



## CHANDRAVATI EDUCATIONAL FOUNDATION

(D.PHARMA)



Address:- Chandra Educational Campus 1, Kelve Road (w),  
Palghar – 401102

DTE Code:-03717      MSBTE Code:-12319      PCI Code:- 7536

Website:- <https://dpharma.sirjppharmacycollege.com>      Contact No:- 9372289525

Email Id:- [sirjpdpharmacollege@sirjpgi.com](mailto:sirjpdpharmacollege@sirjpgi.com)

Date :- 01/12/2024

### Faculty & Staff Redressal Committee

A grievance redressal system is essential for any organization to function smoothly. It provides a mechanism for staffs to raise and resolve their concerns in a fair and impartial manner.

#### Objective

- Provide a formal mechanism for faculty to voice their grievances.
- Ensure impartial and timely resolution of faculty complaints.
- Promote a positive and respectful workplace environment.

### Faculty & Staff Redressal Committee

SR NO.	NAME	DESIGNATION	CONTACT NO.
1	Mr. Rajesh Prajapat Principal	CHAIRPERSON	7506774865
2	Mrs. Snehal Mhatre Admin Head	SECRETARY	8329388364
3	Mrs. Mamata Bhadane HOD	MEMBER	9869476099
4	Mr. Suryansh Singh Lecturer	MEMBER	8169259450
5	Mr. Omkar Joshi Lecturer	MEMBER	8655873622

CHANDRAVATI EDUCATIONAL FOUNDATION

PRINCIPAL

Mr. Rajesh Prajapat

Principal





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### **Functions of the Faculty Grievance Redressal Committee:**

1. Receiving Complaints: Accepting grievances related to work conditions, promotions, salaries, harassment, discrimination, workload, and disciplinary actions.
2. Reviewing and Analyzing Grievances: Examining the nature of complaints through investigation and documentation.
3. Facilitating Resolution: Mediating discussions between parties to find amicable solutions.
4. Ensuring Policy Compliance: Ensuring adherence to college policies, labor laws, and higher education regulations.
5. Providing Recommendations: Suggesting corrective measures and disciplinary actions when required.
6. Maintaining Confidentiality: Handling grievances with discretion and protecting faculty rights.
7. Monitoring & Reporting: Documenting cases, submitting periodic reports, and recommending policy improvements.

**CHANDRAVATI EDUCATIONAL FOUNDATION**

*Ram*  
**PRINCIPAL**





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OWD/PHARMA/20

10/12/2024

### NOTICE

All members of the Faculty & Staff Redressal Committee are hereby informed that a meeting has been scheduled as follows:

**Date:** Saturday, 15<sup>TH</sup> December 2024

**Time:** 2:00 p.m

**Venue:** Auditorium

Agenda of the Meeting:

- Purpose and objectives of forming the Faculty Redressal Committee
- Brief self-introduction by each member
- Roles and responsibilities
- Types of grievances the committee will handle (e.g., administrative, interpersonal, academic, discrimination, etc.)
- Step-by-step grievance redressal procedure
- Confidentiality protocols and timelines
- Channels for grievance submission (written, online, anonymous)
- Norms for impartial hearing and conflict resolution
- Frequency of meetings
- Record keeping and documentation policy
- Open discussion
- Suggestions from members for effective functioning

Members are requested to attend the meeting and contribute to the discussions.

  
**PRINCIPAL**  
Mr. Rajesh Prajapat

Principal





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15/12/2024

## Minutes of Meeting

### 1. Welcome Address

The Chairperson welcomed all members and highlighted the purpose of constituting the Faculty Redressal Committee — to provide a fair and transparent platform for resolving faculty grievances.

### 2. Member Introductions

Each member introduced themselves and shared a brief overview of their roles and expectations.

### 3. Review of Committee Mandate

The committee reviewed its responsibilities, including handling grievances related to workload, promotions, interpersonal conflict, harassment, resource allocation, etc.

### 4. Redressal Procedure Discussion

The committee discussed a standard procedure:

- Submission of grievance (written/email/anonymous form)
- Acknowledgement and initial screening
- Hearing (if required)
- Resolution and communication to complainant
- Timeline for redressal (15–30 working days depending on the case)

### 5. Code of Conduct and Confidentiality

It was unanimously agreed that:

- All proceedings will remain confidential.
- Members will maintain impartiality and professionalism.
- Records will be securely stored and not shared externally.

### 6. Grievance Reporting System Setup

- A grievance form was reviewed and provisionally approved.
- A suggestion box will be set up.
- The Member Secretary will act as the first point of contact.

### 7. Communication Plan

- The committee will release a circular to inform faculty about the redressal process.

