



**Dr. D. Y. Patil Medical College, Hospital and Research Centre**  
Pimpri, Pune: 411 018  
NABH/NABL Accredited Hospital  
**Dr. D. Y. Patil Vidyapeeth, Pune**  
**(Deemed to be University)**  
**(Accredited (3<sup>rd</sup> Cycle) by NAAC with CGPA of 3.64 on four-point scale at**  
**"A++" Grade)**  
(ISO 9001:2015 and 14001:2015 Certified University)

Ref. No: DYPMC/DO/4749/2024

Date:03/07/2024

## **EMPLOYEE GRIEVANCES COMMITTEE**

### **OBJECTIVE:**

The objective of the committee is to prevent employee grievances / complaint / discrimination / injustice as far as possible but in case a grievance arises it will be speedily dealt with and redressed to satisfaction.

### **Method of grievance redressal**

- The immediate supervisor of the employee is responsible for handling the grievance voiced by the employee and will find a solution to the same within a reasonable period.
- If the same is not possible due to authority limitations of the supervisor, he may bring the same to the notice of the department head that will redress the same at that level.
- If the employee is still not satisfied with the outcome, he may bring it to the notice of HR in writing. The HR department will enquire into the root causes of the grievance and will initiate suitable corrective action and communicate the same to the grievant employee. Counselling sessions may be conducted, and mutual discussions will be held in a healthy manner to apprise the grievant employee of the facts pertaining to the case and the results of the enquiry.
- If the grievant employee is still not satisfied with the outcome, he / she may appeal the decision to the Dean through HRD and the decision taken on the appeal will be binding to the grievant employee and all the parties connected with the issue.

### **MEMBERSHIP**

1. Dr. Chandanwale S.S Professor, Department of Pathology (**Chairperson**)
2. Dr. (Mrs.) P. Vatsalaswamy: Director Academics
3. Dr. Hetal Rathod: Professor & Head, Department of PSM.
4. Dr. Chandra R. Vyawahare: Professor, Department of Microbiology.
5. Dr. Dinesh Patil: Professor, Department of Anatomy.
6. Mrs. Annie L. Francis: Deputy Registrar
7. Adv. Keerti Tornekar: Law Officer, Department of Legal.
8. Adv. Vishakha Uddhavrao Bais: Assistant Law Officer

9. Mr. Nilesh Kudale: Sr. Executive, Human Resources.
10. Dr. A.L. Kakarani: Director Academic Collaborations & Professor of Clinical Eminence
11. Dr. Shilpa Arunkumar Bellare, Dy Registrar-HR  
**(Member Secretary)**
12. Head of concerned department

#### **FREQUENCY OF MEETINGS**

- The committee shall convene when a grievance has been raised.

#### **QUORUM**

- 50% of membership

#### **MEETING VENUE**

- As decided by the chairperson.

#### **CIRCULATION**

- Minutes are circulated to all Committee members and management within a week.

#### **REPORTING RELATIONSHIP**

- Management through proper channel.

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#### **EVALUATION**

- Evaluation to be completed by the next meeting.

This Committee is amended & updated on 03/07/2024.



  
**Dr. J. S. Bhawalkar**  
Dean