



**MAHATMA GANDHI MISSION'S**

# **INSTITUTE OF MANAGEMENT STUDIES & RESEARCH**

(Approved by DTE, Govt. of Maharashtra, Affiliated to University of Mumbai)

M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410209. (M.S.)

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## **:- STUDENTS GRIEVANCE REDRESAL COMMITTEE :-**

➤ **Functions :**

1. Examine & enquire the students(s) & staff involved in malpractice.
2. Decide the punishment depending upon the gravity of the offence. Appeal to the Principal.
3. It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging & sexual harassment activities of the student.
4. Anti ragging is one of the important & mandatory functions of the committee. The committee shall look into ragging cases. It should counsel the students for anti ragging & follow the principle of preventive actions. In addition, student committees shall be formed for anti ragging and some the parents shall also be involved in helping the college to avoid ragging.
5. Avoiding sexual harassment in the institute is other important & mandatory function of the committee. The committee shall try to prevent cases of sexual harassment in the institute.

➤ **Procedure :**

1. All complaints regarding malpractices in internal assessment tests & 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 & all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after through enquiry.
4. The Director shall take necessary action as per the recommendation of the committee.
5. Student or staff forwards the written complaints to members 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. Enquiry shall be done by sub-committee and enquiry report shall be forwarded to GRC.
10. Committee shall give appropriate punishment on the basis of severity of the misconduct.

➤ **Tenure :**

The tenure of the nominated members shall be three years.

➤ **Meetings :**

The committee shall meet as & when required or twice in a year.

### COMPOSITION OF GRIEVANCE REDRESAL COMMITTEE

Sr. No.	Position	Designation	Name of the Staff
1	Chairman	Director	Prof. Ashwini Arte
2	Vice Chairperson	Assistant Professor	Prof. Monika Khanna
3	Legal Advisor	OMBUDSMAN / Legal Advisor MGM Campus	Mr. J. D. Patil
4	Co-ordinator	Assistant Professor	Prof. Amrita Thakkar
5	Member	Assistant Professor	Prof. Shija Abhilash
6	Member	Assistant Professor	Prof. Saloni Desai
7	Member	Librarian	Ms. Neetu Dixit
8	Member	Admin Staff	Mrs. Rekha Suryavanshi
9	Member	Admin Staff	Ms. Nisha Kumbhar
10	Member	Admin Staff	Mr. Nandkishor Narwade
11	Member	Admin. Staff	Mr. Sudhir Bhosale
12	Member	Library Staff	Mrs. Sonal Padhye
13	Member	Admin. Staff	Mrs. Chaitali Kokate
14	NGO	Social Worker	Dr. Seema Pawar



*Dr. Arte*  
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