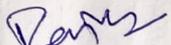
### 8. Any Other

- Members recommended a brief training on conflict resolution and bias sensitivity.
- It was suggested that anonymous feedback be allowed post-resolution to assess satisfaction.

Mr. Rajesh Prajapat

Principal

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PRINCIPAL





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15/12/2024

## Attendance of Faculty & Staff Redressal Committee meeting

SR NO.	NAME	DESIGNATION	SIGN
1	Mr. Rajesh Prajapat Principal	CHAIRPERSON	
2	Mrs. Snehal Mhatre Admin Head	SECRETARY	
3	Mrs. Mamata Bhadane HOD	MEMBER	
4	Mr. Suryansh Singh Lecturer	MEMBER	
5	Mr. Omkar Joshi Lecturer	MEMBER	

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Date: 10/09/2025

### NOTICE

All members of the Faculty & Staff Redressal Committee are hereby informed that a meeting has been scheduled as follows:

**Date:** Saturday, 20<sup>th</sup> September 2025

**Time:** 2:00 pm

**Venue:** Auditorium

#### **Agenda of the Meeting:**

- Welcome Address and Opening Remarks
- Review of Minutes from the Previous Meeting
- Progress Report on Action Items from Last Meeting
- Status Update on Grievances Received and Resolved
- Introduction of the Book Bank Initiative for students.
- Discussion on Recurrent or Unresolved Grievances
- Suggestions for Strengthening Redressal Mechanism
- Awareness and Communication Activities Conducted
- Documentation and Record Maintenance Review
- Planning of Upcoming Grievance Awareness Session / Workshop
- Future Action Plan and Targets for the Next Quarter
- Open Floor for Additional Inputs from Members
- Concluding Remarks by Chairperson

All members are requested to attend the meeting and contribute to the discussions.

**Mr. Rajesh Prajapat**

Principal

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Date: - 20/09/2025

## Faculty & Staff Redressal Committee

A grievance redressal system is essential for any organization to function smoothly. It provides a mechanism for staffs to raise and resolve their concerns in a fair and impartial manner.

### Objective:

- Review the effectiveness of the grievance redressal mechanism implemented during the year.
- Evaluate the resolution process to ensure fairness, transparency, and timeliness.
- Identify recurring or unresolved issues and discuss suitable corrective measures.
- Encourage a culture of open communication, mutual respect, and professional ethics among faculty.

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Date:20/09/2025

### Minutes of Meeting

1. **Welcome Address**

The Chairperson welcomed all members and appreciated their efforts toward maintaining a transparent and fair grievance redressal process. The purpose of the meeting was to review ongoing activities and introduce new initiatives for faculty and student welfare.

2. **Review of Minutes from the Previous Meeting**

The minutes of the previous meeting were read and confirmed with no corrections.

3. **Action Taken Report**

The Member Secretary presented an update on the implementation of key points from the previous meeting, including:

- o Establishment of a grievance reporting system.
- o Circulation of awareness notices among faculty.
- o Installation of the suggestion box for anonymous complaints.
- o Implementation of confidentiality protocols.

4. **Status of Grievances Received and Addressed**

The committee discussed the number and nature of grievances received so far. Most issues were related to workload distribution and communication clarity, and were resolved amicably. A few cases are still under review with follow-up scheduled.

5. **Introduction of the Book Bank Initiative**

The committee officially introduced the **Book Bank Initiative** for students to support academic growth and equal learning opportunities.

- o The initiative aims to provide essential textbooks and reference materials to students who may face financial or resource constraints.
- o A record register and issuing policy will be maintained by the committee.
- o The committee decided to announce the initiative through a student circular and display notice on the college board.

6. **Review of Documentation and Confidentiality Measures**

The Member Secretary confirmed that all grievance records are maintained securely, and confidentiality is being strictly observed as per policy.

7. **Awareness and Communication Strategies**

It was proposed to conduct an orientation session for newly joined faculty to explain the grievance redressal process and ethical guidelines.

8. **Suggestions and Improvements**

- o Develop a simple online portal for grievance submission.
- o Conduct a joint faculty-student feedback session once per semester.
- o Include Book Bank updates in the next institutional newsletter.

9. **Future Action Plan**

- o Monitor the progress of the Book Bank initiative and collect feedback from students.
- o Conduct a workshop on workplace ethics and stress management.
- o Prepare a mid-year review report of grievance handling outcomes.

10. **Any Other Matter**

Members discussed the need for improved communication between departments to prevent misunderstandings and ensure a healthy work culture.

11. **Concluding Remarks**

The Chairperson expressed gratitude to all members for their active involvement and encouraged continued collaboration in maintaining a fair and supportive institutional environment.

Mr. Rajesh Prajapat

Principal

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