



CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Marve Road, Orlem Bavdi Stop, Malad (W), Mumbai 400 064
(Approved by Bar Council of India and Affiliated to Mumbai University)
Hindi Linguistic Minority

Policy and Guidelines for the Grievance Redressal Committee – CWC'S

College of Law, Marve, Malad, Mumbai

SCOPE OF THE GRIEVANCE REDRESSAL COMMITTEE:

1. The Committee shall deal with the grievance received orally or in writing from the students submitted to Internal Complaint Committee, in any of the following matters:

(A). Academic matters- relate to the timely issue of duplicate marks statement, Transfer Certificate and Conduct Certificate.

(B). Financial matters-related to the dues and payment regarding Admission, Library and any other related issue.

(C). other matters- Related to cleanliness.

EXCLUSION:

The grievance redressal cell shall not entertain the following issue:

1. Decision of the academic council/committee of Board of Study and other administrative committees constituted by the university.

2. Decision with regard to award of scholarship and fee concession.

3. Decision of the university about admission.

4. Decision by the competent authority on assessment and examination result





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1. What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

2. Complaint Mechanism

- 2.1 A person who has been subject to any grievance may make in writing a Complaint email to college email id or contact help desk of CWC College of Law, to the grievance committee. Provided that where such complaint cannot be made in writing, the principal or any member of GRC shall render all reasonable assistance to the Complainant for making the Complaint in writing.
- 2.2 If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within the said period they can extend the time limit not exceeding three months.





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3. Confidentiality

The committee will do everything consistent with the enforcement and resolving and protecting the privacy of the student involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the GRC members and / or Employer shall not be held responsible under the present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals. Further, once the Complaint is redressed by the GRC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

4. Conciliation and Settlement

Before initiating an inquiry, the GRC may, at the request of the aggrieved person, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation.

5. Inquiry process:

5.1 A timely enquiry of Complaints of various types of grievances and harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.





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5.2 The GRC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.

5.3 In the event any Complaint is received, the following procedure shall be followed by the GRC:

- a) An enquiry is initiated through the members of GRC, as the case may be as advised by the Principal at the earliest after receiving the Complaint in writing / email/ Call/ in person
- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the complainant as well as Respondent independently by the GRC.
- c) The enquiry proceedings convened by GRC should be written and / or video recorded (In special case only) and same to be saved and maintained for records by the GRC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the GRC shall consider the report at the earliest and, on being satisfied with the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the GRC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the GRC with regard to Complaint and the GRC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.





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- f) The GRC will study the findings and shall then proceed to deal with the Complaint by the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint as the case may be.
- g) However, the GRC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the GRC and / or fails to revert to the query(s) raised by the GRC for three consecutive events. The GRC shall record the reasons for the closure of the Complaint accordingly. Further, in the event, the Respondent deliberately avoids his / her appearance before the GRC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the GRC.
- h) Thereafter, the GRC will present the decision including the handover of all the collected material
i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with a recommendation to the management staff.
- i) In the event that there are no eyewitnesses, the GRC may have to resolve the grievance based on the credibility of members of the committee. Circumstantial evidence also would play an important role during the decision-making process by the Committee.





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- j) The student may seek clarification from the GRC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

5.4 However, no monetary settlement shall be made as a basis of conciliation.

6. Procedure of Submission

The enquiry Committee/Chairman / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

- 6.1 The Complainant should be interviewed first, to ensure that all-important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
- 6.2 It is important for the GRC to be objective and non-judgmental and allow the respondent to respond to each allegation. The GRC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.





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- 6.3 Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
- 6.4 In the vent the Complainant has filed a Complaint against the student or any person placed high on hierarchy then during the course of enquiry the Complainant may remain present.
- 6.5 The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.
- 6.6 Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

7. Conclusion

At CWC'S College Of Law, we endeavor to provide a conducive and healthy work environment where the co-ordeal relationship between the students and staff including (teaching and non-teaching) and supporting in all aspects, so that each student shall have an enriching experience. The objective is to ensure our students that CWC'S College of Law is determined to provide them excellent, comfortable, safe and healthy educational environment, so that they can come out with their best in all facets.





