








### ITM-IHS COLLEGE OF NURSING

Plot No.11, Sector No.12, Near Ayappa Temple, New Panvel (E)- 410206  
Ph. No. (022) 64506859

The committee formed in the month of August 2017 with the following new members along with their willingness.

Sr. No.	Names of the faculty	Designation	Willingness	Signature
1.	Mr.Kiran Rane (Administrative officer )ITM -IHS College of Nursing	Chairperson	yes	
2.	Mrs. Mavis Nikita Sagar ( Lecturer ) ITM -IHS College of Nursing	Secretary	Yes.	
3.	Mrs. Monali Chaskar (Clinical Instructor )ITM -IHS College of Nursing	Member	Yes	
4.	Ms. Sadhana Patil (Clinical Instructor )ITM -IHS College of Nursing	Member		
5.	Mr.Gahininath Navadekar ( Chief Librarian )	Member	Yes	



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### **S.O.P.'s FOR THE STUDENT WELFARE AND GRIEVANCE COMMITTEE**

1. As per the needs and guidelines the student welfare /grievance committee should be constituted at local level.
2. Whenever the person resigns or gets transferred or rejoins the reconstitution of the committee should be done.
3. The committee should be reconstituted with the willingness of the members.
4. Meet of the committee members should be planned monthly.
5. There should be complaint box in the college and students should be aware about it.
6. The complaint box should be opened every month and discussion should be done in the meeting.
5. Agenda of the meeting should be prepared by secretary and intimation of the meeting should be 10 days prior to the meeting.
6. Meeting should be planned and conducted on working days only, preferably in college of nursing.
7. After the meeting the minutes should be documented within three days and circulated to the members before next meeting.
8. Suggesions , reccomendations and solutions for grievance etc.should be resolved before next meeting.