

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**

**Grievance Redress cell**

(Anti-ragging)

**2021-22**

Index

Sr.No	Contents	Document No
1	Annual report ✓	KBP/GRC/AR/1
2	Notices	KBP/GRC/N/2
3	Grievance Redress cell mechanism	KBP/GRC/GM/3
4	Perspective Planning ✓	KBP/GRC/YP/4
5	Committee members and scope	KBP/GRC/CMS/5


Rayat Shikshan Sanstha's  
**KARMAVEER BHAURAO PATIL COLLEGE**  
VASHI, SECTOR - 15, NAVI MUMBAI 400 703  
(Autonomous College)


**GRIEVANCE REDRESS CELL**  
**(Anti-ragging and Sexual harassment Redress)**  
**[TEACHING, NON-TEACHING & STUDENTS]**  
**COMMITTEE**  
**(2021-22)**

**Year Report 2021-22**


1. Modified online portal on website to register Grievances on college website [https://www.kbpcollegevashi.edu.in/Link for Grievance](https://www.kbpcollegevashi.edu.in/Link%20for%20Grievance)  
<https://www.kbpcollegevashi.edu.in/UserPanel/DisplayPage.aspx?page=s>
2. Prepared Year plan 2021-22
3. Informed all students, faculty and non-teaching members about Grievance redress cell through general notices & website..

The cell is working for redressing all the grievances and functions to look in Sexual Harassment Redress & ragging cases. No case was registered. No Cases of Ragging and sexual harassment were reported or observed in the academic year 2021-22.

  
Mr.S.A.Gharge  
Member Secretary  
CGRC

  
Dr Harsha Goyal  
Chairman  
Sexual Redress Cell



  
Dr. S.S. Nayak  
Chairman CGRC  
Principal K.B.P College

३

KBP/GRC/AR-1


Rayat Shikshan Sanstha's  
**KARMAVEER BHAURAO PATIL COLLEGE**  
VASHI, SECTOR - 15, NAVI MUMBAI 400 703

**GRIEVANCE REDRESS CELL**  
**(Anti-ragging)**  
**(2021-22)**


**Year Report 2021-22**

1. Continued online portal on website to register Grievances.
2. Prepared Year plan 2021-22
3. Informed all students, faculty and non-teaching members about Grievance redress cell through general notices & website..
4. All records are available

The cell is working for redressing all the grievances and functions to look in grievances & ragging cases. No cases were reported either on website portal or observed in the premises academic year 2021-22.

  
30/4/2022  
Mr.S.A.Gharge  
Member Secretary  
CGRC



  
Dr. S.S. Nayak  
Chairman CGRC  
Principal K.B.P College

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2021-2022)**



Date: 15 Mar-2022

Notice


All the following are hereby informed to be present for a meeting to discuss the working and Annual report for the academic year 2021-22. The meeting venue is Principal cabin on 20 Mar 2022 at 3.30pm.

Agenda

1. Discuss the University Guidelines regarding CGRC & Implimentation.
2. Functioning of CGRC
3. Year Report 2021-22
4. Any other

Sr.No	Name	Mobile no	E-mail	Sign
1	Mr.C.D.Bhosale	9221765539	cd-bhosale@redressmail	
2	Mr.S.A.Gharge	9869158538	SaGharge@KBP-college Vashi	



  
Dr Shubhada Nayak  
Principal  
K.B.P. College, Vashi

३




Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2021-2022)**

**Minutes of meeting year end**

**Date: 20-03-2022**

A online meeting of following members was called to order on 20<sup>th</sup> Mar 2022 at 3:30 pm by Hon, Principal (Dr.S.S.Nayak).

All the following were present for a meeting to discuss year report of CGRC for the academic year 2021-22.

Sr. No.	Name	Designation	Signature
1	Dr.S.S.Nayak	Chairman	
2	Mr.C.D.Bhosale	Member	
3	Mr.S.A Gharge	Member Secretary	

Dr. S.S.Nayak [Principal K.B.P.College Vashi] extended warm welcome to all the members.

Minutes

**Reading of Agenda:**

- Motion from Dr.S.S.Nayak: To approve the working for 20<sup>th</sup> Mar 2022

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 20<sup>th</sup> Mar 2022 approved without modification

**Business:**

**Motion 1: Discuss the University Guidelines regarding CGRC and Implimentation**

Discussion: The CGRC should be as per guidelines made in accordance with University circular no DSD/05/of 2019.

Vote: All in favor.

Resolved: **Motion carried**

**Motion 2: The functioning of CGRC**

Discussion The functioning of CGRC will be as per Guideline by University of Mumbai  
Department of Students' Development  
Procedure and Directives for functioning of  
College Grievance Redressal cell (CGRC)

Vote: All in favor.

Resolved: **Motion carried**

**Motion 3: Year Report 2021-22**

1. Modified online information on website to register Grievances.
2. Prepared Year plan 2021-22
3. Informed all students, faculty and non-teaching members about Grievance redress cell through general notices& website..
4. All records are available


The cell is working for redressing all the grievances and functions to look in matters & ragging cases.. No Cases of Ragging were reported or observed in the academic year 2020-21.


Vote: All in favor.


Resolved: **Motion carried**

Vote of thanks was proposed by Mr. S.A.Gharge

Meeting was adjourned at 4:00 pm.