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OBJECTIVE OF GRIEVENCE REDRESSAL COMMITTEE (GRC):

1. To uphold the dignity of the institution.
2. To encourage the students to express the grievances in the institutional environment.
3. Educate the students to respect the rights and dignity of one another.
4. To ensure effective solution to the grievance with an impartial and fair approach.

FUNCTIONS OF COMMITTEE:

1. The function of the committee is to look into the complaints, forwarded by Internal Complaint Committee logged by the students. The grievance committee is also empowered to look in to the matter of harassment, ragging, bullying, antisocial behavior, stalking, eve teasing, exam related problems & any other issues.
2. The grievance of the committee will assure that the grievance has been properly solved in the stipulated time limit provided by the cell.
3. The committee shall follow the Principles of Natural Justice in considering the grievances.
4. To conduct surveys and identify the problems of students and provide suitable & amicable solution.





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SCOPE OF THE GRIEVENCE REDRESSAL COMMITTEE:

The committee shall deal with the grievance received orally or in writing from the students submitted to Internal Complaint Committee, in any of the following matters:

- (A). Academic matters- relate to the timely issue of duplicate marks statement, Transfer Certificate and Conduct Certificate.
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- (C). Other matters- related to cleanliness.

EXCLUSION:

The grievance redressal cell shall not entertain the following issue:

1. Decision of the academic council/committee of Board of Study and other administrative Committees constituted by the university.
2. Decision with regard to award of scholarship and fee concession.
3. Decision of the university about admission.
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Procedure in Redressal of Grievances

OFFLINE PROCEDURE IN GREVINACE REDRESSAL: -

Steps	Reporting of Grievance	Whom to Report / maintained by	Time frame for Disposal	Report to
Step I	Written Grievance by the complainant	Grievance to be submitted to the Internal Complaint Committee.	At the earliest /48 hrs	"If needed be reported to the Principal (Head of the Committee) depending upon the seriousness of the issue"
Step II	"Grievance Register is to be maintained indicating the name of the complainant, date of receipt of complaint, subject matter, Complaint No. date of disposal and remarks column."	The report is to be maintained by ICC and GRC Committee members	48 hrs	To be reported to the ICC Committee.
Step III	"Hearing of the Grievance/ Getting to know the problem"	Members of the ICC and GRC Committee	3 Working days	"ICC Committee is to submit report to the GRC Committee"
Step IV	Communicating the decision to the complainant in writing and getting the Remarks and date on office copy	GCC Committee Member	2 working days	
Step V	If complainant is not satisfied, he/she has a right to appeal in writing against the decision of the GCC Committee.	The appeal can be sent to the Ombudsman of the University as appointed.	"Appeal should be sent within 10 working days of the said decision"	"The decision will be communicated to the Principal of GRC for further action/documentation"





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ONLINE PROCEDURE FOR GREIVENCE

Step 1 — Nature of Complaint (academic/non-academic/misc./disciplinary/exam

Related/marks/timing/fees/accounts etc.)

Step 2 — Student login to college email id

Step 3 — Help Desk-ICC Committee

Step 4 — Complaint Number (Complaint)

Step 5 — Problem/Complaint Title


Step 6 — Verified and Assigned user

Step 7 — Complaint date of hearing

Complaint Solution (2-4 days) minimum.

