

**MAEER's**

**MIT** | Arts, Commerce  
& Science College

(Affiliated to Savitribai Phule Pune University)



**Policy & Procedure**

**Staff Grievance  
Redressal Committee**

(To be implemented from (2014-15))

## Staff Grievance Redressal Committee

### Objectives:

1. To develop an organisational framework to resolve Grievances of the staff & faculty members.
2. To help to maintain healthy environment in the college campus by addressing and resolving staff / Faculty members grievances.
3. To adopt measures in expeditious settlement of grievances of staff and faculty members leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization.

### Procedure for Redressal of the Grievances:

- The aggrieved member/ complainant shall submit a written & signed petition/ complaint to the Secretary of the Grievance Committee with copy to the Chairman within 7 days after the commitment of grievance.
- The chairman through Secretary shall call the complainant for a meeting of Grievance Committee within 10 working days.
- The Committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report to the Head of Institution as expeditiously as possible, but in any case within 45 working days after the receipt of petition.
- In case of any difficulties, the Grievance Committee shall have discussion with the Head of the Institution before a decision is taken.
- The Head of the Institution, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institution.



**Ms. Reshma Somvanshi**  
HR Executive



**Dr. B. B. Waphare**  
Principal