

PRINCIPAL K. M. KUNDNANI PHARMACY POLYTECHNIC
(GOVT. AIDED)
Since 1971

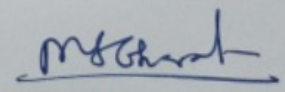
Date: 23/07/2022

Internal Grievance Committee

The following Internal Grievance Committee is constituted at the institution level as per the guidelines issued by the Secretary, HSNC Board letter dated 18.07.2022.

Internal Grievance Committee (IGC) at Institutions Level

1. Mr. Sunil V. Chavan, Vice-Principal Chairperson
2. Mrs. Seema M. Pattebahadur, Sr. Lecturer- Member
3. Ms. Preeti M. Parab, Store-Keeper- Member
4. Mr. Naresh T. Kewalramani, Support Staff- Member



Mrs. Manjiri Gharat
I/c Principal



HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

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Trustee
Mr. Lal Chellaram
B.Sc. (Econ), London

Trustee
Mrs. Maya Shahani
B.Sc.

Secretary of HSNC Board
Principal Dinesh Panjwani
B.A.(Hons.), M.Sc., M.Phil

Ref. No. *HSNCB/CIR-Grievance/24/50*

Date: 13th February, 2024

Principal / Principal (I/c), HSNCB Institutions

Subject: Addendum – 2024 – “Process to escalate grievance to HSNCB-by-HSNCB institution Staff” - to the Provisions of Internal Grievance Committee established at HSNCB Institutions.

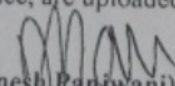
Reference: Approval of the President, HSNCB dated 2nd February, 2024

In view of the escalation of grievances to the HSNCB by staff of the HSNCB institutions. following provision has been incorporated in the Provisions of HSNCB Policy of Internal Grievance Committee:

Addendum – 2024 – Process to escalate grievance to HSNCB by Institution Staff

- IGC Guidelines should be available on the College website.
- As and when a staff member wishes to escalate the grievance to HSNCB or any other statutory authority for whatsoever reason, it should be forwarded through the Principal. However, they are advised to do so only after exhausting / availing all provisions of Grievance redressal at College level including IGC.
- “In case the Principal receives any letter addressed to the Management to be forwarded through the Principal, the same should be sent to the IGC for perusal and preparation of a note on the contents of the letter. The IGC note along with such letter must be sent by the Principal to the management within 10 days of receipt of the letters by the College Office.”
- “After forwarding such letters to the Management, copy of acknowledgement received from the management be provided to the respective staff”
- “College office is duty bound to acknowledge any letter addressed to the Management to be forwarded through the Principal and address it as per Addendum – 2024 (b)”
- “No staff member can send copy of such letter, directly in advance to the HSNCB, which will be treated as an act of indiscipline. However if such staff member has not received within 2 weeks, a copy, from college administration, of the acknowledgement of submission of their letter to the management, then same can be sent directly to the HSNCB by such staff”

College is expected to implement these provisions within 3 working days. Copies of all such circulars that are issued in its implementation shall be forwarded, to the Secretary, HSNCB within 7 working days, along with the link of the college website on which provisions of IGC, adopted by the college along with this notice, are uploaded.


(Dinesh Panjwani)
President, HSNCB

Trustees, HSNCB along with the IGC Policy document and the Approval of the President, HSNCB on Addendum

Regd. Office: KISHINCHAND CHELLARAM COLLEGE BUILDING, VIDYASAGAR PRINCIPAL K.M. KUNDNANI CHOWK, 124, DINSHAW WACHHA ROAD, CHURCHGATE, MUMBAI - 400 020.

Correspondence Address : MISTRY BHAVAN, 1ST FLOOR, ABOVE STAR MARKET, DINSHAW WACHHA ROAD, CHURCHGATE, MUMBAI - 400 020.

TEL.: +91 22 2202 4361/2288 0845 EMAIL: office@hsncb.com WEBSITE: www.hsnbc.com

Structure of the Internal Grievance Committee (IGC) at HSNCB Institutions

Internal Grievance Committee (IGC) - At the college level

Internal Grievance Committee (Composition) for colleges other than Law and Education

1. Vice Principal nominated by the Principal – Chairperson
(If the college does not have any Vice Principal, then any other staff member nominated by the Principal)
2. One C.D.C Member nominated by the Principal (Degree Section)
3. IQAC co-ordinator
4. Registrar or Office In-Charge or any Non-Teaching staff not below the rank of senior clerk nominated by the Principal.
5. Two staff members adopted by the Chairperson of the Committee (of which one must be from Junior College in case of traditional colleges)
6. One staff member from the Junior college nominated by the Principal (only in case of traditional colleges)

Note: Minimum 2 members of the IGC must be women employees.

