



SINHGAD TECHNICAL EDUCATION SOCIETY'S®

S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone : +91 20 2435 4036
Telefax: +91 20 2435 4036 Email : director_sknssbm@sinhgad.edu

Prof. M. N. Navale
M.E. (Elect.) MIE, MBA
Founder President

Dr. (Mrs.) Sunanda M. Navale
B.A., M.P.M., Ph.D.
Founder Secretary

Dr. Prachi Pargaonkar
M.Com., Ph.D., FCA
Director

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

SKNSSBM is affiliated to Savitribai Phule Pune University (SPPU) and follow reforms in continuous internal evaluation (CIE) prescribed by SPPU to assess the progress of students. The institute is providing quality education to students through effective teaching-learning and evaluation. It recognizes evaluation as a benchmark for efficient teaching-learning process, which should enhance innovative and higher order thinking amongst learners and inspire to accomplish the measurable goals. The processes of evaluation are student oriented and supportive to provide hassle free ambience for the students. In this regard, the college has developed a structured mechanism to deal with examination related grievances in a transparent, time-bound and efficient manner. The college has established Grievance Redressal Committee, College Examination Committee and appointed Faculty coordinators for Internal and university examinations to provide support to the students. The Director conducts timely meetings of the Internal Examination Committee and directs them to ensure effective implementation of the evaluation and resolve the grievances if any immediately through proper discussion. Internal Examination committee timely shares schedules, exam format, etc to all faculty members which is then communicated to students.

Director

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Mechanism to deal with examination related grievances:

a) Transparency:

At beginning of the semester faculty members inform students about various components in their assessment process during the semester.

Internal Assessment Test schedules are prepared as per the university norms and communicated to students

b) Time Bound:

Assessment within the time frame, Student evaluation system is informed to students. Grievance resolution immediately resolved if any

c) Efficient:

Internal Evaluation Process is well structured and executed. Grievance addressed resolved with structured system as follows:

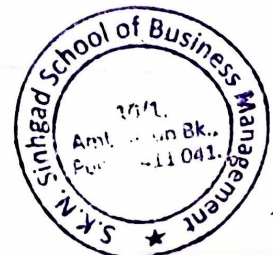
Institute-level Grievance Redressal:

Internal examination committee handle grievances received from student time to time.

- 1.If a student raises any grievance in internal assessment, the Internal exam committee discuss all the queries with the students and help them to resolve it.
2. If the concerned Internal exam committee is unable to solve the grievance, it is reported to the grievance redressal committee.
- 3.Grievance Redressal Committee solve such grievances amicably after discussion with concerned faculty and students.
- 4.If the grievance is not addressable at the department level, then the matter is forwarded to the Director for further guidance and action.


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2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

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Mission Statement of Institute:

“Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbuing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity and technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant society.”

Vision Statement of Institute:

To be renowned management institute of excellence and responsible leadership, that is Indian in character and global in relevance.

Student Grievance Redressal Policy

SKNSSBM has a Student Grievance Redressal Cell comprising of Director, Faculty members, Non-teaching members and student representatives. This cell maintains gender equality while selecting committee members. SKNSSBM has created a mechanism for redressal of student's grievances related to academic and non-academic matters. The Committee members meet twice in a semester to address all grievances related to the students. The Grievance Redressal Cell is also inbuilt with a mechanism where suggestions for improvement of teaching-learning and other related matters of the College directly or indirectly evolve.

Objectives of Grievance Redressal Committee:

1. Encouraging the Students to discuss their grievances or problems freely without any fear of being victimized.
2. Actively looks for a solution that will satisfy the students without bias.
3. Provide easy accessibility to students for Grievance redressal.
4. Takes necessary action to solve the issues if required.
5. Committee should ensure speedy action and protection of the student.

Process to raise the grievances :

1. Students can contact to committee members directly.
2. Students can raise the Grievance by writing complaints.
3. Students can write mail to Grievance committee members.
4. Students can raise the Grievance through phone to authorized person .


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Process to solve the grievances:

The process to solves the complaint is given belowed

Step 1: Complaint received- Grievance Redressal committee receiving the complaint through various mode of complaints mentioned above.

Step 2: Scrutiny of complaint: if any complaint received, is first verified for the genuineness of its origin.

Step 3: Action: Committee is taking action according to require for the presence situation to solve the issues mentioned in complaint.

Step 4: Complaint resolves-Committee members are taking action to solve the issue raised by applicant and providing proper solution to satisfy the applicant.

