



Pune District Education Association's  
Shankarrao Ursal College of Pharmaceutical Sciences & Research  
Centre, Kharadi, Pune-14.



## STUDENTS GRIEVANCE REDRESSAL COMMITTEE (A.Y. 2025-26)

### Objectives :

The main objective of the Grievance Cell is to promote and maintain a conducive and harmonious educational environment among the students. The Students' Grievance Cell is constituted for the redressal of the problems reported by the students of the College. This is with the following objectives in mind

Grievance cell is formed in order to keep the healthy working atmosphere amongst staff, students and parents.

This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.

To keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good Student-Student relationship and Student-teacher relationship.

To ensure effective solution to the student grievances with an impartial and fair approach.

• In order to advising Students of the College to respect each other and be patient whenever any occasion of conflict arises.

• To advise all the students to refrain from stirring up students against other students, teachers and College administration.

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**STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

(A.Y. 2025-26)

**Scope :** The cell will deal with Grievances received in writing from the students about any of the following matters:

1. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
2. Financial matters: Related to dues and payments for various items from library, laboratories etc.
3. Other Matters: Related to certain misgivings about conditions of sanitation, victimization by teachers, office/nonteaching staff etc.

**Mechanism :**

- Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- Students can lodge a complaint.
- The person concerned can personally approach to any member of the Cell and can send email or write an application and submit to Cell Convener for grievances of any sort.
- The cases will be attended promptly on receipt of grievances from the students. All complaints received are scrutinized by Grievance Redressal Committee. The Chairman of the committee calls upon the meeting of the committee through Secretary within 10 working days. The complainant will be called in the meeting.
- The cell will review all cases and will act formally accordingly as per the Principal decisions / policy.
- The cell will give report to the Principal of the college about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- The institution will take appropriate action against the guilty according to the decision of the committee.

**Exclusions:**

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the university and college with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.



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### Students Grievance Redressal Committee

#### Minutes of the meeting

The Students Grievance Redressal Committee for A.Y. 2024-25 comprises of the honorable Principal as Chair person and Mr. Veer V.S. as a Member-secretary. All members actively take on responsibilities and look after the grievance of the students, if any.

The previous meeting of Students Grievance Redressal Committee for A.Y. 2024-25 was held on 19/03/2025 at 2.30 pm in the college board room. The following members were present for the same.

Sr. No.	Name	Designation
1.	Dr. Ashok Bhosale ( Principal)	Chairman
2.	Dr. Vijaya Barge (Vice Principal)	Member
3.	Dr. Amit Kasbe (Associate Professor)	Member
4.	Mr. Sujit Kakade (Assistant Professor)	Member
5.	Mr. Prashant Khade (Assistant Professor)	Member
6.	Mr. Rajesh Ghige (Peon)	Member
7.	Ms. Shreya Narke (Student representative S.Y.B.Pharm)	Member
8.	Mr. Prashant Pawar (Student representative S. Y. M.Pharm)	Member
9.	Mr. Vaibhav Khaladkar (Student representative F.Y. M.Pharm)	Member
10.	Ms. Seema Choudhary ( Student representative F.Y. D.Pharm)	Member

Member-secretary Mr. Veer V.S. initially welcomed Principal & Chairman of the committee Dr. Ashok Bhosale followed by welcome of the others.



**1. To discuss & confirm the minutes of previous Students Grievance Redressal Committee meeting held on dated 26/03/2025.**

**Discussion-** Prof. Vikram Veer (Member- Secretary) read the minutes of the previous meeting held on 26/03/2025 and the same minutes were confirmed by all committee members. Prof. Vikram Veer (Member- Secretary ) also read the action taken report of the same meeting and also the same was confirmed unanimously by all committee members.

**2. To discuss about activities of Students Grievance Redressal Committee for A.Y. 2024-25**

**Discussion-** Member- Secretary explained about the types of grievances and the mechanism /activities involved in the redressal of the grievance.

Student grievance redressal cell dealt with all grievances received only in writing form of application or also students can file online application at E-online grievance.com website.

The students grievance could be any about the following departments:

1. Academic : Academic related grievances
2. Examination : Internal & external examination related grievances.
3. Library : Grievances with respect to Library
4. Financial : Grievances related to dues and payment of tuition/development fees etc.
5. Other : Grievances related to certain misgivings about conditions of sanitation, victimization by teachers, office / nonteaching staff etc.

Students can lodge a suggestion by writing application and drop the same in suggestion box provided in the library. Upon receipt of grievances from the students, the same grievance scrutinized by Grievance Redressal Committee. The Chairman of the committee calls upon meeting of the Students Grievance Redressal Committee through Secretary within 10 working days and ask committee to look after the grievance received and prepare report. Report prepared by the committee submitted to Chairman of the committee. As per the decision taken by the committee under the guidance of Chairman, the committee took appropriate action with respect to grievances received, if any.



### 3. Discussion of the grievance of the students (if any)

Discussion- Through discussion was done on suggestion received, if any, from the students. Students representatives members mentioned that there was no any suggestion from the students.

### 4. Any matter with permission of the Chairman

Discussion - No other issue came for discussion

Since there was no issue came for discussion, the Chairman of the committee called upon end of the meeting. The meeting was ended by expressing vote of thanks by Prof. Ms. Shubhangi Karkhile.

*V. Veer*  
Mr. Vikram Veer  
Co-ordinator

*S. Karkhile*  
Ms. Shubhangi Karkhile  
Co-ordinator (Diploma)

*AB*  
Dr. Ashok Bhosale  
Principal

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