



DECCAN EDUCATION SOCIETY'S

Shri Navalmal Firodia Law College

(Affiliated to Savitribai Phule Pune University, ID No. PU / PN / LAW / 207 / 2004)

(Approved by Bar Council of India & Govt. of Maharashtra)

Gate No. 3, Fergusson College Campus, Pune - 411004.

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Outward No. :

Date :

GRIEVANCE REDRESSAL COMMITTEE FUNCTIONING AND RECORD KEEPING PROCESS:

1. The College has a Grievance Redressal Committee for various stake holders.
2. The stake holders are :
 - students
 - staff members
 - administrative staff
 - college cleanliness staff
3. Composition: It comprises of a Chairman and Two Faculty members.
4. It acts under close supervision of the Principal and Chairman, College Development Committee.
5. Objectives of the Committee :
 - To establish a process to express and resolve concerns, grievances.
 - To ensure just and fair settlement of disputes/differences.
 - To maintain conducive and healthy work atmosphere.
 - To redress the grievances.
 - To suggest appropriate corrective measures or otherwise to tackle with the nuisance, mischief.
6. Functioning and Record Keeping Process:
 - It acts under the close supervision of the Principal and Chairman, CDC.
 - The Principal and Chairman remain accessible to the students all the time (during college hours as well as through phone calls.)
 - Anyone with a genuine grievance may approach the Committee in person. A written complaint is mandatory.
 - Grievances may also be sent through email.
 - Committee may take any suo motu cognizance of an indiscipline or misconduct.
 - Students may approach the class teacher and class teacher in turn may place the matter to the Grievance Redressal Committee.
 - It follows all the rules of natural justice.
 - The Committee shall be neutral and impartial. In the event if it is something where the member of the Committee is involved in any way: he or she shall step back and might be replaced by someone else.
 - A notice is served to the concerned parties. Parties involved are provided with an opportunity of being heard.
 - The Committee discusses, deliberates, inquires, and investigates the matter.
 - It shall act in a fair and equitable manner.
 - A Report is prepared and is submitted to the Principal and Chairman, CDC to take an appropriate action.
 - The report might suggest measures depending on the facts and circumstances of each case.
 - The measures adopted might vary from case to case. The Committee might suggest /recommend an admonition, corrective punishments, serving of memo, etc.
 - The Principal and Chairman, CDC may act on the basis of report and take necessary action.
 - The Committee has to maintain all the necessary records.

Plan
OFFICE OF THE PRINCIPAL
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Shri Navalmal Firodia Law College
Pune-4