2023			
Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Sagar Pawar	Coordinator	
3	Dr. Ankush Kudale	Coordinator	
4	Dr. Shriram Dawkhar	Faculty Representative	
5	Prof. Balchndra Doddi	Faculty Representative	
6	Prof. Deepali Sonawane	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Jain Rhythm	Student Representative-MCA	
9	Mr. Nikhil Umakant Nirne	Student Representative-MBA	
10	Ms. Viraktamath Ashlesha	Student Representative-MCA	
11	Ms. Mrunal Kailas Patil	Student Representative-MBA	
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Minutes of the Meeting

Grievance Redressal Committee

Date: 30th September 2022

Venue: First floor, Syndicate room

Time: 3.00pm to 4.30pm

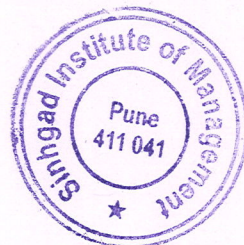
Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform students about code of conduct
3. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system.
2. Any student with a grievance may approach class coordinator and then to Director to submit his/her grievance in a descriptive format.
3. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
4. The previously framed Students Grievance redressal system to be followed systematically.
5. The institute should emphasize on prevention of misconduct rather than controlling through punitive measures, hence proper code of conduct for students should be communicated during the induction by class coordinators.
6. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.





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Attendance for 30th September 2022

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3	Dr. Ankush Kudale	Coordinator	
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5	Prof. Balchndra Doddi	Faculty Representative	
6	Prof. Deepali Sonawane	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Jain Rhythm	Student Representative-MCA	
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Academic Year 2021-22



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Grievance Redressal Committee (GRC)
Annual Report
Academic Year 2021-22

As per the notification published by all India Council for Technical Education, New Delhi (AICTE, New Delhi) (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019). All concerned are hereby informed that following Redressal of Grievance of Students Committee is constituted at institute level as per AICTE guidelines.

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Functions:

- 1) The GRC is indented to find solutions for problems like complaints regarding academic, non-academic and discrimination. The grievance redressal cell held meetings periodically and takes steps to redress the grievance.
- 2) The Grievance Committee's primary purpose is to review a complaint and to provide mediation when appropriate.
- 3) It is to deal with the situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- 4) No grievance procedure can work satisfactorily unless there are definite provisions, consistently adhered to determining what is to be done, when and by whom. Every student should know (i) to whom grievances are to be filed and (ii) in what form written or oral. The grievance procedure should be simple.

The GRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



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Director SIOM



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Following is the summary report of Grievance Redressal Committee

Sr. No.	Student Name	Details of Grievance
1	Nidhi Agarwal	Exam Form
2	Sakharam Godase	Exam Form
3	Ram Jare	Exam Form
4	Chaitanya Ade	Exam Form
5	Bryan Johan	Exam Form
6	Pratik Patil	Exam Form
7	Aarpit Pardhi	Exam Form
8	Anuja Waghmare	Exam Form
9	Pratiksha Ambhore	Library fine concession




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NOTICE

Date:27/09/2021

All the student grievances committee members hereby informed that the committee meeting is scheduled on 29/09/2021 from 3.00pm to 4.30pm in online platform.



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Director SIOM



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Minutes of the Meeting
Grievance Redressal Committee

Date: 29th September 2021

Venue: Online meeting on Microsoft Teams

Time: 3.00pm to 4.30pm

Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism in virtual mode.
2. To inform students about code of conduct
3. To inform class coordinators and mentors about the periodical discussion with students.
4. To resolve the grievances submitted by students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system. Any student with a grievance may approach to student grievance redressal committee.
2. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
3. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.
4. Due to COVID-19, the student Pratiksha Keshav Ambhore was out of Pune, she didn't return her library book in time and she want concession in fine.
5. In the discussion, it was decided to forward the complaint to the library department. In this regards, oral communication with Library In-charge was made by member. In the discussion, all grievances were redressed and they were communicated to the respective student.




