

**Roles & Responsibilities of Student Grievance Redressal Committee (GRC) at college level**

All grievances related with teaching learning, evaluation & inter personal issues shall be handled by this committee.

**Roles & Responsibilities of Internal Complaints Committee**

All complaints of staff & students related with service condition, acts amounting to harassment shall be handled by this committee.

**Roles & Responsibilities of Women Development Cell**

To undertake the awareness programmes on gender sensitization, women's rights and women empowerment in college. To create an environment that will help women realize their full potential and give their best. To review safety and security measures for female employees and girl students on the campus.

**Roles & Responsibilities of Anti Ragging Committee & Anti Ragging Squad**

Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, etc. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.



Dr. G. T. Thampi  
Principal

PRINCIPAL  
THADOMAL SHAHANI ENGINEERING COLLEGE  
ADV. NARI GURSAHANI MARG, 37TH ROAD,  
(OFF LINKING ROAD), TPS III,  
BANDRA (WEST), MUMBAI - 400 050



5.1.5. Proof of constitution of Committees

S.No.	Contents
1.	Anti-Ragging Committee
2.	Anti-Ragging Squad
3.	SC/ST Prevention of Atrocities
4.	Internal Complaints Committee
5.	Women Development Cell
6.	Student Grievance Redressal Committee



Dr. G. T. Thampi  
PRINCIPAL

Thadomal Shahani Engineering College  
Bandra (W), Mumbai -400 050.





# THADOMAL SHAHANI ENGINEERING COLLEGE

Date : 13/08/2018

## ANTI RAGGING COMMITTEE

According to UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, an Anti-ragging Committee has been constituted. Following staff members are appointed as Anti-ragging Steering Committee members to prohibit prevent and eliminate the scourge of ragging in the College premises.

### ANTI RAGGING COMMITTEE

1.	Dr. G. T.Thampi	Principal	9594696888
2.	Dr. Ashwini Kunte	HOD - EXTC	9820453160
3.	Dr. Mita Bhowmick	HOD – Biomedical	9819609703
4.	Dr. Anita Kumari	HOD – Chemical	9869084569
5.	Dr. R. K. Pathak	HOD – Biotech	9867444619
6.	Dr. Madhuri Rao	HOD – IT	9820920333
7.	Dr. Tanuja Sarode	HOD – Computers	9820122805
8.	Prof. Mahesh Rao	FE Co-ordinator	9821185167
9.	Dr. M. Maniroja	Dean Student Affairs	9820407069
10.	Prof. Sharmila Barve	Dean Admission	9821059882
11.	Prof. Jayant Gadge	Dean Academic Affairs	9967903814
12.	Prof. Bharati Ingale	Dean AICTE/NBA	9967570426
13.	Prof. Sunil Gidwani	TPO	9821316805
14.	Prof. Mudita Dixit	TPO	9930278092
15.	Mr. Manohar Chandwani	Registrar	7350117255

\* Clause 3,7,9.1 of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai -400 050.



(Dr. G. T. Thampi)  
Principal

# THADOMAL SHAHANI ENGINEERING COLLEGE

Date : 03/08/2018

## ANTI RAGGING SQUAD

According to UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, an Anti-ragging Squad has been constituted. Following staff members are appointed as Members of Anti-ragging Squad to prohibit prevent and eliminate the scourge of ragging in the College premises.

### ANTI RAGGING SQUAD

1. Prof. Jayant Gadge	Dean Academic Affairs	9967903814
2. Prof. Sunil Gidwani	TPO	9821316805
3. Prof. Kiran Ghadyalji	Mechanical	9987192046
4. Prof. Dhananjay Theckedath	Biomedical	9768834759
5. Prof. Iqbal Husain	Mechanical	9892164154
6. Prof. Prasad Parulekar	Chemical	9819553390
7. Dr. Nitin Pereira	Biotech	9820689622
8. Prof. Mukesh Israni	I.T	9892954195
9. Prof. Amit Hatekar	EXTC	9702950408



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



(Dr. G. T. Thampi)  
Principal

# THADOMAL SHAHANI ENGINEERING COLLEGE

Ref: TSEC/SC/ST POA/2017-18.

Date: 26/09/2017

## OFFICE ORDER

The following members are re-appointed as members of SC/ST prevention of atrocities with immediate effect.

