



# NABIRA MAHAVIDYALAYA, KATOL

## Internal (Staff) Grievances Redressal Cell Policy, 2023-24

### 1. Introduction

The Internal (Staff) Grievances Redressal Cell (IGRC) is formed to look into the complaints lodged by any staff of the college, and to judge its merit. The IGRC is also authorized to look into matters of harassment. Any staff with a genuine complaint may approach the committee members of the IGRC. In case the staff is not willing to appear in self, grievances may be dropped in writing at the complaint/suggestion box of the IGRC at Administrative Block. Grievances may also be sent through e-mail to the committee chairman of the IGRC.

### 2. Definitions

(a) **'Grievance'**, means and includes any complaint / dissatisfaction / disagreement of any staff, against any other staff or with any aspect of the College activities and services or relating to any academic and non-academic matter, whether expressed or not.

(b) **'Staff'** shall mean a teaching faculty member or an officer or non-teaching employee of the College who are on the rolls of the College.

### 3. Objective

- Maintaining the dignity of the college by ensuring an anxiety-free atmosphere in the college through ensuring pleasant relationship among all the staff members of the college.
- Encouraging the staff members to express their problems freely, without any fear of being victimized. Those staffs who do not want to appear self can drop his/her complaint in the complaint/suggestion box installed in front of the administrative Block.
- College administration recommends staffs of the college to respect the rights and dignity of one another and show harmony in their relationship and be patient whenever any occasion of rift arises.
- Advising all the staffs to refrain from inciting staffs against other teaching staff, and college Administrative staff members.
- Advise all staff to be demonstrative to their other colleague and not to behave in a hateful manner towards any of them for any reason.

#### **4. Structure & Composition of the IGRC:**

The IGRC shall consist of (a) Principal of the college – Chairperson; (b) Three senior members of the teaching faculty to be nominated by the Principal – Members; (c) A representative from non-teaching staffs of the college to be nominated by the Principal.

For the academic year of 2023- 2024, the IGRC shall comprise of:

1. Dr. S. K. Navin, Principal, NMV Katol - Chairman
2. Prof. N. T. Katre - Coordinator
3. Dr. D. D. Ghagargunde - Member
4. Dr. V. R. Ruikar - Member
5. Mr. V. A. Chavan - Member (Non-Teaching Representative)

#### **5. Procedure for Lodging Complaint**

- The staff members may feel free to put up a grievance in writing and drop it in the complaint/suggestion box or by sending an email to [nmv.college@rediffmail.com](mailto:nmv.college@rediffmail.com) or through the online portal provided on the website of the college.
- The IGRC will act upon those cases which have been forwarded along with the necessary documents.
- The IGRC will assure that the grievance has been properly solved in a stipulated time limit provided by the cell. However, the committee also reserves the right to receive the complaint on its own motion.
- Further, when a complaint is found to be false or frivolous, the disciplinary action will be taken.

#### **6. Grievance Mechanism**

- The cases will be attended promptly on receipt of written grievances from the staff.
- The IGRC will review all cases and will act accordingly as per the policy of the college.
- The cell will give a report to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.