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Sr. No.	Student Name	Details of Grievance	Remark
1	Nidhi Agarwal	Exam Form	Grievance Redressed
2	Sakharam Godsae	Exam Form	Grievance Redressed
3	Ram Jare	Exam Form	Grievance Redressed
4	Chaitnya Ade	Exam Form	Grievance Redressed
5	Bryan Johan	Exam Form	Grievance Redressed
6	Pratik Patil	Exam Form	Grievance Redressed
7	Aarpit Pardhi	Exam Form	Grievance Redressed
8	Anuja Waghmare	Exam Form	Grievance Redressed
9	Pratiksha Ambhore	Library fine concession	Grievance Redressed




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Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Sameeta Mahapatra	Coordinator	Absent
3	Dr. Ankush Kudale	Coordinator	
4	Dr. Shriram Dawkhar	Faculty Representative	
5	Prof. Balchandra Doddi	Faculty Representative	
6	Prof. Amol Khandagale	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Vishal Chothe	Student Representative-MCA	
9	Ms. Isha Mullay	Student Representative-MBA	
10	Ms. Akanksha Amrutkar	Student Representative-MCA	
11	Ms. Sonal Agarwal	Student Representative-MBA	
12	Mrs. Rupali Warokar	Registrar & Admin Representative	



Dr. Daniel Penkar
Director SIOM

Minutes of the Meeting

Students Grievance Redressal Committee

Date: 22nd February 2022

Venue: Online meeting on Microsoft Teams

Time: 3.00pm to 4.30pm

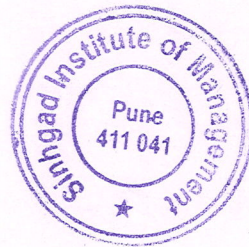
Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism in virtual mode.
2. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system. Any student with a grievance may approach Director or Faculty In-charge to submit his/her grievance in a descriptive format via mail.
2. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
3. The previously framed Students Grievance redressal system to be followed through online mode.
4. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.



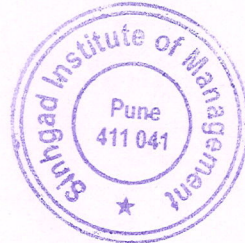


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Academic Year for 22 nd February 2022			
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3	Dr. Ankush Kudale	Coordinator	
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7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Vishal Chothe	Student Representative-MCA	
9	Ms. Isha Mullay	Student Representative-MBA	
10	Ms. Akanksha Amrutkar	Student Representative-MCA	
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Academic Year 2020-21



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The GRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.




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Sr. No.	Student Name	Details of Grievance
1	Shubham Jadhav	Exam Form
2	Gopal Omdatta Bedse	Online Lecture Disturbance
3	Shital Bijamwar	Online session link not working
4	Girish Nandkumar Barge	Faculty voice not audible during the online session
5	Megha Biradar	Not able to unmute and say present in Teams hence worried about the attendance




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NOTICE

Date:29/09/2020

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S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

Minutes of the Meeting
Grievance Redressal Committee

Date: 30th September 2020

Venue: Virtual meeting on Microsoft Teams

Time: 3.00pm to 4.00pm

Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism in online medium
2. To resolve the complaint submitted by student Gopal Omdatta Bedse regarding online lectures.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system. Any student with a grievance may approach Director or SGRC member to submit his/her grievance in a descriptive format via mail or google form. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue.
2. The previously framed Students Grievance redressal system to be followed through online mode.
3. The institute should emphasize on prevention of misconduct rather than controlling through punitive measures, hence proper code of conduct for students should be communicated during the induction.
4. In the discussion, it is decided to commutate the issue with all faculty members. If all faculty members in their online lectures do settings 'only me' in edit option, no one can remove any participants from the lecture and can not unmute themselves.




Dr. Daniel Penkar
Director SIOM



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Sr. No.	Student Name	Details of Grievance	Remark
1	Shubham Jadhav	Exam Form	Grievance Redressed
2	Gopal Bedse	Online Lecture Disturbance	Grievance Redressed
3	Shital Bijamwar	Online session link not working	Grievance Redressed
4	Girish Barge	Faculty voice not audible during the online session	Grievance Redressed
5	Megha Biradar	Not able to unmute and say present in Teams hence worried about the attendance	Grievance Redressed




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Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Sameeta Mahapatra	Coordinator	
3	Dr. Sunil Khilari	Coordinator	
4	Dr. Manisha Kumbhar	Faculty Representative	
5	Prof. Santosh Deshmukh	Faculty Representative	
6	Prof. Amol Khandagale	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Vishal Chothe	Student Representative-MCA	
9	Ms. Isha Mullay	Student Representative-MBA	
10	Ms. Akanksha Amrutkar	Student Representative-MCA	
11	Ms. Sonal Agarwal	Student Representative-MBA	
12	Mrs. Rupali Warokar	Registrar & Admin Representative	



