



JSPM's & SBERCT's

Bhagwant Institute of Technology, Barshi

(Approved by AICTE, Delhi & DTE Mumbai, Govt. of Maharashtra, Affiliated to DBATU, Lonere, & MSBTE, Mumbai)

Gat.No.1242/01, Tadsoudane Road, Barshi, 413401.

NAAC Accredited



Prof. T. J. Sawant
Founder Secretary

Dr. H. V. Shete
Principal

Ref. No.: **SBERCT/BIT/08/18/03**

Date: **18/08/2025**

Subject: College Grievance Redressal and Internal Complaints Committee

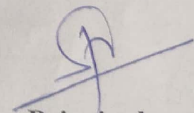
In accordance with the guidelines of NAAC, University norms, and institutional policy, the Grievance Redressal Committee for Faculty and Students is hereby constituted for the academic year 2025-26. As Per Extra Ordinary Gazette of India notification dated 02nd May 2016 through MHRD, following committee is formed as Internal Complaint Committee (ICC) in the Institute. The committee will consist of the following members.

Sr. No.	College Pattern	Name	Designation	Position in Committee
1	Faculty Member	Prof.Bhutekar R.D	Assistant Prof.	Presiding Officer
2	Faculty Member	Prof.Dange D.L	Assistant Prof.	Member(Convener)
3	Faculty Member	Prof.Pathan N.A	Assistant Prof.	Member(Secretary)
4	Non-Teaching Representative	Mr.Bhange A.A	Lab Assistant	Member
5	Non-Teaching Representative	Ms.Admane N.J	Lab Assistant	Member
6	Non-Teaching Representative	Mr.Shinde S.A	Lab Assistant	Member
7	legal advisor	Ms.Kakde A.S	Advocate	Member
8	Student Representative	Mr.Lungare K.A	Student(M)	Member
9	Student Representative	Ms.Kazi T.S	Student(F)	Member
10	Student Representative	Ms.More P.R	Student(F)	Member

The committee shall address grievances related to academic, administrative, and personal matters of faculty and students and submit its recommendations to the Principal for necessary action.

This order comes into force with immediate effect.





Principal

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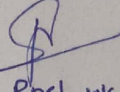
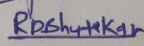
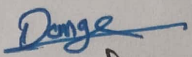
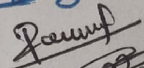
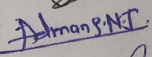
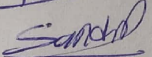
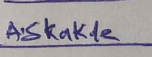
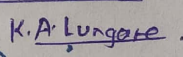
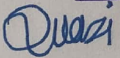
Prof. T. J. Sawant
Founder Secretary

Dr. H. V. Shete
Principal

Minutes of Meeting I (2025-26)

10 NOV 2025

The meeting of Students redressal committee was held today in the office of Principal under the chairmanship of. Dr.H.V.Shete the following members were present for the meeting

1. Dr.H.V.Shete (Principal & Chairman) 
2. Prof.Bhutekar R.D-Presiding Officer 
3. Prof.Dange D.L- Member 
4. Prof.Pathan N.A- Member 
5. Mr.Bhange A.A- Member 
6. Ms.Admane N.J- Member 
7. Mr.Shinde S.A- Member 
8. Ms.Kakde A.S - Member 
9. Mr.Lungare K.A- Member 
10. Ms.Kazi T.S- Member 
11. Ms. More P.R- Member 

Agenda of Meeting

1. Discussion of student grievance handling processes.
2. Establishment of grievance reporting channels.
3. Review of recent complaints.
4. Planning awareness programs and sessions.

The meeting commenced with a brief from the Principal, Dr.H.V.Shete who emphasized the importance of handling student grievances fairly and impartially. The committee decided to instruct department heads to conduct class-wise meetings, providing students a platform to voice their concerns. Regular checking of complaint boxes was prioritized to ensure timely action on reported issues. Additionally, the committee discussed the need for conducting awareness programs and counseling sessions to promote effective communication between students and the administration.



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Action Taken: 1. The grievance reporting mechanism was streamlined, with complaint boxes checked on a regular basis.

2. Department heads were instructed to hold class-wise meetings for direct grievance collection.

3. The following student grievance was received and addressed:

o Printer Malfunction: A malfunction of the printer during a model exam in the Chemistry Department was promptly addressed and technicians were consulted to fix the issue.

Adjournment: The meeting was adjourned at 11:30 AM.