  
Mr.S.A.Gharge  
Member Secretary  
CGRC

  
Mr C.D.Bhosale  
Member CGRC

  
Dr. S.S. Nayak  
Chairman CGRC  
K.B.P. College, Vashi



Rayat Shikshan Sanstha's

**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2021-2022)**

Date: 16 Sept -2021

Notice

All the following are hereby informed to be present for a meeting to discuss the working and year plan for the academic year 2021-22. The meeting venue is Principal cabin on 20 Sept 2021 at 3.30pm.

Agenda

1. Discuss the University Guidelines regarding CGRC & Ragging
2. Review of online portal on website to register Grievances.
3. Functioning of CGRC
4. Year plan 2021-22
5. Any other

Sr.No	Name	Mobile no	E-mail	Sign
1	Mr.C.D.Bhosale	9221765539	cd.bhosale@vashicollege.edu	CD.Bhosale
2	Mr.S.A.Gharge	9869158538	Sagcharge@kbp college vashi	S.A.Gharge



Dr Shubhada Nayak  
Principal  
K.B.P. College, Vashi



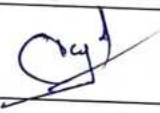
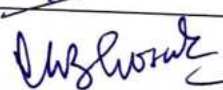
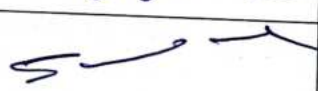
Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2021-2022)**

**Minutes of meeting**

**Date: 20 Sept 2021**

A online meeting of following members was called to order on 20<sup>th</sup> Sept 2021 at 3:30 pm by Hon, Principal (Dr.S.S.Nayak).

All the following were present for a meeting to discuss the Agenda and year plan of CGRC for the academic year 2021-22.

Sr. No.	Name	Designation	Signature
1	Dr.S.S.Nayak	Chairman	
2	Mr.C.D.Bhosale	Member	
3	Mr.S.A Gharge	Member Secretary	

Dr. S.S.Nayak [Principal K.B.P.College Vashi] extended warm welcome to all the members.

Minutes

**Reading of Agenda:**

- Motion from Dr.S.S.Nayak: To approve the agenda for 20<sup>th</sup> Sept 2021

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 20<sup>th</sup> Sept 2021 approved without modification

**Business:**

**Motion 1: Constitute College Grievance redress Cell (CGRC)**

The CGRC was constituted as follows

Chairman	:	Hon Principal Dr.S.S Nayak
Member	:	Vice Principal Mr.C.D.Bhosale.
Member Secretary	:	Mr. S.A. Gharge.

Vote: All in favor.

Resolved: **Motion carried.**

**Motion 2: Discuss the University Guidelines regarding CGRC.**

Discussion: The CGRC should be as per guidelines made in accordance with University circular no DSD/05/of 2019.

Vote: All in favor.

Resolved: **Motion carried**

**Motion 3: Guidelines for online portal on website to register Grievances.**

Discussion: Portal for registration was to be done as per University circular no DSD/05/of 2019 with consultation of Web site In charge Miss Samiksha from IT Department

Vote: All in favor.

Resolved: **Motion carried**

**Motion 4: The functioning of CGRC**

Discussion The functioning of CGRC will be as per Guideline by University of Mumbai  
Department of Students' Development  
Procedure and Directives for functioning of  
College Grievance Redressal cell (CGRC)

Vote: All in favor.

Resolved: **Motion carried**

**Motion 5: Year plan 2021-22**

**Discussion**


1. To continue with portal on college website.
2. To upload Information on functioning on CGRC portal
3. To give Wide publicity among students
4. To receive the applications of the students from the portal/boxes available on the website/ premises of College / Institute and process them further. (Once in every month)
5. To attend all applications relating to the grievances of the students.
6. To entertain and consider the grievances of the students college employee. It may hear the student's inperson by giving opportunities of hearing.
7. To hear all the concerned parties and settle grievances as early as possible.
8. To counsel the students whenever necessary to resolve their grievances.
9. To give advice to the students through correspondence.
10. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
11. To prepare Minutes and Action Taken Report of the meeting of CGRC and Antiragging
12. To prepare Annual Report regarding working of the CGRC and Anti ragging.


Vote: All in favor.

Resolved: **Motion carried**


Vote of thanks was proposed by Mr. S.A.Gharge

Meeting was adjourned at 4:30 pm.

  
Mr.S.A.Gharge  
Member Secretary  
CGRC

  
Mr C.D.Bhosale  
Member CGRC



  
Dr. S.S. Nayak  
Chairman CGRC  
K.B.P. College, Vashi

3

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**(Autonomous)**

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 10 Apr 2022

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
(Autonomous)

**Grievance Redress cell**


(Anti-Ragging)

2021-22

Date: 08 Mar 2022

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.

  
Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**(Autonomous)**

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 09Feb 2022

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
(Autonomous)

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 06Jan 2022

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
(Autonomous)

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 09 Dec 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)



Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
(Autonomous)

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 08 Nov 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhauroao Patil College, Vashi**  
**(Autonomous)**

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 08 Oct 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**(Autonomous)**

**Grievance Redress cell**

(Anti-Ragging)

2021-22

Date: 10Sept 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**(Autonomous)**

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 10 August 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
(Autonomous)

**Grievance Redress cell**

(Anti-Ragging)

2021-22.

