

GRIEVANCE REDRESSAL POLICY

SIES Graduate School of Technology, Nerul, Navi Mumbai

Establishment of a Grievance Redressal Committee.

In order to comply with the AICTE Regulation for addressing, student's /staff's grievance, "Grievance Redressal Committee" of SIES Graduate School of Technology, has been constituted with following members in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person or convey in writing or through e-mail.

Suggestion / complaint Box has been installed in front of the Administrative Block in which the Students/staff who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Objective:-

The purpose of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. Following objectives are framed for redressing the grievances reported.

- Upholding the dignity of the College by ensuring a strife free atmosphere in the College through promoting cordial Student-Student relationship, Student-Staff relationship and staff-staff relationship.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students/staff of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Scope:-

The Committee redresses the Grievances received in the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from admission, library etc,
- Other Matters : Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc,.

Functions:-

- The cases are attended promptly on receipt of written grievances.
- The Committee formally meets to review all cases, prepares statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure:-

- The details of the members of the grievance redressal committee is to be displayed on the notice board.
- The provision of conveying of grievance is to be available on website or through a drop box placed in the campus.
- GRC is to regularly check the drop box and the responses at the website and conduct a meeting to decide the severity of the grievance and action to be taken.
- Grievances related to fees etc will be taken up only if the relevant financial documents are attached.

Different Statutory committees for Grievance Redressal of the Institute:

1. Internal Complaint Committee
2. Antiragging Committee
3. Grievance Redressal Committee

1. Internal Complaint Committee

S. N.	Name of member	Department/ Designation	Mobile number	e-mail id
1	Ms. Asha Raj	Faculty,H&AS	9820817409	asha.raj@siesgst.ac.in
2	Ms. Mrinal Khadse	Faculty, IT	9819344929	mrinal.khadse@siesgst.ac.in
3	Ms. Pranita Mahajan	Faculty, CE	9920188940	pranita.mahajan@siesgst.ac.in
4	Ms. Binaca Verma	NGO	9322222125	varma.binaca@gmail.com

2. Antiragging Committee

S.No.	Name of the Member	Department/ Designation	Phone Number
1	Dr. Vikram Patil	Principal, Convenor	022-61082401
2	Dr.Atul Kemkar	HoD-EXTC, Overall Coordinators	022-6108-2404
3	Dr.Manasi Karkare	Dean, H&AS	022-6108-2408
4	Dr.Rizwana Shaikh	HoD-CE	022-6108-2403
5	Prof . Lakshmi Sudha	HoD-IT	022-6108-2405
6	Prof Prasad Balan Iyer	HoD-PPT	022-6108-2407
7	Dr. R.S. Nehete	HoD-ME	022-6108-2412
8	Prof Rajesh Kadu	Asst ProF. -CE	022-6108-2466
9	Prof Mahesh Biradar	Asst ProF. - H&AS	022-6108-2498
10	Prof Sumitra Padmanabhan	Asst ProF. - H&AS	022-6108-2453
11	Dr Smitha Kumar	AssT ProF. - H&AS	022-6108-2495
12	Mr. Tanmay Kale	STUDENT -BE EXTC	9930009576
13	Mrs. Lakshmichaya Kale	PARENT	9029060447
14	Ms.Nikhil Ambati	STUDENT - BE PPT	9975594566
15	Mrs. Sobha Ambati	PARENT	9975594566
16	Ms Harshita Shetty	STUDENT -BE COMPS	7208668020
17	Mrs. Geeta Shetty	PARENT	9146381313

