

“Be one with the downtrodden and underprivileged”  
Shri Shivaji Education Society Karad's Board for Higher Education, Karad  
**VENUTAI CHAVAN COLLEGE, KARAD**  
Vidyanagar, Karad Dist. Satara 415124

### **Grievance Redressal Mechanism**

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the college, the Committee has been under the direct purview of the Principal.

The grievances received by the Principal are forwarded to the concerned Committee members who look in to the problems depending upon the seriousness of the issue.

The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question.

students can mail their grievance at [feedbackvcck@gamil.com](mailto:feedbackvcck@gamil.com)

### **Grievance Redressal Mechanism Steps**

1. In accordance with the provisions of UGC, a Student Grievance Redressal Cell is constituted at the commencement of every academic year. The Student Grievance Redressal Cell probes into student grievances and tries to resolve the issues in a time bound and confidential manner. It aims to redress grievances at individual and class level and also grievances of common interest.
2. A complaint/ suggestion box has been set up outside the college office where students can deposit their complaint or grievance letters offline. The Cell Convenor checks the complaint box regularly so as to ensure that any grievances brought forward are redressed as early as possible.
3. Students can also address or raise their concerns online through the email provided above for submitting their grievances. The Cell Convenor periodically checks if any grievances are submitted.
4. As soon as grievances are received, a meeting of the Cell is convened, grievances discussed and remedial actions taken in a time bound manner.

### Flow Chart for Students Grievance Redressal Process