Date: 08 July 2021

No Grievance Report

There was no Grievance found in any of the boxes and none was presented. There was no suggestion, grievance or ragging incidence reported through college website link.



Secretary,  
Grievance Redress cell  
(Anti-ragging)

Rayat shikshan sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**Grievance Redress cell**  
(2021-2022)

Date : 10-08-2021

**Notice for all students**

All the students are hereby informed that Grievance Redress cell has installed Grievance boxes at various locations in college. Please approach the appropriate authority in case you have grievances. If the issue doesn't get solved, kindly put your grievances and suggestions in the boxes. You can also upload your suggestions grievance on

College website <https://www.kbpcollegevashi.edu.in>

Google form: <https://forms.gle/496NWwUV8Fe6AAne6>



Mr.S.A.Gharge  
Member Secretary  
Grievance Redress cell



Dr. Shubhada Nayak  
Principal  
K.B.P. College, Vashi

3



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D. O. No. F. 3-2/2021 (ARC)

27 OCT 2021 October, 2021

SPEED POST

**Subject: Revised procedure for students to file online Anti Ragging Affidavit.**

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

**The revised procedure is as follows:**

**Step 1:** A student will submit his/her details on the same web sites ([www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

**Step 2:** The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

**Step 3:** The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-

Ch. S. Chavhan  
29.10.2021  
US RO  
US NR CB

RAYAT SIKHARAN SANSTHA'S  
KARMAVEER BHAURAO PATIL COLLEGE, VASHI  
**INWARD**  
Inward No. 301  
Date: 11/11/2021

Universities and Colleges are requested to insert a **mandatory column** in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
--	----------------------

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,


(Rajnish Jain)

**The Vice-Chancellor of all Universities**

**The Principal of all Colleges**

Copy to:

1. All Higher Education Regulatory Bodies (As per list attached).
2. UGC Regional Offices.
3. Ms. Jasleen Kaur, Under Secretary (HE), Department of Higher Education, Ministry of Education, Room No. 221, 'C' Wing, Shastri Bhawan, New Delhi-110 001
4. Dr. Diksha Rajput, Deputy Secretary, UGC, New Delhi (for uploading on UGC website).
5. Prof. Raj Kachroo, 689, Sector-23, Gurgaon, Haryana-122 017 (for uploading the same on both the website: (1) website: [www.antiragging.in](http://www.antiragging.in) (2) [www.amanmovement.org](http://www.amanmovement.org))

  
(Dr. Archana Thakur)  
Joint Secretary





## **Mechanism for Registration of Grievances**

1. Availability of online portal on website to register Grievances on college website <https://www.kbpcollegevashi.edu.in/> Link for Grievance <https://www.kbpcollegevashi.edu.in/UserPanel/DisplayPage.aspx?page=s>
2. Placement of Grievance/ Suggestion Boxes In various floors in Administrative, Library, Main Building .
3. All Administrative and Faculty are pro students and note grievances
4. Mentor mentee committee has a great role to play.

### **GRC functioning to serve following objectives:**

1. To settle dispute if any
2. To create cordial environment and to insist for avoiding differences.

**The following mechanism is applied for solving the grievances.**

#### **A) For students:**

Separate committee is constituted for handling the grievances of the students. The members of the committee meet twice in the year to discuss grievances of the students. Grievances & suggestion boxes are fixed on each floor of the building and students use to drop their suggestions in the suggestions Box. The suggestion Boxes are opened after every month. Online grievances are accepted through link in website

#### **Grievances are less from the students due to the following reasons.**

1. There are another two committees working at college level namely:
  - A) Teacher Parenthood committee
  - B) Student's feedback committee.
  - C) Student's council.
  - D) There are various committees constituted for college administration.  
Chairman of each committee look in to the matter related to students.
  - E) Principal. Dr. S.S Nayak is easily available to the students at any time.