Dr. Prachi Pargaonkar
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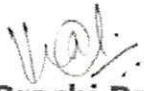
STES/SKNSSBM/2022-23/558-E

Date: 05/12/2022

Grievance Redressal committee

The following committee is formed as **Grievance Redressal committee** for Student, Faculty & Staff members for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Director / Chairperson
2	Prof. Yatin Bokil	Senior Faculty Member - Teaching
3	Dr. Shalaka Sakhrekar	Senior Faculty Member Female - Teaching
4	Dr. Sangitta Gorde	Senior Faculty Member Female - Teaching
5	Mr. Mahesh Shinde	Member Secretary Asst. Administrative Officer



Dr. Prachi Pargaonkar

Director A/C

Director

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STES/SKNSSBM/2022-23/558-F

Date: 05/12/2022

Students Grievance Redressal Committee

The following committee is formed as **Students Grievance Redressal committee** for the year 2022-23 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Chairperson
2	Dr. Shalaka Sakhrekar	Senior Faculty Member - Teaching
3	Dr. Dattatraya Rane	Senior Faculty Member - Teaching
4	Dr. Sadhana Ogale	Senior Faculty Member - Teaching
5	Student	Special Invitee


Dr. Prachi Pargaonkar
Director A/C

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Mechanism to redress the student grievances at SKNSSBM for the year 2022-23

SKN Sinhgad School of business management has a Student Grievance Redressal Cell comprising of Director, Faculty members, Non-teaching members and student representatives. This cell maintains gender equality while selecting committee members. The Committee members meet twice in a semester to address all grievances related to the students. The Grievance Redressal Cell is also inbuilt with a mechanism where suggestions for improvement of teaching-learning and other related matters of the College directly or indirectly evolve.

The Students' Grievance Redressal Cell for the academic year 2020 -21 comprises of the following members:

1	Chairman	Dr.Prachi Pargaonkar	Director, SKNSSBM
2	Core Members	1.Mr.Yatin Bokil 2. Mrs.Shalaka Sakhrekar 3.Dr.D.P.Rane 4.Dr.Sadhana Ogale	Teaching Staff
4	Students	1.Vinaya Aphale 2. Sahil Deshpande 3.Nikita Gullapelli 4.Omsai komawar	Student Representatives


Dr.Prachi Pargaonkar

Director

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Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 27-10-2022

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. There were no issues recorded related to student activities. Students were very happy with the things.



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Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 20-12-2022

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. Cultural and traditional day celebration was requested by students
3. As Chairman permitted for celebration of Cultural and traditional day. Clear guidelines and instructions were given by Director Madam for celebration. On which students were agreed and promised for decent behavior on behalf of rest all fellow mates.
4. Student's representative members also expressed that there were no such issues and there was enough support from the management and staff members.

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Director

Grievances Redressal Committee

Minutes of the meeting for Student Redressal Committee held on 10-01-2023.

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
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Points discussed:

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2. Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.



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Grievances Redressal Committee

Minutes of the meeting for Student Grievances Redressal Committee held on 22-05-2023

Members:

1	Chairman	Dr. Prachi Pargaonkar	Director, SKNSSBM	
2	Core Members	1. Dr. Yatin Bokil 2. Dr. Shalaka Sakhrekar 3. Dr. D.P. Rane 4. Dr. Sadhana Ogale	Teaching Staff	
3	Students	1. Vinaya Aphale 2. Sahil Deshpande 3. Nikita Gullapelli 4. Omsai Komawar	Student Representatives	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. There were some issues related to fees reported by student class representatives and they requested to do the arrangements.
3. As Chairman promised to do the necessary arrangements, students were happy with this.
4. There were no big issues recorded related to student activities. Students were very happy with the other things.

Director





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Some grievances received from students and action taken accordingly:

a) Request for organizing Cultural Program A.Y .2021- 2022


FILE NO: _____
DATE: _____
30/05/22

To,
Dr. Prachi Pargaonkar (Madam)
SKNSSBM, Pune.

Sub Request to allow us for
cultural day celebration.

Respected Madam,
With reference to above sub.
we would like to request you
for organising cultural & traditions
day in college premises. from last
two years we could not participated
in any of the activity.
Please consider our request.
Looking forward for positive reply.

Regards
Team of
Students.
Sujal.


Director
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Action taken :



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Blooming Star's Fiesta-2022

Singing • Solo Dance • Group Dance
Drama • Ramp Walk
Musical Instrument Playing

Dr. Prachi Pargaonkar
Director

Prof. Kalpana Sayankar
Cultural Coordinator

Venue : Seminar Hall
Friday, 10th June 2022
Traditional Event : 9 am. to 1 pm.
Culture Event : 2 pm. to 6 pm.

