

## **DVV Clarification**

### **Criterion V:**

### **Student Support and Progression**

#### **QnM -5.1.4**

- 1) Minutes of the meetings of student grievance committee, as per metric.
- 2) Statutory regulations/ norms of UGC/SRA

**Year: 2018-19 to 2022-23**



SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE  
DEULGAON RAJA, DIST: BULDANA

## STUDENTS GRIEVANCE REDRESSAL



# GRIEVANCE CELL



2018-19

## Mechanism for Students' Grievances Redressal

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e- mail to the officer in-charge of Students' Grievance Cell.

### Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
- Suggestion/complaint Box is installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

**Scope:**

The cell will deal with Grievances received in writing from the students about any of 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 library, hostels etc.

Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

**Functions:**

The cases will be attended promptly on receipt of written grievances from the students

The cell formally will review all cases and will act accordingly as per the Management policy

The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**Procedure for lodging complaint:**

The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



**SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE  
DEULGAON RAJA, DIST: BULDANA**

**STUDENTS GRIEVANCES REDRESSAL CELL**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>01</b>	<b>Hon. Prin. Dr. G.B. Jadhav</b>	<b>President</b>
<b>02</b>	<b>Dr. K.V. Mogarkar</b>	<b>Coordinator</b>
<b>03</b>	<b>Mr. N. H. Shegokar</b>	<b>Member</b>
<b>04</b>	<b>Dr. M. S. Salve</b>	<b>Member</b>
<b>05</b>	<b>Ku. M. V. Autee</b>	<b>Member</b>
<b>06</b>	<b>Mr. M.L. Joshi</b>	<b>Member</b>
<b>07</b>	<b>Secretary Students Council</b>	<b>Member</b>

# Shri Vyankatesh Arts & Commerce college, Deulgaon Raja, Dist. Buldana

## Minutes

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 21.09. 2018 at 4:00 pm. The following were members presents for the meeting.

The following resolution was passed in the meeting.

**1. Grievance application of Saurabh Jadhav regarding change of practice timings of various sports:**

According to Dr. Mogarkar's report, time table of lecture was considered for preparing the schedule of all the games. Practices are timed appropriately and allowing them to practice too early can cause them to loss academically. So it was decided not to change the schedule of the game.

**2. Grievance application of Asif Shah Jabbaar Shah regarding Increasing the parking system in the college.**

According to the report given by Sau. Rodge, Care taker shri Suresh Kapse and Shri Sharad Pankhade was called in the office. Students park their bikes awkwardly causing trouble to other kids while parking their bikes. Therefore, the two employees were instructed to instruct the students to keep the bikes in a single line while riding the bikes. They Assured that we give notice to students from time to time to arrange student vehicles. In this manner, the complaint application was disposed off.

**3. Grievance application of Akash Bhagyawant regarding improving the quality of foods in the restaurant.**

Shri Pawar filed the report According report The canteen owner was strictl warned about improving the food. The owner of the restaurant expressed his aplogy for his mistake. He said, the kitchen will be kept clean. Also the quality of food will be kept high.

**4. Grievance application of Vaibhav vishwanath chaudhari regarding giving warning to shubham bhagat**

Both the students were called to the Principal's room and the statements of both the students were taken by placing a complaint form in front of the Principal. After listening to both the students, the principal instructed them not to argue in future. Both agreed on it and the application was settled in this way.

  
Coordinator



  
Principal  
**PRINCIPAL**  
Shri Vyankatesh Art's Commerce &  
Science College, Deulgaon Raja  
Dist. Buldana, Pin-443204

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

**Grievance Redressal**

**Application No. 01**

**For change of various sports practice session, the final year student of B.Sc. Saurabh Jadhav an application has been filed on 21/08/2018.**

**Dated: 21/08/2018**

In the application submitted to the Students Grievance Committee, the Hon. Principal directed to the Director of Physical Education & Sports.

According to the orders of Hon. Principal, the Director of Physical Education & Sports Dr. Mogarkar filed a report of the proceedings on 22/08/2018.

**Dated: 22/08/2018**

The report stated that, senior college student's lectures are from 8 Am to 1.30 Pm. Most of the students are in the lecture during this time. The students are allowed to play from 11am in the morning. If students are allowed to play more than this, then there is a possibility of their educational loss. Students' lectures are considered while preparing this schedule. I request you not to change the practice time.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

### **Grievance Redressal**

#### **Application No. 02:**

**Regarding increasing the parking system in the college, the final year student of B.Sc. Aasif shah Jabbar shah an application has been filed on 10/09/2018.**

**Dated: 10/09/2018**

The Honorable Principal instructed the office superintendent to call the care taker and inform about the arrangement of parking bikes in the parking lot.

**Dated: 12/09/2018**

According to the report given by Mrs. Rodge, Care taker Mr. Suresh Kapse and Shri. Sharad Pankhade was called in the office. Students get rid of bikes Awkward in the parking; be careful about the setting up bikes. Both of them have been suggested to employees. If the bikes are adjusted properly then others will not have difficulty in parking. Both of them assured that we would take care of the student bikes.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

### **Grievance Redressal**

#### **Application No. 03**

**Regarding improving the quality of foods in the restaurant. the first year student of M.Com. Aakash Bhagyawant an application has been filed on 18/09/2018.**

**Dated: 18/09/2018**

Hon. Principal gave the order to Prof. S.T. Pawar, strictly warn to canteen owner about the improvement of the quality of foods.

**Dated: 19/09/2018**

Mr. S.T. Pawar filed the report on 22nd/9 of 2018. According to the orders of respected principal, the kitchen of Canteen was checked on 19/9/2018. The kitchen was found unsafe in the inspection. The foods were not covered. Oil used for the preparation of food products was found low quality. The canteen owner was strictly warned about improving the food. The owner of the restaurant expressed his apology for his mistake. He said, The kitchen will be kept clean and the goods will be used for high quality food.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

**Grievance Redressal**

**Application No. 04**

**Regarding giving warning to Shubham Bhagat. The final year student of B.Sc. Vaibhav Vishwanath chaudhari. an application has been filed on 24/09/2018.**

**Dated: 24/09/2018**

Hon. Principal gave the order to Dr. Mogarkar, Call both students in the principal cabin.

