



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY EXCELLENCE

Kalchuri Nagar, Raisen Road, P.O.- Kolua, Bhopal – 462022 (M.P)

LNCTE/SGRC/2023/61A

Date: 05/01/2023

FORMATION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

This committee is formed with reference to the AICTE & University guidelines and shall be addition to existing Anti-Ragging Committee and Proctorial Board of the College.

Objectives:

The objectives of the SGRC is to develop a responsive and accountable attitude among stakeholders namely management, faculty & staff in order to maintain a harmonious educational atmosphere in the institute. The committee is therefore constituted for the Redressal of the problems reported by the faculty & staff of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial management of faculty & Staff.
- Encouraging the faculty & staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising faculty & Staff of the College to respect the right and dignity of one another & students and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the faculty & staff to refrain from inciting faculty, staff & students against other colleagues or students and College administration.
- Advising all staffs to be affectionate to the colleagues and students and not behave in a vindictive manner towards any of them for any reason.

Functions:

- Any reported cases will be attended promptly on receipt of written grievances from the faculty & staff.
- The committee formally will review all cases and will act accordingly as per the Management policy.
- The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Roles and responsibilities:

The SGRC shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles:

- Take grievances seriously taking on board why the employee feels aggrieved, unhappy or dissatisfied.
- Investigate the facts and surrounding circumstances, and showing the employees that this been done thoroughly and sensitively.
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues.
- Provide feedback to the employee about what can and cannot be done to resolve the grievance.
- Take necessary follow-up action.
- Committee meeting to be held on 1st Saturday of every month between 3.30 pm and 4.30 pm in the committee hall.

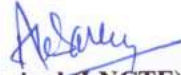
Composition:

The composition of the SGRC as per the AICTE norms is as follow:

S.No	Name	Mobile No.	E-Mail
1.	Dr. Megha Kamble (Chairman)	9826983989	Meghakamble@gmail.com
2.	Prof. Abhinav Bhargava (Member)	8109030813	abhinavb@lnct.ac.in
3.	Dr. Sachin Tiwari (Member)	9926706449	hodexlncte@lnct.ac.in
4.	Prof. Vijay Kumar Yadav (Member)	9713021819	vijayy@lnct.ac.in
5.	Dr. Naveen Agrawal (Member)	9098801100	naveena@lnct.ac.in
6.	Saloni Dubey (Student)	7697111590	Salonidubey97@gmail.com
7.	Vedanshi Saxena (Student)	8269147568	vedanshisaxena@gmail.com

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1. Office of the Chairman/Vice Chairperson/Secretary
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3. Group OSD
4. Director T&P / Incubation/ R&D
5. Registrar LNCTE
6. Dean Student Welfare (DSW)
7. HODs (All Departments)
8. Chairman/All Concerned member (SGRC)
9. Library
10. Notice Board


Principal (LNCTE)
Principal
Lakshmi Narain College of Technology
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