

**Regulation No. 17 of 2019**

**Procedure of Grievances Committee**

The Maharashtra Public Universities Act, 2016, came into existence and so it has become expedient to amend/ Frame the regulation of procedure of Grievances committee. The management council is hereby, pleased to make the following Regulation-2019, **Procedure of Grievances Committee**.

1. This regulation may be called as Regulation for Procedure of Grievances Committee-2019.
2. This regulation shall come into force with effect from the date of its approval by the Management Council.

**3. In this regulation unless the context otherwise requires :-**

- i. "Grievances Committee" , means the Grievances Committee constituted under sub section (3) of section 79 of Maharashtra Public Universities Act, 2016.
- ii. "Teacher" means a Teacher as defined under sub-section (61) of Section 2 of the Maharashtra Public Universities Act, 2016.
- iii. "University Teacher" means a Teacher as defined under sub-section (68) of Section 2 of the Maharashtra Public Universities Act, 2016.
- iv. "Management Council" means the Management council constituted under sub section (4) of section 30 of Maharashtra Public Universities Act,2016.
- v. "Other employees" means, other employees working on sanctioned posts of the University, affiliated colleges, institutions and recognized institutions.
- vi. "University" means, Sant Gadge Baba Amravati University established by the Amravati University Act, 1983.
- vii. "Colleges, institution and recognized institution" means college, institution and recognized institution as defined under sub-section (12),(34) & (46) respectively of Section 2 of Maharashtra Public Universities Act, 2016.
- viii. "Director" means Director as defined under sub-section (25) of section 2 of Maharashtra Public Universities Act, 2016.
- ix. "Management" means Management as defined under sub-section (37) of section 2 of Maharashtra Public Universities Act, 2016.
- x. "Principal" means Principal as defined under sub-section (44) of section 2 of Maharashtra Public Universities Act, 2016.

**4. Jurisdiction:-**

- i. The Grievances Committee shall have jurisdiction to entertain, hear, settle and decide the grievances of the teachers and other employees of the University, affiliated and autonomous colleges and recognized institutions, which are within the jurisdiction of the University.
- ii. The Grievances Committee shall entertain , hear, settle and decide the grievances only from individuals, no collective complaints shall be entertained.

**5. Procedure of filing application/ complaint:-**

- i. The complainant shall have to submit his grievance along with the prescribed fees of Rs. 500/- (Rs. Five hundred only) or the fees as decided by the competent authority, from time to time.
- ii. (a) Every complainant shall submit his complaint in 10 copies ( one original and 09 attested copies). The complainant shall forward his complaint to the University Office through the University Registrar, Principal/Director of the College / Recognized Institution as the case may be. The complainant may forward one advance copy directly to the University in addition to the 10 copies. It shall be the responsibility of the University Registrar/Principal/Head of Recognized Institution to forward the complaint of the complainant to the University Office along with his say within eight days from the date of receipt of the complaint. Failure to forward the complaint along with his say within this time limit shall be treated as a failure of his duties and responsibilities as per relevant Statutes.

- (b) In case the complainant is Principal/Director, he/she shall submit his/her complaint to the University Office through the Secretary of the management of the College/ Recognized Institution. It shall be the responsibility of the Chairman/Secretary of the Management to forward the complaint along with his/her say to the University within eight days from the receipt of the complaint. Failure to forward the complaint along with their say within the stipulated time limit shall be treated as breach of code of conduct for the management prescribed by the relevant Statutes.
- iii. In case of failure in forwarding the say within 15 days, Grievances Committee will proceed the matter on the basis of merits of the case.
- iv. The complainant shall attach attested photo copies of all such documents, which he deems necessary to support his complaint.
- v. Complaint received in 10 copies along with prescribed fee, shall be placed before the Grievances Committee as expeditiously as possible for taking decision regarding tenability of the Grievances/complaint.
- vi. The Grievances Committee shall, after due scrutiny of complaint, decide whether the given complaint can be admitted and record its reasons for its decisions. On admission of the Grievances/ complaints, it shall be registered in the Office & shall be allotted the Case No. (Pages of the registered complaint shall be numbered as 1,2,3,4 as in chronological order.)

6. **Place of seating:** - The Grievances Committee shall meet on any convenient day as decided by the Chairman at such place provided by the University.

7. **Language of Grievances Committee:-**

The aggrieved employee may file his application /complaint in Marathi/Hindi/English Language.

8. **Powers of Grievances Committee:-**

- i. Grievances Committee shall have the power to call for record, proceeding and any document in the custody of respondent for its own verification and to verify authenticity of the grievance of the aggrieved employee.
- ii. The Grievances Committee shall be vested with powers to make decision of grievance of aggrieved employee and for taking appropriate action against party/parties for implementation of its decision.

9. **Limitation:-**

The Aggrieved employee shall file his/her appeal/ representation within three months from the date of final order made in connection with his/her complaint. The committee may in exceptional circumstances condone the said period.

10. **Subject of Complaints :-**

The Grievances Committee shall entertain, hear, settle and decide the grievances/ complaints as prescribed under the Maharashtra Public Universities Act, 2016.

11. **Procedure of the Grievances Committee :-**

- i. The Grievances Committee shall entertain the complaint and direct both the parties to remain present before the Grievances Committee in its meeting. If both the parties are absent without any valid reasons, then the complaint shall stand dismissed. If one of the parties remains present, the Grievances Committee shall take ex-party decision & this decision shall be binding on both the parties. The complaint once dismissed shall not be re-entertained.
- ii. Notwithstanding anything contained in this regulation, the complainant and the respondent shall personally, remain present before the Grievances Committee for hearing. They shall not be allowed to send any representative to plead their case before Grievances Committee.

- iii. Every complainant and the respondent shall personally remain present before the Grievances Committee at their own costs.
- iv. The Grievances Committee shall hear the Grievance of the complainant. While doing so, full opportunity of being heard will be given to both the parties. After hearing both the parties, the Grievances Committee may give hearing to the individual concerned, to explain his grievance personally in its meeting.
- v. In case of difference in opinion amongst members & Chairman regarding decision of complaint majority rule shall prevail.
- vi. If the University/Principal/Director/Management as the case may be fails to comply with the decision by the Grievances Committee as provided in subsection (6) of section 79 of Maharashtra Public Universities Act, 2016 within the period prescribed by the Grievances Committee, then the University/Principal/Director/Management shall be penalized in the following manner:
  - a) If the University/Principal/Director/Management fails to comply with the decision of the Grievances Committee in prescribed time, then the fine of Rs. 1000/- shall be imposed on the defaulter for the first offence for the second & subsequent offences, fine may be increased.

**12. Save as otherwise as provided hereinabove, the Chairperson shall have discretionary powers to take appropriate action for proper functioning of the Grievances Committee.**

**13. The "Rule No. 13 of 2010" stands repealed.**

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