



HYDERABAD (SIND) NATIONAL COLLEGIATE BOARD

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Ref. No. *HSNCB/CIR-Grievance/24/30*

Date: 13th February, 2024

Principal / Principal (I/c), HSNCB Institutions

Subject: Addendum – 2024 – “Process to escalate grievance to HSNCB-by-HSNCB institution Staff” - to the Provisions of Internal Grievance Committee established at HSNCB Institutions.

Reference: Approval of the President, HSNCB dated 2nd February, 2024

In view of the escalation of grievances to the HSNCB by staff of the HSNCB institutions, following provision has been incorporated in the Provisions of HSNCB Policy of Internal Grievance Committee:

Addendum – 2024 – Process to escalate grievance to HSNCB by Institution Staff

- IGC Guidelines should be available on the College website.
- As and when a staff member wishes to escalate the grievance to HSNCB or any other statutory authority for whatsoever reason, it should be forwarded through the Principal. However, they are advised to do so only after exhausting / availing all provisions of Grievance redressal at College level including IGC.
- “In case the Principal receives any letter addressed to the Management to be forwarded through the Principal, the same should be sent to the IGC for perusal and preparation of a note on the contents of the letter. The IGC note along with such letter must be sent by the Principal to the management within 10 days of receipt of the letters by the College Office.”
- “After forwarding such letters to the Management, copy of acknowledgement received from the management be provided to the respective staff”
- “College office is duty bound to acknowledge any letter addressed to the Management to be forwarded through the Principal and address it as per Addendum – 2024 (b)”
- “No staff member can send copy of such letter, directly in advance to the HSNCB, which will be treated as an act of indiscipline. However if such staff member has not received within 2 weeks, a copy, from college administration, of the acknowledgement of submission of their letter to the management, then same can be sent directly to the HSNCB by such staff”

College is expected to implement these provisions within 3 working days. Copies of all such circulars that are issued in its implementation shall be forwarded, to the Secretary, HSNCB within 7 working days, along with the link of the college website on which provisions of IGC, adopted by the college along with this notice, are uploaded.

(Dinesh Panjwani)
cc President, HSNCB

Trustees, HSNCB along with the IGC Policy document and the Approval of the President, HSNCB on Addendum

Regd. Office : KISHINCHAND CHELLARAM COLLEGE BUILDING, VIDYASAGAR PRINCIPAL K.M. KUNDNANI CHOWK