**Dated: 24/09/2018**

Respected Principal ordered that both students be present in the Principal Cabin on 24/09/2018. Accordingly, both the students were brought in front of the principal. Both students presented their grievances in front of the principal. After the listening of both the students, it was noticed that, Vaibhav Chaudhary is a student always ill. The dispute arose due to the misunderstanding of vaibhav chaudhary. Respected principals gave strict instructions to both the students not to argue in the future. After this, both the students assured that they would not have any dispute in the future.

**Shri Vyankatesh Arts & Commerce college,  
Deulgaon Raja, Dist. Buldana**

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**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 19/01/2019 at 4:00pm. The following were members presents for the meeting.

The following resolution was passed in the meeting.

**1. Grievance application of Mukesh Dethre regarding Foods are not available in the canteen at lunch time:**

According to the report submitted by Mr. Pawar, Coordinator of Student Facilities, he visited the canteen and informed the canteen manager about the student's complaint. Also, since the junior college opens till 5 pm, the canteen manager has been strictly instructed to provide food to the students till 5 pm. The problem was solved in such a manner that the canteen holder accepted the matter.

**2. Grievance application of Tejaswini doifode regarding showing fail in the subject of political science :**

Prof. S. B. Jagtap \was submitted the report to student grievance redressal committee. Accordingly, correspondence with the university was done from time to time the matter had been pursued. The marklist of the above mentioned students was obtained, the abovementioned student jas been given the marklist on date 11/7/2012

**3. Grievance application of Akash Kasare regarding getting the marklist of last year :**

Prof. Jagtap submitted a report to the Student Grievance Redressal Committee. Accordingly, the matter was followed up by corresponding with the university from time to time. The mark list of the above mentioned students was received and given to the concerned student.

**4. Grievance application of Akshay Patil regarding giving books of B. VOc. from the library :**

Librarian Dr. Deshmukh submitted a report to the Student Grievance Redressal Committee. Accordingly, a list of books has been requested from the concerned

teacher. The list has been placed in front of the principal and approved. He said that the books will be received and distributed to the students soon.

**5. Grievance application of Saurabh Jadhav regarding giving warning to Onkar Bansile :**

Both the students were brought in front of the principal. Both students presented their grievances in front of the principal. After the listening of both the students, it was noticed that, Onkar Bansile is newly admitted to student in the college. Therefore, the student is not aware of the discipline of the college. Principal gave clear instructions to Onkar Bansile obey the discipline of the college. Principal gave a strict instruction to Onkar Bansile and not quarrel with the students. In this way the grievance was redressed.

  
Coordinator



  
Principal  
**PRINCIPAL**

Shri Vyankatesh Art's Commerce &  
Science College, Deulgaon Raja  
Dist. Buldana, Pin-443204

**Report of action taken regarding redressal of grievances according to the orders of  
respected principal.**

**Grievance Redressal**

**Application No. 01**

The student Mukesh Pandurang Dethe lodged a complaint that, Foods are not available in the canteen at lunch time. An application has been filed on 15/01/2019.

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**Dated: 15/01/2019.**

Hon. Principal gave the order to Prof. S.T. Pawar, Give strict instructions to the canteen owner about providing a snack at noon.

**Dated: 16/01/2019.**

Prof. S.T. Pawar was submitted the report to Student Grievance Redressal Committee. Accordingly, Prof. S.T. Pawar visited Canteen and informed the canteen owner about the complaint. Junior college students come to college at 12 noon. Therefore, after four o'clock, students are hungry. Snack is not available to students in the afternoon. So students do not take the interest in the lecture. Strict instructions were made about providing snack. The canteen owner assured that the supplements would not be too short.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

**Grievance Redressal**

**Application No. 02**

The student Ku. Tejaswini Saundaji Doifode lodged a complaint that, Regarding showing fail in the subject of Political science. An application has been filed on Dated 19/01/2019.

**Dated: 19/01/2019.**

Hon. Principal gave the order to Prof. S.B. Jagtap, Receive the latest Mark list from the University.

**Dated: 11/02/2019.**

Prof. S.B. Jagtap was submitted the report to Student Grievance Redressal Committee. Accordingly, correspondence with the University was done. From time to time the matter had been pursued. The mark list of the above mentioned students was obtained. Today, the above mentioned student has been given the mark list on date 11/02/2012.

**Report of action taken regarding redressal of grievances according to the orders of  
respected principal.**

**Grievance Redressal**

**Application No. 03**

The student Akash Ramesh Kasare lodged a complaint that, regarding getting the mark list of B.A. last year. An application has been filed on Dated 18/02/2019.

**Dated: 18/02/2019.**

Hon. Principal gave the order to Prof. S.B. Jagtap, Receive the latest Mark list from the University.

**Dated: 22/03/2019.**

Prof. S.B. Jagtap was submitted the report to Student Grievance Redressal Committee. Accordingly, correspondence with the University was done. From time to time the matter had been pursued. The mark list of the above mentioned students was obtained. Today, the above mentioned student has been given the mark list on date 22/03/2019.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

**Grievance Redressal**

**Application No. 04**

The student Akshay Satyvijay Patil lodged a complaint that, Regarding giving books of B. Voc. from the library. An application has been filed on Dated 26/01/2019.

**Dated: 26/03/2019.**

Hon. Principal gave the order to Librarian Dr. U.B. Deshmukh, Proper action should be taken to make available the books.