GRIEVANCE REDRESSAL COMMITTEE




CHAIRMAN
I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
COLLEGE OF LAW
Marve Road, Malad (W),
Mumbai - 400 064



CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Affiliated to University of Mumbai
Approved by Government of Maharashtra & Bar Council of India

Valnai Village, Marve Road, Oriem Bavadi Stop, Malad (West), Mumbai - 400064
T : 28011177 / 78 / 9967529177 E : info@cwclawcollege.in W : www.cwclawcollege.in

Date:02.08.2023

Office Order

As per the regulation "Grievance Redressal Committee has been Re-constituted for the Academic Year 2023-24. The committee shall deal with the complaints from the students, teaching staff, non-teaching staff, parent, interested party etc.

Sr. No.	Members	Designation
1	Dr. Anant Kalse	Chairman
2.	Mr. Suraj Wadhwa	Member
3	Mrs. Sneha Gaur	Associate Professor
4	Mrs. Tini Thomas	Member
5	Mr. Vishnu Dandekar	Member
6	Mr. Swapnil Mande	Member
7	Ms. Khushboo Hule	Student Member

All concerned are requested to take note of above and approach the chairman or any if the member(s) of the committee about the grievance, if any, in writing.

- CC:-
1. All the concerned
2. Office Copy



CHAIRMAN
I/O PRINCIPAL
CHILDREN WELFARE CENTRE'S
COLLEGE OF LAW
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Date:04.08.2023

NOTICE OF RECONSTITUTED GRIEVANCE REDRESSAL COMMITTEE MEETING

FOR A.Y. 2023-24

The reconstituted meeting of Grievance Redressal Committee will be held on Tuesday i.e. 08.08.2023 at 11.30 am in the Children Welfare Centre's College of Law, Conference Room of Principal's office, Marve Road, Malad West, Mumbai.

Sr. No.	Members	Designation
1	Mr. Sachin Gamre	Chairman
2.	Mr.Suraj Wadhwa	Member
3	Mrs. Sneha Gaur	Associate Professor
4	Mrs.Tini Thomas	Member
5	Mr.Vishnu Dandekar	Member
6	Mr.Swapnil Mande	Member
7	Ms. Khushboo Hule	Student Member





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AGENDA OF THE MEETING:

1. The committee will conduct that more workshop for preparing students to achieve career and life goals in this academic year 2023-24.
2. The committee will discuss about a seminar for holistic development of students and cordial environment.
3. To discuss ways and means to prohibit discrimination and harassment of faculty and students and to strengthen the grievance redressal mechanism and provide equity and parity.




CHAIRMAN

I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
COLLEGE OF LAW
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MINUTES OF THE MEETING DATED: 10.08.2023

The meeting of Re-constituted Grievance Redressal Committee was held on Monday, Date: 08.08.2023 at 11.30 am in the Children Welfare Centre's College of Law, at Principal's office, Marve Road, Malad West, Mumbai.

Sr. No.	Members	Designation	Remarks
1	Dr. Anant Kalse	Chairman	Present
2.	Mr. Suraj Wadhwa	Member	Present
3	Mrs. Sneha Gaur	Associate Professor	Present
4	Mrs. Tini Thomas	Member	Present
5	Mr. Vishnu Dandekar	Member	Absent
6	Mr. Swapnil Mande	Member	Present
7	Ms. Khushboo Hule	Student Member	Present

MEMBERS ABSENT:- ONE (1) --





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QUORUM:- The Chairman and Members alongwith Student Representative took the chair and declared that the required quorum was present except 1 member (Ms. Simran Rane) was absent due to unavoidable circumstances and started to convey the meeting.

AGENDA OF THE MEETING:

1. The committee will conduct that more workshop for preparing students to achieve career and life goals in this academic year 2023-24.
2. The committee will discuss about a seminar for holistic development of students and cordial environment.
3. To discuss ways and means to prohibit discrimination and harassment of faculty and students and to strengthen the grievance redressal mechanism and provide equity and parity.

OBJECTIVES

The objective of the meeting was read over:

1. To formulate the policy to investigate and review complaints or grievances of students and faculties and Non-Teaching Staff.
2. To create awareness of availability of members for students and faculties to report their grievances.
3. To investigate the cause of grievances.
4. To ensure effectual and amicable solution depending upon the gravity of the complaints.