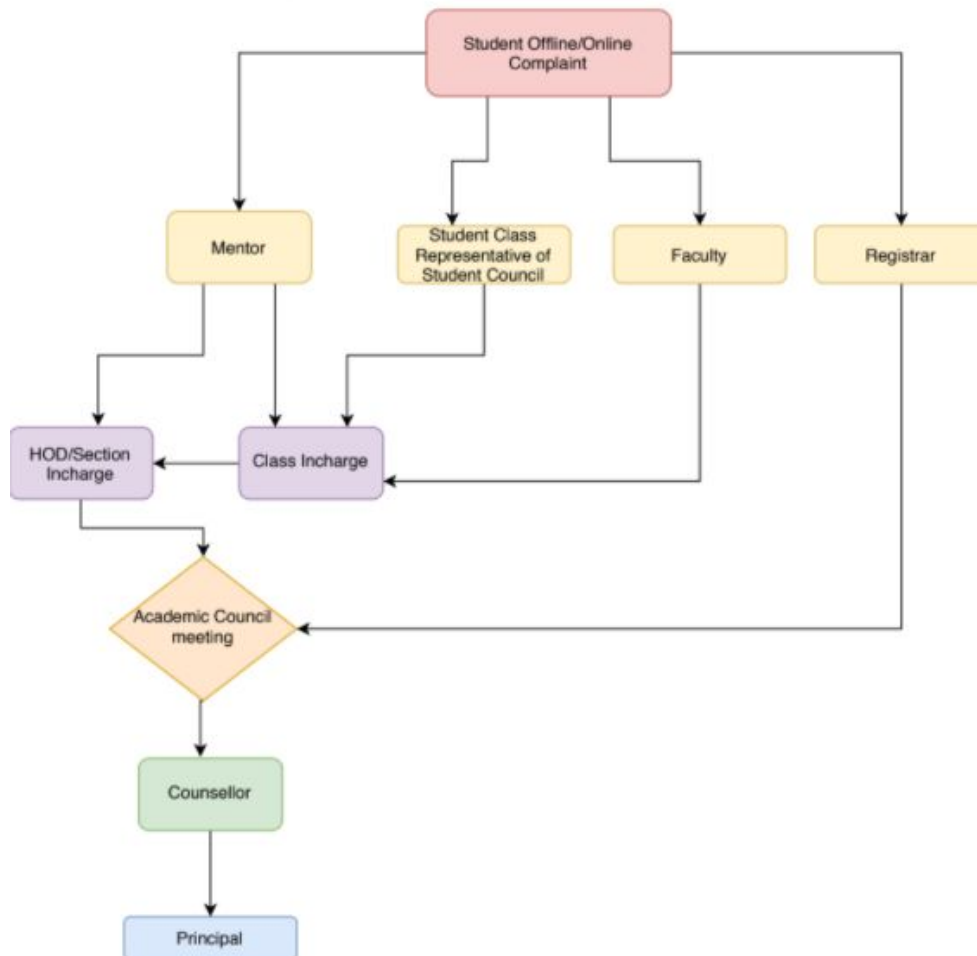
3. Grievance Redressal Committee

Sr. No.	Name of the Member	Department/ Designation	Office Number	Mobile Number	Email ID
1.	Prof. Shubhangi Kharche	EXTC, Coordinator	022-6108 2463	8652777602	shubhangi.kharche@siesgst.ac.in
2.	Prof. Vandana Sawant	EXTC, Dept Member	022-6108 2463	9820755314	vandana.sawant@siesgst.ac.in
3.	Prof. Savita Lohiya	IT, Dept Member	022-6108 2430	9224366582	savita.lohiya@siesgst.ac.in
4.	Prof. Prachi Shahane	CE, Dept Member	022-6108 2451	9987079653	prachi.shahane@siesgst.ac.in
5.	Prof. Gaurav Fasate	PPT, Dept Member	022-6108 2407	9923441201	gaurav.fasate@siesgst.ac.in
6.	Prof. Ajay Hundiwale	ME, Dept Member	022-6108 2491	9423977842	ajay.hundiwale@siesgst.ac.in
7.	Prof. Ashwin Chavan	H&AS, Dept Member	022-6108 2495	9022682050	ashwin.chavan@siesgst.ac.in