Sr No	Name	
1	Mr. Jayant Gadge	Convener
2	Dr. (Mrs.) Mita Bhowmick	Member
3	Dr.(Mrs.) Sadhana Purohit	Member
4	Dr.(Mrs.) Ashwini Kunte	Member
5	Mr. C.S.Kulkarni	Member
6	Mr.Arun Kulkarni	Member
7	Mr. Manohar Chandwani	Member
8	Mrs. Mandakini Bodhare	Member
9	Mr. M.R.Dhimate	Member



(Dr. G.T.Thampi)  
Principal

Copy to: HODs/Incharges



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



# THADOMAL SHAHANI ENGINEERING COLLEGE

TSEC/00/16/430

Date: 26/09/2016

## Office Order

The following members are re-appointed as members of SC/ST prevention of atrocities with immediate effect.

Sr. No.	Name	
1	Mr. Jayant Gadge	Convener
2	Dr. (Mrs.) Mita Bhowmick	Member
3	Dr. (Mrs.) Sadhana Purohit	Member
4	Dr. (Mrs.) Ashwini kunte	Member
5	Mr. C. S. Kulkarni	Member
6	Mr. Arun Kulkarni	Member
7	Mr. Manohar Chandwani	Member
8	Mrs. Mandakini Bodhare	Member
9	Mr. M. R. Dhimate	Member

(Dr. G.T. Thampi)  
Principal

Copy to: HoDs/Incharges



Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



# THADOMAL SHAHANI ENGINEERING COLLEGE

## CIRCULAR

Reg.: TSEC – Anti Ragging Squad Committee(A.Y.2016-17)

An Anti Ragging Squad Committee is constituted with the following staff members for the academic year 2016-17

Dr. (Prin) G.T. Thampi (convener)

Dr. (Prof) Ashwini Kunte askunte@gmail.com	9820453160	Member
Prof. Arun Kulkarni kkkarun@yahoo.com	9833428466	Member
Prof. C. S. Kulkarni cskoffice@gmail.com	9820999369	Member
Dr. (Prof) Mita Bhowmick mitabhowmick@gmail.com	9819609703	Member
Mr. Jayant Gadge jayantrg@gmail.com	9967903814	Member
Ms. (Prof) S. J. Purohit purohitin@yahoo.com	9930092827	Member

(Dr.G.T. Thampi)

Principal

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai -400 050.





# THADOMAL SHAHANI ENGINEERING COLLEGE

## CIRCULAR

Reg.: TSEC – Anti Ragging Committee(A.Y.2016-17)

An Anti Ragging Committee is constituted with the following staff members for the academic year 2016-17

Dr. (Prin) G.T. Thampi (convener)

Dr. (Prof) Ashwini Kunte askunte@gmail.com	9820453160	Member	Dr. (Prof) Mita Bhowmick mitabhowmick@gmail.com	9819609703	Member
Prof. Arun Kulkarni kulkarun@yahoo.com	9833428466	Member	Mr. Jayant Gadge jayantrg@gmail.com	9967903814	Member
Prof. C. S. Kulkarni cskoffice@gmail.com	9820999369	Member	Ms. (Prof) S. J. Purohit purohitin@yahoo.com	9930092827	Member
Prof. Mahesh B. Rao mbrao01@yahoo.co.in	9821185167	Member	Prof. Mukesh Israni israni_mukesh2002@yahoo.co	9892954195	Member
Prof. Mudita Dixit muditadixit@yahoo.com	9664854079	Member	Prof. Nita Mehta mehta_neeta@yahoo.com	9324402274	Member

Nominee of Civil Govt. Officer (Member)

Nominee of Police Administration (Member)

Nominee of NGO (Member)

Nominee of Students Parents

1. Mr Umesh Majgaonkar (Member)
2. Mr. Anay Khare (Member)

Newly admitted students (Member)

Senior Students

1. Rohan Vartak 9820972702 (Gen Sec.)
2. Shradha Suresh 9594939388 (Cultural Sec.)
3. Parth Gangar 9594248679 (Jr. Cultural Sec.)

Mr. Manohar Chandwani

022-26041631 (Member)

Mrs. Mandakini Bodhare

022-6495808 (Member)  
Dr. G. T. Thampi

PRINCIPAL

Thadomal Shahani Engineering College  
Bandra (W), Mumbai -400 050.

