



**SRI MALLIKARJUN VIDYA VARDHAK SANGH**  
**SMT RAJESHWARI KARPURMATH MEMORIAL (R.K.M)**  
**AYURVED**  
**MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE,**  
**VIJAYAPUR**

Date:09/07/2024

**CIRCULAR**

Subject: Establishment of Students' Grievance Redressal Cell

To: All Students Faculty, Members, Administrative Staff

As part of our ongoing efforts to ensure a supportive and inclusive learning environment, **SMVV'S RKM AYURVEDA MEDICAL COLLEGE VIJAYAPUR** is establishing a Students' Grievance Redressal Cell. For the year 2024/2025

We are committed to ensuring that our students have a positive and supportive learning experience. The Students' Grievance Redressal Cell is an important step towards achieving this goal.

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SMVVS.

RKM. Ayurved Medical College  
& Hospital, Vijayapur



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**Students Grievance Redressal Cell Aims & Objectives**

**Objectives**

The objective of the Students' Grievance Redressal Cell is to provide a platform for students to express their grievances and concerns, and to ensure that these grievances are addressed in a fair, transparent, and timely manner.

**Definitions**

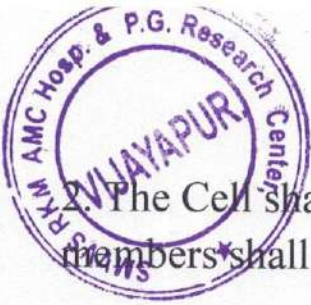
1. Grievance: A complaint or concern raised by a student regarding any aspect of college life, including academic, administrative, or personal issues.
2. Student: Any student enrolled in the college, including undergraduate, postgraduate, and research students.

**Composition of the Cell**

1. The Students' Grievance Redressal Cell shall consist of the following members:

- Chairperson: A senior faculty member or administrator
- Convener: A faculty member or administrator
- Members: 2-3 faculty members, 1-2 student representatives, and 1-2 administrative staff members





The Cell shall be constituted by the college administration, and the members shall serve for a period of one year.

#### Functions of the Cell

1. To receive and register grievances from students
2. To investigate and verify the grievances
3. To take necessary actions to resolve the grievances
4. To maintain confidentiality and anonymity of the students who raise grievances
5. To submit reports to the college administration on the grievances received and resolved

#### **Procedure for Filing Grievances**

1. Students can submit their grievances in writing to the Convener of the Cell
  2. The grievance should include the student's name, roll number, and contact details
  3. The grievance should clearly state the nature of the problem and the relief sought
  4. The Cell shall acknowledge receipt of the grievance and provide a unique grievance number
- #### **Procedure for Redressing Grievances**
1. The Convener shall scrutinize the grievance and verify the facts
  2. The Cell shall investigate the grievance and gather evidence
  3. The Cell shall take necessary actions to resolve the grievance
  4. The Cell shall communicate the decision to the student who raised the grievance

5. If the student is not satisfied with the decision, they can appeal to the Chairperson of the Cell



### **Time Frame for Redressing Grievances**

1. The Cell shall acknowledge receipt of the grievance within 3 working days
2. The Cell shall investigate and resolve the grievance within 15 working days
3. If the grievance requires further investigation or action, the Cell shall inform the student and provide a revised timeline

### **Confidentiality and Anonymity**

1. The Cell shall maintain confidentiality and anonymity of the students who raise grievances
2. The Cell shall not disclose the identity of the student who raised the grievance without their consent

### **Review and Revision**

1. The Cell shall review its procedures and functions every six months
2. The Cell shall revise its procedures and functions as necessary to ensure effective grievance redressal.

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**STUDENT GRIEVANCE REDRESSAL CELL MEMBERS LIST**

SL/NO	Name of the Faculty	Designation	Signature
1	Dr.M S Yalgond	Chairperson	
2	Dr. Tejaswini J	Convener	
3	Dr. Pavaman Joshi	Member	
4	Dr. Chetan kumar Hiremath	Member	
5	M S Athani	Office Superintendent	
6	Arvind	Student	
7	Prathamesh	Student	
8	Vashnavi	Student	

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