**Dated: 22/03/2019.**

Librarian Dr. U.B. Deshmukh was submitted the report to Student Grievance Redressal Committee. Accordingly, a list of books will be sought by the concerned Teacher. The list will be kept in front of the Hon. Principal. Guaranteed to make available books as early as possible.

**Report of action taken regarding redressal of grievances according to the orders of respected principal.**

**Grievance Redressal**

**Application No. 05**

**Regarding giving warning to Onkar Bansile student of B.Sc. I year. The final year student of B.Sc. Saurabh Ram Jadhav, an application has been filed on 28/03/2019.**

**Dated: 28/03/2019.**

Hon. Principal gave the order to Dr. Mogarkar, Call both students in the principal cabin.

**Dated: 28/03/2019.**

Respected Principal ordered that both students be present in the Principal Cabin. Accordingly, both the students were brought in front of the principal. Both students presented their grievances in front of the principal. After the listening of both the students, it was noticed that, Onkar Bansile is newly admitted to student in the college. Therefore, the student is not aware of the discipline of the college. Hon. Principal gave clear instructions to Onkar Bansile obey the discipline of the college. And the Hon. Principal gave a strict instruction to Savrabh Jadhav not quarrel with the students. Both of the students assured that they would not have a fight.

## REPORT

The Institution has a transparent mechanism for timely redressal of student grievances. If there is a problem arising from the students, then an independent department is working in the college to solve it. The Honorable Principal is The chairman of the department of Students Grievance Redressal Cell. The Coordinator of this department is the Director of Physical Education. There four Lecturers and Secretary Student's Council. This committee takes action against student complaints very transparently. When a student receives a complaint, the complaint is submitted in front of honorable Principal. The Principal called the student and inquired about him and made the right decisions. The Committee Immediately Implemented the Decision given by the Principal. The report of the action taken is presented to the Principal. Also, a complaint box has been arranged for students who are afraid to make a complaint. The complaint box is opened every Saturday. Complaints received from the box are submitted to the Principal. Hon. Principal take such complaints seriously. Hon. Principal checks the truth about those complaints and takes the right decisions. As per the decision, the Students Grievances Committee completes the proceedings.

Complaints are received as follows in session 2018-19. The following procedure was done on the complaints.

### **Application No. 01:**

For change of various sports practice session, the final year student of B.Sc. Saurabh Jadhav an application has been filed on 21/08/2018. In the application submitted to the Students Grievance Committee, the Hon. Principal directed to the Director of Physical Education & Sports.

According to the report filed by Dr. K.V. Mogarkar, lectures were considered for preparing the schedule of all sports. If students allow them to play more quickly, they may be subject to academic losses.

### **Application No. 02:**

Regarding increasing the parking system in the college, the final year student of B.Sc. Aasif shah Jabbar shah an application has been filed on 10/09/2018. The Honorable Principal instructed the office superintendent to call the care taker and inform about the arrangement of parking bikes in the parking lot.

According to the report given by Mrs. Rodge, Care taker Mr. Suresh Kapse and Shri. Sharad Pankhade was called in the office. Students get rid of bikes Awkward in the parking; be careful about the setting up bikes. Both of them have been suggested to employees. If the bikes are adjusted properly then others will not have difficulty in parking. Both of them assured that we would take care of the student bike

**Application No. 03:**

Regarding improving the quality of foods in the restaurant, the first year student of M.Com. Aakash Bhagyawant an application has been filed on 18/09/2018. Hon. Principal gave the order to Prof. S.T. Pawar, strictly warn to canteen owner about the improvement of the quality of foods.

Mr. S.T. Pawar filed the report on 22nd/9 of 2018. According to the orders of respected principal, the kitchen of Canteen was checked on 19/9/2018. The kitchen was found unsafe in the inspection. The foods were not covered. Oil used for the preparation of food products was found low quality. The canteen owner was strictly warned about improving the food. The owner of the restaurant expressed his apology for his mistake. He said, The kitchen will be kept clean and the goods will be used for high quality food.

**Application No. 04:**

Regarding giving warning to Shubham Bhagat. The final year student of B.Sc. Vaibhav Vishwanath chaudhari. an application has been filed on 24/09/2018. Hon. Principal gave the order to Dr. Mogarkar, Call both students in the principal cabin.

Accordingly, both the students were brought in front of the principal. Both students presented their grievances in front of the principal. After the listening of both the students, it was noticed that, Vaibhav Chaudhary is a student always ill. The dispute arose due to the misunderstanding of vaibhav chaudhary. Respected principals gave strict instructions to both the students not to argue in the future. After this, both the students assured that they would not have any dispute in the future.

**Application No. 05:**

The student Mukesh Pandurang Dethe lodged a complaint that, Foods are not available in the canteen at lunch time. An application has been filed on 15/01/2019. Hon. Principal gave the order to Prof. S.T. Pawar, Give strict instructions to the canteen owner about providing a snack at noon.

Prof. S.T. Pawar was submitted the report to Student Grievance Redressal Committee. Accordingly, Prof. S.T. Pawar visited Canteen and informed the canteen owner about the complaint. Junior college students come to college at 12 noon. Therefore, after four o'clock, students are hungry. Snack is not available to students in the afternoon. So students do not take the interest in the lecture. Strict instructions were made about providing snack. The canteen owner assured that the supplements would not be too short.

**Application No. 06:**

The student Ku. Tejaswini Saundaji Doifode lodged a complaint that. Regarding showing fail in the subject of Political science. An application has been filed on Dated 19/01/2019. Hon. Principal gave the order to Prof. S.B. Jagtap, Receive the latest Mark list from the University.

Prof. S.B. Jagtap was submitted the report to Student Grievance Redressal Committee. Accordingly, correspondence with the University was done. From time to time the matter had been pursued. The mark list of the above-mentioned students was obtained. Today, the above mentioned student has been given the mark list on date 11/02/2012.

