

Dr. Bhanudas Dere Foundation's  
**Dr. Bhanudas Dhere College of Ayurved**

At. Karhe, Post- Nimon, Nashik - Pune Highway, Tal-Sangamner,  
Dist-A.Nagar.Pin-422611

Institution ID : AYU0858 Contact Details – 9922103203  
Email ID : [drbdfayurved@gmail.com](mailto:drbdfayurved@gmail.com) Web site:-[www.drdereayurvedcollege.com](http://www.drdereayurvedcollege.com)

DBDAC / 78A / 2025

06/01/2025

## Policy Document of Grievance Redressal Committee

Scope, Procedure and Terms of reference of the Students Grievance Redressal Committee (SGRC) for the redressal of Grievances of Students.

### Scope :-

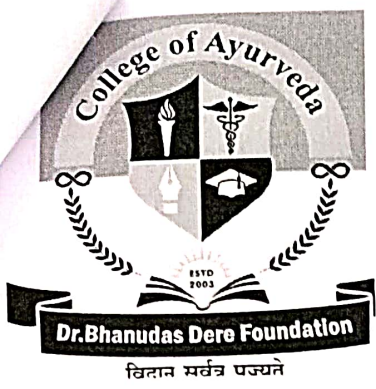
- The Students Grievance Redressal Committee shall consider only individual grievances of specific nature of students raised individually by the concerned aggrieved Student.
- The Students Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one Student.
- After receiving any grievance, the Committee will decide on the merit of case regarding scope of further discussion.

### Procedure, Periodicity and Attendance at Meetings :-

- The Grievance Redressal Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or the other members to discuss the various issues received.
- At least three members of the Grievance Redressal Committee shall be present in a meeting.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

### Terms of Reference: -

- The Grievance Redressal Committee shall consider all grievances submitted online or in writing by an individual member regarding employment/ association, working conditions and any other alleged injustice done to a student while discharging at NIA Campus.
- The Grievance Redressal Committee shall study the petition/ application and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the in any specific scenario Vice-Chancellor as expeditiously as possible, but in any case, within three months of the date of petition/application.



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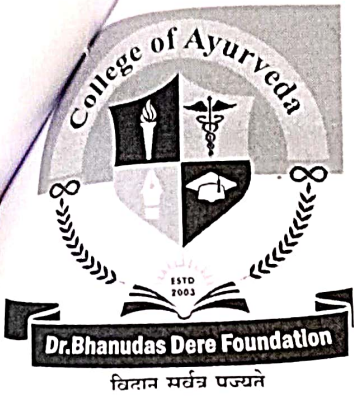
- In any specific scenario Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these SOPs may be referred to the Ombudsperson by the university.
- Students Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made, if required.
- The Vice-Chancellor, as far as possible, shall be guided by the advice of the Ombudsperson Grievance Redressal Committee unless the recommendations of Committee violate basic rules and norms.
- Any dead-lock shall be resolved by the Vice-Chancellor.
- The final settlement of any grievance shall be made within a reasonable period (normally not exceeding line month) after the recommendations are submitted to the Vice-Chancellor by the Grievance Redressal Committee.

**Procedure of Submitting Grievance: -**

- The aggrieved member shall submit his/her petition to the Chairman, Students Grievance Redressal Committee online or in a sealed envelope marked "confidential".
- On receipt of a petition the Students Grievance Redressal Committee will endeavor to send its recommendation to the Vice-Chancellor within one month, if possible, but in any case, not beyond three months, for further action.
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Ombudsperson/Vice-Chancellor/Disciplinary Authority to take appropriate action against the complainant

**Duties:**

1. To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University/Government rules.
- 2 To instruct the official/s concerned to attend to the grievances.
3. To refer / report the matters to the Principal.
4. To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
5. To maintain records of the Grievances redressed/reported / referred and submit the same to the IQAC



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DBDAC/78A/2024

06/01/2025

STANDARD OPERATING PROCEDURE

The Procedure for Redressal Of Grievances by Student Grievance Redressal Committees :-

