



KHADKI EDUCATION SOCIETY'S

Tikaram Jagannath Arts, Commerce & Science College



Principal

Dr. Sanjay Chakane

M.Sc., M.B.A., Ph.D.

MECHANISM ON GRIEVANCE REDRESSAL MECHANISM FOR EMPLOYEES AND STUDENTS

Mechanism for Redressal of Grievance

- 1) Informal resolution before an issue becomes a formal grievance
- 2) Complainants will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counseling.
- 3) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority.
- 4) Formal grievances shall be submitted in writing stating full material facts to the Grievance Handling Authority,
- 5) Formal complaint by the aggrieved person shall be submitted in writing to the Grievance Handling Authority.
- 6) The authority concerned will start the Redressed process
- 7) The designated authority may allow an opportunity to the complainant to formally present his / her case along with the relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
- 8) The Authority concerned will then endeavour to resolve the grievance as soon as possible and convey the outcome / action taken to the complainant to authority.
- 9) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- 10) The concerned Appellate Authority will convey its decision.
- 11) The decision of the Appellate Authority will be final, and no further appeal will be entertained under any circumstances.



Principal
Tikaram Jagannath College
Khadki, Pune-3.

491, Dr. Babasaheb Ambedkar Road, Khadki, Pune - 411 003.

(Affiliated to Savitribai Phule Pune University - ID / PU / PN / 0146 /1983)

☎ Office : (020) 25811491 Principal : 9890171857 / 7020674545

Web Site : www.tjcollege.org E-mail : admin@tjcollege.org / schakane@gmail.com



KHADKI EDUCATION SOCIETY'S

Tikaram Jagannath Arts, Commerce & Science College



Principal

Dr. Sanjay Chakane

M.Sc., M.B.A., Ph.D.

POLICY DOCUMENT ON GRIEVANCE REDRESSAL MECHANISM FOR EMPLOYEES AND STUDENTS

Tikaram Jagannath Arts, Commerce & Sc. College, Khadki is committed to providing a safe environment for all its employees, students and their parents / guardians free from discrimination on any ground and from harassment at work.

The aim of these rules is to create and maintain an effective, timely, fair and equitable grievance handling system for its employees, students and their parents / guardians.

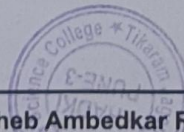
Tikaram Jagannath Arts, Commerce & Sc. College, Khadki will operate a zero-tolerance policy for any form of harassment in the College campus, treat all incidents seriously and promptly investigate all allegations of harassment.

Any person found to have harassed or discriminated another will face disciplinary action, up to and including dismissal from employment.

The key operative principles:

- To develop a culture of understanding, addressing and providing quick redress to any grievances and take steps to prevent recurrence of such incidents.
- To set in place a grievance handling system that is student / employee focused.
- To ensure that any grievance is resolved promptly, objectively and with sensitivity and in complete confidentiality as best as possible.
- To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- To ensure that there is a consistent response to grievances.

All complaints of harassment or discrimination will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.



Principal
Tikaram Jagannath College
Khadki, Pune-3

491, Dr. Babasaheb Ambedkar Road, Khadki, Pune - 411 003.

(Affiliated to Savitribai Phule Pune University - ID / PU / PN / 0146 /1983)

Office : (020) 25811491 Principal : 9890171857 / 7020674545

Web Site : www.tjcollege.org E-mail : admin@tjcollege.org / schakane@gmail.com



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

महाविद्यालय तक्रार निवारण कक्ष - २०२२-२०२३

महाविद्यालयाचे नाव	:	Khadki Shikshan Sanstha Tikaram Jagannath Arts Commerce & Science College Addr: Elphiston Road Khadki Ta: Pune (corporation Area) Dist: Pune
महाविद्यालय स्थापना	:	1983
प्राचार्य	:	Sanjay Dnyaneshwar Chakane
प्राचार्य नियुक्ती	:	Permanent
संपर्क क्र.	:	9890171857

महाविद्यालय तक्रार निवारण कक्ष

अ.क्र	समितीचे सदस्य		पदाचे नाव	सदस्यांची नावे
१	प्राचार्य/संचालक	:	अध्यक्ष	Sanjay Dnyaneshwar Chakane
२	वरिष्ठ अध्यापक	:	सदस्य	Kamble Balasabeb Shirrang
३	वरिष्ठ अध्यापक	:	सदस्य	Taru Archana Sachin

G. Maheshkar
Students Development Officer
Tikaram Jagannath Arts, Commerce and Science College
Khadki, Pune-411003.
विद्यार्थी विकास अधिकारी (S.D.O)
स्वाक्षरी



[Signature]
PRINCIPAL
Tikaram Jagannath Arts, Commerce &
Science College, Khadki, Pune-411003.
प्राचार्य
स्वाक्षरी व मोहोर

[Signature]
PRINCIPAL
Tikaram Jagannath Arts Commerce &
Science College, Khadki, Pune-411003.

