



Office Order

Ref: SJCEM/2026-27/750

Date-9th July 2026

Subject: - ReConstitution of the Staff Grievance Redressal Committee at St. John College of Engineering and Management for the Academic Year 2026-27.

As per AICTE Regulation 2021 Gazette of India dated 25th March 2021 guidelines the following Grievance Redressal Committee is re-constituted in the college for the staff

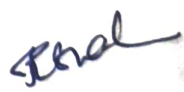
Sr. No.	Constitution	Member Name	Committee Position
1	Principal of the Institution	Dr. Kamal Shah	Chairperson
2	Ombudsperson (Nominee from University of Mumbai)	Dr. Rakesh L. Himte	Member
3	Senior faculty Members (Professor)	Dr. Pandharinath Ghonge	Member
4	Senior faculty Members (Associate Professor)	Dr. Kishor Rambhad	Member
5	Senior Faculty Member (Assistant Professor)	Mrs. Dipti Lopes	Member
6	Senior faculty Members (Head of Polytechnic)	Dr. PradeepKumar Shetty	Member
7	Senior faculty Members (Associate Professor)	Dr. Jaydip Raval	Member
8	Deputy HR Manager (Special Invitee)	Mrs. Shilpa Morab	Member

For AICTE regulation kindly refer F.No.:1-103/AICTE/PGRC/Regulation/2021

All are requested to take note of the same and carry out the duties as per the institution guidelines to ensure natural justice for the Institute Staff.

The aggrieved staff may hence forth approach the committee member for the readdress of their individual grievance. The committee member may submit in writing the grievance to **Mrs. Subhasini Shukla** (Staff Grievance Coordinator), who will give acknowledgment on the copy with the college seal, duly signed with date. The grievance shall be discussed in the committee meetings scheduled and the decision shall be communicated to concerned committee member in writing by the chairperson.

This shall come into force with immediate effect.


Dr. Kamal Shah
Principal





Staff Grievance Redressal Cell

As per All India Council for Technical Education (Redressal of Grievance of Staff) Regulations, 2021, SJCEM has established, the Grievance Redressal Cell which attempts to address unpretentious problems and complaints of staff of varied nature.

Staff of SJCEM are motivated to use the online complaint launcher or suggestion boxes placed at various places to express constructive suggestions and grievances. They may also approach the members of the cell for the same.

Vision

The Staff Grievance Redressal Cell is committed to fostering a positive and impartial educational environment. Grievances raised by staff will be addressed with the highest priority and resolved promptly within the designated timeframe. The Cell conducts inquiries and thoroughly examines the nature and patterns of grievances with strict confidentiality.

Aims & objectives

- To provide opportunities for redressal of grievances of staff
- To settle any type of grievances raised by the staff

Staff can use the suggestion boxes placed at various places at SJCEM to make their complaints.

They may also approach the members of the cell or any of their other teachers as is comfortable to them.

Staff may also express their grievances online by filling out the form given below:
<https://forms.gle/mG1p2rvh2rzHnQSe7>

Staff are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner. At the same time, the college assures staff that once a complaint is made, it will be treated with sensitivity and confidentiality.

On receipt of an online complaint, the institution shall refer the complaint to the appropriate Staff Grievance Redressal Committee, along with its comments within 15 days of receipt of the complaint on the online portal.

Functions

- Complaint Box / Suggestion Box installed in front of the Receptionist desk, in which the staff, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach to departmental member of the Cell.
- The issues will be attended promptly in a timely manner.
- The cell will address the academic and administrative problems faced by Staff.
- The cell will effectively address and resolve grievances.
- The cell will establish co-ordination between Staff and committee members for quicker resolution
- The cell will review all complaints and will act accordingly as per the policy.





- The cell will give report to the Principal about the issues attended to and the number of pending issues, if any, which require direction and guidance from the Principal.
- The grievances pointed out by the staff in the meeting such as repairs and maintenance in the college, water purifiers, napkin vending machine, canteen and improving sports facility were amicably resolved by the college level cell.
- A detailed periodical report on grievance received and resolution provided would be submitted to the Principal.

Exclusions

SJCEM shall not entertain following issues.

1. Policy related decisions: Grievances concerning organizational policies or procedures that are not subject to change through the grievance process.
2. Disciplinary Actions: Issues related to disciplinary actions taken by the organization, which may have a separate appeal or review process.
3. Performance Appraisals: Complaints regarding the outcomes of performance evaluations, which may be addressed through performance management processes rather than grievance procedures.



Kamal Shah
Dr. Kamal Shah
Principal