- (i) On receipt of an online or written complaint, the institution will refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (ii) The Students' Grievance Redressal Committee, as the case may be, will fix a date for hearing the complaint which will be communicated to the institution and the aggrieved student.
- (iii) An aggrieved student may appear either in person or authorize a representative to present the case.
- (iv) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these SOPs may be referred to the Ombudsperson by the university.
- (v) Institutions will be extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- (vi) The Ombudsperson will, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
- (vii) The institution, as well as the aggrieved student, will be provided with copies of the order under the signature of the Ombudsperson.
- (viii) The institution will comply with the recommendations of the Ombudsperson.
- (ix) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

## Meeting Notice

**Students' Grievance Redressal Committee (SGRC)** meeting is arranged on 06 January, 2025.  
All Members should have to attend the meeting.

Date: 06 January, 2025

Time: 02:30 PM

Venue: Principal Cabin

Agenda:

Greeting newly formed committee member by coordinator and introductory address by Chairperson.

1. **Review of SGRC Policies and Procedures:**
2. **Awareness and Training:**
3. **New grievances:**
4. **Date and Time of Next Meeting:**

Copy to

Coordinator

All Members



Coordinator

Dr. Mozade Sir



Chairperson

**Principal**

Dr. Bhanudas Dere Foundation's,  
Dr. Bhanudas Dhere College of Ayurved.  
Karhe, Sangamner.

## Students' Grievance Redressal Committee (SGRC) Minutes of Meeting

**Date:** 06/01/2025

**Time:** 2:30 PM

**Venue:** Principal Cabin

**1. Review of SGRC Policies and Procedures:**

- Review and discussion of the existing SGRC policies and procedures.
- Identification of any areas for improvement or modification.

**2. Awareness and Training:**

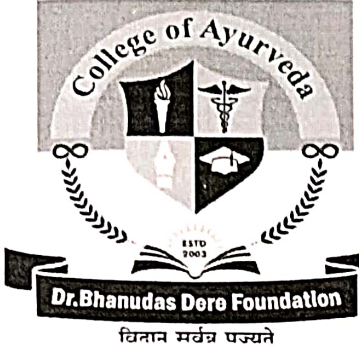
- Discussion on strategies to enhance student awareness of the grievance redressal process.
- Planning of awareness campaigns or workshops for students and faculty.

**3. New grievances:**

- No new grievances recorded from formation of committee till meeting date is noted by committee

**4. Date and Time of Next Meeting:**

- Scheduling of the next SGRC meeting will be scheduled by coordinator and permission of Chairperson and all members & subsequently notified to all members.



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## Attendance Sheet

Sr.No	Faculty Name	Designation	Sign
1.	Dr. Wagh Sonal Suresh	chairperson	
2.	Dr. Morade Swati Suresh	co-ordinator	
3.	Ms. Amol Supte	co-ordinator	
4.	Dr. Vyas Megha Chirag	Member	
5.	Dr. Kharade Anuja Vilas	— 11 —	
6.	Miss. Gosavi Leena Ulhas	— 12 —	

**Principal**  
Dr. Bhanudas Dere Foundation's,  
Dr. Bhanudas Dhere College of Ayurved,  
Karhe, Sangamner.

## Meeting Notice

**Students' Grievance Redressal Committee (SGRC)** meeting is arranged on 06 January, 2025.  
All Members should have to attend the meeting.

Date: 03 March, 2025

Time: 02:30 PM

Venue: Principal Cabin

Agenda:

Greeting newly formed committee member by coordinator and introductory address by Chairperson.

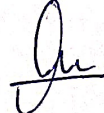
1. **Review of SGRC Policies and Procedures:**
2. **Awareness and Training:**
3. **New grievances:**
4. **Date and Time of Next Meeting:**

Copy to

Coordinator

All Members

  
Coordinator

  
Chairperson  
**Principal**  
Dr.Bhanudas Dere Foundation's,  
Or.Bhanudas Dhere College of Ayurveda,  
Karhe, Sangamner.

