

# College of Engineering

Sr. No. 31 Thakurki, Tal - Phaltan Dist - Satara  
NAAC Accredited with B+ grade, Approved by AICTE, Govt. of Maharashtra  
Affiliated to Dr.Babasaheb Ambedkar Technological University(BATU), Lonere

Date: - 12/06/2024

This is to be informing all the staff grievances Redressal cell members that there will be a committee meeting at principal cabin on 14/06/2024. All the members are requested to attend the meeting without fail.

## Agenda of meeting

1. Read The Minutes of last meeting
2. To sort out the grievance related to faculty member in the college.
3. To identify any case registered.

Sr.N o	Name	Designation and Department	Designati on in cell
1	Prof.Dr.N.G.Narve	Principal	Chairman
2	Prof. H.A.Mujawar	University faculty Representative	Member
3	Mrs.D.S.Bhoite	HOD Civil Dept.	Member
4	Mr.G.V.Thombare	HOD Mechanical Dept.	Member
5	Mr.A.A.Ranaware	HOD ENTC Dept.	Member
6	Mr.S.S.Bajare	Non-Teaching Representative	Member
7	Mr.A.A.HIpparkar	Computer Dept.	

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Principal  
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P.E.S's  
College of Engineering  
Phaltan, Dist. Satara (M.S)

## **Sixth Meeting**

The Sixth meeting of Staff Grievances Redressal call of Phaltan Education Society's College of Engineering Academic Year 2023-2024 was held on 14<sup>th</sup> June 2024 in Principal Cabin at 4.00pm.

The following Members where present for the meeting

1. Prof. Dr.N.G.Narve	Chairman
2. Mrs.D.S.Bhoite	Member
3. Mr.G.V.Thombare	Member
4. Mr.A.A.Ranaware	Member
5. Mr. S.S.Bajare	Member
6. Mr.A.A.Hipparkar	Member

The Agenda of the meeting as below

Agenda 1: Read The minutes of last meeting.

Resolution1 : With permission of Chair Mr.A.A.Hipparkar read the minutes of last meeting .

Advisor:- Mr. D.S.Bhoite

Seconder :- Mr. S.S.Bajare

Agenda 2: To sort out the grievance related to faculty member in the college. .

Resolution 2: All The member requested for gratuity for teaching and non-teaching staff.

It has been also suggested that college should buy a cushion chairs for faculty.

Advisor: Mr.G.V.Thombare

Seconder : Mr. A.A.Ranaware

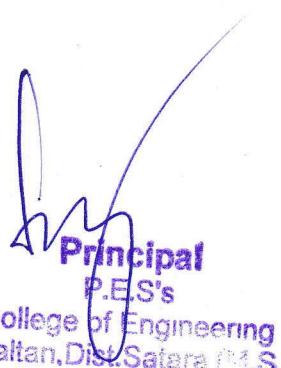
Agenda 3: To identify any case registered.

Resolution 3 : No case is registered.

Agenda 4: Any other topic with the permission of chair.

Resolution 4 : No other topic has been raised.



  
**Principal**  
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**College of Engineering**  
**Phaltan, Dist. Satara, M.S.**



PHALTAN EDUCATION SOCIETY'S  
**COLLEGE OF ENGINEERING**

Staff Grievance Redressal Cell

## Action Taken Report

Meeting Date-14.06.2024

Issue No.	Issue	Action Taken
1	To read and finalize minutes of last meeting.	The minutes of last meeting read and confirmed.
2	The Members requested for gratuity for Teaching and Non-Teaching .also to buy cushion chairs for faculty	With the permission of Hon. Management it has been decided to provide Gratuity for both teaching and Non-Teaching and also decided to buy Cushion chair for faculty Members



  
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Phaltan Education Society's  
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Date: - 19/12/2024

This is to be informing all the staff grievances Redressal cell members that there will be a committee meeting at principal cabin on 20/12/2024. All the members are requested to attend the meeting without fail.

### **Agenda of meeting**

1. Read The Minutes of last meeting
2. To identify any case register.
3. Discuss any important point at the time of meeting

<b>Sr.N o</b>	<b>Name</b>	<b>Designation and Department</b>	<b>Designati on in cell</b>
1	Prof.Dr.N.G.Narve	Principal	Chairman
2	Prof. H.A.Mujawar	University faculty Representative	Member
3	Mrs.D.S.Bhoite	HOD Civil Dept.	Member
4	Mr.G.V.Thombare	HOD Mechanical Dept.	Member
5	Mr.A.A.Ranaware	HOD ENTC Dept.	Member
6	Mr.S.S.Bajare	Non-Teaching Representative	Member
7	Mr.A.A.Hipparkar	Computer Dept.	Secretary

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## **Seventh Meeting**

The Seventh meeting of Staff Grievances Redressal call of Phaltan Education Society's College of Engineering Academic Year 2024-2025 was held on 20<sup>th</sup> December 2024 in Principal Cabin at 4.00 pm.

