

**FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES
VASHI, NAVI MUMBAI**

**MECHANISM FOLLOWED BY GRIEVANCE REDRESSAL CELL
FOR REDRESSAL OF GRIEVANCE**

1. A student have to attempt to informally resolve the grievance as soon as possible and also initiate informal resolution by contacting the faculty (Mentor, Programme Director) within 10 days of such cases.
2. The student must first attempt to resolve the academic grievance through an informal meeting with the faculty.
3. If the matter cannot be resolved. Then the student should report the matter to the Grievance Cell.
4. Once the Grievance Committee received the complaint. Then the meeting will be held for the discussing the matter.
5. The Committee will check the records with the respective faculty and the complainant. The Complainant has to give the satisfactory justification on the same.
6. Once the justification received by the Complainant and Committee is satisfied with the reply. Corrective measures will be decided. Accordingly the Committee will take necessary action.

Sujata Chincholkar

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