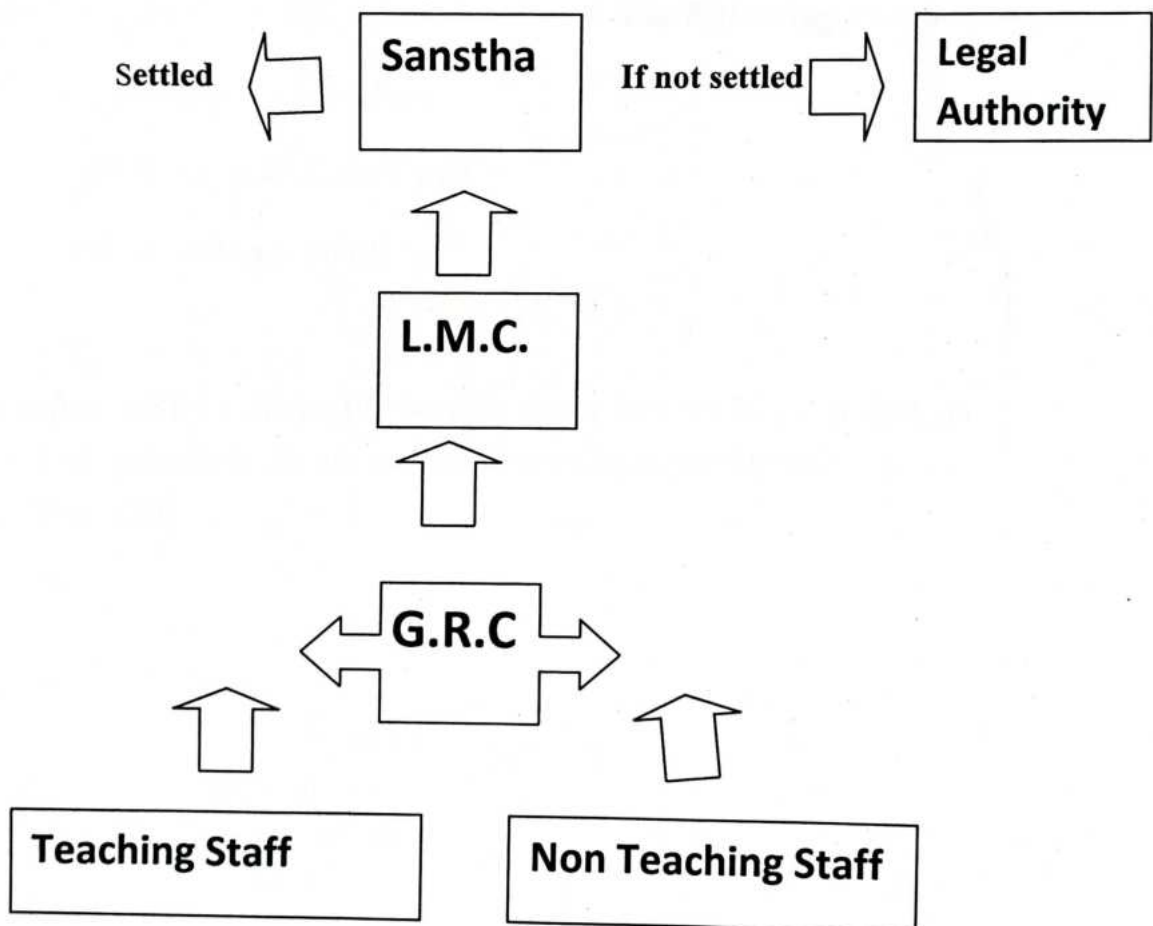
The working chairman with the guidance of the chairman does various activities throughout the year

1. Inform all students, faculty and non-teaching members about Grievance redress cell (Anti- ragging) through general notices.
2. Display of all information and Govt, University and Sanstha circulars regarding the above on notice boards and website.
3. Attend to complaints received in grievance boxes and through link in website
4. Take complaints regarding sexual harassment and ragging on occurrence of instances.
5. Grievance and suggestions, if any; of faculty and staff will be collected by the chairman.
6. Grievance and suggestion of parents, if any; will be collected by chairman.
7. If required Grievance Redress cell committee meeting will be conducted any time with kind permission of the Hon. Principal in Principal's Cabin to discuss grievances in the college.

## Grievance Redressal Cell

### Mechanism for Settlement of Grievances

#### B) Teaching & Non Teaching Staff



## Types of Grievances :

- A) Teachers & Teachers
- B) Teachers & College
- C) Principal & Sanstha.

Grievances are less from the Teachers due to the following reasons.

1. Internal Complaint Committee.
2. Women Cell. ( Gender issue Cell)
3. BUCTU unit at college level.

Healthy environment in the institution promotes acceptable solution on differences and as a result there are no grievances brought formally to the Grievance Redress Cell.



Mr.S.A.Gharge  
Member Secretary  
CGRC -AR



Dr Harsha Goyal  
Chairman  
I,C,C



Dr. S.S. Nayak  
Chairman CGRC  
Principal K.B.P College

**University of Mumbai**  
**DEPARTMENT OF STUDENTS' DEVELOPMENT**

**PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF  
COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)**

**A. Role and Functions of CGRC**

The CGRC shall exercise the following role and perform the following functions, namely-

- 1) To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- 2) To attend all applications relating to the grievances of the students.
- 3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- 4) To hear all the concerned parties and settle grievances as early as possible.
- 5) To counsel the students whenever necessary to resolve their grievances.
- 6) To give advice to the students through correspondence.
- 7) The CGRC shall not discuss with any sub-judice grievances.
- 8) It shall make efforts to settle the disputes amicably.
- 9) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- 10) To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
- 11) To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- 12) To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

**B. Role of the Chairperson of CGRC**

- 1) The Principal of Affiliated College or Head / Director of Recognized Institution shall be the Chairperson of CGRC. In absence of Principal / Head / Director, the Incharge of the College / Institution shall be the Chairperson of CGRC with prior permission of his/her Management/Higher Authorities.
- 2) The Chairperson shall finalize the date of meeting of CGRC in discussion with Member Secretary.
- 3) The Chairperson shall preside over the meeting of CGRC.

**C. Role of the Member Secretary of CGRC**

- 1) The Member Secretary shall be the Primary Officer of the CGRC. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall prepare the Agenda for a meeting of the CGRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of students to all members prior to the meeting through an email.
- 3) The Member Secretary shall convene meetings of CGRC in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
- 4) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 5) He shall prepare Action Taken Report on the previous meeting of CGRC.
- 6) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.