Internal Grievance Committee (Composition) for Law and Education Colleges

(As teaching staff members in these colleges are less in number)

1. Vice Principal nominated by the Principal – Chairperson
(If the college does not have any Vice Principal, then any other staff member nominated by the Principal)
2. One C.D.C Member nominated by the Principal (Degree Section)
3. Registrar or Office In-Charge or any Non-Teaching staff not below the rank of senior clerk nominated by the Principal.

Note: Minimum 1 member of the IGC must be a woman employee.

Scope of the Committee

All types of grievances except those related to examinations, sexual harassment of women employees at work place, or any other grievance for which the college has constituted a statutory committee as per the guidelines of the UGC/University/Honourable Courts/State Government, etc.



Eligible to File Grievance

Any staff member of the institution

Methodology

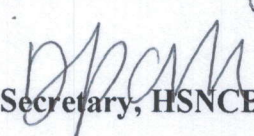
1. A staff member with a grievance shall submit his/her application along with supporting documents, if any, addressed to the chairperson of the committee and shall submit it in the College office in a sealed envelope.
2. The College office shall record the same in the register of the IGC and allocate a docket number.
3. The office shall issue an acknowledgment receipt for the grievance registered which should essentially contain the date of registration, docket number, name and signature of the registering staff, college stamp, etc.
4. The office representative of the institution shall collect all the Grievances every Wednesday and Friday or any other 2 days of the week which are decided by the Committee.
5. The Chairperson and office representative of the IGC shall peruse the grievance and based on the exigency of the grievance shall schedule the meeting of the Grievance Committee.
6. If the alleged grievance is against another staff member of the college, then the observation of the said staff member should be recorded in writing and a copy of such alleged grievance be shared with that staff member. The IGC, if required can invite the aggrieved staff for interaction.
7. Each IGC meeting should be convened with proper written notice including the agenda. The minutes of the meeting must be prepared immediately after the conclusion of the meeting.
8. The Chairperson of the IGC should submit the minutes of the Committee meeting as and when the grievance is settled. In such cases the consent minutes should be drawn and signed by the chairperson IGC and aggrieved staff and a copy should be shared with the aggrieved staff.
9. In case, any grievance is not settled, the same should be deliberated with the Principal for a final decision.
10. The aggrieved staff member must be informed in writing, in proper format, about the outcome of the IGC and acknowledgment must be obtained for the same.



11. When any grievance remains unsettled even after the intervention of the Principal, the Principal in his/her wisdom can seek guidance/assistance in writing from Mr. Pradeep Patil (Manager HR & Legal HSNC Board). A copy of any such communication must be sent to the Secretary of the HSNC Board.

Timeline

1. The Grievance, as far as possible, should be perused by the Chairperson, IGC within three working days of filing of the grievance.
2. The grievance must be deliberated and decided, by IGC, within 15 days of filing of the grievance.
3. The chairperson of the IGC should always submit and deliberate the minutes of the IGC meetings and the grievances settled by IGC, within one week of such meetings, to the Principal.
4. For such grievances which are not settled by the IGC, the aggrieved staff must be informed, in writing, in proper format, with the outcome of the grievance within one week of the final decision taken by the Principal on the recommendation of the IGC.


Secretary, HSNCB

Issued on 18th July, 2022

Approved by the President, HSNCB on 18th July, 2022





Principal K. M. Kundnani Pharmacy Polytechnic
[GOVERNMENT AIDED]

CHM CAMPUS, OPP. RAILWAY STATION, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD,
ULHASNAGAR-421 003 (Dist. Thane), Maharashtra State

Managed by: Hyderabad (Sind) National Collegiate Board, Mumbai

Tel. : 0251-2705163 E-mail : pkmkpp2003@yahoo.com.

Website: www.pkmkpp.org



Internal Grievance Redressal Committee

Procedure:-

1. A staff member with grievance shall submit his /her application with supporting documents, if any, addressed to the Chairperson of Internal Grievance red renal committee (IGRC)
2. The grievance application shall be submitted in sealed envelope only on every Friday between 3.00 to 5.00 pm to Mrs. Palak Thawani in office.
3. The office shall issue an acknowledgement for the grievance. registered to the applicant and will make entry in IGRC Register.
4. The office will hand over the grievance application to Chairperson, IGRC within three working days, after receipt of it.
5. The Chairperson, IGRC shall pursue the grievance and shall schedule the meeting of Grievance committee within 15 days after receipt. of grievance application.
6. The Chairperson, IGRC shall submit the minutes of meeting and grievance settled by IGRC, within 7 working days after the meeting, to the Principal.
7. After the receipt of the recommendation of the IGRC, the aggrieved staff will be informed, in writing, with the outcome of the grievance within 7 working days by the Principal based on the recommendation of the IGRC.

Mrs. Manjiri Gharat
I/c Principal