**Application No. 07:**

The student Akash Ramesh Kasare lodged a complaint that, regarding getting the mark list of B.A. last year. An application has been filed on Dated 18/02/2019. Hon. Principal gave the order to Prof. S.B. Jagtap, Receive the latest Mark list from the University.

Prof. S.B. Jagtap was submitted the report to Student Grievance Redressal Committee. Accordingly, correspondence with the University was done. From time to time the matter had been pursued. The mark list of the above-mentioned students was obtained. Today, the above mentioned student has been given the mark list on date 22/03/2019.

**Application No. 08:**

The student Akshay Satyviijay Patil lodged a complaint that, Regarding giving books of B. Voc. From the library. An application has been filed on Dated 26/01/2019. Hon. Principal gave the order to Librarian Dr. U.B. Deshmukh, Proper action should be taken to make available the books.

Librarian Dr. U.B. Deshmukh was submitted the report to Student Grievance Redressal Committee. Accordingly, a list of books will be sought by the concerned Teacher. The list will be kept in front of the Hon. Principal. Guaranteed to make available books as early as possible.

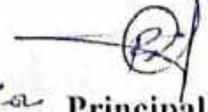
**Application No. 09:**

Regarding giving warning to Onkar Bnsile student of B.Sc. Iyear. The final year student of B.Sc. Savrabh Ram Jadhav, an application has been filed on 28/03/2019. Hon. Principal gave the order to Dr. Mogarkar, Call both students in the principal cabin.

Accordingly, both the students were brought in front of the principal. Both students presented their grievances in front of the principal. After the listening of both the students, it was noticed that, Omkar Bansile is newly admitted to student in the college: Therefore, the student is not aware of the discipline of the college. Hon. Principal gave clear instructions to Onkar Bansile obey the discipline of the college. And the Hon. Principal gave a strict instruction to Savrabh Jadhav not quarrel with the students. Both of the students assured that they would not have a fight.

  
Coordinator



  
for Principal  
**PRINCIPAL**  
Shri Vyankatesh Art's Commerce &  
Science College, Deulgaon Raja  
Dist. Buldana, Pin-443204



SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE  
DEULGAON RAJA, DIST: BULDANA

## STUDENTS GRIEVANCE REDRESSAL



**GRIEVANCE  
CELL**



2019-20



**SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE**  
DEULGAON RAJA, DIST: BULDANA

**STUDENTS GRIEVANCES REDRESSAL CELL**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>01</b>	<b>Hon. Prin. Dr. G.B. Jadhav</b>	<b>President</b>
<b>02</b>	<b>Dr. K.V. Mogarkar</b>	<b>Coordinator</b>
<b>03</b>	<b>Mr. N. H. Shegokar</b>	<b>Member</b>
<b>04</b>	<b>Dr. M. S. Salve</b>	<b>Member</b>
<b>05</b>	<b>Ku. M. V. Autee</b>	<b>Member</b>
<b>06</b>	<b>Mr. M.L. Joshi</b>	<b>Member</b>
<b>07</b>	<b>Secretary Students Council</b>	<b>Member</b>

**Shri Vyankatesh Arts & Commerce college, Deulgaon Raja, Dist.  
Buldana**

**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 10/09/2019 at 4:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting

**Case No. 1: Pradeep Bhaskar Giri, B.A.3<sup>rd</sup> Year**

**Nature of Grievance: To Creating a new cricket pitch:**

**Current Status:** A mud's' cricket pitch was created on the college playground, and the students' problem was resolved.

**Case No. 2: Prem Suresh Kharat, B.Sc. 3<sup>rd</sup> Year**

**Nature Of Grievance: Regarding the provision of drinking water in the science department.**

**Current Status:** In the science department, a water cooler was fitted to solve the problem of drinking water for the students of science department.

**Case No. 3: Tejaswini Ganesh Zore**

**Nature of Grievance: Regarding Mark sheet of 4th semesters' of B.Sc.:**

**Current Status:** On 31st Aug. 2019, problem was resolved by the Examination Department obtained the Mark sheet and given to Tejaswini Ganesh Zore.

**Case No. 4: Mukesh Pandurang Deth, B.Com. 1<sup>st</sup> Year**

**Nature Of Grievance:** The literal dispute between Mukesh Dathe and Yash Sapate.

**Current Status:** The Problem was resolved under the guidance and instructions of the Principal.

**Shri Vyankatesh Arts & Commerce college, Deulgaon  
Raja, Dist. Buldana**

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The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 30/09/2019 at 4:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting.

**Case No. 1: Pradeep Bhaskar Giri, B.A.3<sup>rd</sup> Year**

**Nature of Grievance: Regarding to Creating a new cricket pitch:**

The application was forwarded to the Department of Physical Education and sports for information and appropriate action.

**Current Status:** The complaint was discussed with the Hon'ble Principal. The principal gave his approval for the construction of the new pitch and also gave a verbal order to construct the pitch immediately. Accordingly, the work of making cricket pitch started on 26th Aug. 2019 and the pitch was made on 11/09/2019. The Case was resolved under the guidance and instructions of the principal.

**Case No. 2: Prem Suresh Kharat, B.Sc. 3<sup>rd</sup> Year**

**Nature of Grievance: Regarding the provision of drinking water in the science department.**

The application was forwarded to the Committee of basic facilities for information and appropriate action.

**Current Status:** The information of this complaint was given to the principal. According to his complaint, the drinking water system in the college is long distance from the science building. The principal agreed to the demand of this student and ordered to take RO water connection in the science building. Accordingly connection of RO was given in science building. The case was solved under the guidance and instructions of the Principal.

**1. Case NO. 3: Tejaswini Ganesh Zore**

**Nature of Grievance: Regarding Mark sheet of 4th semesters' of B.Sc.:**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 24th Sept. 2019. The case was resolved on the level of students' grievance redressal cell.