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MINUTES OF THE MEETING DATED:10.08.2023

1. The Chairman read over the Minutes of the Meeting held on 24.03.2023 and thanked all the members, followed by reading of the present Agenda of the meeting and took up all the issues in the said Agenda.
2. The Committee also took up and discussed about a seminar for holistic development of students and cordial environment and everyone agreed after discussion and also agreed that more such workshop needs to be conducted for preparing students to achieve career and life goals in this academic year 2023-24.
3. The Chairman also discussed with the members, various ways and means to prohibit discrimination and harassment of faculty and students and to strengthen the grievance redressal mechanism and provide equity and parity.

The Chairman asked all the members, if they have any Complaint of any grievance and wanted to take up, in the meeting, which everyone politely declined. As no issue remained to be discussed, it was decided that the Committee shall follow all the rules and regulations which was earlier implemented and the Chairman thanked all the members present and concluded the said meeting at 01.00pm with a vote of thanks.



CHAIRMAN
I/C PRINCIPAL
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Date: 23.08.2023

Office Order

As per the regulation "**Grievance Redressal Committee** has been Re-constituted for the Academic Year 2023-24. The committee shall deal with the complaints from the students, teaching staff, non-teaching staff, parent, interested party etc.

Sr. No.	Members	Designation
1.	Dr. AnantKalse	Chairman
2.	Mr.SurajWadhwa	Management Representative
3.	Mr.VishnuDandekar	Trustee
4.	Ms. Bhranti Desai	Associate Professor Member
5.	Mrs. DiptiJanwalkar	Professor Member
6.	Mr.Swapnil Mande	Administrative Member
7.	Mr. TanmayAdsul	Student Member

All concerned are requested to take note of above and approach the chairman or any of the member(s) of the committee about the grievance, if any, in writing.

CC:-

- 1.All the concerned
2. Office Copy

I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
COLLEGE OF LAW
Marve Road, Malad (W),
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Date: 27.08.2023

NOTICE OF RECONSTITUTED

GRIEVANCE REDRESSAL COMMITTEE MEETING

The reconstituted meeting of Grievance Redressal Committee on 30.08.2018 at 11.30 am in the Children Welfare Centre's College of Law, at Conference Room at Principal's office, Marve Road, Malad West, Mumbai.

Sr. No.	Members	Designation	Remarks
1.	Dr. AnantKalse	Chairman	Present
2.	Mr.SurajWadhwa	Management Representative	Present
3.	Mr.VishnuDandekar	Trustee	Present
4.	Ms. Bhranti Desai	Associate Professor Member	Present
5.	Mrs. DiptiJanwalkar	Professor Member	Present
6.	Mr.Swapnil Mande	Administrative Member	Present
7.	Mr. TanmayAdsul	Student Member	Present

AGENDA OF THE MEETING:

The Re-constituted Grievance Redressal Committee is hereby constituted to promote and maintain a favorable and balance educational atmosphere.

The grievance will be taken up by the committee, the matters which are referred by ICC committee resolved within the stipulated time.



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The cell investigate and examines the nature and the pattern of the grievance in a confidential manner.

The committee shall follow the procedure established by the college as per guidelines decided guidelines.

1. To formulate the policy to investigate and review complaints or grievances of students and, Faculties and Non-Teaching Staff.
2. To create awareness of availability of members for students and faculties to report their grievances.
3. To investigate the cause of grievances.
4. To ensure effectual and amicable solution depending upon the gravity of the complaints.

I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
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CHAIRMAN





CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

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MINUTES OF THE MEETING DATED: 29.08.2023

The meeting of Re-constituted Grievance Redressal Committee was held on 30.08.2018 at 11.30 am in the Children Welfare Centre's College of Law, at Principal's office, Marve Road, Malad West, Mumbai.

