

Submission of Grievances:

- Individuals with grievances shall submit their complaints in college complain box.

Confidentiality:

- The college shall maintain strict confidentiality regarding the identity of individuals involved in the grievance process, except where disclosure is necessary for the resolution of the grievance.

Investigation and Resolution:

- The GRC shall promptly investigate each grievance, gathering relevant information, interviewing involved parties, and exploring potential resolutions. The committee may recommend mediation, conciliation, or other appropriate measures to resolve disputes amicably.

Fair and Impartial Process:

- The grievance redressal process shall be conducted in a fair, impartial, and unbiased manner, ensuring that all parties have an opportunity to present their perspectives and evidence.

Timely Resolution:

- Every effort shall be made to resolve grievances in a timely manner, with clear communication provided to all parties regarding the progress and outcome of the grievance process.

7. FINANCIAL AID POLICY:

Financial Assistance for Academic Activities:

- The college provides financial assistance to faculty members to attend seminars, conferences, and publish research papers in reputable journals.

Study Leave Facility:

- Teaching staff members are eligible for study leave to pursue higher studies, enhancing their academic qualifications and professional development. This provision reflects the college's commitment to supporting lifelong learning and continuous improvement among its faculty.

Prior Festival Advance:

- Both teaching and non-teaching staff members are entitled to receive festival advances in advance of upcoming festivals. This financial aid helps staff members meet their festive expenses and enjoy the celebrations without financial constraints.

8. WELFARE/MEDICAL SCHEMES POLICY:

Maternity Leaves:

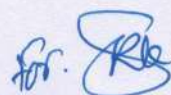
- Female staff members are entitled to maternity leave, providing them with the necessary time and support for childbirth and early childcare responsibilities. This policy acknowledges the importance of supporting working mothers during this significant life event.

Free Health Check-up Camp:

- The college organizes regular health check-up camps, offering free medical screenings and consultations to all staff members. This initiative promotes preventive healthcare and ensures early detection of potential health issues among the college community.

Flexible Attendance Policy:

- Staff members are allowed two instances of early departure and two instances of late arrival per month for personal matters. This flexibility recognizes the diverse needs and responsibilities of staff members outside of their professional duties.



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