- 7) The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 8) The Member Secretary shall prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**
- 9) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Director, Students' Development assign to him from time to time.

#### **D. Meetings of CGRC**

- 1) The CGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the CGRC shall meet once in every semester.
- 2) The Member Secretary may directed by the Chairperson to convene a meeting of the CGRC at the place, date and time to be fixed in consultation with him/her.
- 3) Every meeting of the CGRC shall be numbered serially.
- 4) The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- 5) However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- 6) In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the CGRC may determine.
- 7) In case the grievance is against any of the members of the CGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (University Grievance Redressal Cell (UGRC) for the Redressal of his/her grievance.

#### **E. Venue of the Meeting of CGRC**

- 1) The Meeting of the CGRC shall be held in the premises of the College/Institution during the working days and working time of the College/Institution.
- 2) The Member Secretary shall communicate venue, date and time of meeting of CGRC to all members of CGRC and students who have registered their grievances prior to the meeting.

#### **F. Quorum of the Meeting of CGRC**

The Quorum for the meeting of CGRC shall be two, including Chairperson.

#### **G. Decisions by Majority of the Meeting of CGRC**

All matters of any meeting of the CGRC shall be decided by majority of the members present and voting and, in case of a tie, the person presiding shall have a second or casting vote.

#### **H. Minutes**

- 1) The draft Minutes of the meetings shall be prepared by the Member Secretary in consultation with the Chairperson and confirm it from all members within 7 days after the meeting.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the CGRC in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.
- 3) The Member Secretary shall submit the confirmed minutes of the meeting of CGRC to the Director, Students' Development, University of Mumbai by an email on **cgrc@mu.ac.in**

#### **I. Action Taken Report**

- 1) After the confirmation of the minutes, the Member Secretary shall report to the CGRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the CGRC.
- 2) The Member Secretary shall submit Action Taken Report on the meeting of CGRC to Director, Students' Development, University of Mumbai by an email on **egrc@mu.ac.in**

#### **J. Attendance of Members**

- 1) Member Secretary shall maintain the record of Attendance of each meeting of CGRC.
- 2) Every member shall sign the Attendance Sheet during every meeting.

#### **K. Appearance before CGRC**

The complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the CGRC.

#### **L. Language of Proceedings of Meetings of CGRC**

Preferably Marathi language may be used in the proceedings of meetings of CGRC. The complainant student can request for any other language to the CGRC.

#### **M. Nature of Applications to be Entertained by the CGRC**

The grievances or common grievances of students related to College / Institution only shall be considered by the CGRC.

#### **N. Registration of Grievances on the Portal**

- 1) Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- 2) The student shall fill all the information required for registration and upload the supporting documents.
- 3) The grievances with insufficient/incomplete information shall not be entertained by CGRC.

#### **O. Disposal of Applications**

- 1) On receipt of an Applications of Grievances of Students, the Member Secretary shall scrutinize the applications in consultation with Chairperson of the CGRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student in writing by Member Secretary.
- 3) The Member Secretary shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the portal before the meeting with the help of Administrative Staff of the Department / Institution.
- 4) The Member Secretary may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Member Secretary may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the Agenda.
- 6) The Member Secretary shall present each complaint before the CGRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The CGRC shall redress all the grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.



- 8) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.

**P. Non-Entertainment of Application**

- 1) No applications for redressal of grievances shall be entertained, if the CGRC is satisfied that-
  - a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
  - b. In an application, there is no prima facie case for considering it.
  - c. The Application is frivolous or fictitious.
  - d. The matter is sub-judice in any court of law.
  - e. If there is gross delay.
  - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- 2) In case of any false or frivolous complaint, the CGRC may recommend appropriate action against the complainant student.

**Q. Processing of Applications**

- 1) The Member Secretary shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of CGRC prior to the meeting through an email and handover its hardcopies to all members of CGRC at the time of meeting.
- 2) The CGRC shall consider the case on the basis of the noting prepared by the Member Secretary.
- 3) The CGRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- 4) The CGRC shall hear the all the concerned parties related to the complaint in person / individually / collectively whatever the requirement of the case by following principles of natural justice.
- 5) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 6) Efforts shall be made to settle the grievances within 15 days of its receiving.

**R. Consideration of Applications**

- 1) Each member of the CGRC shall study the applications/cases sent to them in advance.
- 2) Applications shall be discussed in the Meeting and further line of action shall be decided.
- 3) The concerned student/s or any other person or teaching staff or administrative staff or non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the CGRC whenever necessary and they may be heard in person.
- 4) If the CGRC finds it necessary it may refer any matter to an expert and obtain his / her opinion.
- 5) After following all the procedures enumerated under sub-rules R. (1) to (4) above, the CGRC may formulate its recommendations on the Application.

**S. Recommendations for Final Action**

- 1) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.
- 2) The Chairman and Member Secretary shall see the implementation of resolutions/decisions made during the meeting of CGRC on top priority basis.

- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
- 4) If the CGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

#### **T. Pursuing the Matter**

- 1) The Chairman and Member Secretary shall keep in touch with the concerned sections/units/departments/cells and see that the decision is implemented immediately.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of CGRC at the next meeting.
- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.