**Case No. 4: Mukesh Pandurang Deth, B.Com. 1<sup>st</sup> Year**

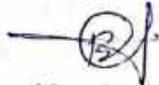
**Nature Of Grievance:** The literal dispute between Mukesh Dathe and Yash Sapate.

The application was forwarded to the Students Uniform and Discipline committee for information and appropriate action.

**Current Status:** On 19 September 2019 the complaint from of Mukesh Pandurang Deth was received. According to his complaint, Yash Sapate had a minor argument with this student. Both of these students were made to stand in front of the principal in the principal's cabin. The Principal listened to both of them. In this Yash sapate was found to have done wrong. The Principal warned Yash Sapate not to do such thing in future. And settled the quarrel between the both. The Problem was resolved under the guidance and instructions of the Principal.

  
Coordinator



  
President/ Principal  
**PRINCIPAL**  
Shri Vyankatesh Art's Commerce &  
Science College, Deulgaon Raja  
Dist. Buldana, Pin-443204

**Shri Vyankatesh Arts & Commerce college,  
Deulgaon Raja, Dist. Buldana**

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**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 10/02/2020 at 4:00pm. The following were members presents for the meeting.

The meeting reviewed the previous pending cases.

**Case No.1: Sachin Sanjay Khandare: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

**Current Status: 16<sup>th</sup> Dec. 2019, problem was resolved by the Examination Department obtained the Mark sheet and given to Sachin Sanjay Khandare.**

**Case No.2: Vijay Sakharam Pund: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

**Case No.3: Avinash Gajanan Talekar, B. Com.1<sup>st</sup> Year:**

**Nature of Grievance: Regarding repairing the dholaki of the college.**

**Current Status: The case was resolved on the level of students' grievance redressal cell.**

**Case No 4: Ku. Kajal Narayan Nikalje: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding getting the Mark sheet corrected.**

**Current Status: 20<sup>th</sup> Jan. 2020, problem was resolved by the Examination Department obtained the Mark sheet and given to Ku. Kajal Narayan Nikalje.**

**Case No. 5: Monesh Sanjay Zine: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

**Current Status: 14<sup>th</sup> Dec. 2019, problem was resolved by the Examination Department obtained the Mark sheet and given to Monesh Sanjay Zine.**

**Case No.6: Nitin Sahebrao Khandare: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 2<sup>nd</sup> Year.**

**Current Status:** 26th Dec. 2019, problem was resolved by the Examination Department obtained the Mark sheet and given to Nitin Sahebrao Khandare

**Case No. 7: Vishal Jagan Talekar, B.Sc. II Year:**

**Nature Of Grievance:** Regarding the quarrel against Santosh Bhagwan Jadhav.

**Current Status:** The case was resolved on the level of students' grievance redressal cell.

**Case No. 8: Vishal Jagan Talekar, B.Sc. II Year:**

**Nature Of Grievance:** Regarding the quarrel against Santosh Bhagwan Jadhav.

**Current Status:** The case was resolved on the level of students' grievance redressal cell.

  
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The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. G. B. Jadhav on 10/02/2020 at 4:00pm. The following were members presents for the meeting.

The meeting reviewed the previous pending cases.

**Case No. 1: Sachin Sanjay Khandare: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** In the complaint Sachin Khandare stated that his B.A. Final Year Mark sheet have not been received yet. The examination department of the university was contacted from time to time. The complaint was also pursued. After obtaining the mark sheet of the above students the mark sheet were given to the concerned student on 16th October 2019. The case was resolved on the level of students' grievance redressal cell.

**Case No.2: Vijay Sakharam Pund: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** According to the complaint this student had appeared for the B.A.III examination in the session 2018-19 but due to technical reason his mark sheet was not received. The examination department of the university was contacted from time to time for his mark sheet and the mark sheet was received. The mark sheet was given to concerned student on 30th October 2019. The case was resolved on the level of students' grievance redressal cell.

**Case No.3: Avinash Gajanan Talekar, B. Com.1<sup>st</sup> Year:**

**Nature of Grievance: Regarding repairing the dholaki of the college.**

The application was forwarded to the College programme cultural activity committee for information and appropriate action.

**Current Status:** The complaint has been filed by Avinash Talekar, a first year student of B.Com. According to this complaint, the dholaki in the college should be repaired. Dholaki was immediately repaired in the Musical Instrument Repairing Store at Jalna. And on 08/11/2019, Dholaki was given to the concerned student for performance. The case was resolved on the level of students' grievance redressal cell.

**Case No. 4: Ku. Kajal Narayan Nikalje: B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding getting the Mark sheet corrected.**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** Her name was wrong on her mark sheet. All the procedures were done by the college to correct the name in the mark sheet of the concerned student. The examination department of the university was also contacted from time to time. And on 11 December 2019 the mark sheet was awarded to the concerned student. The case was resolved on the level of students' grievance redressal cell.

**Case No. 5: Monesh Sanjay Zine : B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 3<sup>rd</sup> Year.**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** According to his complaint, he did not get the mark sheet of BA III due to non-issuance of environment paper, but now that he has passed the environmental paper, he should get the mark sheet. Accordingly, correspondence was exchanged with the examination department of the university and mark sheet were received. The mark sheet was given to the concerned student on 24th December 2019. The case was resolved on the level of students' grievance redressal cell.

**Case No.6: Nitin Sahebrao Khandare : B.A.3<sup>rd</sup> Year:**

**Nature of Grievance: Regarding Mark sheet of B.A. 2<sup>nd</sup> Year.**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** According to his application, he failed in the first year English subject and did not get the mark sheet of BA II. But now that he has passed the subject, he wanted the above mark sheet. In this matter was frequently corresponded with the examination department of the university. The above mark sheet was received on 24th December 2019. The concerned student was informed by letter and the mark sheet was given on 30th December 2019. The case was resolved on the level of students' grievance redressal cell.