Flowchart of Grievance Redressal Mechanism



SIES Graduate school of Technology Mechanism of Grievance Redressal





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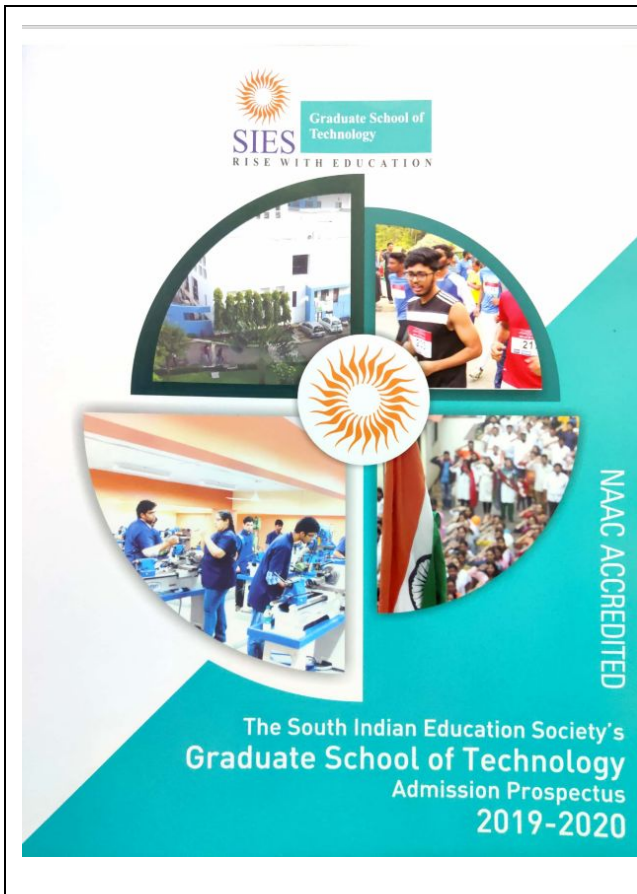
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MES Graduate School of Technology
Members of Internal Complaint Committee (2018-19)

S. N.	Name of member	Department/ Designation	Mobile number	e-mail id
1	Dr. Mirwan Korbani	BCO HR&AS	9979144091	mirwan@mesgt.ac.in
2	Dr. Rishina Shukla	BCO, CE	961997914	rshukla@mesgt.ac.in
3	Dr. Prady Paul	BCO, SR	9848399900	prady@mesgt.ac.in
4	Prof. Smita Khatu	V&P Coordinator	998937466	smita.khatu@mesgt.ac.in
5	Prof. Smita Das	Faculty, IT	9985498741	smita.das@mesgt.ac.in
6	Prof. Vandana Sarwan	Faculty, E&EC	9820135718	vandana.sarwan@mesgt.ac.in
7	Ms. Divina Sharma	NGO, Internship	9122222228	sharma.divina@gmail.com







Any form of Ragging is strictly forbidden in and around the campus and is an offence punishable under the Prohibition of Ragging Act 1987 and the rules made there under.

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12. List of self-attested Copies (one each) of Certificates to be attached with the Application.

- i) Passing Certificate of SSC/Std. X Examination.
- ii) Mark sheet of the qualifying examination (Std. XII or equivalent)
- iii) MHET 2019 Score Card
- iv) JEE - Main 2019 Score Card
- v) School/College Leaving Certificate from the Institution, which the candidate has passed the qualifying examination.
- vi) Domestic Certificate/Nationality Certificate as applicable (Nationality Certificate is mandatory if the student's Nationality is not mentioned in their Leaving Certificate).
- vii) Eligibility Certificate from the University of Mumbai (in case of candidates who have passed the qualifying examination from outside Maharashtra - ICSE, ICSE, Diploma holders, OMS Candidates) - After taking admission only students needs to apply to the University of Mumbai through the Institute.
- viii) Migration Certificate from the Board (in case of candidates who have passed the qualifying examination from outside Maharashtra - ICSE, ICSE, Diploma holders, Outside Maharashtra Candidates).
- ix) Minority Status declaration as prescribed in the admission brochure of Admission Regulating Authority/Directorate of Technical Education, Mumbai in case of students belonging to the South Indian Linguistic Minority.
- x) Gap Certificate (in case of a student passing the qualifying examination before 2019)
- xi) Caste category (physically handicapped/ Defense Quota/ J & K Quota/ JVS Category - Certificates as applicable (These certificates are applicable to the students those who are securing admission through CAP)
- xii) General Physical Fitness certificate from a Registered Medical Practitioner
- xiii) Acknowledgement form submitted/verified through Facilitation Centre

Note: Please do not attach Digital Certificates and the certificates, which are not asked for. Incomplete forms will not be accepted. However, the original documents are to be submitted at the time of securing admission.

