

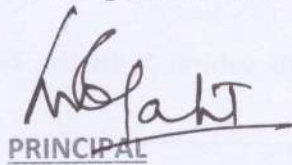
COM. NO. 05/ 2022-2023

2nd August 2022**CIRCULAR**

In continuation of earlier circular no. COM.No.05/2020-2021 dated 22nd March 2021, the **College Grievance Redressal Cell (CGRC)** period is extended till the end of Academic Year 2022-2023. The members of committee are as follows.

Sr. No.	Name of the Staff	Designation	Mobile No.	Email ID
1	Principal	Principal (Chairperson)	9767503463	principal@git-inida.edu.in
2	Dr. S R Khedekar	Member Secretary	9403573999	srkhedekar@git-india.edu.in
3	Prof. A V. Phanse	Member	8149250413	avphanse@git-india.edu.in

Committee should conduct at least one meeting in every semester and as and when required. Member Secretary should maintain the records of minutes of meetings and produce to undersigned as and when required.


PRINCIPAL

cc : All GIT Staff

Encl: 1) University of Mumbai Circular No.DSD/05 of 2019 dated 14.05.2019
2) Role and responsibilities

Role and Responsibilities:

The CGRC shall exercise the following role and perform the following functions, namely:

- 1) To receive the applications of the students from the portal available on the website of College / Institute and process them further.
 - 2) To attend all application relating to the grievances of the students.
 - 3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
 - 4) To hear all the concerned parties and settle grievances as early as possible.
 - 5) To counsel the students whenever necessary to resolve their grievances.
 - 6) To give advice to the students through correspondence.
 - 7) The CGRC shall not discuss with any sub-judice grievances.
 - 8) It shall make efforts to settle the disputes amicably.
 - 9) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
 - 10) To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
 - 11) To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
 - 12) To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.
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