(Dr.G.T. Thampi)

Principal





CSEC/Cir./ICC/16/434

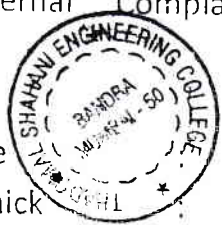
26/09/2016

C I R C U L A R

Reg. : Internal Complaints Committee

On the basis of University of Mumbai, Circular No. CONCOL/24/ of 2014-2015 dated 12/11/2014 (received un 24/11/2014) regarding " Sexual Harassment of Women at Workshop (Prevention, Prohibition and Redressal) Act, 2013. The internal Complaints Committee has been reconstituted as follows.

- |                                |   |          |
|--------------------------------|---|----------|
| 1. Dr. (Mrs.) Ashwini Kunte    | : | Convenor |
| 2. Dr. (Mrs.) Mita Bhowmick    | : | Member   |
| 3. Mrs. Nita Mehta             | : | Member   |
| 4. Dr. (Mrs.) Archana Patankar | : | Member   |
| 5. Dr. (Mrs.) Rita Sharma      | : | Member   |
| 6. Dr. (Mrs.) Madhuri Rao      | : | Member   |
| 7. Mr. K.Y. Rajput             | : | Member   |
| 8. Mr. Manohar Chandwani       | : | Member   |



(Dr. G.T. Thampi)  
PRINCIPAL

Copy to HOD/ Incharge

  
 Dr. G. T. Thampi  
 PRINCIPAL  
 Thadomal Shahani Engineering College  
 Bandra (W), Mumbai - 400 050.



# THADOMAL SHAHANI ENGINEERING COLLEGE

25/09/2017

## CIRCULAR

All Staff and Students are requested to note that the following members are re-appointed as members of Internal Complaints Committee with immediate effect.

1. Dr. (Mrs.) Ashwini Kunte	:	Convenor
2. Dr. (Mrs.) Mita Bhowmick	:	Member
3. Mrs. Nita Mehta	:	Member
4. Dr. (Mrs.) Archana Patankar	:	Member
5. Dr. (Mrs.) Rita Sharma	:	Member
6. Dr. (Mrs.) Madhuri Rao	:	Member
7. Mr. K.Y. Rajput	:	Member
8. Mr. Manohar Chandwani	:	Member

Any person having any complaints should submit the same in writing addressed to the Convener of the Committee.



(Dr. G. T. Thampi)  
Principal



Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



# THADOMAL SHAHANI ENGINEERING COLLEGE

संस्थेचा डीटीई कोड नं० ईएन ३१८२

जां. क्र.

दिनांक २७.०९.२०१६

शैक्षणिक वर्ष २०१६-१७

विवरणपत्र -२

शासकीय कार्यालये/निमशासकीय कार्यालये/शासकीय महामंडळे/कंपन्या/स्थानिक स्वराज्य संस्था/ शासन अनुदानित मंडळे व संस्था इ. ठिकाणच्या महिला तक्रार निवारण समित्यांकडे प्राप्त झालेल्या तक्रारी.

## महिला तक्रार निवारण समिती

- |                           |                                 |
|---------------------------|---------------------------------|
| १. अध्यक्षचे नांव         | : डॉ. अश्विनी कुंटे             |
| २. सदस्याचे नांव          | : डॉ. मीता भौमीक                |
| ३. सदस्याचे नांव          | : प्रा. निता मेहता              |
| ४. सदस्याचे नांव          | : डॉ. अर्चना पाटणकर             |
| ५. सदस्याचे नांव          | : डॉ. रीता शर्मा                |
| ६. सदस्याचे नांव          | : डॉ. माधुरी राव                |
| ७. सदस्याचे नांव          | : प्रा. को. या. राजपुत          |
| ८. सदस्याचे नांव          | : मनोहर चांदवानी                |
| ९. NGO सदस्य सचिवाचे नांव | : आरती सच्चर (CEO Parisar Asha) |

अ. क्र.	कार्यालयाचे नांव (मंत्रालयीन विभाग व क्षेत्रीय कार्यालयाचे नांव)	महिला तक्रार निवारण समितीकडे प्राप्त झालेल्या तक्रारीची संख्या	निकालात काढलेल्या तक्रारीची संख्या	प्रलंबित असलेल्या तक्रारीची संख्या	शेरा
१	२	३	४	५	६
१	थदोमल शहाणी इंजीनीयरींग महाविद्यालय	निरंक	निरंक	निरंक	निरंक