The following Members where present for the meeting

1. Prof.Dr.N.G.Narve	Chairman
2. Mrs.D.S.Bhoite	Member
3. Mr.G.V.Thombare	Member
4. Mr.A.A.Ranaware	Member
5. Mr. S.S.Bajare	Member
6. Mr.A.A.Hipparkar	Member

The Agenda of the meeting as below

Agenda 1: Read The minutes of last meeting.

Resolution1 : With permission of Chair Mr.A.A.Hipparkar read the minutes of last meeting .

Advisor:- Mr. G.V.Thombare

Seconder :- Mr. A.A.Ranaware

Agenda 2: To Identify any case Register.

Resolution 2: Mr. S.S.Bajare has put that from Non-Teaching No case is register while from Teaching Side Mr.A.A.Ranaware also put that no case is register.

Advisor: Mr.A.A.Hipparkar

Seconder : Mrs. D.S.Bhoite

Agenda 3: Discuss any important point at the time of meeting

Resolution 3: No point has been put by any member.

Advisor: Mr.A.A.Hipparkar

Seconder : Mrs. D.S.Bhoite

Agenda 3: Any other topic with the permission of chair.

Resolution 3 : No other topic has been raised.



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Date: - 09/07/2025

This is to be informing all the staff grievances Redressal cell members that there will be a committee meeting at principal cabin on 11/07/2025. All the members are requested to attend the meeting without fail.

### Agenda of meeting

1. Read The Minutes of last meeting
2. Create the Awareness about Staff Grievance cell among the institute academic and administrative unit.
3. communication By Members with Teaching and Non-Teaching.

Sr.N o	Name	Designation and Department	Designati on in cell
1	Dr. M.V.Dalvi	Principal	Chairman
2	Prof. H.A.Mujawar	University faculty Representative	Member
3	Mrs.N.N.Ingale	HOD Civil Dept.	Member
4	Mr.G.V.Thombare	HOD Mechanical Dept.	Member
5	Mr.A.A.Ranaware	HOD ENTC Dept.	Member
6	Mr.S.S.Bajare	Non-Teaching Representative	Member
7	Mr.A.A.Hipparkar	Computer Dept.	Secretary

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*M. V. Dalvi*  
Principal

Prof. Dr. M. V. Dalvi  
Principal  
Phaltan Education Society's  
College of Engineering Phaltan

## **Eight Meeting**

The Eight meeting of Staff Grievances Redressal call of Phaltan Education Society's College of Engineering Academic Year 2025-2026 was held on 11<sup>th</sup> July 2025 in Principal Cabin at 11.00 am.

The following Members where present for the meeting

1.Dr. M.V.Dalvi	Chairman
2. Mrs.N.N Ingale	Member
3. Mr.G.V.Thombare	Member
4. Mr.A.A.Ranaware	Member
5. Mr. S.S.Bajare	Member
6. Mr.A.A.Hipparkar	Member- Secretary

The Agenda of the meeting as below

Agenda 1: Read The minutes of last meeting.

Resolution1 : With permission of Chair Mr.A.A.Hipparkar read the minutes of last meeting .

Advisor:- Mrs.N.N.INGALE

Seconder :- Mr. G.V.Thombare

Agenda 2: To create the awareness about staff grievance cell among the institute academic and administrative unit.

Resolution 2 : Mr A.A.Hipparkar has given a responsibility to conduct session on awareness program.

Advisor:- Msr. N.N.Ingale

Seconder :- Mr. A.A.Ranaware

Agenda 3: Communication by Members with Teaching and Non-Teaching.

Resolution 3 : Even though we are going to conduct the session but it will be suggested to conduct the communication session at department level also.

Advisor:- Mr. G.V.Thombare

Seconder :- Mr. S.S.Bajare

Agenda 4: Any other topic with the permission of chair.

Resolution 4 : No other topic has been raised.



*Mulai*

**Prof. Dr. M. V. Dalvi**  
Principal  
Phaltan Education Society's  
College of Engineering Phaltan



PHALTAN EDUCATION SOCIETY'S  
**COLLEGE OF ENGINEERING**

Staff Grievance Redressal Cell

## Action Taken Report

Meeting Date-10.08.2025

Issue No.	Issue	Action Taken
1	To read and finalize minutes of last meeting.	The minutes of last meeting read and confirmed.
2	To Create the Awareness about Staff Grievance cell amongst the institute academic and administrative unit	Mrs. A.A.Hipparkar Conducted session for staff members about Awareness about Staff Grievance Redressal cell amongst.
3	Communication by members with teaching and Non-Teaching	Every Department Conducted Communication session at department



*M. V. Dalvi*  
Prof. Dr. M. V. Dalvi  
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## REPORT ON AWARENESS PROGRAMME FOR STAFF GRIEVANCE REDRESSAL CELL

