

**Hope Foundation's
FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY, RATNAGIRI**

FAMT/CIRC / 203A /2021

Date: 23rd August 2021

**CIRCULAR
CONSTITUTION OF COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)**

The College Grievance Redressal Cell (CGRC) is constituted for all grievances of students relating to college for next two years from A.Y. 2021-22 as follows-

Committee –

Sr. No.	Name	Designation
1	Dr. Kaushal Prasad, Principal	Chairperson
2	Prof. Sandeep R. Nalage, Asst. Prof., ETRX Department	Member Secretary
3	Prof. Vidyasheel S. Bagade, Asst. Prof.Mechanical	Member
4	Prof. Vrishali V. Nimbalkar, Asst. Prof., ETRX Department	Member
5	Prof. Vrinda V. Kulkarni, Asst. Prof., First Year Engg.	Member
6	Mr. Gajanan D. Targaonkar, Registrar	Member

Key Guidelines:

- CGR Cell shall give wide publicity among all students, students, non-teaching staff.
- Member secretary of CGRC shall maintain the documentation of the grievances of students.
- The committee shall resolve the grievances of the complainant student by giving an opportunity of hearing to all the concerned parties & principle of natural justice.
- The Member Secretary shall prepare minutes and Action taken report for CGRC.
- The Member Secretary shall upload the decision / resolution / Action taken report of CGRC on the portal.
- The Member Secretary will prepare annual report regarding working of the CGRC and submit it to the Director, students' development by email.

Further all related documents are to be preserved carefully by committee for future references.


Dr. Kaushal Prasad
Principal

CC: All Deans / All HoDs / Registrar / NAAC Coordinator & Co-coordinator/ All Concerned Committee members / Office file