

आयुर्वेद सेवा संघ संचालित,
आयुर्वेद महाविद्यालय, नाशिक
(महाराष्ट्र शासन अनुदानित)
गणेशवाडी, पंचवटी, नाशिक-४२२००३
फोन : (०२५३) २५१३११२, २६२१८३६
फॅक्स : ०२५३-२५१७१७०



Affiliated to Maharashtra
University of Health Sciences
Nashik

Ayurved Seva Sangh Sanchalit,
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Outward No. 568

Date : 01/04/22

All the concern hereby informed that **Grievance Reddressal Cell** has been constituted in the institute. All are requested to work as per the guidelines (SOP) laid down for the same.

| | |
|------------------------|---------------------------|
| Dr. Vinay Sonambekar | I/C. Principal & Chairman |
| Dr. Mona Saraf | Co-ordinator |
| Dr. Laxmikant Joshi | Member |
| Dr. Archana Bhaskarwar | Member |
| Dr. Pankaj Dixit | Member |
| Dr. Sanjivani Rathod | Member |

SOP

1. The committee shall meet minimum twice in a year.
2. The coordinator of the committee will schedule a meeting in consultation with the honorable Chairman of the committee and accordingly inform all other members well in advance.
3. The coordinator of the committee will be responsible to maintain all the records, documents such as directions, Circulars, notifications and GR of different authorities related to functions of respective committee and minutes of the meetings.
4. After the end of an academic year the coordinator of the committee will prepare and submit Report of the work done to IQAC.

Functions

1. To organize meeting as and when complaint received from the complainant.
2. To appoint enquiry committee if needed for the received complaint
3. To verify all the documents or evidences or witnesses regarding the complaint and take necessary action if required.

I/C. Principal
Ayurved Mahavidyalaya, Nashik

Copy to : All concern