

5.1.3

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

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**( Affiliated to KBC NMU JALGAON)**

**Grievance Redressal Committee Meeting**

**NOTICE**

Dated: 03/12/2017

This is to inform all the members of grievance redressal committee for Academic Year (2017-2018) will be held on 04/12/2017. That meeting details are as follows:

**Agenda:** (i) to Address Grievances regarding assignment submissions and University Exams.

**Time:** 11 am

**Venue:** Conference Hall

All are requested to reach on time.

*R. Patel*

**Co-ordinator IQAC**  
**Sadguru Education Society's**  
**College of Education, Jalgaon**

Dr. Narayan Shankar Khadke

*N. Khadke*  
**PRINCIPAL**

**PRINCIPAL**

**SES's College of Education**  
**Jalgaon**

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

( Affiliated to KBC NMU JALGAON)

**Minutes of the Meeting held on: 04/12/2017.**

**Agenda of the meeting:** (i) to address grievances regarding assignment submissions and university exam.

(ii) Late session Due to Covid and unrest among students.

**Members present:**

	<b>Designation</b>	<b>Sign</b>
1) Dr. Narayan Shankar Khadke	Principal	
2) Dr. Varsha Narayan Khadke	Member Of Management	
3) Prof. Leena Patil	College Representative	
4) Prof. Pratibha Patil	College Representative	
5) Prof. Anita Wankhede	College Representative	
6) Ms. Sayali Gajare	Student Representative	
7) Ms. Dhanshree Joshi	Student Representative	
8) Mr. Pralhad Sonawane	Parents Representative	

**Minutes of meeting ( Agenda Wise):**

**Agenda Item No. 01**

**To confirm the minutes of the previous meeting:**

1. The Minutes of meeting held on 4<sup>th</sup> Dec, 2017 were read by Principal , sadguru education society's college of education for in front of all committee members.

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Principal  
Sadguru Education Society's  
College of Education, Jalgaon

**Agenda Item No. 02**

**To Address Grievances regarding assignment submissions and university exams**

1. The grievances of students were discussed among the members of the committee and correspondence to be done with the students and the justification to be given to student to settle the grievances of assignments and university exams were discussed.

**Resolution: All the decisions and discussions were communicated with Faculty and other members.**

**Agenda Item No. 03**

**Last session Due to Covid and unrest among students**

1. The grievances received regarding the unrest among students due to late session and completion of 1<sup>st</sup> year were discussed among the members and were handled one by one giving solutions to each grievance to tackle the unrest among students.
2. The committee suggested the students be given ample time to prepare for exams and must not feel isolated and against the administration due to this .

**Resolutions: All the discussions were put into implementation by communication the decisions to all the members and faculty members.**

*Patil*  
**Co-ordinator IQAC**  
**Sadguru Education Society's**  
**College of Education, Jalgaon**

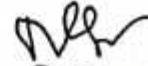
**Dr. Narayan Shankar Khadke**  
*N. S. Khadke*  
**Principal**  
**PRINCIPAL**  
**SES's College of Education**  
**Jalgaon**

**Name & Signatures of Members Present**

1. Dr. Narayan Shankar Khadke
2. Dr. Varsha Narayan Khadke
3. Prof. Leena Patil
4. Prof. Pratibha Patil
5. Prof. Anita Wankhede
6. Ms. Sayali Gajare
7. Ms. Dhanshree Joshi
8. Mr. Pralhad Sonawane



Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon



Principal  
Sadguru Education Society's  
College of Education, Jalgaon

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**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

**Action taken report on the meeting of grievance redressal committee  
held on 04.12.2017**

Sr.No	Agenda Item	Resolution	Action Taken
01	To Address Grievnces rearding assignment submissions and university exams	All the decisions and discussions were communicated with faculty and other members.	All the grievances were resolved as discussed and decided upon to the satisfaction of students.
02	Late session Due to Covid and unrest among students	All the discussions were put into implementation by communicating the decisions to all the members and Faculty members.	Students were given appropriate reasons for the late session and assurance of timely exams to complete their course in stipulated time period according to the university correspondence.