Sr. No.	Members	Designation	Remarks
1.	Dr. AnantKalse	Chairman	Present
2.	Mr.SurajWadhwa	Management Representative	Present
3.	Mr.VishnuDandekar	Trustee	Present
4.	Ms. Bhranti Desai	Associate Professor Member	Present
5.	Mrs. DiptiJanwalkar	Professor Member	Present
6.	Mr.Swapnil Mande	Administrative Member	Present
7.	Mr. TanmayAdsul	Student Member	Present

MEMBERS ABSENT: - NIL

QUORUM: - The Principal, Member of Management, along with other members took the chair and declared that the required quorum was present to convey the meeting.

OBJECTIVES

1. To formulate the policy to investigate and review complaints or grievances of students and, Faculties and Non-Teaching Staff.



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2. To create awareness of availability of members for students and faculties to report their grievances.
3. To investigate the cause of grievances.
4. To ensure effectual and amicable solution depending upon the gravity of the complaints.

MINUTES OF THE MEETING

1. In accordance with the Grievance Redressal Regulations, The Re-constituted Grievance Redressal Committee shall constitute Internal Complaint Committee who shall look after complaints from students, teaching faculty, Non-Teaching Staff of Children Welfare Center's College of Law and assures accountability, responsiveness, user-friendliness and healthy working atmosphere for the staff and students of the community.
2. To prohibit discrimination and harassment of faculty and students and to strengthen the grievance redressal mechanism and provide equity and parity.
3. Children Welfare Centre's College of Law operates a dedicated Grievance Redressal Committee for handling all the grievances of the students/staff of the community which could not be settled in the routine process shall be referred to the Grievance Redressal Committee (GRC).



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4. The committee will help students as well as the employees to record their complaints, if any, solve their problems related to Academics, Resources, Administrative and Personal Grievances.

I/G PRINCIPAL
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CHAIRMAN





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Date:01.03.2024

NOTICE OF RECONSTITUTED GRIEVANCE REDRESSAL COMMITTEE

The Second meeting of the Re-constituted Grievance Redressal Committee will be held on Friday, dated 11.03.2024 at 11:30 am will be held in the Children Welfare Centre's College of Law, at Conference Room at Principal's office, Marve Road, Malad West, and Mumbai.

Sr. No.	Members	Designation
1.	Dr. AnantKalse	Chairman
2.	Mr.SurajWadhwa	Management Representative
3.	Mr.VishnuDandekar	Trustee
4.	Ms. Bhranti Desai	Associate Professor Member
5.	Mrs. DiptiJanwalkar	Professor Member
6.	Mr.Swapnil Mande	Administrative Member
7.	Mr. TanmayAdsul	Student Member

AGENDA OF THE MEETING:

1. The Grievance Redressal Committee which was constituted in the first meeting dated 27.08.2018, was re-constituted and it will continue to promote and maintain a favorable and balance educational atmosphere and resolve. The



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grievances within stipulated time after giving opportunity of being heard to both the sides.

2. To decide the case after hearing the complainant and discussion with committee.
3. Student oral complaint regarding issue of book and timing of lecture to be reduced.
4. Any other related issue.

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CHAIRMAN





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The Minutes of the Meeting

The meeting of Re-constituted Grievance Redressal Committee was held on Date 11.03.2024 at 11.30 am in the Children Welfare Centre's College of Law, at Principal's office, Marve Road, Malad West, Mumbai.

MEMBERS PRESENT:-

Sr. No.	Members	Designation	Remarks
1.	Dr. AnantKalse	Chairman	Present
2.	Mr.SurajWadhwa	Management Representative	Present
3.	Mr.VishnuDandekar	Trustee	Present
4.	Ms. Bhranti Desai	Associate Professor Member	Present
5.	Mrs. DiptiJanwalkar	Professor Member	Present
6.	Mr.Swapnil Mande	Administrative Member	Present
7.	Mr. TanmayAdsul	Student Member	Present

1. The Chairman alongwith the Members were present in full Quorum for the second meeting of the Reconstituted Grievance Redressal Committee.