Dr. G. T. Thampi  
PRINCIPAL

Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



(डॉ. जी.टी. थंपी)

प्राचार्य

PRINCIPAL

Thadomal Shahani Engineering College  
P. G. Khar Marg. T, P. S. III,  
Bandra (W), Mumbai - 400 050

Date : 24/06/2019

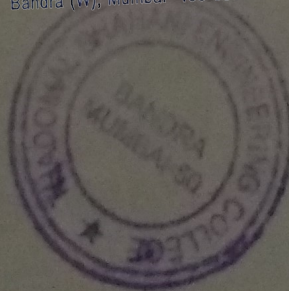
**OFFICE ORDER**

The following members are appointed as members of Women Development Cell (WDC) with immediate effect.

Sr. No.	Name of Member	
1	Dr. Elizabeth Joseph	Convenor
2	Ms. Kumkum Saxena	Member
3	Dr. Gauri Shukla	Member
4	Ms. Praseeda Nambisan	Member
5	Ms. Shanthi Therese	Member
6	Ms. Seema Kolkur	Member
7	Ms. Vaishali suryawanshi	Member
8	Ms. Uttara Bhatt	Member

Dr. G. T. Thampi  
PRINCIPAL

Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.



(Dr. G. T. Thampi)  
Principal

## Circulars of different committees

S.No.	Title
1	Anti-Ragging Squad Committee
2.	Anti-Ragging Notice
3.	Internal Complaints Committee
4.	Student Grievance Redressal Committee
5.	MU Grievance Redressal Policy



Dr. G. T. Thampi  
**PRINCIPAL**  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.





# THADOMAL SHAHANI ENGINEERING COLLEGE

## CIRCULAR

Reg.: TSEC – Anti Ragging Squad Committee(A.Y.2016-17)

An Anti Ragging Squad Committee is constituted with the following staff members for the academic year 2016-17

Dr. (Prin) G.T. Thampi (convener)

Dr. (Prof) Ashwini Kunte askunte@gmail.com	9820453160	Member
Prof. Arun Kulkarni kkkarun@yahoo.com	9833428466	Member
Prof. C. S. Kulkarni cskoffice@gmail.com	9820999369	Member
Dr. (Prof) Mita Bhowmick mitabhowmick@gmail.com	9819609703	Member
Mr. Jayant Gadge jayantrg@gmail.com	9967903814	Member
Ms. (Prof) S. J. Purohit purohitin@yahoo.com	9930992827	Member

Dr. G. T. Thampi  
PRINCIPAL

Thadomal Shahani Engineering College  
9908017 Mumbai - 400 050



(Dr.G.T. Thampi)

Principal

TSEC/Anti Ragging/2019/483  
**THADOMAL SHAHANI ENGINEERING COLLEGE**  
03/08/2019  
**ANTI RAGGING NOTICE**

Ragging\* is totally banned in the College premises and anyone found guilty of ragging and/or abetting ragging is liable to be punished as it is a criminal offence.

In case of emergency the students / parents in distress owing to ragging may contact the following

**ANTI RAGGING COMMITTEE**

1. Dr. G. T.Thampi	Principal	9594696888
2. Dr. Ashwini Kunte	HOD - EXTC	9820453160
3. Dr. Mita Bhowmick	HOD – Biomedical	9819609703
4. Dr. Anita Kumari	HOD – Chemical	9869084569
5. Dr.R.K.Pathak	HOD – Biotechnology	9867444619
6. Dr. Madhuri Rao	HOD – IT	9820920333
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11. Prof. Jayant Gadge	Dean Academic Affairs	9967903814
12. Dr. Archana Patankar	Dean Research	7208884825
12. Prof. Anjali Malviya	Dean NBA	9869135271
13. Prof. Gopal Pardesi	Dr. G. T. Thampi IQAC Coordinator Thadomal Shahani Engineering College Bandra (W), Mumbai -400 050.	9867628298
14. Prof. Sunil Gidwani	Dean AICTE/TPO	9821316805
15. Prof. Mudita Dixit	TPO	9930278092
16. Mr. Manohar Chandwani	Registrar	7350117255

