



CIRCULAR	FROM: DIRECTOR & PRINCIPAL	FOR: All & Notice Board
DATE: 22nd May 2024	Ref: AIKTC/Admin/2024/216	
Sub: STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC) of School of Engineering & Technology: reg.. AICTE Approval Process Hand-Book: Appendix 6.0, Clause: 6.3.2, Page 170 and UGC guidelines CG-DL-E-11042033-245095		

As per the reference cited above, it is mandatory for all Technical Institutions to establish a Student Grievance Redressal Committee (SGRC) to address student-related matters at the institutional level. The committee is constituted to provide an effective mechanism for redressal of grievances raised by students and to ensure a harmonious academic environment.

In view of this, the following members are hereby appointed to the Student Grievance Redressal Committee (SGRC) with immediate effect:

Sr. No.	Name of the member	Designation	Composition
1	Dr. Rajendra B. Magar	Principal, School of Engineering & Technology	Chairperson
2	Dr. Shahbaz Haque	Associate Professor, HAS Dept.	Joint Controller
3	Prof. Zia Momin	Assistant Professor, Mechanical Engg	Senior Faculty Member Secretary
4	Prof. Shafi Mujawar	Assistant Professor, Civil Engg	Senior Faculty Member
5	Prof. Irfan Jamkhandikar	Assistant Professor, Computer Engg	Senior Faculty Member
6	Prof. Yakub Kahn	Assistant Professor, Electrical & Computer Engineering	Senior Faculty Member
7	Prof. Geeta Desai	Assistant Professor, ECS Engg	Senior Female Faculty Member
8	Prof. Atul Meshram	Assistant Professor, Mechanical Engg	Senior Faculty Member
9	Prof. Tufail Khan	Lecturer, B.Sc IT	Member
10	Mr. Sayyed Umar Mustafa	Student Representative	Boys student Representative
11	Ms. Shaikh Iqra Khajamiya	Student Representative	Girls student Representative
12	Prof. Nitin Sonawane	Assistant Professor, HAS	Member from SC/ST category
13	Ms. Shabista Sarfaraz Kazi	NGO Member, Helping Hand Welfare Organization, Panvel	External Member from NGO
14	Mr. Digamber Hodge	Police Assistant, Komthe Police Station	External Member



RESPONSIBILITIES OF STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

1. To receive and address complaints and grievances from students.
2. To conduct inquiries, where required, and provide a hearing to the aggrieved party.
3. To ensure fair and speedy resolution of complaints.
4. To maintain confidentiality and neutrality in the grievance redressal process.
5. To recommend corrective and preventive actions to avoid recurrence.

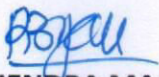
PROCEDURE FOR FILING A GRIEVANCE:

- Students may file their grievance by:
 1. Submitting a written complaint in the Grievance Box available in the institution.
 2. Sending an email to grievance committee.
 3. Filling out the online grievance form available on the institution's website.

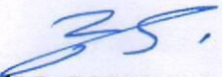
MEETING SCHEDULE:

The committee will meet:

- Once every month (or) as and when required depending on the nature of complaints received.


(DR. RAJENDRA MAGAR)
Principal, SOET




(DR. RAMJAN A. KHATIK)
Director, AIKTC