Principal

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Dr. H. V. Shete
Principal



Minutes of Meeting II (2025-26)

12 DEC 2025

The meeting of Students redressal committee was held today in the office of Principal under the chairmanship of Dr.H.V.Shete the following members were present for the meeting

1. Dr.H.V.Shete (Principal & Chairman)
2. Prof.Bhutekar R.D-Presiding Officer
3. Prof.Dange D.L- Member
4. Prof.Pathan N.A- Member
5. Mr.Bhange A.A- Member
6. Ms.Admane N.J- Member
7. Mr.Shinde S.A- Member
8. Ms.Kakde A.S - Member
9. Mr.Lungare K.A- Member
10. Ms.Kazi T.S- Member
11. Ms. More P.R- Member

Agenda of Meeting

1. Review of grievances received since the last meeting.
2. Assessment of actions taken on previously reported grievances.
3. Planning additional student engagement activities.

Discussion:

Grievances were discussed, including limited availability of Geology study materials in the library and the scheduling of afternoon classes during model exams. Both issues were thoroughly addressed with actions taken as follows:

1. Geology Study Materials: New resources were purchased and made available to students in the library.
2. Afternoon Classes: It was decided to cancel afternoon classes during model exams to provide students time for group study and clarification of doubts.





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Principal

Action Taken:

1. New study materials for Geology were acquired and made available in the library.
2. The English Department canceled afternoon classes during model exams, allowing students time for Group study and further clarification sessions.

Adjournment: The meeting was adjourned at 11:30 AM.

Principal

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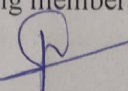
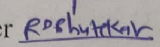
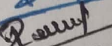
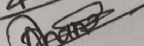
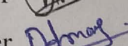
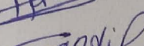
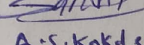
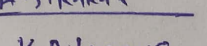
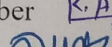
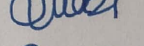
Dr. H. V. Shete
Principal



Minutes of Meeting III (2025-26)

12 JAN 2026

The meeting of the Internal Complaint Committee for the academic year 2025-26 was held on 12-01-2026 at 11.30 AM in conference Hall. The following members were present for the meeting

1. Dr.H.V.Shete (Principal & Chairman) 
2. Prof.Bhutekar R.D-Presiding Officer 
3. Prof.Dange D.L- Member 
4. Prof.Pathan N.A- Member 
5. Mr.Bhange A.A- Member 
6. Ms.Admane N.J- Member 
7. Mr.Shinde S.A- Member 
8. Ms.Kakde A.S - Member 
9. Mr.Lungare K.A- Member 
10. Ms.Kazi T.S- Member 
11. Ms. More P.R- Member 

Agenda of Meeting

1. Formation of the Internal Complaints Committee (ICC) for the academic year 2025-26.
2. Review of the closing report of the academic year 2024-25.
3. Dissemination of information of Internal Complaints Committee to the Stakeholders.
4. Create awareness about gender equality.
5. Plan and carry out the programs for Gender sensitization
6. Any other matter with the permission of the Chair.





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Principal



Discussion and Action taken:

Formation of the Internal Complaints Committee (ICC) for the academic year 2025-26: Internal Complaints Committee (ICC) was reconstituted for the academic year 2025-26. To report any incident/inconveniences faced by female/staff, the agreed party can contact any of the committee members. There is also a complaint drop box in the administrative office premise which will help to register any complaints.

Review of the Closing report of the academic year 2021-22: The Committee noted that there is no complaint of any type of harassment received from any stakeholders for the academic year 2024-25. The committee members were happy with the endeavors taken to accomplish the same and chose to keep on to put in more effort to ensure a harassment-free environment for all those who are studying or working in the institute for the following year.

Dissemination of information of Internal Complaint Committee to the students and employees: It was decided to upload the new committee members list with their contact numbers in the website, all notice boards, hostels and food court, so that all the students can easily access the details of the committee members in case of need. It is emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place posters defining sexual harassment at prominent places.

Create awareness about gender equality: It was decided to send a circular to all HoD's and chief wardens asking them to maintain equal representations of male and female in all leadership, curricular and co-curricular activities in their respective departments to uphold gender equality. If there should arise an occurrence of any instances of lewd behavior detailed or noticed, the departments should immediately report to the committee member for further action.

Plan and carry out the program for Gender sensitization: The committee member decided to organize an awareness talk on gender sensitization, what are the women rights and a workshop on self – defense technique. It was decided to celebrate international women's day.

Any other matter with the permission of the Chair: Suggestion/complaint drop box must be placed in the office premises. It was decided that Ms. Pathan N.A will be in charge of checking the suggestion/complaint drop box once in a month and report to the committee if any suggestions/complaints were found.

Adjournment: The meeting was adjourned at 11:30 AM.



Principal

Principal

Bhagwant Institute of Technology
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