



**Office of the Principal,
Shri Mata Vaishno Devi College of Nursing
Kakryal, Katra**

Discipline & Student and Grievance Cell

1. Details of Committee Members:-

S.No	Name	Designation in Committee	Mobile Number
1	Mrs. Pushpa Oraon, Associate Prof.	Chairperson	
2	Mr. Johny Kutty Joseph Assistant Prof.	Secretary	
3	Class Coordinator	Member	
4	Class Coordinator	Member	
5	Class Coordinator	Member	
6	Class Coordinator	Member	
7	Ms. Megha	Student	
8	Ms. Faiqa	Student	
9	Ms. Isha Chauhan	Student	

2. Terminologies

Grievance: Grievance means a complaint that includes in any kind of discontent or dissatisfaction or negative perception, arising out of any connected with institute that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

Grievant:- Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance.

Days: The term, Days means working days including Sunday, Holidays or Vacation days as indicated in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance.

Dr. Sha *Shamie*
Principal
SMVD College of Nursing
Kakryal, Katra

Review of Policy:-

- The Chairperson is an authorized to make recommendations to the college about changes in the policy.
- The policy will be reviewed every year.

7. Distribution of Work:-

S.No	Name	Responsibilities
1	Mrs. Pushpa Oraon, Associate Prof.	Take actions towards in disciplinary act and student grievance complaints depending upon the case.
2	Mr. Johny Kutty Joseph Assistant Prof.	<ul style="list-style-type: none">• Prepare agenda for meeting and forward application of the disciplinary at and student grievance complaints to the Chairperson of the Committee.• Maintain Record and reports.
3	Class Coordinator	Coordinate with Chairperson
4	Class Coordinator	Coordinate with Chairperson
5	Class Coordinator	Coordinate with Chairperson
6	Class Coordinator	Coordinate with Chairperson
7	4 th year student	1 student
8	3 rd year student	1 student
9	2 nd year student	02 students
10	1 st year student	1 student

8. List of Records to be maintained in Committee:

- Meeting Register: Agenda and minutes of the monthly meeting and its ATR.
- Complaints application file.
- Rule and Regulation/Policy/Incident Report/Circular.
- Affidavits and acceptance letter of each batch.
- Record of Disciplinary action for Basic B.Sc Nursing Programme.

Scanie
17/1/23
(Dr. Shailla Cannie)
Dean & Principal
SMVD College of Nursing
Kakryal, Katra

No:-SMVDCoN/Adm/*Adm/17/890*
Date:- *17/01/2023*