\* Clause 3,7,9.1 of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009

(Dr. G. T. Thampi)  
Principal

CSEC/Cir./ICC/16/434

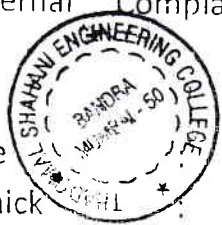
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C I R C U L A R

Reg. : Internal Complaints Committee

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- |                                |          |
|--------------------------------|----------|
| 1. Dr. (Mrs.) Ashwini Kunte    | Convenor |
| 2. Dr. (Mrs.) Mita Bhowmick    | Member   |
| 3. Mrs. Nita Mehta             | : Member |
| 4. Dr. (Mrs.) Archana Patankar | : Member |
| 5. Dr. (Mrs.) Rita Sharma      | : Member |
| 6. Dr. (Mrs.) Madhuri Rao      | : Member |
| 7. Mr. K.Y. Rajput             | : Member |
| 8. Mr. Manohar Chandwani       | : Member |



*[Handwritten signature]*

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai -400 050.



(Dr. G.T. Thampi)  
PRINCIPAL

Copy to HOD/ Incharge



THADOMAL SHAHANI ENGINEERING COLLEGE  
TSEC/Civ/GRC/2016/433

26/09/2016

CIRCULAR

Kind Attention: TSEC Students

Reg.: Students Grievance Redressal Committee (GRC) at College Level.

All TSEC students are hereby informed that we have reconstituted Students Grievance Redressal Committee (GRC) at College Level and following are the members of committee.

1. Dr. (Mrs.) Mita Bhowmick : Convener
2. Dr. (Mrs.) Aswini Kunder *Aswini Kunder* : Member
3. Mr. Jayant Gadge : Member
4. Mr. Arun Kulkarni : Member
5. Mrs. Sadhana J. Purohit : Member
6. Mrs. Mudita Dixit : Member
7. Mr. Manohar Chandwani : Member
8. Mrs. Mandakini Bodhare : Member

All aggrieved students, their parents & others may approach the Students Grievance Redressal Committee (GRC) at College Level in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the "OMBUDSMAN" appointed by University of Mumbai. The "OMBUDSMAN" shall exercise its powers to hear those grievances and ensure its disposal within one month's of the receipt of the appeal.

For Thadomal Shahani Engg. College,

(Dr.G.T.Thampi)  
PRINCIPAL  
Copy to HOD/Incharge



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

**PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF  
INSTITUTIONAL GRIEVANCE REDRESSAL CELL (IGRC)**

**A. Constitution of IGRC**

The Hon'ble Vice-Chancellor, University of Mumbai shall constitute Institutional Grievance Redressal Cell (IGRC) for redressal of grievances not related to University Department or University Institution and the grievances not resolved at Department Grievance Redressal Cell (DGRC).

The composition of IGRC shall be as follows:

- a) Pro-Vice-Chancellor / Dean / Senior Professor – **Chairperson**  
*(The Chairperson of IGRC and DGRC shall not be the same. Means the Chairperson shall not be the Head / Director of University Departments / Institutions)*
- b) One Senior Professor other than Chairperson – **Member**
- c) One Senior Professor other than Chairperson – **Member**
- d) One Senate Member from the Constituency of Registered Graduates – **Member**
- e) Director, Students' Development – **Member Secretary**  
*[Note: The Director, Students' Development, University of Mumbai has to put up a note to the Hon'ble Vice-Chancellor for nomination of members on the Institutional Grievance Redressal Cell (IGRC)].*

The tenure of all the members of IGRC shall be of two years.

**B. Role and Functions of IGRC**

The IGRC 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 University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in) 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) If the IGRC feels it necessary to verify the grievances personally it may authorize any members of the IGRC or any other authorized persons to visit the concerned establishment and find out the authenticity of the grievances.
- 8) The IGRC shall not discuss with any sub-judice grievances.
- 9) It shall make efforts to settle the disputes amicably.
- 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 IGRC and submit it to the Hon'ble Vice-Chancellor, University of Mumbai for his/her information.
- 12) To prepare Annual Report regarding working of the IGRC and submit it to the Hon'ble Vice-Chancellor, University of Mumbai for his/her information.
- 13) To perform such other duties and discharge such other functions, for the purpose of effectively implementing these rules, as the Hon'ble Vice-Chancellor may direct.