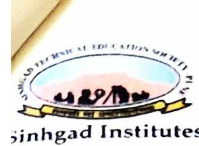


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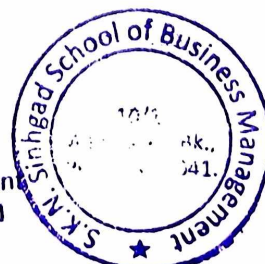
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sknssbmsinhgad Glimpses of Cultural event
"Blooming Stars Fiesta" 2022 S.K.N... more

21 June 2022

Prachi Pargaonkar
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sknssbmsinhgad #SKNSSBM celebrated "INTERNATIONAL YOGA DAY"... more

21 June 2022

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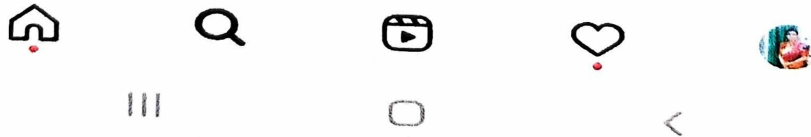
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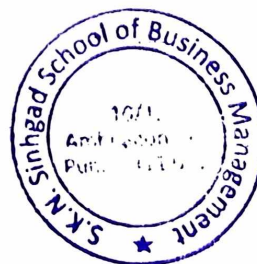
sknssbmsinhgad Glimpses of Cultural event "Blooming Stars Fiesta" 2022 S.K.N.... more

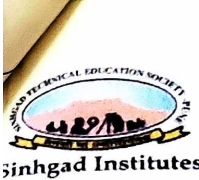
21 June 2022



Wol.
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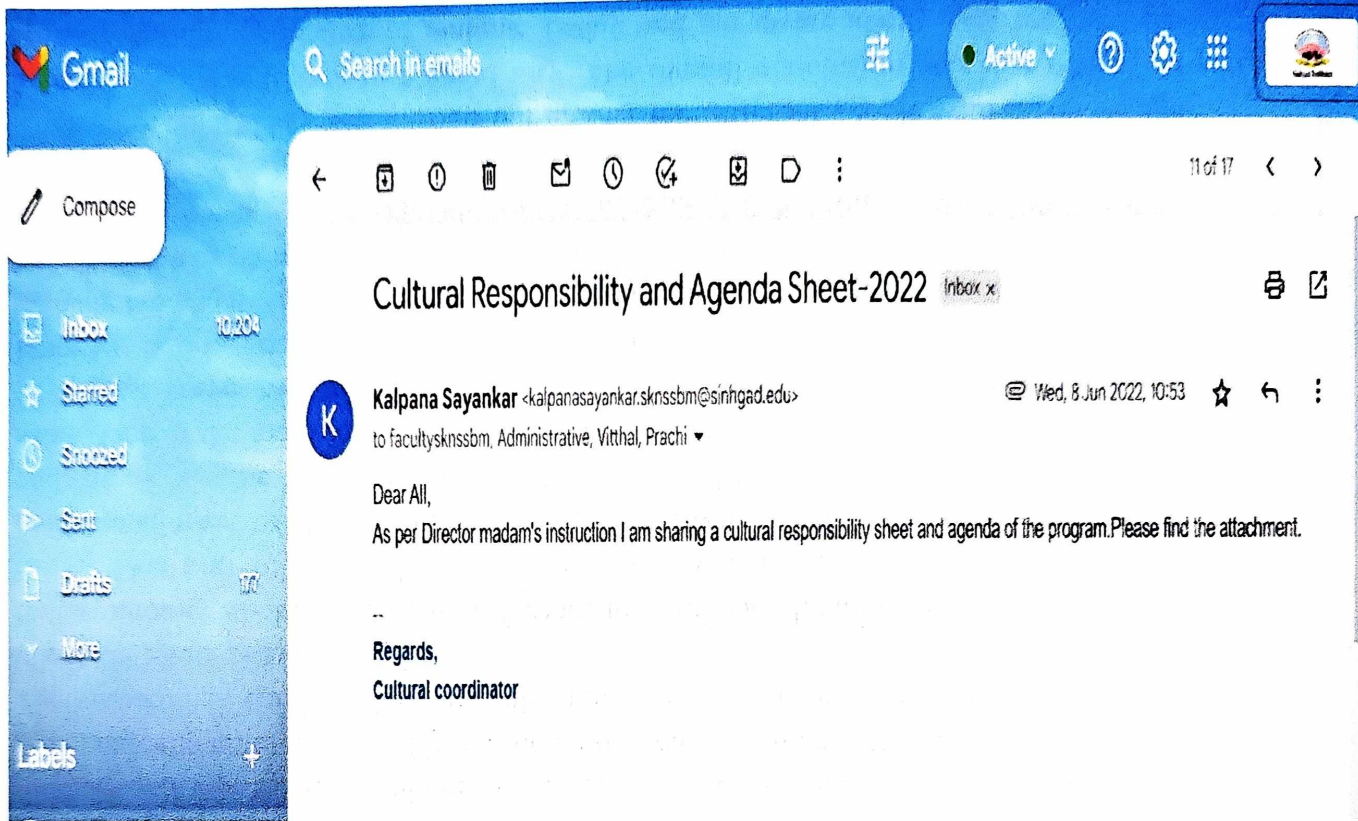




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