

## 1. GRIEVANCE REDRESSAL COMMITTEE MEETING SCHEDULE

Meeting No	Date	Venue
1	15 July 2025	Principal Office
2	25 August 2025	Principal Office
3	30 September 2025	Principal Office
4	20 November 2025	Principal Office
5	15 January 2026	Principal Office
6	10 March 2026	Principal Office

### 2. MEETING AGENDAS

#### Meeting 1 Agenda

**Date: 15 July 2025**

- Introduction of Grievance Redressal Committee members.
- Discussion on grievance redressal mechanism in the institute.
- Establishment of grievance register.
- Awareness among students about grievance procedure.

#### Meeting 2 Agenda

**Date: 25 August 2025**

- Review of grievances received during the academic session.
- Discussion on student academic issues.
- Suggestions for improving institutional facilities.

#### Meeting 3 Agenda

- Date: 30 September 2025
- Review of complaints related to academic activities.
- Monitoring of grievance redressal system.
- Discussion on preventive measures.

#### Meeting 4 Agenda

**Date: 20 November 2025**

- Review of student grievances.
- Discussion on infrastructure related issues.
- Measures to improve student support services.

#### Meeting 5 Agenda

**Date: 15 January 2026**

- Review of complaints related to examination matters.
- Discussion on academic progress and student welfare.
- Implementation of committee recommendations.

#### Meeting 6 Agenda

**Date: 10 March 2026**

- Annual review of grievance redressal system.
- Evaluation of committee performance.
- Preparation of compliance report for monitoring.

### 3. ATTENDANCE SHEET FORMAT

(USED FOR ALL 6 MEETINGS)

Grievance Redressal Committee Meeting  
Institute: Nath Polytechnic Institute, MIDC Paithan

SR NO.	Name	Designation	Signature
1	Dr. J. K. Jadhav	Chairman	<i>J. K. Jadhav</i>
2	P. S. Killare	Principal	<i>P. S. Killare</i>
3	Mr. S. H. Shaikh	HOD Mechanical	<i>S. H. Shaikh</i>
4	Mr. G. P. Bhagwat	HOD Civil	<i>G. P. Bhagwat</i>
5	M.V. Kulkarni	Member	<i>M.V. Kulkarni</i>

### 4. MINUTES OF MEETINGS (SUMMARY)

#### Meeting 1 – 15 July 2025

The committee discussed the grievance redressal policy and procedures. It was decided to maintain a grievance register and inform students about the complaint mechanism.

#### Meeting 2 – 25 August 2025

The committee reviewed grievances received from students. Minor issues related to classroom facilities were discussed and resolved.

#### Meeting 3 – 30 September 2025

The committee reviewed academic grievances and ensured timely resolution. No major complaints were reported.

#### Meeting 4 – 20 November 2025

The committee reviewed student welfare issues and recommended improvement in student support services.

#### Meeting 5 – 15 January 2026

The committee discussed examination related concerns and ensured that proper guidance was provided to students.

#### Meeting 6 – 10 March 2026

The committee conducted the annual review of grievance redressal activities and concluded that the grievance mechanism was functioning effectively.



### 5. GRIEVANCE COMPLAINT FORM

Nath Polytechnic Institute, MIDC Paithan

Field	Details
Name of Complainant	
Department	
Year/Class	
Date of Complaint	
Nature of Complaint	
Details of Complaint	
Signature of Complainant	

### 6. GRIEVANCE COMPLIANCE FORM

Grievance Redressal Committee Compliance Report

sr no.	Complaint Received	Action Taken

### 7. COMPLIANCE REPORT FOR MONITORING

The Grievance Redressal Committee of Nath Polytechnic Institute, MIDC Paithan conducted six meetings during the academic year 2025-26. The committee reviewed grievances from students and staff and ensured prompt resolution as per guidelines of All India Council for Technical Education and Maharashtra State Board of Technical Education. No major grievances were reported during the academic year.

Prepared By  
Grievance Redressal Committee

Verified By  
Principal  
Nath Polytechnic  
Institute, MIDC Paithan, Dist. C.  
Seal & Signature  
Nath Polytechnic Institute  
MIDC Paithan

