

Maratha Vidya Prasarak Samaj's,
DR. VASANTRAO PAWAR MEDICAL COLLEGE, HOSPITAL & RESEARCH CENTRE, NASHIK,
Vasantdada Nagar, Adgaon, Nashik-3.
Ref. No.: - M.V.P.S/MC/in out/3364/ 2020-2021.
Date: - 02/12/2020

CIRCULAR

Students Grievance Redressal Committee (UG+PG+Interns) for the academic year 2020-2021 is constituted as under.

Sr. No.	Name	Department	Designation
1.	Dr. Patil Mrunal S.	Dean	Chairman
2.	Dr. Preeti Bajaj	Professor & HOD Pathology	UG Coordinator
3.	Dr. Manasi Kathaley	Professor & HOD, OBGY	PG Coordinator
4.	Dr. Jitendra Singh	Professor ,Pharmacology	Student Affair Coordinator
5.	Dr. Waghmare Satish	Asso. Professor. Physiology	Member Secretary
6.	Dr. Tej Chettri	Assistant Professor, FMT	Member
7.	Mrs. Rasika Pathak	Assistant Lecturer, Biochemistry	Member

M. V. P. S.
DEAN
DEAN

M V P S Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement.
- 3) Minutes of the meeting to be submitted to Dean Office regularly.





Maratha Vidya Prasarak Samaj's

Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre, Nashik




Vasantdada nagar, Adgaon, Nashik 422003, Maharashtra



Standard Operating procedure (SOP) for Students Grievance Redressal Committee

Document Version:6.0

Effective Date:05/12/2020

Prepared by:	Reviewed by:	Approved by:
Name: Dr Satish Waghmare Member Secretary	Name: Dr.Mrunal Patil Chairman	Name: Dr Mrunal Patil. DEAN
Sign with Date:  5/12/20	Sign with Date:  5.12.20	Sign with Date:  5.12.20

Dr. Vasant Rao Pawar Medical College
Hospital & Research Centre, Nashik

1. Scope/Objectives

- 1)The objective of the Student Grievance Redressal Committee is to provide oversight for the grievance process, including review of all grievances, review of trends of both complaints and grievances(including time frames for resolution),and identification of opportunities for improvement and referral of action items to address those opportunities.
- 2) The institution provides mechanism to the students for redressal of their grievances with regards to their complaints on non-academic matters
- 3) The committee will have to cater to the students of all semesters of MBBS, Interns and post-graduate students
- 4) The students are main stakeholders in any institution imparting education, and it is our endeavor to make all efforts to ensure transparency in all the activities at different stages.

2. Role & Responsibilities of member secretary:

- 1) To arrange the meetings of the committee
- 2) To review all the grievances received and discuss with the Head of the institute.
- 3) To prepare and send the minutes of meeting to the Dean.

3. Role & Responsibilities of members:

- 1) To attend the meetings of the committee
- 2) To discuss the complaints/grievances put forth by the students and try to resolve the problem or forward the complaint/grievance to the concerned committee.



3) To assist the member secretary for the formulation of SOP, Minutes of meeting and other activities as required.

2. Composition of committee:

S.N.	Name	Department	Designation
1	Dr Mrunal Patil	Dean	Chairman
2	Dr Preeti Bajaj	Professor and Head,Pathology	UG Co-ordinator
3	Dr Mnansi Kathaley	Professor and Head,OBGY	PG Co-ordinator
4	Dr Jetendra Singh	Professor,Pharmacology	Student Affair Coordinator
5	Dr Satish Waghmare	Associate Professor,Physiology	Member Secetary
6	Dr Tej Chettri	Assistant Professor,FMT	Member
7	Mrs Rasika Pathak	Assistant Lecturer,Biochemistry.	Member

3. Tenure of membership: 1 year
4. Frequency of meeting: Twice a year and as needed.
5. Preparation of minutes of meeting: Member Secretary
6. Preparation of annual report of committee: Member Secretary.
7. Annexure(s) -None

Dr. Satish Waghmare

Students Grievance Redressal Committee,

Member Secretary

Dr.VPMC, Nashik

Copy to:
The Dean,Dr V.P.M.C.& R.C.,Nashik.





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**Dr. Vasant Rao Pawar Medical College,
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Circular

Date: 03/02/2021

All members are informed that the meeting of Students Grievance Redressal Committee is scheduled on 10/2/2021 at 11:00 am in Department of Physiology.

All are requested to attend.

Dr. Satish Waghmare
Member Secretary
Students Grievance Redressal Committee
Dr.VPMC, Nashik





Maratha Vidya Prasarak Samaj's

Dr. Vasant Rao Pawar Medical College, Hospital & Research Centre, Nashik

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Minutes of Meeting

Name of Committee	The Students Grievance Redressal Committee
Date & Time of Meeting	10 th Feb.2021
Meeting Venue	Department of Physiology.
Meeting Agenda	Formulation of Standard Operative Procedures.