**C. Role of the Chairperson of IGRC**

- 1) The Chairperson of the IGRC shall preside over the meeting of IGRC.
- 2) In the absence of Chairperson, a person chosen by the present members of IGRC among themselves shall preside over the meeting.

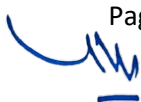
- 3) The Chairperson shall finalize the date of meeting of IGRC in discussion with Member Secretary.

#### **D. Role of the Member Secretary of IGRC**

- 1) The Member Secretary shall be the Principal Officer of the IGRC. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall upload the information of functioning of IGRC on the portal available on the website of University of Mumbai, **www.mu.ac.in**
- 3) The Member Secretary shall give wide publicity to Institutional Grievance Redressal Cell (IGRC) among all Students and University Departments / Institutions through various means like, Website, Notices, Electronic Gadgets, Social Media, etc.
- 4) The Member Secretary shall prepare the Agenda of the meeting of the IGRC 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.
- 5) The Member Secretary shall convene meetings of IGRC in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
- 6) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 7) He shall prepare Action Taken Report on the previous meeting of IGRC.
- 8) The Member Secretary shall submit the copies of Minutes and Action Taken Report for the information to the Hon'ble Vice-Chancellor, University of Mumbai.
- 9) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of IGRC on the portal available on the website of University of Mumbai, **www.mu.ac.in**
- 10) The Member Secretary shall prepare Annual Report regarding working of the IGRC and submit it to the Hon'ble Vice-Chancellor, University of Mumbai.
- 11) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Hon'ble Vice-Chancellor assign to him from time to time.

#### **E. Meetings of IGRC**

- 1) The IGRC 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 IGRC shall meet once in every semester.
- 2) The Member Secretary may directed by the Chairperson or Hon'ble Vice-Chancellor to convene a meeting of the IGRC at the place, date and time to be fixed in consultation with him/her/them.
- 3) Every meeting of the IGRC 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 meetings.
- 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 IGRC may determine.
- 7) In case the grievance is against any of the members of the IGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the Ombudsperson for the Redressal of his/her grievance.



#### **F. Venue of the Meeting of IGRC**

- 1) The Meeting of the IGRC shall be held at Vidyanagari Campus of University of Mumbai during the working days and working time.
- 2) The Member Secretary shall communicate venue, date and time of meeting of IGRC to all members of IGRC and students who have registered their grievances prior to the meeting through an email.

#### **G. Quorum of the Meeting of IGRC**

The Quorum for the meeting of IGRC shall be three, including Chairperson.

#### **H. Decisions by Majority of the Meeting of IGRC**

All matters of any meeting of the IGRC 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.

#### **I. 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 IGRC 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 IGRC to Hon'ble Vice-Chancellor, University of Mumbai.

#### **J. Action Taken Report**

- 1) After the confirmation of the minutes, the Member Secretary shall report to the IGRC the Action Taken Report on the previous resolutions or decisions or directions given in the previous meetings of the IGRC.
- 2) The Member Secretary shall submit Action Taken Report on the meeting of IGRC to Hon'ble Vice-Chancellor, University of Mumbai.

#### **K. Attendance of Members**

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

#### **L. Appearance before the IGRC**

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 IGRC.

Dr. G. T. Thampi  
PRINCIPAL

Thadomal Shahani Engineering College  
Bandra, Mumbai - 400 050.



#### **M. Language of Proceedings of Meetings of IGRC**

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

#### **N. Nature of Applications to be Entertained by the IGRC**

The grievances or common grievances of students not related to University Departments or University Institutions and the grievances not resolved at Department Grievance Redressal Cell (DGRC) shall be considered by the IGRC.

## O. Registration of Grievances on the Portal

- 1) Any student desiring redressal of his grievance/s not related to University Departments or University Institutions or not resolved at Department Grievance Redressal Cell (DGRC) may register his/her grievance/s online on the portal available on website of University of Mumbai, **www.mu.ac.in**
- 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 IGRC.

## P. 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 IGRC 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 IGRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The IGRC 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.


## Q. Non-Entertainment of Application

- 1) No applications for redressal of grievances shall be entertained, if the IGRC 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 IGRC may recommend appropriate action against the complainant student.

## R. 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 IGRC, prior to the meeting through an email and handover its hardcopies to all members of IGRC at the time of meeting.
- 2) The IGRC shall consider the case on the basis of the noting prepared by the Member Secretary.

