



# SYMBIOSIS INSTITUTE OF TECHNOLOGY

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Date: 30<sup>th</sup> May 2025

## Grievance Redressal Committee

The Reconstitution of Grievance Redressal Committee at Symbiosis Institute of Technology as follows:

Director (Ex-Officio)	Chairperson
Dy Director Administration (Ex-Officio)	Member
Dy Director Academics (Ex-Officio)	Member
Dr Nitin Solke	Member
Dr Sayali Sandbhor	Member
Ms Ria Vinod	Member
Mr Shashank Singh	Member
Mr Sagar Fadtare	Member Secretary

The tenure of the committee is for three years from the date of notification.

  
Dr Ketan Kotecha  
Director

## **Grievance Redressal Committee**

### **Function / Roles and Responsibilities**

- To be the official committee to which the students can submit their grievances.
- To ensure that the process follows the SIU Mechanism for Grievance Redressal as per the stipulated deadlines.
- To recommend unresolved cases to the Central Grievance Redressal authority/ Ombudsman.
- Chairperson to decide whether the grievance is to be taken up by the committee.
- Committee members to hear the grievance and to know the problem.
- The Director/Deputy Director recommends further action.
- Member Secretary to communicate the decision to the student via email or via hard copy. In case of a hardcopy communication, get the signature of the student on the office copy within three working days after the decision is taken
- To send the appeal of the student to the University Grievance Committee (Grievance redressal form can be filled) or the appeal can be sent to the Student Affairs Department who in turn will have to convene the meeting of the University Grievance Committee

**Frequency of the Meetings will be held once per semester**

  
**Dr Ketan Kotecha**  
**Director**