



R. L. TAWDE FOUNDATION'S
SAROJINI COLLEGE OF PHARMACY

R. S. No. 576, Near Rajendranagar Water Tank, Rajendranagar, Kolhapur. – 416004
E - mail – sarojini.instituteofpharmacy@gmail.com Website : www.sarojinicollegeofpharmacy.com

STUDENT GRIEVANCE

Incharge Member – Mr. K. B. Swami

Objectives –

- ✓ Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- ✓ Suggestion / complaint Box is installed in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the College.
- ✓ To set up a mechanism for speedy and expeditious resolution of the grievance.
- ✓ To provide an appropriate counseling to the students in the process of resolving the grievance.

Composition of committee –

Sr.No.	Name of Member	Designation	Designation in Committee
1.	Dr. R. S. Bagali	Principal	Chairman
2.	Mr. K. B. Swami	Asst. Professor	Committee- Incharge (Degree)
3.	Ms. B. Y. Sankpal	HOD	Committee- Incharge (Diploma)
4.	Ms. N. S. Inamdar	Administrative officer	Member
5.	Mr. S. Kashid	Representative of civil administration	Member
6.	Mr. Uday Dalavi	Representative of Police	Member
7.	Mr. K. Shendage	Advocate	Member
8.	Ms. D. S. Sathe	Students Representative (Diploma)	Member
9.	Mr. Y. S. Gadgil	Students Representative (Degree)	Member

Roles & Responsibilities –

- ✓ The cases will be attended promptly on receipt of written grievances from the students.
- ✓ The cell formally will review all cases and will act accordingly as per the Management policy.
- ✓ The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- ✓ Advising the students to respect the right of dignity of one another and show restraint and patience whenever any occasion arises.
- ✓ To co-ordinate between students and Departments / Sections to redress the grievances.
- ✓ To review the suggestions / complaints raised by the students during periodical counseling.
- ✓ To convene periodical meetings to discuss whether the grievances have been settled.
- ✓ To make a follow-up of these matters at regular intervals till their final disposal.
- ✓ To maintain strict confidentiality, if necessary.



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- ✓ To ensure the qualitative as well as quantitative development of the institution through the grievance and Redressal cell.

Committee Incharge
Mr. K. B. Swami

Principal
Dr. R. S. Bagali