2. The Chairman read out the minutes of the earlier meeting dated 29.08.2018 which was duly signed by the Chairman and members present and thanked all the members for the first GRC Meeting.



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Hindi Linguistic Minority

3. The Agenda cum notice of the Second meeting was read over and discussed point wise as follows.

4. Student's oral complaint regarding issue of book and related fight the Chairman and Members decided that preference will be given to issue book to first person and no fights or unruly behavior will be tolerated. They all opined that the books shall be returned on or before the due date.

Failing which, fine will be imposed on each date of delay till return of book. The Chairman also was of the opinion the two books can be issued in exceptional cases during examination to enable student to prepare for examination.

5. The Chairman also discussed regarding the student's oral complaint regarding timing of lecture to be reduced and was of the opinion that the present lecture timing **One and half hours per lecture** was necessary in order to facilitate the faculty to complete a given topic and was of the opinion that usually, the students were late for lecture and enhanced the reduction of time could not be considered. Hence the proposal for reduction of lecture time was rejected by the Chairman and Members.

6. The Chairman also enquired, if any of the members has any other topic, to be discussed in the said meeting, which the Members politely declined.

7. The said **meeting concluded at 1.30pm** time with vote of thanks from the Chairman

I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
COLLEGE OF LAW
Marve Road, Malad (W),
Mumbai - 400 064

Dr Anant Kalse.





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NAAC ACCREDITED B++ GRADE (CGPA 2.94 - 1st Cycle 2024)
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Date:

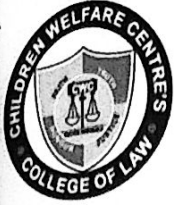
ANNUAL REPORT AY. 2023-24 FOR GREVIANCE REDRESSAL COMMITTEE (GRC)

In pursuance to University of Mumbai directive, the Children Welfare Centre's College of Law, has constituted an Internal Complaints Committee (ICC) to register complaint to students, faculties, teaching and non-teaching staff for setting their grievances and they shall forward the complaint to grievance redressal committee who will look into the matter and after hearing both the sides will advise remedial action including punishment to the offender and the committee shall consist of Principal, Member of Management, Coordinator, Assistant Professor, Administrative Staff and Student Representative.

Details of the meetings of the committees held are as follows:

- 1. The first meeting of GRC was held on Tuesday, 08th August 2023, at 11:30 am in Conference Room of Principal's office, Marve Road, Malad (West), Mumbai.**
- 2. The GRC was re constituted on 23.08.2023 as two Faculty members of earlier GRC resigned from the college, therefore, two new Faculty members were appointed in their place in the new reconstituted GRC.**
- 3. The first meeting of newly reconstituted GRC was held Wednesday, 30th August 2023, at Conference Room at Principal's office, Marve Road, Malad (West), Mumbai.**
- 4. The second meeting of GRC was held on Friday, 01.03.2023 at 11:30am at Conference Room of Principal's office, Marve Road, Malad (West), Mumbai.**





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Points in the meeting cum agenda to discussed

1. The Principal welcomed the GRC members and briefed them about the background, composition, scope and objectives of the GRC Committee.
2. The Principal read out and discussed the important clauses, aim, objective, scope, relevant for the Institute to conduct the GRC.
3. In the second meeting oral complaints of students regarding issue of books and reduction of timing of lecture was discussed. It was unanimously decide to impose fine on delayed return of library books and that the One and half hour per lecture was necessary in order to facilitate the faculty to complete given topic.
4. It was decided that all the suggestion and opinions given by members of the committee shall be taken into consideration before finalizing any grievances.

CONCLUSION:

Both the meetings concluded with a vote of thanks from the Chairman.


Chairman
VC PRINCIPAL
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Mumbai - 400 064