Minutes:

1	Meeting of students Grievance Redressal Committee was held on 10 th Feb 2021 in department of Physiology.
2	Roles and responsibilities of all committee members were discussed.
3	Standard operative procedure of the committee were discussed and formulated.
4	Till now no grievances has been received


Member Secretary

Copy to: Dean, Dr. VPMCH & RC Nashik




Date: - 10/02/2021

ATTENDANCE

Students Grievance Redressal Committee 2020-21

Sr.No.	Name of members	Department	Designation	Sign
01	Dr Mrunal PATIL			
01	Dr.Preeli Bajaj	Pathology		Preeli Bajaj
02	Dr.Jeetendra Singh			
03	Dr.Manasi Kathaley	Obst & Gynaec	Prof & MOD	Manasi Kathaley
04	Dr.Satish Waghmare	Physiology	Asso. Prof	Dr Satish Waghmare
05	Dr Tej Chhetri	Asst. Prof & MOD	Forensic Medicine & Toxicology	Dr Tej Chhetri
06	Mrs Rasika Pathak			


(Dr. Satish Waghmare)
Member Secretary





Maratha Vidya Prasarak Samaj's
**Dr. Vasant Rao Pawar Medical College,
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CIRCULAR

Date: 12/05/2021

This is to inform that the Students Grievance Redressal Committee meeting is planned on 20th May 2021. All committee members are requested to attend the meeting

Time: 11 AM

Venue: Department of Physiology.


Dr Satish Waghmare
Member Secretary

Students Grievance Redressal Committee

Copy to

- 1) Hon. Dean.
- 2) All members of the committee.





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Minutes of Meeting

Name of Committee	Students Grievance Redressal Committee
Date & Time of Meeting	20 th May 2021
Meeting Venue	Department of Physiology.
Meeting Agenda	To discuss about Non-academic student grievances if any.

Minutes:

1	Meeting of students Grievance Redressal Committee was held on 20 th May 2021, in department of Physiology.
2	It was decided that the first year students should be made aware regarding the functioning of Students Grievance redressal committee.
3	All committee members were informed to take feedback from the students regarding the awareness about the committee.
4	A complaint was received regarding no supply of hot water to the 4 th floor PG hostel. This issue was discussed in the meeting and letter was written to the workshop department regarding this issue.
5	Another complaint was received regarding no supply of water to the 3 rd floor of PG Hostel. This issue was discussed in the meeting. Letter was written to the workshop department regarding this issue.
6	There was a complaint regarding tap water leaking in A wing of UG Hostel and tube light not working in D wing of UG boys hostel


Dr Satish Waghmare
Member Secretary

Students Grievance Redressal Committee


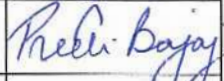
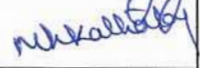
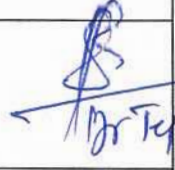

Copy to: Hon. Dean, Dr. VPMCH & RC Nashik.



Date: 20/05/21

Attendance of Meeting

Students Grievance Redressal Committee 2020-21

Sr.No	Name of members	Department	Designation	Sign
01	Dr.Mrunal Patil	Dean	Chairman	
02	Dr.Satish Waghmare	Associate Professor Physiology	Member Secretary	
03	Dr.Preeti Bajaj	Professor & HOD, Pathology	Member	
04	Dr.Mansi Kathaley	Professor & HOD Obst. & Gynaec	Member	
05	Dr.Jeetendra Singh	Professor, Pharmacology	Member	
06	Dr.Tej Chhetri	Asst.Professor & HOD Forensic Medicine and Toxicology	Member	
07	Mrs.Rasika Pathak	Asst.Professor Biochemistry	Member	


(Member Secretary).





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Year 2020-21

S.N	Name of student	Complaint	Date	Complaint to whom	Action taken	Outcome
1	PG students of 4 th floor PG hostel	Regarding no supply of hot water to the 4 th floor of PG Hostel	26/02/2021	Hostel Warden	Letter written to workshop department	Solar water system repaired
2	PG students of 3 rd floor PG hostel	Regarding no supply of water to the 3 rd floor of PG hostel	10/3/2021	Hostel warden	Letter written to workshop department	Water supply system repaired.
3	UG hostel A wing 207	Tap water leaking in basin	18/3/2021	Hostel warden	Letter written to workshop department	Complaint solved.
4	UG hostel D wing 009	Tube light not working	5/4/2021	Hostel warden	Letter written to workshop department	Complaint solved.


Member Secretary
Students Grievance Redressal Committee

