



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](http://www.tjcollege.org) E-mail : [admin@tjcollege.org](mailto:admin@tjcollege.org) / [schakane@gmail.com](mailto:schakane@gmail.com)



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## 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.

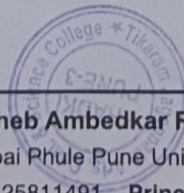
Tikaram Jagannath Arts, Commerce & Sc. College, Khadki will operate a zero-tolerance policy for any form of harassment in the College campus, treat all incidents seriously and promptly investigate all allegations of harassment.

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.



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





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# Tikaram Jagannath Arts, Commerce & Science College



Principal

Dr. Sanjay Chakane

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

## INTERNAL COMPLAINT COMMITTEE

1.Prof.Arati Cholekar	Presiding Officer
2.Adv. Deshpande	Member
3.APLSharda Walkoli (Khadki Police Station)	Member
4.Mrs.Sapna Chhajed	NGO, Member
5.Prof.Archana Taru	Faculty Member
6.Prof.kavita Chavan	Faculty Member
7.Mrs.Aruna Awate	Administrative Staff Member



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

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Notice of ICC Meeting of T. J. College Pune

Date: 1/09/2022

To,

The Members of ICC,

All the Members of Internal Complaints Committee of T.J. College are hereby informed that, Meeting of Internal Complaints Committee Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2014 of T.J. College is scheduled on 7/09/2022 at Meeting Room next to Principal's office, T.J. College at 11.30 am.

<sup>Ashani</sup>  
Prof. Arati cholekar  
Presiding officer

  
PRINCIPAL  
Tikaram Jagannath Arts Commerce &  
Science College, Khadi, Pune-411 003.



Received the notice of ICC meeting of T.J. College  
Scheduled on 20/01/23 at meeting room.

1. Kavita Chavan (faculty member) Kavita
2. Prof. Archana Tanu (member) Archana
3. Aowna Aivate Aivate
4. A.P.I. Sherda Walkoli
5. Sapna Chhajed.



Proceedings of the SCC meeting of T.J. College  
held on 20/01/2023 at meeting room, next to  
principal's office, T.J. college, Ichadri, Pune  
at 11:30 a.m.

Prof. Mrs. Arati S. Cholekar welcomed  
the members for today's meeting of SCC

Subject 1:- The mechanism of grievance redressal  
is discussed. No other complaint is  
issued. Zero tolerance situation must be  
followed in the campus.

Subject - Any other subject with prior permission  
of residing officer, presiding officer  
of the meeting informed the members  
present ~~the~~ for the meeting that, no  
additional subject has been ~~issued~~  
referenced to her for discussion under  
this agenda item & hence presiding  
officer directed that the meeting is  
concluded.



Prof. Arati Cholekar  
(Presiding Officer)

- 1) Prof. Archana Taru Archana
- 2) Prof. Kavita Chaven Kavita
- 3) Aruna Pawate - Pawate

Date :- 17/01/23

Notice of ICC Meeting of T.J. College

To,

The members of ICC,

All the members of Internal Complaint Committee of T.J. College are hereby informed that meeting is scheduled on 20/01/23 at meeting room next to Principals' office, at 11.30 am.

Prof. <sup>Arati</sup> Arati Cholekar  
Presiding officer





Received the Notice of ICC meeting of  
T.J. College Scheduled on 7-09-2022 at  
meeting room, T.J. College Pune.

1. Prof. Archana Tamu Askaranje  
11/09/22
2. Prof. Kavita Charan Kant
3. Aruna Awate Awate
4. Adv. Deshpande
5. Mrs. Sapra Chhajed.





Proceedings of the SCC meeting of T.J. College  
Held on 7/9/2022 at meeting Room, next  
to Principal's office T.J. College, Khadki Pune  
at 11:30 a.m.

Prof. Mrs. Anati S. Cholekar welcomed  
the members for today's meeting of SCC  
Subject 1 - The mechanism of the grievance  
redressal is discussed. No other  
complaint is issued, zero tolerance  
situation must be followed in the  
campus.

Subject 2 - Any other subject with prior  
permission of the residing officer.  
Presiding officer of the meeting  
informed the members present for the  
meeting that, no additional subject  
has been ~~refer~~ referenced to her  
for ~~additional subject~~ ~~has been~~ discussion  
under this agenda item & hence presiding  
officer directed that the meeting is  
concluded.



- 1) Prof. Archana Taru
- 2) Prof. Kavita Chavhan
- 3) Aruna Awate

Prof. Anati Cholekar  
(Presiding officer)

Aranya  
Kart


Date:- 15/04/23

Khadki Education Society's

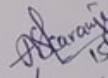

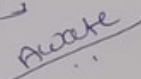
Tikaram Jagannath Arts, Commerce & Science College, Khadki Pune-03

Notice

To,  
The Members of ICC,  
All the members of Internal Complaint Committee of T.J.College are hereby informed that Annual Meeting of ICC is scheduled on 19/04/23 at meeting room next to Principles Office at 11.30 am

  
Prof. Arati Cholekar  
Presiding Officer

INTERNAL COMPLAINT COMMITTEE

- |  |   |
|--|---|
| 1. Prof. Arati Cholekar                        | Presiding Officer   |
| 2. Adv. Deshpande                              | Member  |
| 3. API. Sharda Walkoli (Khadki Police Station) | Member  |
| 4. Mrs. Sapna Chhajed                          | NGO, Member   |
| 5. Prof. Archana Taru                          | Faculty Member               |
| 6. Prof. Kavita Chavan                         | Faculty Member               |
| 7. Mrs. Aruna Awate                            | Administrative Staff Member  |



### Annual Report of the ICC meeting of T.J.College

The annual meeting of the ICC was held on the 19/04/23. following members of the committee were present. No complaint till date had been received and zero tolerance policy was followed in the campus.

#### INTERNAL COMPLAINT COMMITTEE

1.Prof.Arati Cholekar	Presiding Officer	<i>Arati</i> 19/4
2.Adv. Deshpande	Member	
3.APL Sharda Walkoli (Khadki Police Station)	Member	
4.Mrs.Sapna Chhajed	NGO, Member	
5.Prof.Archana Taru	Faculty Member	<i>Arati</i> 19/4/23
6.Prof.kavita Chavan	Faculty Member	<i>Kavita</i>
7.Mrs.Aruna Awate	Administrative Staff Member	<i>Awate</i>