13. Mandatory institute information is available on the college website www.siesgst.edu.in

Guidelines for Admission to Direct Second Year Engineering (2019-20)

The SIES Graduate School of Technology established in 2002 is managed by the South Indian Education Society which has been accorded the South Indian Linguistic Minority status as per the provisions in the Constitution.

10% of the total intake in each branch and against the cancellation/dropouts vacancies would be considered for the Diploma Holders Seats for the Direct Second Year Engineering. The seats will be distributed in the following categories.

1. South Indian Linguistic Minority Category (Tamil)
2. Open category

A. South Indian Linguistics Minority Category (Tamil) and Open Category

Admissions under the linguistic minority (Tamil) category and open category will be done at the Centralized Admission Process (CAP). Directorate of Technical Education/Admission Regulatory Authority on merit and as per the guidelines laid down by the Directorate of Technical Education (DTE)/Admission Regulatory Authority (ARA), Mumbai. Candidates eligible for admission to the Direct Second Year Engineering under this category shall satisfy the general eligibility conditions as per the Maharashtra Admissions Fee Act 2015 (Mah. Act No. XXXVIII of 2015).

D. Against vacant seats after CAP rounds

Vacancy within the sanctioned intake due to the non-reporting (Minority & Open category in CAP), non-allotment (Minority & open category in CAP) and cancellations, if any (under any category), will be filled as per the ARA-DTE guidelines 2019-20.

Percentage of seats available under CAP/Institute/Minority/India Quota is decided by the Directorate of Technical Education/Admission Regulatory Authority, Mumbai. The exact distribution of seats available under the above mentioned categories shall be notified by the Directorate of Technical Education/Admission Regulatory Authority, Mumbai before submission of applications forms. However, it is made expressly clear that if, after issuance of this brochure, any seats(s) and admission (s) allocation different exists, a separate notification will be made with appropriate details.

Seat Distribution Matrix

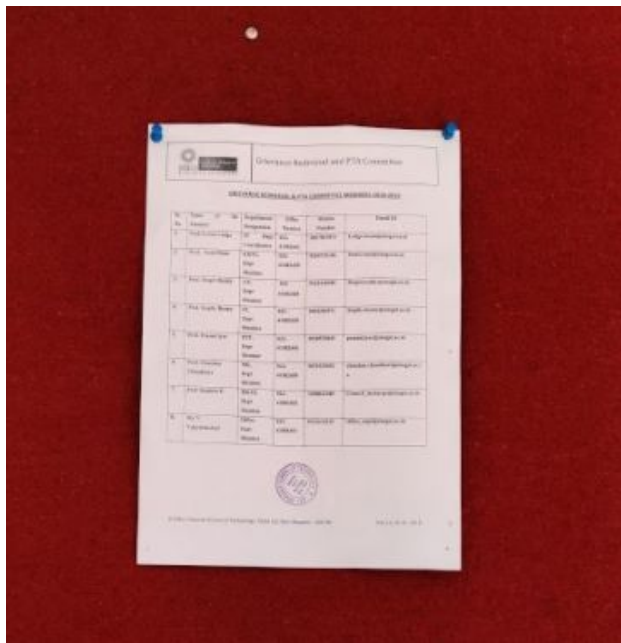
Sr. No.	Name of the Branch	Intake Capacity	Seats Available for Direct Second Year Engineering	Minority Quota through CAP	Open Quota through CAP
1.	Electronics & Telecommunication Engineering	120	12	07	05
2.	Computer Engineering	90	09	05	04
3.	Information Technology	60	06	04	02
4.	Printing & Packaging Technology	60	06	04	02
5.	Mechanical Engineering	60	06	04	02

General Eligibility Conditions

Candidates will be eligible for admission to the Direct Second Year Engineering Course as per the eligibility conditions listed below (Refer DTE/Govt. GR notification 2019-20 for details)

(1) Candidate should be an Indian National

Awareness about Anti - Ragging Norms in the admission prospectus



Antiragging Committee displayed on notice board



Quick Links

Anti Ragging Committee

Grievance Redressal Committee

Internal Complaint Committee

Feedback

Committees displayed on Website