

Smt. Binzani Mahila Mahavidyalaya, Nagpur

SGREOC - Students Grievances Redressal and Equal Opportunity Committee

Minutes of the first Meeting of SGREOC dated 27/07/2020

The first meeting of Students Grievance Redressal and Equal Opportunity Committee was held on 27th July 2020, at 1 PM in the Principal's Room. The following members were present. Because of the Partial Lockdown, Miss. Sakshi Patil and Miss. Nikhat Sheikh showed their inability to attend the meeting.

Following Members of the committee were present in the Meeting:			Signature
1.	Ms. Deepashree Patil (Offg. Principal)	-	Chairman
2.	Dr. Dr. Deepa Balkhande	-	Secretary
3.	Dr. Archana Gupta	-	Teacher Representative
4.	Dr. Amruta Bhuskute	-	Teacher Representative
5.	Mrs. Ragini Kokarde	-	Non-teaching Representative

Following the Agenda:

1. The Chairman welcomed all members and congratulated them for being a part of SGREOC. The Policy document and guidelines were read by the Secretary, and were approved with minor changes. These Guidelines would be adopted for effective functioning of the Committee for redressal of grievances and prevention of discrimination.
2. The Secretary informed the committee members that these guidelines were prepared based on the UGC Notification F.No. 14-4/2012 (CPP-II) Dt. 6th May 2019. Hence, the procedure for Resolution of any grievance received from the student or Staff member shall be resolved as per the UGC Notification.
3. The chairman informed that the tenure of this committee would be for three years as per the UGC guidelines hence, in 2022-23 new students' representatives from 2nd Year would be selected, who will remain in the committee for minimum 2 years.

Policy, Guidelines and Procedure Document for Students Grievance Redressal and Equal Opportunity Cell.

1. The SGREOC is formed as a Committee for redressal of grievances, and prevention of discrimination, effective from July 2020 up to July 2023.
2. The SGREOC is formed as per UGC Notification F.No. 14-4/2012 (CPP-II) Dt. 6th May 2019.
3. The main functions of SGREOC shall include Grievance Redressal, and providing Equal Opportunity to all.
4. SGREOC shall have the Principal as Chairman, supported by at least three other members from the teaching staff, One Member from the Non-teaching staff, and two Student Members as per UGC guidelines.
5. Students as well as staff, and other aggrieved stakeholders, shall be free to approach the Chairman of SGREOC with their grievances.
6. The SGREOC shall also carry out redressal of all grievances received from and through the Principal within 30 days from the complaint.
7. The SGREOC shall address grievances of staff, students and other stakeholders.
8. The SGREOC shall resolve grievances of students related to internal assessment, examination, valuation, etc. by notifying the students before examinations. Exam related grievances should initially be handled by the Examination In-charge OR HODs of the concerned subject and by the “SGREOC” if not resolved at HOD level.
9. The SGREOC shall identify ways and means of amicable settlement of grievances through dialogue and discussion with affected parties.
10. The SGREOC shall Maintain GRs and any other documents / correspondence regarding ragging, discrimination and grievances related, and communicate to the respective departments of the Govt. as and when required.
11. The SGREOC shall conduct at least one meeting in a year, record the minutes with concrete resolutions and have a follow up.
12. The SGREOC shall prepare an action taken report on these resolutions and cite reasons if resolution was not successful / not implemented. The same shall be documented in the minutes of the next meeting.
13. The SGREOC shall conduct activities such as talks related to redressal of grievances, rights of students against discrimination, evils, effects and penalties of ragging, etc.
14. The SGREOC shall include the provisions of the Prohibition of Ragging as part of Orientation program for new students.
15. The SGREOC shall brief the students on Discipline, registering their grievances, and related matters during orientation session for new students.
16. The SGREOC shall keep record of Suggestions and Grievances received in the academic year, and implement the appropriate ones in the coming year.