विद्यार्थी तक्रार निवारण समिती


शैक्षणिक वर्ष २०२२-२३

सूचना

दि. 10/02/23

विद्यार्थी तक्रार निवारण समितीची सभा दि. १३/०२/२३ रोजी ठिक सकाळी ११:०० वाजता आयोजित केली आहे. या सभेस खालील सदस्यांनी प्राचार्य कार्यालयात उपस्थित राहावे.

शिक्षक समिती


PRINCIPAL
Tikaram Jagannath Arts Commerce &
Science College, Khadki, Pune-411003.

डा. मधुनगुलकरे Atul
13/02/23

अर्चना - तारु Asparanj
वास्तविकता का



विद्यार्थी तक्रार निवारण समिती

शैक्षणिक वर्ष २०२२-२३

विद्यार्थी तक्रार निवारण समितीची सभा दि. १९ ऑगस्ट २२ रोजी सकाळी ११:०० वाजता आयोजित करण्यात आली होती. या सभेत खालील सभासद उपस्थित होते.

- | | |
|------------------------|---------|
| ① प्रा. डॉ. संजय चाको | अध्यक्ष |
| ② प्रा. बाळसाहेब कोवळे | सदस्य |
| ③ अर्चना तारु | सदस्य |
| ④ डॉ. अर्जुन मुसमाडे | सदस्य |

PRINCIPAL
Tikaram Jagannath Arts Commerce &
Science College, Khadki, Pune-411003.

सभेमधील विषय पुढीलप्रमाणे:

या सभेमध्ये विद्यार्थ्यांशी संबंधित कुठलीही तक्रार नसल्यामुळे पुढील सत्रात होणाऱ्या सभेचे नियोजन करण्यात आले. या सभेत वरील सर्व सदस्य उपस्थित होते.



विद्यार्थी तक्रार निवारण समिती

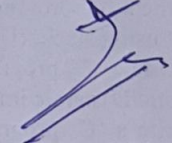
शेक्षणिक वर्ष २०२२-२३

दि. १७/०८/२०२२

सूचना

विद्यार्थी तक्रार निवारण समितीची सभा दि. १७ ऑगस्ट रोजी ठिक सकाळी ११:०० वाजता आयोजित केली आहे. या सभेस खालील सदस्यांनी प्राचार्य कार्यालयात उपस्थित राहावे.

शिक्षक समिती

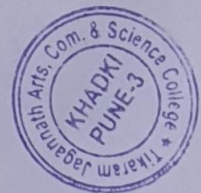


PRINCIPAL
Tikaram Jagannath Arts Commerce &
Science College, Khadki, Pune-411003.

अर्चना तारु
१७/८/२०२२

अर्चना तारु अ. तारु

अ. तारु

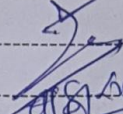


विद्यार्थी तक्रार निवारण समिती

शैक्षणिक वर्ष २०२२-२३

विद्यार्थी तक्रार निवारण समितीची सभा दि. १३/०२/२३ रोजी सकाळी ११:०० वाजता आयोजित करण्यात आली होती. या सभेत खालील सभासद उपस्थित होते.

- | | |
|--------------------------|---------|
| १) प्रा. डॉ. संजय चाको | अध्यक्ष |
| २) प्रा. बाळासाहेब कोवळे | सदस्य |
| ३) अर्चना तारु | सदस्य |
| ४) डॉ. अर्जुन मुसमाडे | सदस्य |


13/02/23

सभेमधील विषय पुढीलप्रमाणे:

या सभेमध्ये विद्यार्थ्यांशी संबंधित कोणतीही तक्रार नसल्या कारणाने सभा स्थगित करण्यात आली.

या सभेसाठी वरील सर्व समिती सदस्य उपस्थित होते.