#### **U. Appeal on the Decisions**

- 1) The student may prefer an appeal on the decision given by CGRC to University Grievance Redressal Cell (UGRC) within 30 days from the receipt of the decision of the CGRC.
- 2) In such case the student shall apply again on the portal available on the website of University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in) within 30 days from the receipt of the decision of the CGRC.

#### **V. Miscellaneous**

##### **a) Staff of the CGRC**

The Principal/Head/Director shall assign one Administrative Staff (Junior Clerk) and Peon for working of CGRC.

##### **b) Publicity**

The Chairperson and Member Secretary of CGRC shall give due publicity to the functioning of the CGRC through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching Staff, Administrative Staff and Non-Teaching Staff.

##### **c) Powers to give Directions**

The Director, Students' Development, University of Mumbai may from time to time, issue directions to the CGRC to carry out its purposes effectively and the CGRC shall be bound to carry out such directions.

#### **W. Annual Report**

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on [cgrc@mu.ac.in](mailto:cgrc@mu.ac.in)

1	Full Name of the Affiliated College / Recognized Institution	
2	Abbreviated Name of the Affiliated College / Recognized Institution	
3	Address of the College / Institution	
4	District	
5	Landline No. of the College / Institution	
6	Email of the College / Institution	

7	Name of the Principal / Head / Director	
8	Mobile No. of the Principal / Head / Director	
9	Landline No. of the Principal / Head / Director	
10	Email of the Principal / Head / Director	
11	Name of the Member Secretary	
12	Designation of the Member Secretary	
13	Mobile No. of the Member Secretary	
14	Landline No. of the Member Secretary (If any)	
15	Email of the Member Secretary	
16	No. of Applications Received on Portal	
17	No. of Scrutinized Applications	
18	No. of Applications Presented before the CGRC	
19	No. of Resolved Applications	
20	No. of Un-resolved Applications	
21	No. of Applications Referred to the Experts for an Opinion	
22	No. of Applications Sent to University Grievance Redressal Cell (UGRC)	
23	No. of Frivolous Applications	
24	No. of Pending Applications	
25	No. of the Meetings of CGRC Held	
26	No. of the Meetings Adjourned for Want of Quorum	
27	Average No. of Members of CGRC Present for the Meetings	
28	Total Annual Expenses of the Meetings, If Any, Incurred by the CGRC	
29	Any other Information	

Date:	Place:
-------	--------

Name and Signature of the  
Member Secretary

Seal of the College /  
Institution

Name and Signature of the  
Chairperson with Seal

# Application for Redressal of Grievance/s to CGRC

To,  
The Chairman,  
College Grievance Redressal Cell (CGRC),

## Subject: Application for Redressal of Grievance/s

Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/our personal details and particulars about my/our grievances are as follows-

1	First Name of the Student	
2	Middle Name of the Student	
3	Last Name of the Student	
4	Department	
5	Residential Address of the Student	
6	Permanent Address of the Student	
7	Email of the Student	
8	Mobile No. of the Student	
9	WhatsApp No. of the Student	
10	Landline No. of the Student (If Any)	
11	Faculty	Science and Technology (Science, Engineering, Pharmacy, Architecture)  Commerce and Management (Commerce, Management)  Humanities (Arts, Law)  Inter-disciplinary Studies (Fine Art, Education, Physical Education, Performing Art)
12	Programme of Study	UG PG M.Phil. Ph.D. Diploma Other (Please Specify)
13	Class	Give all Options Available at Your College / Department

14	Year of Study	First Second Third Fourth Fifth
15	Semester	I II III IV V VI VII VIII IX X
16	Roll No.	
17	PRN No.	
18	P.G./Ph.D./M.Phil. Registration No.	
<i>(Add Student Profile, if more no. of Students Applying for Redressal of Grievance)</i>		
19	Name of the Teacher/s / Officer/s / Staff / Section/s / Department/s against whom the Complaint is to be Lodged	
20	Nature of Grievance/s in which Redressal is Sought	Write Upload Word/PDF File
21	List of Supporting Documents Attached herewith	Upload Word/PDF File/s

**Declaration from the Student/s**

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Place:

Signature of the Student/s  
(Upload Digital Signature)


Rayat Shikshan Sanstha's

**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(Anti Ragging)**  
**(2021-2022)**


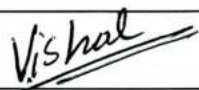
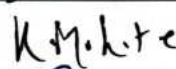
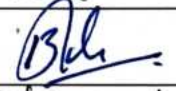
**Perspective Year plan 2021-2022**

**Date: 12/07/2021**

1. To ensure Implementation of guidelines of statutory / regulatory bodies i:e Maharashtra Govt. Part 4 Serial no 67, University Circular No DSD/05/ Of 2019, Rayat Shikshan Sanstha Directives & Indian Government regarding Prevention prohibition & Redress Act 2013.
2. To give Wide publicity among students
3. To receive the applications of the students from the portal/boxes available on the Website/ premises of College)/ Institute and process them further. (Once in every month)
4. To attend all applications relating to the grievances of the students.
5. To entertain and consider the grievances of the students college employee. It may hear the student's in person by giving opportunities of hearing.
6. To hear all the concerned parties and settle grievances within a fortnight
7. To counsel the students whenever necessary to resolve their grievances.
8. To give advice to the students through correspondence.
9. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
10. To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
11. To prepare Minutes and Action Taken Report of the meeting of CGRC and Antiragging.
12. To prepare Annual Report regarding working of the CGRC and Antiragging

