



MGM'S INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

(Approved by DTE, Govt. of Maharashtra, Affiliated to University of Mumbai)
M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410 209.

E-mail ID – mgm_imsr@yahoo.com

Tel.No:- 022-27433002/03/05/08 Fax No :- 022-27435193

Ref No: MGM/IMSR/Office Order /Jan 2024/03

Date: 04.01.2024

-: GRIVANCE REDRESSAL COMMITTEE: -

➤ **Functions:**

1. Examine & enquire the students (s) staff involved in malpractice.
2. Decide the punishment depending upon the gravity of the offence. Appeal to the Principal.
3. It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging & sexual harassment activities of the student.
4. Anti-ragging is one of the important & mandatory functions of the committee. The committee shall look into ragging cases. It should counsel the students for anti-ragging & follow the principle of preventive action. In addition, student committees shall be formed for anti-ragging and some the parents shall also be involved in helping the college to avoid ragging.
5. Avoiding sexual harassment in the institute is the important & mandatory function of the committee. The committee shall try to prevent cases of sexual harassment in the institute.

➤ **Procedure:**

1. All complaints regarding grievance should be referred to the Chairperson of the committee by the student of staff in writing.
2. All complaints shall be investigated and all enquiries relating to misconduct shall be presented to the committee.
3. If nature of complains is not severe, students can be counseled.
4. If nature of complaint is severe, to check the severity to the complaint, GRC may form a subcommittee.
5. Enquiry shall be conduct by sub-committee and enquiry report shall be forwarded to GRC.
6. The Committee will deliberate over the matter and recommend the necessary action.
7. Committee shall give appropriate punishment on the basis of severity of the misconduct
8. The director shall take necessary action as per the recommendation of the committee.

➤ **Meetings:**

The committee shall meet as & when required or twice in a year.

COMPOSITION OF GRIEVANCE REDRESSAL COMMITTEE

Sr . No	Position	Designation	Name of the Staff
1	Chairperson	Director	Dr. Ashwini Arte
2	Vice Chairperson	Associate Professor	Dr. Monika Khanna
3	Counselor/ Co-ordinator	Associate Professor	Dr. Amrita Thakkar
4	Member	Assistant Professor	Prof. Misha Jain
5	Member	Assistant Professor	Prof. Jameel Pathan
6	Member	Librarian	Ms. Neetu Dixit
7	Member	Admin Staff	Mrs. Rekha Suryavanshi
8	Member	Admin Staff	Ms. Nisha Kumbhar
9	Member	Library Staff	Mr. Sudhir Bhosale
10	Member	Admin Staff	Mrs. Sonal Padhye
11	Member	Admin Staff	Mr. Satish Mundhe
12	NGO	NGO-Social Worker	Mr. Arun Bhise




Director

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