



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
School of Fashion Technology

NAAC Accredited with "A" Grade
 A College of Design, Management & Technology
 Affiliated to S.N.D.T. Women's University, Mumbai



Dr. M. M. Hundekar
 Principal

OBJECTIVE

To develop an approachable and responsible attitude amongst all the stakeholders in order to maintain a healthy educational atmosphere in the institute.

The college has formulated a committee that will help in creating a healthy environment which will work towards the holistic development of all the stakeholders. This committee will look into the complaints lodged by any student or staff, and to resolve it in most rightful way. Anyone with a genuine grievance may approach the committee members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing in the suggestion box or via an email or the link provided by the institution on the website. The committee is as follows-

STUDENT AND STAFF GRIEVANCE COMMITTEE

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Sr.No	Name of the member	Designation	Position
1	Dr. M. M. Hundekar	Principal	Chairperson
2	Ms. Garima Bhalla	Assistant Professor	Coordinator
3	Mr. Ravi Deo	Member -Management	Member
4	Mr. Girish Huddar	HR Management	Member
5	Dr. Sudhakar Jadhav	Assistant Professor	Member
6	Ms. Vrushali Deshpande	Assistant Administrative Officer-Accounts	Member
7	Ms.Rita Shah	Hostel Metron	Member

The committee is formulated and follows all the guidelines of UGC prescribed in "F.No. 14-4/2012(CPP-II).—In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012.

https://www.ugc.ac.in/pdfnews/2813028_SG-Regulations-2019.pdf

PURPOSE

The purpose of the committee is to-

- Encourage the Students and staff to express their grievances / problems freely and frankly, without any fear. To promote cordial relationship amongst students and staff.



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- Suggestion / complaint Box has been installed on each floor of the institution/ through email/filling up the grievance form through the link given on website.
- Advising Students and staff of the College to respect one another and show utmost patience whenever any occasion of rift arises.
- Advising all staffs members to have an unbiased and positive approach towards the Student.

The committee will deal with Grievances received in writing from the students about an Academic Matters, Financial Matters and any Other Matters.

PROCEDURE FOR LODGING COMPLAINT

- The students and staff may feel free to put up a grievance in writing and drop it in boxes/by email/filling of the form on website.
- The Grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time.

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MONITORING MECHANISM

- The cases will be attended promptly on receipt of written grievances from the students/ staff within a month
- There will be a grievance committee meeting in the beginning and end of each year and whenever a complaint is lodged.
- The committee formally will review all cases of staff and will act accordingly as per the Management policy
- The committee will prepare a report about the cases attended to and the number of pending cases

Dr.M.M.Hundekar
Narhe
Principal
M.K.V. School of Fashion Technology
PUNE-41.