

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

FAMT/CIRC / 104/2023

Date: 20th February 2023

CIRCULAR

Subject: College Grievance Redressal Cell

Ref.: FAMT/CIRC/203A/2021

The College Grievance Redressal Cell (CGRC) is reconstituted as follows:

Sr. No.	Name	Designation
1	Dr. Kaushal Prasad, Principal	Chairperson
2	Prof. (Dr.) S. B. Kulkarni	Member Secretary
3	Prof. V. S. Bagade	Member
4	Prof. V. V. Nimbalkar	Member
5	Prof. V. V. Kulkarni	Member
6	Mr. G. D. Targaonkar	Member

Key Guidelines:

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

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


Principal

Copy :-

All Hods — Circulation among faculty members / All Concerned / IQAC Coordinator / NAAC Coordinator / Registrar / Librarian / Exam Section / T & P / Office