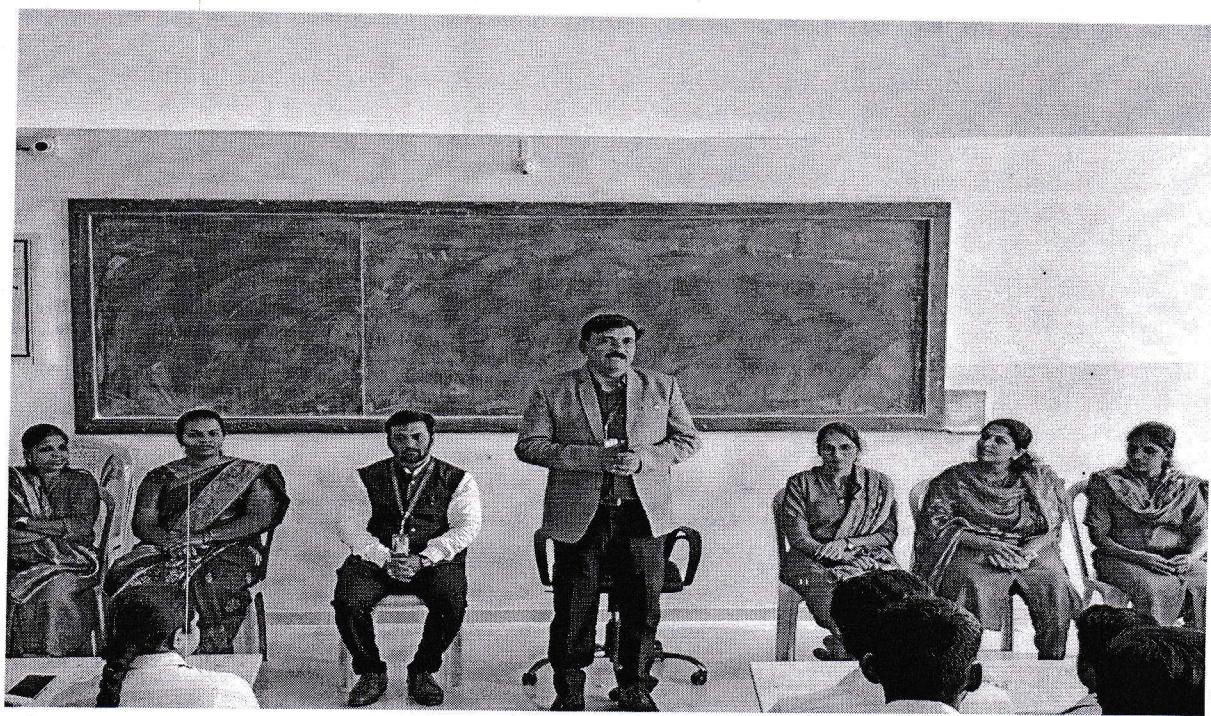
**Date of Conduction:** 21 July 2025

**Resource Person:** Mrs. A. A. Hipparkar

**Organized For:** Teaching and Non-Teaching Staff Members

The Awareness Session on *Staff Grievance Redressal Cell* was conducted on 21 July 2025 by Mrs. A. A. Hipparkar with the objective of sensitizing staff members about the functioning, structure, and significance of the Grievance Redressal Mechanism in the institution. The programme aimed to ensure transparency, fairness, and a supportive institutional environment by creating awareness about grievance reporting procedures, roles of committee members, and ethical responsibilities in grievance handling.

During the session, Mrs. A. A. Hipparkar explained the purpose of the Staff Grievance Redressal Cell, emphasizing its role in addressing concerns related to workplace issues, professional grievances, administrative challenges, and interpersonal conflicts. She highlighted key aspects such as confidentiality, non-retaliation policy, impartial resolution process, and time-bound grievance handling. The legal and institutional framework supporting grievance mechanisms, as per regulatory and institutional guidelines, was also discussed.



Dr. M. V. Dalvi delivered his experience and views on the working of the Staff Grievance Redressal Cell.

The resource person elaborated on the step-by-step grievance submission process, documentation requirements, escalation levels, and modes of communication available to staff members. Real-life case examples and best practices were shared to help participants understand the practical relevance of grievance resolution and constructive conflict management in an academic environment.

Staff members actively participated in the interactive discussion session and raised queries regarding grievance reporting, confidentiality assurance, and redressal timelines. The session helped enhance awareness, trust, and confidence among staff members regarding institutional support and grievance resolution mechanisms.

#### **Outcome of the Programme:**

- Improved awareness about the objectives and functioning of the Staff Grievance Redressal Cell.
- Enhanced clarity on grievance reporting procedures and roles of the committee.
- Promotion of a healthy, transparent, and supportive institutional work culture.

The session was highly informative and beneficial for all staff members and contributed to strengthening institutional governance and ethical work practices.



A handwritten signature in blue ink that appears to read "m.v.dalvi".

**Prof. Dr. M.V. Dalvi**  
Principal

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