**Case No. 7: Vishal Jagan Talekar, B.Sc. II Year:**

**Nature Of Grievance:** Regarding the quarrel against Santosh Bhagwan Jadhav.

The application was forwarded to the Students Uniform and Discipline committee for information and appropriate action.

**Current Status:** According to his complaint, Santosh Bhagwan Jadhav, a student, had a minor argument while playing a cricket match. The argument on the field was settled but Santosh argued again on the way home. Both the students were brought before the Student Discipline Committee. The both were questioned. Both were found to be slightly erroneous in this case. The two were made aware of their mistakes and were warned not to quarrel in the future. The case was resolved on the level of students' grievance redressal cell.

**Case No. 8: Krishna Sanjay Dure, B.A.1<sup>st</sup> Year**

**Nature of Grievance:** Regarding to cleaning of BA first year classroom's furniture.

The application was forwarded to the Committee of basic facilities for information and appropriate action.

**Current Status:** According to his complaint, the furniture has been not cleaned after cleaning the BA first class room for the last three days. On the same day, the B.A. I. class room cleaner was called and informed of the above complaint. He acknowledged the mistake and promised to do more cleaning in the future. The case was resolved on the level of students' grievance redressal cell.

  
Coordinator



  
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**SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE**  
DEULGAON RAJA, DIST: BULDANA

## **STUDENTS GRIEVANCE REDRESSAL**



# **GRIEVANCE CELL**



**2020-21**



**SHRI VYANKATESH ARTS, COMMERECE & SCIENCE COLLEGE**  
**DEULGAON RAJA, DIST: BULDANA**

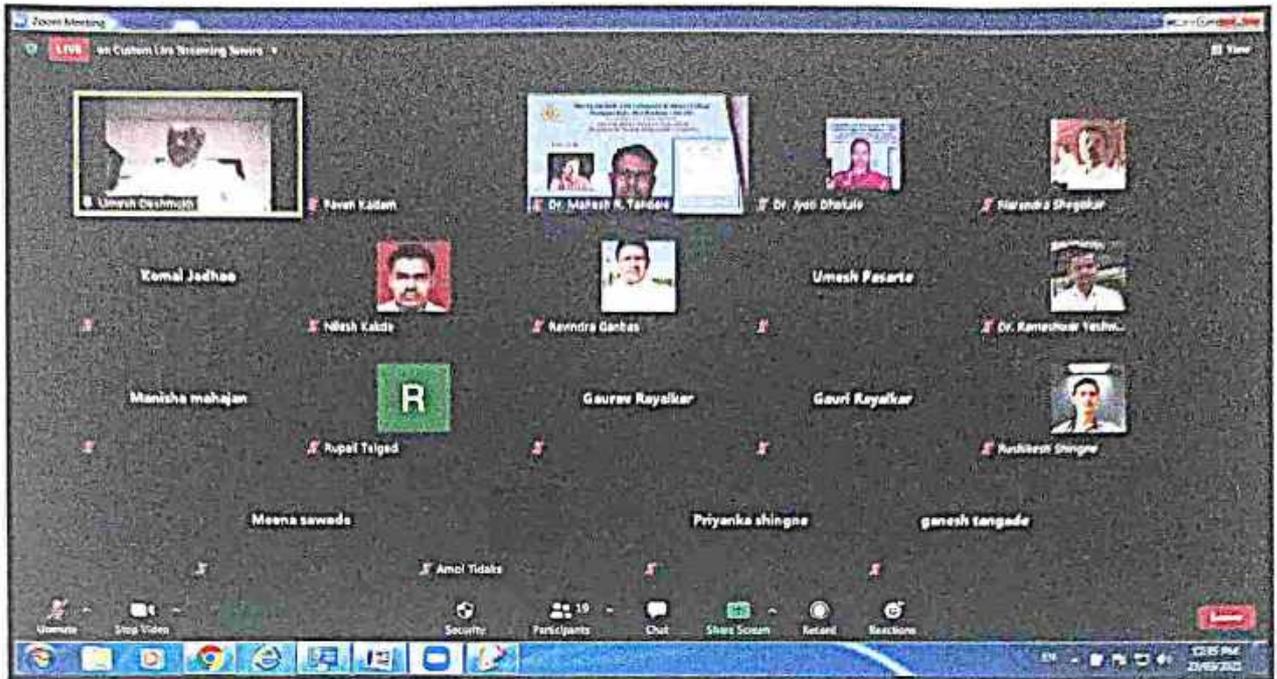
**STUDENTS GRIEVANCES REDRESSAL CELL**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>01</b>	<b>Hon. Prin. D.V. Gore</b>	<b>President</b>
<b>02</b>	<b>Mr. D. M. Shimbre</b>	<b>Coordinator</b>
<b>03</b>	<b>Dr. N. H. Shegokar</b>	<b>Member</b>
<b>04</b>	<b>Dr. U. B. Deshmukh</b>	<b>Member</b>
<b>05</b>	<b>Mr. M. B. Jadhav</b>	<b>Member</b>
<b>06</b>	<b>Sau. M. S. Mule</b>	<b>Member</b>
<b>07</b>	<b>Secretary Students Council</b>	<b>Member</b>

