



SHREE MAHAVIR EDUCATION SOCIETY'S  
**SANGHAVI COLLEGE OF ENGINEERING, NASHIK**

Mhasrul, Varvandi Road, Nashik-422 202,  
M.S. Ph. 02557-259090/91, Fax: 259091

Email: [hr@shreemahavir.org](mailto:hr@shreemahavir.org) Visit us: [www.shreemahavir.org](http://www.shreemahavir.org)  
(AICTE, STATE GOVT, UNIVERSTIY OF PUNE APPROVED INSTITUTE)

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**GUIDELINES FOR THE GRIEVANCE COMMITTEE**

**SCOPE:**

- a. The Grievance Committee shall consider only individual grievances of specific nature of members of the employee raised individually by the concerned aggrieved person.
- b. The Grievance Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee.

**PROCEDURE, PERIODICITY AND ATTENDANCE AT MEETINGS:**

- a. The Grievance Committee will meet at least once in six months. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.
- b. At least five members of the Grievance Committee shall be present in a meeting for any decision.
- c. If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- d. If the aggrieved person happens to be a member of the Grievance Committee, then he /she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

**TERMS OF REFERENCE:**

- a. The Grievance Committee shall consider all grievances submitted in writing by an individual member related to employment, working conditions, quality of services assured to them and any other alleged injustice done to an employee while discharging his / her duties at the Institute.
- b. The Grievance Committee shall have access to all files confidential or otherwise relevant to the individual's grievance.
- c. The Committee shall study the petition and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Principal as expeditiously as possible, but in any case within three months of the date of petition.
- d. In case of any difficulties, the Grievance Committee shall have discussion with the Principal before a decision is taken.

e. The Principal, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institute.

f. Any dead-lock shall be resolved by joint meeting of the Principal and the Grievance Committee.

g. The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Principal by the Grievance Committee.

#### **PROCEDURE FOR REDRESSEL OF GRIEVANCES :**

a. The aggrieved member shall submit his petition to the Principal through the Head of the concerned department with a copy to the Grievance Committee.

b. On receipt of a petition the Grievance Committee will endeavor to send its recommendation to the Principal within one month if possible, but in any case not beyond three months, for further action.

c. Where the petition comes through the Department, the department shall either redress the grievance or forward it to the Chairman Grievance Committee within two weeks. The Grievance Committee shall look into the petition, discuss with the concerned person, refer to the relevant documents and send its recommendations to the Principal for further action.

#### **CONSTITUTION OF THE GRIEVANCE COMMITTEE**

The committee is composed of five (9) members elected by the Sanghavi College of Engineering in a meeting with established quorum. Any full-time professor is eligible to serve on the committee; tenure and rank are irrelevant. The members of this committee will serve a two (2) year term and can be reelected immediately following their term. In the event that a committee member's term expires before an election can be held to find a replacement, he or she remains an active member of the committee until such time that the Sanghavi College of Engineering can elect a replacement.

If a grievance has not been resolved or relinquished at the time that a new committee is elected, at least three (3) of the members of the old committee are responsible for completing the mediation process in this particular case, even if their terms have expired.

Each year, the committee elects a chair and a secretary from among its members. The chair will head the committee. The secretary will take the minutes, prepare committee documents, and maintain the committee's files. At least five members of the committee must be present in all meetings and /or proceedings. In the case of absence of the chair or the secretary in meetings and / or proceedings, the remaining members of the Grievance Committee will perform those duties.

All files related to the Grievance Committee will remain in the possession of the secretary during the academic year. At the end of the academic year, they will be stored in the Grievance Committee office / Principal office for the duration of the summer recess or until a new secretary has been elected.