# Students' Grievance Redressal Committee (SGRC) Meeting Minutes

Date: March 3, 2025

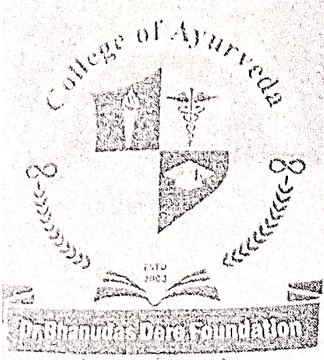
Time: 2:30 PM

Venue: Principal's Cabin

Key discussion points included:

- Policy and Procedure Review:** The committee conducted a thorough review of existing SGRC policies and procedures, identifying potential areas for improvement and modification.
- Awareness and Training Initiatives:** The committee discussed strategies to increase student awareness of the grievance redressal process. Plans were made for awareness campaigns and workshops targeting both students and faculty.
- Grievance Status:** The committee noted that no new grievances have been recorded since the committee's establishment.
- Scheduling of Next Meeting:** The coordinator, with the approval of the Chairperson and committee members, will schedule and notify all members of the date and time for the next SGRC meeting.





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Date: 03/03/2025

## Attendance Sheet

S.NO.	Faculty Name	Designation	Sign
1	Dr. Wagh Sonal Suresh	Chairperson	
2	Dr. Morade Swati Suresh	Co-ordinator	
3	Mr. Amol Satpute	Co-ordinator	
4	Dr. Vyas Megha Chirag	Member	
5	Dr. Kharade Anuja vilas	Member	
6	Miss. Gosavi Leena Ulhas	Member	
7			
8			
9			
10			

**Principal**  
Dr. Bhanudas Dere Foundation's,  
Dr. Bhanudas Dhere College of Ayurved  
Karhe, Sangamner.

# Dr. Bhanudas Dhere College Of Ayurved

Karhe Sangamenr

Date:- 07/07/2025

## Meeting Notice

Students' Grievance Redressal Committee (SGRC) meeting is arranged on 14 July, 2025. All Members should have to attend the meeting.

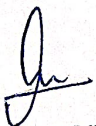
Date: 14/07/2025

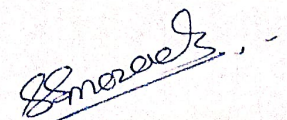
Time: 02:00 PM

Venue: Principal Cabin

### Agenda:

1. Confirmation of previous Meeting Minutes:
2. Grievance Status:
3. Strengthening Awareness:
4. Date of Next Meeting

  
Chairperson

  
Co-Ordinator

# Minutes of Meeting.

Date - 14/07/2025

## Grievance Redressal Committee -

Date - 14/07/2025

Time - 2:00 pm

venue - Principal Cabin

### 1. Welcome Address -

The chairperson welcomed all the members & briefed them on the purpose of the meeting.

### 2. Confirmation of previous meeting minutes -

The minutes of previous SGRC meeting were read & confirmed.

### 3. Grievance status -

The committee noted that no new grievances have been recorded.


### 4. Strengthening awareness -

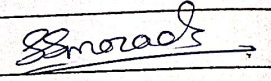
It was suggested to conduct orientation programmes for students at the beginning of each academic year to familiarize them with the grievance redressal mechanism.

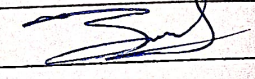
5. Scheduling of next meeting -


The date & Time for the next grievance redressal committee meeting will be scheduled by co-ordinator with the approval of chairperson & committee members & subsequently notify to all the members.

Attendance -

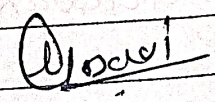
Chairperson - DE. Wagh Sonal - 

Co-ordinator - DE. Morade Swati - 

ME. Satpute Amol - 

Members - DE. Vyas Meghanna - 

DE. Kharade Anuja -

MES. Gasavi Leena - 

# Dr. Bhanudas Dhere College Of Ayurved

Karhe Sangamenr

Date:- 01/10/2025

## Meeting Notice

Students' Grievance Redressal Committee (SGRC) meeting is arranged on 10 October, 2025. All Members should have to attend the meeting.

