



THADOMAL SHAHANI ENGINEERING COLLEGE

Date: 13th February 2024

Dear Sir/Madam,

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|----|--------------------------|----------|
| 1. | Dr. Jayant Gadge | Convener |
| 2. | Dr. Madhuri Rao | Member |
| 3. | Dr. Gopal Pardesi | Member |
| 4. | Dr. Nita Mehta | Member |
| 5. | Dr. Dhananjay Theckedath | Member |
| 6. | Mr. Tulsi Brijwani | Member |

- You are requested to complete the grievance process within 15 days of the receipt of the complaint.
- The IGC shall follow the principles of natural justice while deciding the grievances.

Dr. G. T. Thampi
Principal



Cc to: Personal File

Structure of the Internal Grievance Committee (IGC) at HSNCB Institutions

Internal Grievance Committee (IGC) - At the college level

Scope of the Committee

All types of grievances except those related to examinations, sexual harassment of women employees at work place, or any other grievance for which the college has constituted a statutory committee as per the guidelines of the UGC/University/Honourable Courts/State Government, etc.



Eligible to File Grievance

Any staff member of the institution

Methodology

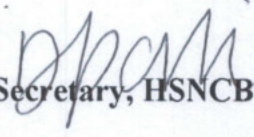
1. A staff member with a grievance shall submit his/her application along with supporting documents, if any, addressed to the chairperson of the committee and shall submit it in the College office in a sealed envelope.
2. The College office shall record the same in the register of the IGC and allocate a docket number.
3. The office shall issue an acknowledgment receipt for the grievance registered which should essentially contain the date of registration, docket number, name and signature of the registering staff, college stamp, etc.
4. The office representative of the institution shall collect all the Grievances every Wednesday and Friday or any other 2 days of the week which are decided by the Committee.
5. The Chairperson and office representative of the IGC shall peruse the grievance and based on the exigency of the grievance shall schedule the meeting of the Grievance Committee.
6. If the alleged grievance is against another staff member of the college, then the observation of the said staff member should be recorded in writing and a copy of such alleged grievance be shared with that staff member. The IGC, if required can invite the aggrieved staff for interaction.
7. Each IGC meeting should be convened with proper written notice including the agenda. The minutes of the meeting must be prepared immediately after the conclusion of the meeting.
8. The Chairperson of the IGC should submit the minutes of the Committee meeting as and when the grievance is settled. In such cases the consent minutes should be drawn and signed by the chairperson IGC and aggrieved staff and a copy should be shared with the aggrieved staff.
9. In case, any grievance is not settled, the same should be deliberated with the Principal for a final decision.
10. The aggrieved staff member must be informed in writing, in proper format, about the outcome of the IGC and acknowledgment must be obtained for the same.



11. When any grievance remains unsettled even after the intervention of the Principal, the Principal in his/her wisdom can seek guidance/assistance in writing from Mr. Pradeep Patil (Manager HR & Legal HSNC Board). A copy of any such communication must be sent to the Secretary of the HSNC Board.

Timeline

1. The Grievance, as far as possible, should be perused by the Chairperson, IGC within three working days of filing of the grievance.
2. The grievance must be deliberated and decided, by IGC, within 15 days of filing of the grievance.
3. The chairperson of the IGC should always submit and deliberate the minutes of the IGC meetings and the grievances settled by IGC, within one week of such meetings, to the Principal.
4. For such grievances which are not settled by the IGC, the aggrieved staff must be informed, in writing, in proper format, with the outcome of the grievance within one week of the final decision taken by the Principal on the recommendation of the IGC.


Secretary, HSNCB

Issued on 18th July, 2022

Approved by the President, HSNCB on 18th July, 2022