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Minutes of the Meeting

Students Grievance Redressal Committee

Date: 23rd February 2021

Venue: Online meeting on Microsoft Teams

Time: 3.00pm to 4.30pm

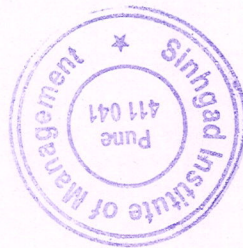
Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism in virtual mode.
2. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system. Any student with a grievance may approach Director or Faculty In-charge to submit his/her grievance in a descriptive format via mail.
2. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
3. The previously framed Students Grievance redressal system to be followed through online mode.
4. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.





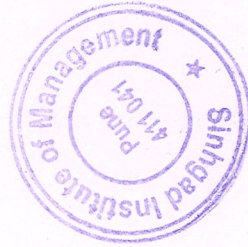
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Academic Year for 23rd February 2021

Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Sameeta Mahapatra	Coordinator	
3	Dr. Sunil Khilari	Coordinator	
4	Dr. Manisha Kumbhar	Faculty Representative	
5	Prof. Santosh Deshmukh	Faculty Representative	
6	Prof. Amol Khandagale	Faculty Representative	
7	Prof. Kumudini Manwar	Faculty Representative	
8	Mr. Vishal Chothe	Student Representative-MCA	
9	Ms. Isha Mullay	Student Representative-MBA	
10	Ms. Akanksha Amrutkar	Student Representative-MCA	
11	Ms. Sonal Agarwal	Student Representative-MBA	
12	Mrs. Rupali Warokar	Registrar & Admin Representative	





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Academic Year 2019-20



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Grievance Redressal Committee (GRC)
Annual Report
Academic Year 2019-20

As per the notification published by all India Council for Technical Education, New Delhi (AICTE, New Delhi) (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019). All concerned are hereby informed that following Redressal of Grievance of Students Committee is constituted at institute level as per AICTE guidelines.

Grievance Redressal Committee (GRC) is to look into the grievances lodged by any student. The GRC 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 head of the institute. In case the person is unwilling to appear in self, grievances may be given ONLINE(<https://forms.gle/zuidRodaU7rwWttX6>).

Functions:

- 1) The GRC is indented to find solutions for problems like complaints regarding academic, non-academic and discrimination. The grievance redressal cell held meetings periodically and takes steps to redress the grievance.
- 2) The Grievance Committee's primary purpose is to review a complaint and to provide mediation when appropriate.
- 3) It is to deal with the situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- 4) No grievance procedure can work satisfactorily unless there are definite provisions, consistently adhered to determining what is to be done, when and by whom. Every student should know (i) to whom grievances are to be filed and (ii) in what form written or oral. The grievance procedure should be simple.

The GRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.




Dr. Daniel Penkar
Director SIOM



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Following is the summary report of Grievance Redressal Committee

Sr. No.	Student Name	Details of Grievance
1	Aditi Nitin Karwat	Washroom Cleaning
2	Namarata Anjankar	Provide additional connection of purified water in the college premises.
3	Tushar Chougule	To keep admin office open at Lunch time.
4	Devendra Lad	Provide additional connection of water purifier in the college premises.
5	Amit Kumar	Problem regarding Vehicle parking
6	Pratiksha Ambhore	Provide separate Gym in the girl's hostel.




Dr. Daniel Penkar
Director SIOM



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NOTICE

Date:10/12/2019

All the student grievances committee members hereby informed that the committee meeting is scheduled on 12/12/2019 from 10.00am to 11.00am in First floor, Syndicate room.



Dr. Daniel Penkar
Director SIOM



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Minutes of the Meeting
Grievance Redressal Committee

Date: 12th December 2019

Venue: First floor, Syndicate room

Time: 10.00am to 11.00am

Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform class coordinators and mentors about the periodical discussion with students.
3. To resolve the complaint submitted by students.