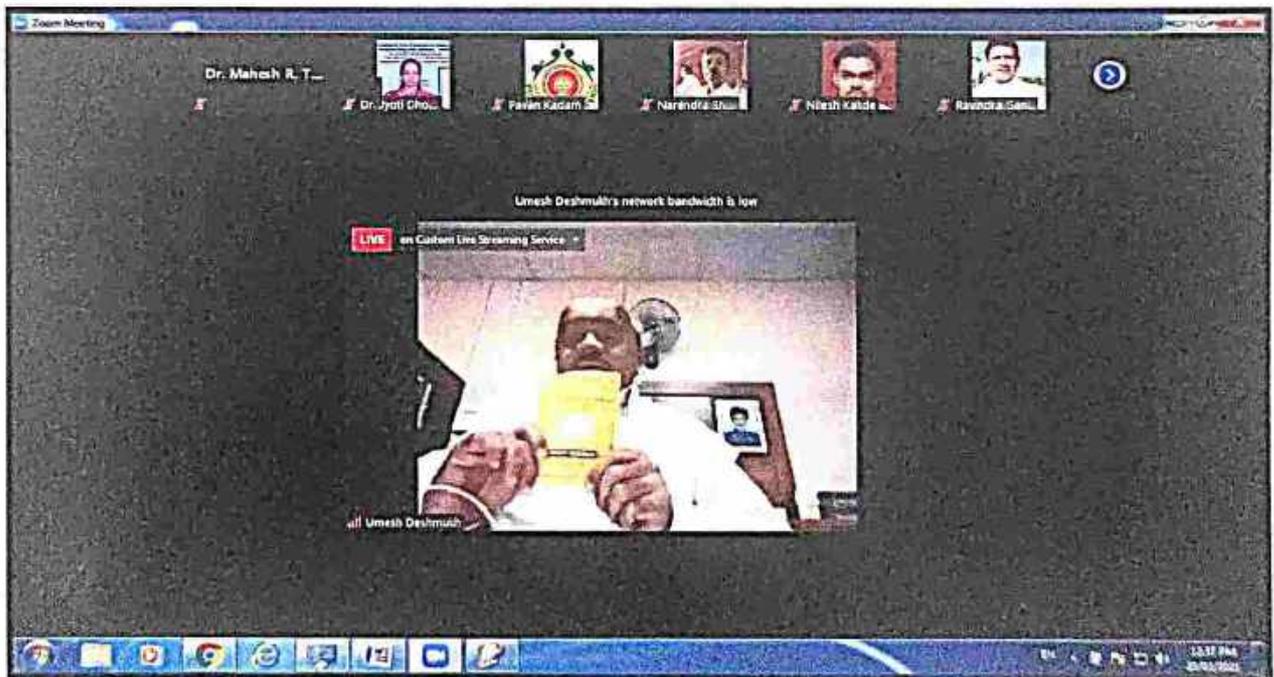
The information regarding the student's grievance redressal cell committee working in the college is given to the newly admitted students in the induction programme every year. This year due to the Covid-19 pandemic online zoom meeting was arranged for the student's induction programme of the year 2020-21. In this programme teacher's representative from each faculty arts, commerce and science of the college delivered talk on the mechanism, function, rules and information about the committee member. They also give the information about the procedure for lodging of complaints, type of complaints of the students, how to complaints and action taken on complaints.

Dr. Devare sir from arts faculty, Dr. Shegokar Sir from commerce faculty, Dr. Deshmukh Sir from Library and Mr. Kadam Sir, and Mr. Kakde Sir from Science faculty delivered talk in this programme.





The teachers and students attended this programme through zoom meeting





**SHRI VYANKATESH ARTS, COMMERCE &  
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**DEULGAON RAJA, DIST: BULDANA**

**STUDENTS GRIEVANCE REDRESSAL**



**GRIEVANCE  
CELL**



**2021-22**



**Shri Vyankatesh Arts & Commerce college,  
Deulgaon Raja, Dist. Buldana**

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**STUDENTS GRIEVANCES REDRESSAL CELL**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	<b>Dr. D. V. Gore</b>	<b>Chairman</b>
<b>2</b>	<b>Dr. N. H. Shegokar</b>	<b>Coordinator</b>
<b>3</b>	<b>Dr. K. V. Mogarkar</b>	<b>Member</b>
<b>4</b>	<b>Smt. M. S. Muley</b>	<b>Member</b>
<b>5</b>	<b>Mr. R. D. Saroj</b>	<b>Member</b>



**Shri Vyankatesh Arts & Commerce college, Deulgaon  
Raja, Dist. Buldana**

**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. D. V. Gore on 05/08/2021 at 02:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting.

**Case NO. 1: Samadhan Karbhari Adbane**

**Date 17/11/2021**

**Nature of Grievance: Regarding Degree certificate of B.Sc. III Roll No. 22347 (4-309) Summer-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The degree certificate of this student was obtained. This degree certificate is given to the concerned student on 22 Nov 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 2: Akshaysing Kailassing Dabhaiye**

**Date 17/11/2021**

**Nature of Grievance: Regarding Mark sheet of M.A. II yr Marathi:  
Roll no 93091 (4-309) W/A S-2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 22 Nov 2022. The case was resolved on the level of students' grievance redressal cell.

**Case No. 3: Mangesh Zore, B. Com II Year**

**Nature of Grievance:** Regarding to providing cricket pitch Mat for practicing upcoming tournaments. **Date:** 03/09/2021

The application was forwarded to the Department of Physical Education and sports for information and appropriate action.

**Current Status:** The complaint was discussed with the Hon'ble Principal. The principal gave his approval for the providing cricket pitch mat immediately. The Case was resolved under the guidance and instructions of the principal.

**Case No. 4: Ganesh Tangade, B.Sc. II Year**

**Nature of Grievance:** Regarding the repairing of ceiling Fan of classroom no. 4 science department. **Date:** 06/09/2021

The application was forwarded to the Committee of basic facilities for information and appropriate action.

**Current Status:** The information of this complaint was given to the principal. According to his complaint, the repairing of ceiling fan was completed under the committee of basic facilities. The case was solved under the guidance and instructions of the principal.

**Case NO. 5 : Beauty Bhanu Das, Vijay Rambhau Gophane, Gaurav Dattatray Nagre  
B.Com III S-2020 (0-309)**

**Date** 18/11/2021

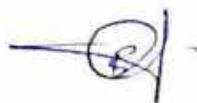
**Nature of Grievance:** Regarding Degree Certificates

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The Degree certificates of this student was obtained. This Degree certificate is given to the concerned student on 22 Nov 2021. The case was resolved on the level of students' grievance redressal cell.