  
Mr.S.A.Gharge  
Member Secratery  
CGRC K.B.P. College, Vashi

**Grievance Redress Cell working committee**  
**[Teaching, non-teaching & students]**  
**Including Anti-ragging 2021-22**

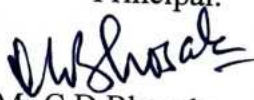
Sr. No.	Name of faculty member	Department	Position	Sign
1	Mr. S. A. Gcharge	Micro	Chairman	
2	Mr. Vishal Ram	Psychology	Member	
3	Adv. Kapil Mohite	Com	Member	
4	Ms. Pranita Bhale	FC	Member	
5	Mr. Dasharath Bhagat	CDC	Member	Informd
6	Ms. Yashodhara Godbole [DCP]	DCP	Member	

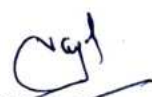
**Scope of Work [Grievance Redress Cell]:**

1. Maintain complaint boxes in the college premises with complaint box though online mode (google form)
2. Inform students and teaching and non-teaching members of the staff about grievance redress cell and its functioning through separate general notices.
3. Attend to complaints received in the complaint boxes once in a month.
4. Take compliance in consultation with Hon. Principal.
5. Follow up the compliance by concerned department/ committee.
6. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
7. Submit all the records in a form of file at the end of the year.

**Scope of Work [Anti-ragging]:**

1. Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence.
2. Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations.
3. Take note of any complaint of ragging.
4. Take action in case of offence as per the law and in consultation with Hon. Principal.

  
Mr. C. D. Bhosale  
Coordinator, IQAC

  
Dr. Shubhada Nayak  
I/C Principal

**Rayat Shikshan Sanstha's**  
**KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI**  
**(AUTONOMOUS)**

**Academic Calendar Year 2021-22**


Month	Day and Date	Planned Activity	
June 2021	Monday, 14 <sup>th</sup>	Commencement of Academic Year	
	3 <sup>rd</sup> & 4 <sup>th</sup> Week	Commencement of SY/TY Admissions	
		Admissions and Fee Payment for SY/TY/PG classes	
	Monday 21 <sup>th</sup>	International Day of Yoga, World Music Day	
Saturday 26 <sup>th</sup>	Rajarshi Ch. Shahu Maharaj Jayanti		
July 2021	Thursday 1 <sup>st</sup>	Doctors Day	
	1 <sup>st</sup> Week	Commencement of SY/TY/PG PART II Classes Admission for FY Classes	
	2 <sup>nd</sup> Week		
	Sunday 11 <sup>th</sup>	World Population Day	
	3 <sup>rd</sup> Week	Admission for FY Classes	
	4 <sup>th</sup> Week	Admissions and Fee Payment for FY classes.	
	Wednesday, 21 <sup>st</sup>	Bakari Eid	
August 2021	1 <sup>st</sup> Week	Awareness program – 'Diksha Aarambh' and commencement of FY Classes Formation of Students' Council	
	12 <sup>th</sup> Thursday	International Youth Day	
	2 <sup>nd</sup> Week	Students Council activity	
	15 <sup>th</sup> Sunday	Indian Independence Day, Sanskrit Day	
	16 <sup>th</sup> Monday	Parsi New Year	
			<b>A.T.K.T. Examinations of Semester I, II, III, IV, V, and VI [UG Course] and Semester I, II, III and IV [PG Course]</b>
	3 <sup>rd</sup> Week	<b>Semester III and V [UG] and Semester III [PG] Continuous Internal Evaluation Test of 20 marks</b>	
		<b>ATKT Practical Examination</b>	
	29 <sup>th</sup> Sunday	National Sports Day	
September 2021	5 <sup>th</sup> Sunday	Teachers Day	
	10 <sup>th</sup> to 16 <sup>th</sup>	Ganesh Chaturthi (Mid Term Break)	
	14 <sup>th</sup> Tuesday	Hindi Diwas	

