

Kunbi Shikshan Prasarak Sanstha Khed-Mumbai
**TUKARAM BABURAO KADAM COLLEGE OF
ARTS, SCIENCE AND COMMERCE, BHARNE,
Tal-Khed, Dist-Ratnagiri-415621**

Student Redressal Grievance Cell

Annual Report-2017 -18

our College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any students. The committee will ensure that the complaints and Grievances are handled according to the regulatory mechanisms. Students can appeal for a grievance through a letter dropped in a complaint Box which is installed outside the office or formal representation through class teachers and students, and also students can report their grievances directly to the principal.

Standard Operating Procedure for Handling Grievance

1. On receipt of complaint / grievance, Grievance Committee shall segregate the complaint,
discuss with the concerned committee and thereafter direct the said complaint to the
respective committee;
2. Complaints of general nature shall be considered by this committee and resolved
accordingly.
3. The concerned committee shall investigate the cases directed accordingly.
4. If required, a hearing with the complainant or clarification from the concerned may be



taken.

5. The complainant shall be informed about the action taken by the committee.

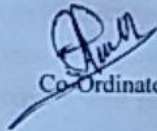
6. If the complaint / grievance is found invalid, the complainant and the person against

whom the complaint is made, will be informed accordingly and penal action may be


taken.

7. The complaint in any case shall be resolved within a one month of its receipt

If the grivances are minor it can be resolved immediatly by Principal and major grivances are put by the cell for further action. Grivances must contain student Name, class and Department and a statement regarding grivances or complaint. For this purpse, Student Redressal Grievance Cell convenes a meeting twice in a year.


Co-Ordinator




Principal
Yukeram Baburao Kadam College Of
A's, Science & Commerce Bharme
Tel-Khed, Dist.-Rajgir