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- 3) The IGRC 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 IGRC 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) The IGRC shall consider the recommendation of DGRC while taking the decision in case of an appeal of students regarding his/her grievances on the decision of respective DGRC. However, the IGRC shall have the power to review the recommendation of DGRC.
- 6) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 7) Efforts shall be made to settle the grievances within 15 days of its receiving.

#### **S. Consideration of Applications**

- 1) Each member of the IGRC 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 Head or Director or teaching and non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the IGRC whenever necessary and they may be heard in person.
- 4) If the IGRC 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 S. (1) to (4) above, the IGRC may formulate its recommendations on the Application.

#### **T. Recommendations for Final Action**

- 1) The Member Secretary shall communicate the Order/Decision/Resolution of the meeting to all the concerned parties related to grievances for further action.
- 2) The Chairman and Member Secretary shall see the implementation of Order/Decision/Resolution made during the meeting of IGRC on top priority basis.
- 3) If the IGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her

#### **U. Pursuing the Matter**

- 1) The Chairman and Member Secretary shall keep in touch with all concerned sections/units 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 IGRC at the next meeting.
- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of IGRC on the portal available on the website of University of Mumbai, [www.mu.ac.in](http://www.mu.ac.in)

#### **V. Appeal on the Decisions**

- 1) The student may prefer an appeal on the decision given by IGRC to Ombudsperson within 6 days from the receipt of the decision of the IGRC.
- 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 6 days from the receipt of the decision of the IGRC.

#### **W. Miscellaneous**

##### **a) Staff of the IGRC**

The Hon'ble Vice-Chancellor shall assign sufficient Administrative Staff (Assistant Registrar, Junior Clerk/s and Peon/s) for working of IGRC.

**b) Travelling Allowance**

The members of IGRC shall be paid the travelling allowance for each meeting as admissible under the relevant ordinances of the University.

**c) Assignment of Work**

The entire work relating to the IGRC shall be assigned to the Director, Students' Development, University of Mumbai and Assistant Registrar specially appointed for the same.

**d) Office of the IGRC**

- 1) The address of Office of IGRC shall be Students' Grievance Redressal Cell, Second Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai.
- 2) The University authorities shall provide suitable infrastructure, resources, electronic gadgets, etc. to the Office of Students' Grievance Redressal Cell.

**e) Publicity**


The Member Secretary of IGRC shall give due publicity to the functioning of the IGRC through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching and Non-Teaching Staff and all other administrative sections of the University.

**f) Powers to give Directions**

The Hon'ble Vice-Chancellor, University of Mumbai may from time to time, issue directions to the IGRC to carry out its purposes effectively and the IGRC shall be bound to carry out such directions.

**X. Annual Report**

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the IGRC and submit it to the Hon'ble Vice-Chancellor, University of Mumbai.

1	Name of the Chairperson	
2	Mobile No. of the Chairperson	
3	Landline No. of the Chairperson	
4	Email of the Chairperson	
5	Name of the Member Secretary	
6	Designation of the Member Secretary	 Dr. G. T. Thampi PRINCIPAL
7	Mobile No. of the Member Secretary	Thadomal Shahani Engineering College Bandra (W), Mumbai - 400 050.
8	Landline No. of the Member Secretary (If any)	
9	Email of the Member Secretary	
10	No. of Applications Received on Portal	
11	No. of Scrutinized Applications	
12	No. of Applications Presented before the IGRC	
13	No. of Resolved Applications	
14	No. of Un-resolved Applications	
15	No. of Applications Referred to the Experts for an Opinion	
16	No. of Applications Sent to Ombudsperson	

17	No. of Frivolous Applications	
18	No. of Pending Applications	
19	No. of the Meetings of IGRC Held	
20	No. of the Meetings Adjourned for Want of Quorum	
21	Average No. of Members of IGRC Present for the Meetings	
22	Total Annual Expenses of the Meetings, If Any, Incurred by the IGRC	
23	Any other Information	

Date:	Place:
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Name and Signature of the  
Member Secretary

Seal of the Department

Name and Signature of the  
Chairperson

Dr. G. T. Thampi  
PRINCIPAL  
Thadomal Shahani Engineering College  
Bandra (W), Mumbai - 400 050.

