

**MOHINDAR SINGH KABAL SINGH DEGREE
COLLEGE OF ARTS AND COMMERCE,
KALYAN
(COLLEGE GRIEVANCE REDRESSAL CELL)**

As per the University of Mumbai Circular dated May 2019 and UGC Circular, the College has constituted the Grievance Redressal committee to address and resolve the grievances of students relating academic and college premises on student's front.

COLLEGE GRIEVANCE REDRESSAL CELL (Academic year 2021-22)

Sr No	Name of Staff	Designation	Contact Details
1	Dr. Kiran Watwani	Principal	9604881421
2	Adv. Abdullah Momin	Assistant Professor	9323053780
3	Mr. Asif Shaikh	Assistant Professor	9222122242
4	Mr. Pandharinath Jadhav	Junior Clerk	9224804025
5	Mrs. Darshana Pangare	Peon	8108637113

MECHANISM OF GRIEVANCE REDRESSAL CELL:-

The Committee shall meet frequently depending upon the number of grievances registered.

- Student with grievances must first discuss the issue with their concerned class teacher/ mentor.
- Grievances that are not resolved at the classroom level must be brought to the notice of the Grievance Committee.

- Complainant should file its issues/problems with the grievance committee by in writing and drop in the marked “Grievance Box” provided in our college campus
- The Complaint box shall be opened on last Saturday of the month in presence of at least two members of the Committee.
- On the receipt of grievance, the CGRC will scrutinize and analyze carefully and discusses with committee member to find out amicable solution for it.
- The CGRC Committee will deal with all genuine grievances of students of the college.
- Confidentiality and Privacy of all grievances would be maintained at all levels.
- The Complainant (Student) will be called for inquiry in front of the Grievance Committee as if needed.
- Complainant will be communicated about Grievance Redressal either in person or by Therefore, complainant must give their own active Mobile number.

The Committee shall have powers to invite any officials in its meeting irrespective of the post and cadre.

- In case of dissatisfaction, appeal can be filed against the any decisions inflicted by the Committee with the Chairman of College
- One can also refer the guidelines of University of Mumbai and UGC circular in regard with grievance procedures.
- The Committee is autonomous and reserves right to decide the degree of disclosure.

No anonymous grievances will be entertained.