Minutes of meeting:

1. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
2. The previously framed Students Grievance redressal system to be followed systematically.
3. The institute should emphasize on prevention of misconduct rather than controlling through punitive measures, hence proper code of conduct for students should be communicated during the induction by class coordinators.
4. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.
5. In the discussion, it was decided to forward the complaint to the admin department. In this regards, oral communication with admin officer was made by member.
6. Admin officer was asked to sweeper about the regular cleaning, daily four times.
7. All the grievances were redressed and necessary action was taken.




Dr. Daniel Penkar
Director SIOM



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Sr. No.	Student Name	Details of Grievance	Reamark
1	Aditi Karwat	Washroom Cleaning	Grievance Redressed
2	Namarata Anjankar	Provide additional connection of purified water in the college premises.	Grievance Redressed
3	Tushar Chougule	To keep admin office open at Lunch time.	Grievance Redressed
4	Devendra Lad	Provide additional connection of water purifier in the college premises.	Grievance Redressed
5	Amit Kumar	Problem regarding Vehicle parking	Grievance Redressed
6	Pratiksha Ambhore	Provide separate Gym in the girl's hostel.	Grievance Redressed




Dr. Daniel Penkar
Director SIOM



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Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Manoj Kulkarni	Coordinator-MBA	
3	Dr. Manisha Kumbhar	Coordinator-MCA	
4	Prof. Santosh Deshmukh	Faculty Representative	
5	Prof. Amol Khandagale	Faculty Representative	
6	Prof. Varada Inamdar	Faculty Representative	
7	Mr. Ajinkya Bhagat	Student Representative-MCA	
8	Shriem Agarwal	Student Representative-MBA	
9	Ms. Yasha Gadodiya	Student Representative-MCA	
10	Ashutosh Bhagadkar	Student Representative-MBA	
11	Mrs. Rupali Warokar	Registrar & Admin Representative	



Dr. Daniel Penkar
Director SIOM



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Minutes of the Meeting

Grievance Redressal Committee

Date: 26th February 2020

Venue: First floor, Syndicate room

Time: 3.00pm to 4.30pm

Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system.
2. Any student with a grievance may approach Director or Faculty In-charge to submit his/her grievance in a descriptive format.
3. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
4. All class coordinators and mentors are instructed to have discussions with the students in order to understand their issues.





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Attendance for 26th February 2020

Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Manoj Kulkarni	Coordinator-MBA	
3	Dr. Manisha Kumbhar	Coordinator-MCA	
4	Prof. Santosh Deshmukh	Faculty Representative	
5	Prof. Amol Khandagale	Faculty Representative	
6	Prof. Varada Inamdar	Faculty Representative	
7	Mr. Ajinkya Bhagat	Student Representative-MCA	
8	Shrieem Agarwal	Student Representative-MBA	
9	Ms. Yasha Gadodiya	Student Representative-MCA	
10	Ashutosh Bhagadkar	Student Representative-MBA	
11	Mrs. Rupali Warokar	Registrar & Admin Representative	





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Minutes of the Meeting

Grievance Redressal Committee

Date: 27th September 2019

Venue: First floor, Syndicate room

Time: 3.00pm to 4.00pm

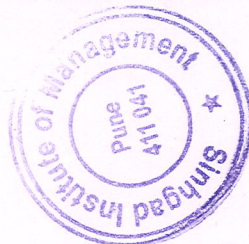
Chaired By: Dr. Daniel Penkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform students about code of conduct
3. To inform class coordinators and mentors about the periodical discussion with students.

Minutes of meeting:

1. All grievances of the student should be redressed through a single window system.
2. Any student with a grievance may approach class coordinator and then to Director to submit his/her grievance in a descriptive format.
3. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
4. The previously framed Students Grievance redressal system to be followed systematically.
5. The institute should emphasize on prevention of misconduct rather than controlling through punitive measures, hence proper code of conduct for students should be communicated during the induction by class coordinators.
6. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.





