



LOKNETE HON.HANMANTRAO PATIL CHARITABLE TRUST'S
ADARSH INSTITUTE OF TECHNOLOGY AND RESEARCH CENTRE,VITA

(NAAC Accredited & ISO 9001:2015 Certified Institute)

A/P : Khambale(Bha) Near Karve MIDC, Vita Tal: Khanapur Dist: Sangli.415311
Phone & Fax: (02347) 229021 Email: aitrc@agiv.edu.in Web : www.aitrc.agiv.edu.in



Ref.No. -AITRC/OL/ 1629 A

Date: 30/7/24

STUDENT GRIEVANCES REDRESSAL COMMITTEE

Proceedings of the Principal, AITRC, Vita

Subject: Adarsh Institute of Technology & Research Centre, Vita-Constitution of Committee for Student Grievances Redressal.

The undersigned is pleased to constitute the committee for Student Grievances Redressal with the following body for the academic year 2024-25.

| Sr. No. | Name | Designation | Position In Committee |
|---------|----------------------|--|-----------------------|
| 1. | Dr. P. S. Patil | Principal | Chairman |
| 2. | Dr. A. R. Nichal | Head IQAC | Expert Member |
| 3. | Mr. R. B. Patil | Head Mechanical Engineering (Engineering Wing) | Member |
| 4. | Mrs. C. M. Hajare | Lecturer Civil Engg. (Polytechnic Wing) | Member |
| 5. | Mrs. N. P. Thorat | Head Civil (Polytechnic Wing) | Member |
| 6. | Mr. A. A. Vankudre | Head Computer Tech. (Polytechnic Wing) | Member |
| 7. | Mr. Prasad H. Chavan | Student (B.Tech Mechanical) | Member |
| 8. | Ms. Simran S. Kadam | Student (B.Tech CSE) | Member |
| 9. | Mr. Vaibhav Shendage | Student (TY ETC) | Member |
| 10. | Ms. Neha Patil | Student (TY ETC) | Member |
| 11. | Mr. V. G. Bodhankar | Retired District Judge | Ombudsperson |
| 12. | Mr. A. D. Chavan | Registrar | Member Secretary |

Note:

1. A complaint from an aggrieved student relating to the institution shall be addressed to the chairperson.
2. The term of the members and special invitee shall be of two years.
3. SGRC shall send its report with recommendations, if any, to the concerned institute and copy to aggrieved student within the period of 15 days.




4. Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson within a period of 15 days from the date of receipt of such decision.

Frequency of Meeting: - The Committee shall meet as and when required or twice in a year.

Functions:

1. All complaints regarding malpractices in internal assessment tests and Semester-End Examinations should be referred to the Chairman of the committee.
2. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the gravity of the offence.
3. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations, in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.
4. The Principal shall take necessary action as per the recommendations of the committee.
5. Student or staff shall forward the written complaints to member secretary.
6. All complaints shall be investigated and all enquiries relating to misconduct of the students shall be presented to the committee.
7. If nature of complaint is not severe, students can be counseled.
8. If nature of complaint is severe, to check the severity of the complaint, GRC may form a subcommittee.
9. Sub-committee shall do enquiry and enquiry report shall be forwarded to GRC.
10. Committee shall give appropriate punishment based on severity of the misconduct.
11. Registrar will prepare the minutes of meeting of the quorum and submit it to the chairperson with the action taken report in prescribed format.
12. Registrar will keep the record of all the meeting conducted by the SGRC and with the help of Website Development Committee keep posting the status of the decisions taken by the SGRC.


(Dr. P. S. Patil)
Principal AITRC, Vita



To,
All members comply with.

| Sr. No. | Name | Designation | Sign |
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| 1. | Dr. A. R. Nichal | Head IQAC | |

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|-----|----------------------|---|--|
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