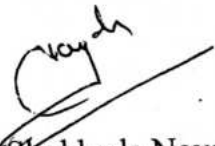


	16 <sup>th</sup> Thursday	World Ozone Day
	2 <sup>nd</sup> Week	Internal Examination-Mid-term test of PG Classes <b>Declaration of ATKT Examination Results</b>
	3 <sup>rd</sup> Week	<b>Semester I Continuous Internal Evaluation Test of 20 marks [UG and PG Course]</b>
	22 <sup>nd</sup> Wednesday	Karmaveer Jayanti Rally
	4 <sup>th</sup> week	Karmaveer Jayanti - 'Joy of giving' Week Felicitation of meritorious students
October 2021	Saturday 2 <sup>nd</sup>	Swachhata Abhiyan (Gandhi Jayanti)
	8 <sup>th</sup> Friday	Indian Airforce Day
	2 <sup>nd</sup> Week and 3 <sup>rd</sup> Week	<b>Semester End Examination of Semester III and V [UG Course] and Semester- III [PG]</b>
	Friday 15 <sup>th</sup>	Dasara
	16 <sup>th</sup> Saturday	World Food Day
	Tuesday 19 <sup>th</sup>	Eid-e-Milad
	Monday 25 <sup>th</sup>	Diwali Vacation Starts
	4 <sup>th</sup> Week	<b>Practical Examinations Semester III and V [UG Course] and Semester- III [PG]</b>
November 2021	Friday 12 <sup>th</sup>	Commencement of Second Term (College reopens)
	2 <sup>nd</sup> Week	Declaration of Results of SEM I/III/PG
	19 <sup>th</sup> Friday	Guru Nanak Jayanti
	3 <sup>rd</sup> Week & 4 <sup>th</sup> Week	Student council activities
	4 <sup>th</sup> Week	<b>Declaration of Semester End Examination Results</b>
December 2021	1 <sup>st</sup> Wednesday	World AIDS Day
	2 <sup>nd</sup> Thursday	National Pollution Control Day
	3 <sup>rd</sup> Friday	World Day of Handicapped
	4 <sup>th</sup> Saturday	Indian Navy Day
	1 <sup>st</sup> Week	<b>Semester End Examination of Semester I [UG and PG Course]</b>
	10 <sup>th</sup> Friday	Human rights Day
	2 <sup>nd</sup> Week	<b>Practical Examinations Semester I [UG Course] and [PG Course]</b>
	14 <sup>th</sup> Tuesday	World Energy Conservation Day
	16 <sup>th</sup> Thursday	Vijay Diwas
	3 <sup>rd</sup> Week	Sports, Cultural Fests and different Days' celebration
	22 <sup>nd</sup> Wednesday	National Mathematics Day

	Saturday 25 <sup>th</sup>	Christmas
	Sunday 26 <sup>th</sup>	Winter Break Starts
January 2022	1 <sup>st</sup> Week	<b>Declaration of Semester End Examination Results</b>
	Monday 3 <sup>rd</sup>	College Reopens Krantijyoti Savitribai Phule Jayanti Celebration
	Thursday 6 <sup>th</sup>	National Technology Day
	Tuesday 11 <sup>th</sup>	National Human Trafficking awareness Day, National Road Safety Week
	Wednesday 12 <sup>th</sup>	Swami Vivekananda Jayanti, National Youth Day
	Saturday 15 <sup>th</sup>	Indian Army Day
	3 <sup>rd</sup> Week	Gymkhana day & Convocation
	Tuesday 18 <sup>th</sup>	National Immunization day
	Wednesday 26 <sup>th</sup>	Republic day
	February 2022	1 <sup>st</sup> Week
Wednesday 2 <sup>nd</sup>		World Wetlands day
Friday 4 <sup>th</sup>		World Cancer Day
Friday 11 <sup>th</sup>		International Day of Women and Girls in science
2 <sup>nd</sup> Week		<b>Semester IV and VI [UG] and Semester IV [PG] Continuous Internal Evaluation Test of 20 marks</b>
Saturday 19 <sup>th</sup>		Chhatrapati Shivaji Maharaj Jayanti
March 2022	Monday 28 <sup>th</sup>	National Science Day
	Tuesday 1 <sup>st</sup>	Mahashivratri
	Thursday 3 <sup>rd</sup>	World wildlife day
	Sunday 6 <sup>th</sup>	Mahaveer Jayanti
	Tuesday 8 <sup>th</sup>	International Women's Day
	2 <sup>nd</sup> Week	<b>Semester II Continuous Internal Evaluation Test of 20 marks [UG and PG Course]</b>
	Tuesday 15 <sup>th</sup>	World Consumer Right Day
	Friday 18 <sup>th</sup>	Holi/ DhuliVandan
	4 <sup>th</sup> Week	<b>A.T.K.T. Examinations of Semester I, II, III, IV, V, and VI[UG Course] and Semester I, II, III and IV [PG Course]</b>
		<b>ATKT Practical Examination</b>
	Friday 25 <sup>th</sup>	Gudi Padwa

	Sunday 27 <sup>th</sup>	World Theatre Day
April 2022	Saturday 2 <sup>nd</sup>	Ram Navami
	1 <sup>st</sup> Week	<b>Declaration of ATKT Examination Results</b>
		<b>Semester End Examination of Semester II and IV [UG Course] and Semester- IV [PG]</b>
		<b>Semester End Examination of Semester II [UG and PG Course]</b>
	Monday 4 <sup>th</sup>	International Day of Mine Awareness
	Wednesday 6 <sup>th</sup>	Mahavir Jayanti
	Thursday 7 <sup>th</sup>	World Health Day
	Sunday 10 <sup>th</sup>	Good Friday
	Monday 11 <sup>th</sup>	Mahatma Phule Jayanti
	Thursday 14 <sup>th</sup>	Dr. Babasaheb Ambedkar Jayanti
Friday 22 <sup>th</sup>	Earth Day	
May 2022	Sunday 1 <sup>st</sup>	Maharashtra Day and Labour Day Celebration
		<b>Declaration of Semester End Examination Results</b>
	Monday 2 <sup>nd</sup>	Summer Vacation Begins

  
 Mr. C. D. Bhosale  
 Coordinator, IQAC

  
 Dr. Shubhada Nayak  
 Principal