

Sharnbasveshwar College of Science

Gulbarga 585103 (Karnataka)

Affiliated to Gulbarga University, Gulbarga and Recognized by Govt. of Karnataka
Phone: 08472-221941, Fax: 084 72- 241492, email: sbcscq@rediffmail.com

Students Grievances & Redressal Committee

A Centralized Confidential **Students Grievance Redressal Committee** has been re-constituted on 17-11-2013 to redress the grievances and complaints of the students. A women's' forum is functioning within the cell for taking up issues related to the woman separately. The College has a "Grievance Redressal Committee (Cell)" to redress the grievances of the Students.

Purpose: Grievances Redressal Committee is formed in order to keep the healthy working atmosphere amongst staff, students & parents. This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances. Ragging Complaints will be handled as per ragging rules available on institution Website. Woman Harassment complaints will be handled as per government guidelines by respective section.

The students approach the Cell for their grievances regarding academic matters, financial matters, health services, library and other central services. The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the students as and when required. As a result of this mechanism, the institute has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students. The composition of the students' Grievance Redressal Committee is as under:

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Students Grievance & Redressal Committee

S.NO.	Name	Designation	Committee
01	Prof. S.A.Udachan	Principal & Associate Professor	Chairman
02	Dr. S.T.Sulepetakar	Associate Professor	Coordinator
03	Prof. S.G.Karane	Associate Professor & SWO	Member
04	Dr. B.D.Malipatil	Associate Professor	Member
	Women's Forum:		
06	Dr. (Smt) Swaruparani H	Associate Professor	Member
07	Dr.(Smt) Latadevi Karekal	Associate Professor	Member
08	Dr. (Smt) Chitrlekha Alur	Assistance Professor	Member
09	Smt, Jagadvi Gudda	Assistance Professor	Member

The women's' forum will also act as an independent body for coordinating various activities related to the overall welfare of the woman.

Impact: To uphold the dignity of the College by ensuring Strife free atmosphere in the College by promoting cordial Student to Student relationship, Student to Teacher relationship and Staff to Staff relationship.

Facility: Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.

Students can lodge a complaint. Students can also lodge Ragging complaint. The person concerned can personally approach to any member of the Cell and can send email on sbcscg@rediffmail.com or write an application and submit to Cell Convener for grievances of any sort.

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DUTIES/RESPONSIBILITIES/ ACTIVITIES OF THE COMMITTEE:

1. To develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institute.
2. Grievances received in writing from the students about any of the following matters:-
 - a) Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
 - b) Financial Matters: Related to dues and payments for various items from library, hostels etc.
 - c) Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories
 - d) Harassment and victimization of students, including sexual harassment
3. Any other related work assigned by the Principal.

Date: 18-11-2013

Office Circular

It is for the information of Student of our Institutions, that we have constituted the following Students Grievance Redressal Committee to look into their grievances and provide them an early solution.

If there is any grievance the students are required to submit the application on the prescribed form [proforma enclosed]. The detailed information on the objective, function & scope along with prescribed proforma is also made available on the Institution's website.

The above Committee must meet once a month, However, if the matter is urgent they can convene a meeting at an early date also. After its deliberations, the committee should submit the report to the Principal.

Sd/-

PRINCIPAL

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Pro-forma for filing complaint with the Students Grievance & Redressal Committee

1. Name of the Student :

2. Father's Name :

3. Roll No. & Registration No :

4. Class & Semester :

5. Combination :

6. Residential Address :

7. Parent Mobile No. :

8. Details of Grievances -----

Signature

Comments of the Coordinator:

Signature