



DTE Code: EN4139

Samridhi Sarwajanik Charitable Trust's
JHULELAL INSTITUTE OF TECHNOLOGY

An Autonomous Institute affiliated to RTM Nagpur University

Off Koradi Road, Lonara, Nagpur - 441111.

Contact No. 82086 39771 82086 39501

E-Mail ID admin@jitnagpur.edu.in Website www.jitnagpur.edu.in

Vision: To become an eminent institution through knowledge and research.



NAAC A+ Accredited

Staff Grievance & Redressal Cell

Objective:

To provide a mechanism for redressal of grievances of staff (teaching and non-teaching) to ensure a healthy working environment and address issues related to service matters, interpersonal conflicts, discrimination, etc.

Composition of the Staff Grievance & Redressal Cell:

Staff Grievance & Redressal Cell for the session 2025-26 is constituted with the following members.

Sr. No.	Name	Designation
1	Dr. Narendra G. Bawane, Principal	Chairman
2	Dr. Sohel Bhura, Vice-Principal	Member
3	Dr. Khushi Sindhi, Dean P & D	Member
4	Dr. Pallavi Gajbhiye, Coordinator	Member
5	Mr. Sandeep Kale, Registrar	Member

Functions of the Cell:

1. Receive complaints from staff (teaching & non-teaching) in writing.
2. Maintain confidentiality and professionalism during inquiry.
3. Investigate complaints through internal review or discussion.
4. Call meetings twice a year.
5. Call emergent meetings as soon as grievance is being registered, solve issue within 15 days.
6. Report of grievance to be submitted to the head of the institution.
7. Maintain records of grievances and actions taken.
8. Legal advisor help can be taken as per necessity.

Types of Grievances Covered:

1. Delays or irregularities in salary, promotions, leave, etc.
2. Issues related to working conditions.
3. Interpersonal conflicts.
4. Discrimination (based on caste, gender, etc.)
5. Service-related matters, non-cooperation and misconduct.
6. Any other issues related to staff.

Process Flow:

1. Submission of grievance (in written).
2. Emergent meeting within 24 hours.
3. Initial Review and categorization.
4. Investigation / Hearing (if required).
5. Closure and communication to complainant.



A handwritten signature in blue ink, consisting of a stylized 'N' and 'B' followed by a long horizontal line.

Dr. Narendra Bawane

Principal, JIT

**PRINCIPAL
JHULELAL INSTITUTE OF TECHNOLOGY
NAGPUR.**