

Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit
Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed

Dist:-Yavatmal Pin Code – 445206
Arts – Commerce – Science & M.C.V.C.

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Ref.No.

Date:

POLICY AND STANDARD OPERATING PROCEDURE FOR STUDENTS GRIEVANCES REDRESSAL

Title:

The SOP is entitled as “Grievances Redressal policy and Procedure” which is a blueprint of process to operate on grievances redressal in the college.

Scope:

The Institute abide with the norms and regulations, issued by the state Gov. and affiliating University, and follows the same for admission to all programs offered by the college

Objective:

This policy helps the administrative staff, teachers and the students to follow simple and efficient steps and create hassle-free, easy and supporting environment for admission in the college.

Procedure and Practice:

The entire admission process is split in to three steps which are as follows

1. Preadmission Task:

A. The administrative section prepares draft of documents/Forms required at the time of admission.

B. The Committee headed by the senior faculty prepares the draft of Boucher/prospectus which includes the information on programs, Fee structure, Information on various Scholarships available, Student Support systems, and about the disciplines.

C. The drafts after approval by the principal, are sent for printing,

D. The printed copies of admission form, supporting documents and Prospectus is kept ready before the Announcement of admission Procedure.

E. The Links, notice(s) regarding the admission process are made available on the institutional website.

2. Constitution of Admission Committee:

The Admission Committee is constituted to look after entire admission process of all programs. The admission committee shall

- A. Prepare the Admission Schedule for all Program
- B. Display the approved Schedule on Notice Board as well as on website.
- C. Prepare and display the course wise Check List of student who apply for seeking the admission (offline/online mode are available).
- D. Display the Final merit list (as per University Norms).

3. Admission Process:

The Student desired (whose name appeared in Merit -List) shall

- A. Submit the Admission form to Member of Admission Committee
- B. Admission committee shall
 - a. Check the detailed information submitted
 - b. Verify the requisite Documents
 - c. Sign the Admission form and recommend for Admission.
 - d. Collect the Personal Information Data Sheet from The Candidate
- C. Student Shall pay the Admission fee and Confirm his/her admission
- D. The Cash Section shall issue the Receipt of Payment.
- E. The Student shall verify the details on receipt and submit the form to admission desk.
- F. Admission desk shall issue the admission confirmation receipt and issue the Identity card.

Responsibility rests with: Chairman, Admission Committee and administrative officer.

Date of creation: June 2020

Review Date: At the beginning of every new academic year

Approved by:


Co-ordinator
IQAC,
G.S.Gawande College, Umarkhed.




Principal
G.S.Gawande College
Umarkhed Dist.Yavatmal.