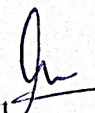
Date: 10/10/2025

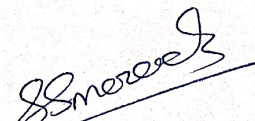
Time: 02:30 PM

Venue: Principal Cabin

### Agenda:

1. Review of Grievances Received
2. Capacity Building
3. Date Of Next Meeting

  
Chairperson

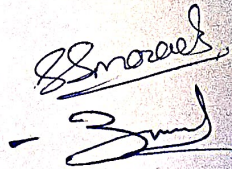
  
Co-Ordinator

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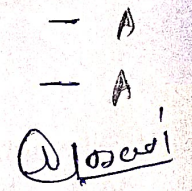
Chairperson:- 1. Dr.Wagh Sonal Suresh



Coordinator:- 1. Dr.Morade Swati Suresh  
2. Mr.Satpute Amol



All Members: 1. Dr.Vyas Megha Chirag  
2. Dr.Kharade Anuja Vilas  
3. Mrs.Gosavi Leena Ulhas



# Minutes of Meeting

Date - 10/10/2025

## Grievance Redressal Committee.

Date - 10/10/2025

Time - 2:30 pm

venue - principal cabin.

### 1. welcome address -

The chairperson welcomed all the members.

Agendum was confirmed & meeting was called to order.

### 2. Review of grievances received -

It was noted that no grievances received from students.

### 3. Capacity Building.

Training programs for faculty & administrative staff on grievance handling, students welfare policies & ethical conduct were suggested.

It was suggested that counselling support should be provided for students facing academic & personal stress.

### 4. Date of next meeting -

The next students grievance redressal meeting will be scheduled by co-ordinator with

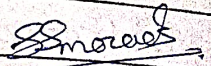
the permission of chairperson & committee members & subsequently notify to all the members

Attendance -

chairperson - Dr. wagh sonal



Co-ordinator - Dr. Morade swati



Members - Mrs. satpute Amol



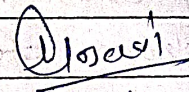
Members - Dr. vyas Megha

-

- Dr. Kharade Anuja

-

- Mrs. Gosavi Leena





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DRBDAC/ /202

Date: 01/12/2025

**Meeting notice**

Meeting of Student Grievance Redressal Committee (SGRC)

**Subject:** Reformation of SGRC Committee

This is to inform all the members that a meeting of the Student Grievance Redressal Committee (SGRC) is scheduled to be held to discuss and approve the reformation of the SGRC committee.

Date: 08/12/2025

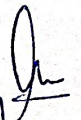
Time: 02.00. PM

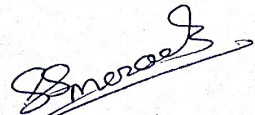
Venue: Principal Cabin

**Agenda:**

1. Reformation of the Student Grievance Redressal Committee
2. Nomination and approval of committee members
3. Any other matter with the permission of the Chair


All concerned members are requested to make it convenient to attend the meeting.

  
Chairperson

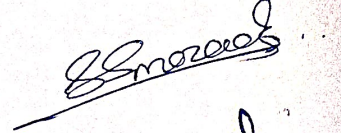
  
Co-Coordinator

**Copy To;**

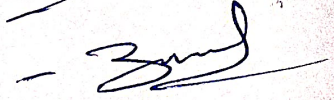
**Chairperson:** - 1) Dr. Wagh Sonal Suresh



**Co-ordinator:-** 1) Morade Swati Suresh



2) Mr. Satpute Amol Kashinath



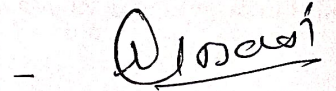
**All Members:** - 1) Dr. Vyas Megha Chirag



2) Dr. Kharde Anuja Vilas



3) Mrs. Gosavi Leena Ulhas



# Minutes of Meeting

Date - 08/12/2025

## Grievance Redressal Committee

Date - 08/12/2025

Time - 2:00 PM

venue - principal cabin.

- Chairperson welcomed all the members & briefed them on the necessity of re-forming the Grievance Redressal Committee.
- After detailed deliberation, the committee unanimously resolved to reconstitute the SGRC with following members.