न.ह. शे.गो.का.र.  
Coordinator



  
**President/ Principal  
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Dist. Buldana, Pin-443204



**Shri Vyankatesh Arts & Commerce college, Deulgaon  
Raja, Dist. Buldana**

**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. D. V. Gore on 17/11/2021 at 02:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting.

**Case NO. 1: Yogita Prabhakar Gharegaonkar**

**Date 19/12/2021**

**Nature of Grievance: Regarding Mark sheet of B.Voc in Construction Tec. SEM -III Roll No. 71486 (4-309) W-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 01 Jan 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 2: Chaitali Keshav Nirphale**

**Date 20/12/2021**

**Nature of Grievance: Regarding Mark sheet of I and II semesters of B.A I yr.: Roll No. 18481(W-2019),80885(S-2020) (0-309).**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 01 Jan 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 3: Chaitali Keshav Nirphale**

**Date 20/12/2021**

**Nature of Grievance: Regarding Mark sheet of III semesters of B.A II yr.:  
Roll No. 79436 (0-309). W-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 01 Jan 2022. The case was resolved on the level of students' grievance redressal cell

**Case NO. 4: Yogesh Sadashiv Shinde**

**Date 29/12/2021**

**Nature of Grievance: Regarding Mark sheet of M.Com I Sem-II:  
Roll No. 25065 (4-309). W-2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 01 Jan 2022. The case was resolved on the level of students' grievance redressal cell

**Case NO. 5: Nikita Ganesh Ramane**

**Date 29/12/2021**

**Nature of Grievance: Regarding Mark sheet of II semesters of B.A I yr.:  
Roll No. 20123 (4-309). S-2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 01 Jan 2022. The case was resolved on the level of students' grievance redressal cell

म.ह.सोकोकर  
Coordinator



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**SHRI VYANKATESH ARTS, COMMERCE &  
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**DEULGAON RAJA, DIST: BULDANA**

**STUDENTS GRIEVANCE REDRESSAL**



**GRIEVANCE  
CELL**



**2022-23**



**Shri Vyankatesh Arts & Commerce college,  
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**STUDENTS GRIEVANCES REDRESSAL CELL**

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<b>1</b>	<b>Dr. D. V. Gore</b>	<b>Chairman</b>
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<b>4</b>	<b>Smt. M. S. Muley</b>	<b>Member</b>
<b>5</b>	<b>Mr. R. D. Saroj</b>	<b>Member</b>



**Shri Vyankatesh Arts & Commerce college,  
Deulgaon Raja, Dist. Buldana**

**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. D. V. Gore on 13/08/2022 at 02:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting.

**Case NO. 1: Ashwini Manohar Khandebharad**

**Date 05/09/2022**

**Nature of Grievance: Regarding Degree certificate of B.A. III Roll No. 74476 (0-309) Summer-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The degree certificate of this student was obtained. This degree certificate is given to the concerned student on 06 Sep 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 2: Shubhangi Sadesh Patmase**

**Date 19/10/2022**

**Nature of Grievance: Regarding Degree certificate of B.Sc. III Roll No. 21338 (4-309) Summer-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The degree certificate of this student was obtained. This degree certificate is given to the concerned student on 20 Oct. 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 3 Kasim Shah Zakir Shah**

**Date 20/10/2022**

**Nature of Grievance: Regarding Mark sheet of B.Voc Agri Sci(Sem-IV)W/A  
Roll No 71115 (0-309) S-2020**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 20 Oct 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO.4: Gaurav Gajanan Raut**

**Date 15/11/2022**

**Nature of Grievance: Regarding Degree Certificate of B.com III  
Roll No 75898 (0-309) S- 2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The Degree certificates of this student was obtained. This Degree certificate is given to the concerned student on 16 Nov 2022. The case was resolved on the level of students' grievance redressal cell.



**Shri Vyankatesh Arts & Commerce college,  
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**Minutes**

The Meeting of Department of Students Grievance Redressal Cell was organized under the chairmanship of Principal Dr. D. V. Gore on 05/12/2022 at 02:00pm. The following members were presents for the meeting.

The following points were discussed in the meeting

**Case NO. 1: Komal Rajesh Bhagyawant**

**Date 10/12/2022**

**Nature of Grievance: Regarding Mark sheet of B.Com (SEM -VI) W/A  
Roll No. 75901 (0-309) S-2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 12 Dec 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 2: Yogesh Gajanan Kharade**

**Date 23/12/2022**

**Nature of Grievance: Regarding Mark sheet of B.Sc. (SEM -IV) W/A  
Roll No. 41769 (4-309) S-2019**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 29 Dec 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 3: Manisha Ramesh Darade**

**Date 24/12/2022**

**Nature of Grievance: Regarding Mark sheet of B.Sc (SEM -VI) W/A  
Roll No. 87675 (0-309) S-2019**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 29 Dec 2022. The case was resolved on the level of students' grievance redressal cell.

**Case NO. 4: Kasim Shah Zakir Shah**

**Date 24/12/2022**

**Nature of Grievance: Regarding Mark sheet of B.Voc Agri Sci (SEM -VI) W/A  
Roll No. 72435 (0-309) S-2021**

This application was forwarded to the examination department of the college for information and appropriate action.

**Current Status:** The examination department of the University was contacted from time to time by filing this complaint. This was followed up by going to the examination department of University. The mark sheet of this student was obtained. This mark sheet is given to the concerned student on 29 Dec 2022. The case was resolved on the level of students' grievance redressal cell.

न.ई.शोकोळ  
Coordinator



**President/ Principal**

**PRINCIPAL**

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