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ALDEL INSTITUTE OF MANAGEMENT

Post Graduate Diploma In Management (PGDM)

AICTE Approved



(OFFICE ORDER ADMINISTRATION DEPARTMENT)

File No. AIM/ADMN/2025/02

Dt. 3rd October 2025

Sub: Constitution of Committees as per AICTE Regulations -
Student Grievance Redressal Committee

1. The following members are nominated for the Student Grievance Redressal Committee (SGRC):

Sl.No	Name	Category	Email id	Phone No
1	Dr.Smrutiranjana Mohanty	Chairman	director@aimedu.org.in	9869160784
2	Prof.Ulhas Karkhanis	Member	ulhask@sjcem.edu.in	9324451564
3	Dr.Srinivas Patil	Member	srnivasp.aim@sjcem.edu.in	7738102011
4	Ms.Ritu Ferrao	Administrative Officer	rituf@sjcem.edu.in	9819015635
5	Prof.Sudhir Babu	Member -Convener	sudhirb@sjcem.edu.in	9892600456

In the absence of the Chairperson, Prof..Ulhas Karkhanis- Member will act as Chairperson of the Committee.

2. The quorum of the Committee shall be at least 03 members present, including Convener and chairperson/acting chairperson.
3. Irrespective of the grievance reference received, the members of the Committee are mandated to meet once in every 02 months irrespective of the grievance reference received and the minutes of the meeting should be filed in the Minutes book maintained by Ms.Ritu Ferrao,-Administrative Officer
4. The following are the guidelines for the Student Grievance Redressal Committee :
- I. The members of the committee are mandated to meet upon receipt of the Grievance. The committee will meet and dispose of the matter appropriately. In all cases, a written reply will be given to the complaint
- II. The action report of the Committee should be submitted to the Director within 03 working days related to all Grievances received and action taken thereon.

The Committee will be in force from 1st Aug 25 – 31st July'26. Any changes in the Committee during this period will be notified.


Dr. Smrutiranjana Mohanty

Director

To

- 1) All Concerned Members
- 2) Faculty & Staff - for information
- 3) Notice Boards

St. John Technical and Educational Campus, Vevoor, Manor Road, Palghar (East), Dist. Palghar - 401404.
Mob: 9867027714 / 9820012124 ● Website: <https://aimedu.org.in/> ● Email: office@aimedu.org.in



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