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Attendance for 27th September 2019

Sr. No.	Name of the Members	Designation	Signature
1	Dr. Daniel Penkar	Chairperson	
2	Dr. Manoj Kulkarni	Coordinator-MBA	
3	Dr. Manisha Kumbhar	Coordinator-MCA	
4	Prof. Santosh Deshmukh	Faculty Representative	
5	Prof. Amol Khandagale	Faculty Representative	
6	Prof. Varada Inamdar	Faculty Representative	
7	Mr. Ajinkya Bhagat	Student Representative-MCA	
8	Shrieem Agarwal	Student Representative-MBA	
9	Ms. Yasha Gadodiya	Student Representative-MCA	
10	Ashutosh Bhagadkar	Student Representative-MBA	
11	Mrs. Rupali Warokar	Registrar & Admin Representative	





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Academic Year 2018-19



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Grievance Redressal Committee (GRC)
Annual Report
Academic Year 2018-19

As per the notification published by all India Council for Technical Education, New Delhi (AICTE, New Delhi) (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019). All concerned are hereby informed that following Redressal of Grievance of Students Committee is constituted at institute level as per AICTE guidelines.


Grievance Redressal Committee (GRC) is to look into the grievances lodged by any student. The GRC 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 head of the institute. In case the person is unwilling to appear in self, grievances may be given ONLINE(<https://forms.gle/zuidRodaU7rwWttX6>).

Functions:

- 1) The GRC is indented to find solutions for problems like complaints regarding academic, non-academic and discrimination. The grievance redressal cell held meetings periodically and takes steps to redress the grievance.
- 2) The Grievance Committee's primary purpose is to review a complaint and to provide mediation when appropriate.
- 3) It is to deal with the situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- 4) No grievance procedure can work satisfactorily unless there are definite provisions, consistently adhered to determining what is to be done, when and by whom. Every student should know (i) to whom grievances are to be filed and (ii) in what form written or oral. The grievance procedure should be simple.

The GRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.




Dr. Parag Kalkar
Director SIOM



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Following is the summary report of Grievance Redressal Committee

Sr. No.	Student Name	Details of Grievance	Remark
1	Nikhil Adhav	Insufficient light in the classroom	Grievance Redressed
2	Shubham Jadhav	Exam Form	Grievance Redressed
3	Harshit Pitliya	Exam Form	Grievance Redressed
4	Pooja Avhad	Exam Form	Grievance Redressed
5	Poonam Sahani	Exam Form	Grievance Redressed
6	Rahman Sajid	Eligibility form	Grievance Redressed
7	Rajat	Name correction	Grievance Redressed
8	Siddiqui Mustafa	Name correction	Grievance Redressed




Dr. Parag Kalkar
Director SIOM



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NOTICE

Date:08/10/2018

All the student grievances committee members hereby informed that the committee meeting is scheduled on 10/10/2018 from 10.30am to 11.30am in Syndicate room.



Dr. Parag Kalkar
Director SIOM



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Minutes of the Meeting
Grievance Redressal Committee

Date: 10th October 2018

Venue: First floor, Syndicate room

Time: 10.30am to 11.30am

Chaired By: Dr. Parag Kalkar, Chairperson

Agenda:

1. To discuss Students Grievance Redressal Mechanism.
2. To inform students about code of conduct
3. To resolve the complaint submitted by student Nikhil Rajendra Adhav regarding insufficient light in the classroom.

Minutes of meeting:

1. All grievances would be redressed in a systematic way by involving the respective department/person directly connected to the specific issue & severity.
2. The previously framed Students Grievance redressal system to be followed systematically.
3. The institute should emphasize on prevention of misconduct rather than controlling through punitive measures, hence proper code of conduct for students should be communicated during the induction by class coordinators.
4. All class coordinators and mentors are instructed to have periodical discussions with the students in order to understand, if there are any issues that need to be addressed.
5. In the discussion, it was decided to forward the complaint to the admin department. In this regards, oral communication with admin officer was made by member.
6. Admin officer has increased the number of tubes for sufficient light in the classroom. All other grievances were redressed and necessary action was taken.



Dr. Parag Kalkar
Director SIOM



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Sr. No.	Student Name	Details of Grievance	Remark
1	Nikhil Adhav	Insufficient light in the classroom	Grievance Redressed
2	Shubham Jadhav	Exam Form	Grievance Redressed
3	Harshit Pitliya	Exam Form	Grievance Redressed
4	Pooja Avhad	Exam Form	Grievance Redressed
5	Poonam Sahani	Exam Form	Grievance Redressed
6	Rahman Sajid	Eligibility form	Grievance Redressed
7	Rajat	Name correction	Grievance Redressed
8	Siddiqui Mustafa	Name correction	Grievance Redressed



Dr. Parag Kalkar
Director SIOM