### SGRC - Reconstitution - Name-chart

Sl. no.	Name of Faculty	Role in SGRC
1.	Dr. Wagh Sonal	Chairperson
2.	Dr. Mozade Swati	Coordinator
3.	Mr. Satpute Amol	Coordinator
4.	Dr. Bhadage Vaibhav	Member
5.	Dr. Jadhav Nitin	Member
6.	Mrs. Gosavi Leena	Member

### Resolution -

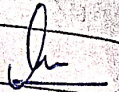
Resolved that the SGRC is hereby re-formed with the above members & shall function as per university guidelines & university norms.

- No other matter was taken up.

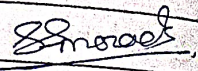
- The meeting ended with a vote of thanks to the chair.

### Attendance

Chairperson - Dr. Wagh Sonal



Co-ordinator - Dr. Morede Swati



- Dr. Satpute Amol



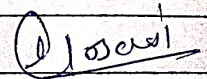
Members - Dr. Vyas Megha

-

- Dr. Khazade Anuja

-

Secretary - Mrs. Gosavi Leena



**Dr. Bhanudas Dhere College of Ayurved**

Karhe Sangamner

Date:-16/02/2026

**Meeting Notice**

This is to inform all the members that a meeting of the Grievance Redressal Committee (SGRC) is scheduled on 24/02/2026. All members should have to attend the meeting.

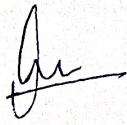
Date: 24/02/2026

Time: 2:00 Pm

Venue: principal cabin

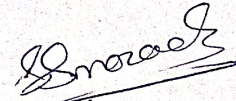
**Agenda:**

1. Student welfare matter
2. Hostel & Campus facilities
3. Feedback & Suggestion
4. Awareness & Orientation



**Chairperson**  
**Principal**

**Dr. Bhanudas Dhere Foundation's**  
**Dr. Bhanudas Dhere College of Ayurved**  
**Karhe, Tal. Sangamner, Dist. Ahilyanagar**



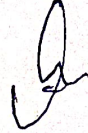
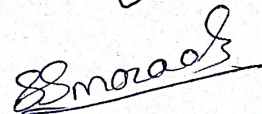
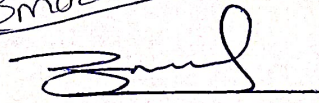
**Co-ordinator**



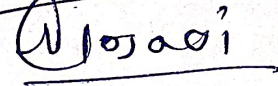
**Copy To;**

**Chairperson:** - 1) Dr. Wagh Sonal

**Co-ordinator:-** 1) Morade Swati  
2) Mr. Satpute Amol

**All Members:** 1) Dr. Bhadage Vaibhav  
2) Dr. Jadhav Nitin  
3) Mrs. Gosavi Leena

# Minutes of Meeting

Date - 24/02/2026

## Grievance Redressal Committee.

Date - 24/02/2026

Time - 2:00 pm.

venue - principal cabin.

- chairperson welcomed the all members.

1) student welfare matters. -

- member secretary informed that no grievances were received from students regarding student welfare matter during current period, students expressed satisfaction with the existing welfare support system.

2) Hostel & campus facilities.

It was noted that no formal complaints or grievances were received concerning hostel & campus facilities.

student representative conveyed general satisfaction with facilities provided.

3) Feedback & suggestion -

- committee reviewed functioning of feedback & suggestion system.

4) awareness & orientation -

- It was reported that awareness programs & orientation sessions have been conducted regularly.  
- no grievances were received regarding lack of awareness of GRC functioning.

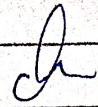
5) date of next meeting -

- next meeting will be scheduled by Co-ordinators

Attendance -

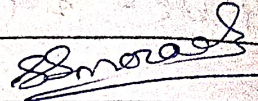
Chairperson -

Dr. Wagh Sonal.

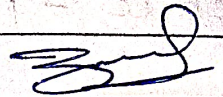


Co-ordinator -

Dr. Morade Swati

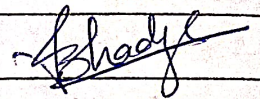


- Mr. Satpute Amol



Members -

Dr. Bhadage Vaibhav



- Dr. Tadhar Nitin.



- Mrs. Gosavi Leena.