*R. Patel*  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

Dr. Narayan Shankar Khadke  
*N. S. Khadke*  
Principal  
PRINCIPAL  
SES's College of Education  
Jalgaon

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

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**( Affiliated to KBC NMU JALGAON)**

**Grievance Redressal Committee Meeting**

**NOTICE**

Dated: 09/10/2018

This is to inform all the members of grievance redressal committee that meeting for Academic Year (2018-2019) will be held on 11/10/2018. That meeting details are as follows:


**Agenda:** (i) to Address any Grievance of students for online classes.

**Time:** 11 am

**Venue:** Conference Hall

All are requested to reach on time.

  
**Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon**

Dr. Narayan Shankar Khadke  
  
**PRINCIPAL  
PRINCIPAL  
SES's College of Education  
Jalgaon**

5.1.3

PRINCIPAL

SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.

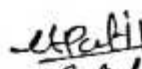
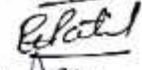
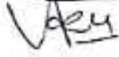
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( Affiliated to KBC NMU JALGAON)

Minutes of the Meeting held on: 11/10/2018.

Agenda of the meeting: (i) to address any grievance of students regarding online classes.

Members present:

	Designation	Sign
1) Dr. Narayan Shankar Khadke	Principal	
2) Dr. Varsha Narayan Khadke	Member Of Management	
3) Prof. Leena Patil	College Representative	
4) Prof. Pratibha Patil	College Representative	
5) Prof. Anita Wankhede	College Representative	
6) Ms. Sonali Firake	Student Representative	
7) Mr. Vaibhav Patil	Student Representative	

Minutes of the meeting/ Discussions:

1. Issues raised by students regarding online classes and timings were discussed among the members and suggestions were proposed.
2. Procedure of addressal grievances was framed as suggested and finalized by all the members.
3. Measures for redressal were discussed and probable suggestions were given.

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Principal  
Sadguru Education Society's  
College of Education, Jalgaon

**Action Taken Report**

1. All the decisions made by committee were communicated to Faculty members in context of timings of the classes.
2. Procedure decided was notified to all the stakeholders and further redressal was done adhering to the format decided.

*Patil*  
 / Co-ordinator IQAC  
 Sadguru Education Society's  
 College of Education, Jalgaon

**Name & Signatures of Members Present**

- 1) Dr. Narayan Shankar Khadke
- 2) Dr. Varsha Narayan Khadke
- 3) Prof. Leena Patil
- 4) Prof. Pratibha Patil
- 5) Prof. Anita Wankhede
- 6) Ms. Sonali Firake
- 7) Mr. Vaibhav Patil

Dr. Narayan Shankar Khadke

*NSK*  
 PRINCIPAL  
 PRINCIPAL

SES's College of Education  
 Jalgaon

*NSK*

*Patil*  
*Patil*  
*Patil*



5.1.3

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

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**( Affiliated to KBC NMU JALGAON)**

**Grievance Redressal Committee Meeting**

**NOTICE**

Dated: 24/11/2019

This is to inform all the members of grievance redressal committee that meeting for Academic Year (2019-2020) will be held on 25/11/2019. The meeting details are as follows:

**Agenda: (i) to Address Grievance regarding canteen and separate sections**


**(ii) problems faced by Hindi Medium Students.**

**Time: 11 am**

**Venue: Conference Hall**

All are requested to reach on time.

  
/ Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

Dr. Narayan Shankar Khadke  
  
PRINCIPAL  
PRINCIPAL  
SES's College of Education  
Jalgaon

S. I. B

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

**( Affiliated to KBC NMU JALGAON)**

**Minutes of the Meeting held on: 25/11/2019.**

**Agenda of the meeting:** (i) to address grievance regarding canteen and separate sections of class.

(ii) problems faced by hindi medium students.

**Members present:**


**Designation**

**Sign**

- |                               |                        |   |
|-------------------------------|------------------------|---|
| 1) Dr. Narayan Shankar Khadke | Principal              |  |
| 2) Dr. Varsha Narayan Khadke  | Member Of Management   |   |
| 3) Dr. Pratibha Patil         | College Representative |  |
| 4) Prof. Ganesh Ragade        | College Representative |   |
| 5) Prof. Anita Wankhede       | College Representative |  |
| 6) Mr. Ranjit Aade            | Student Representative |   |
| 7) Mr. Mayur Kumbhar          | Student Representative |   |

**Minutes of the meeting/ Discussions:**

1. Provision of canteen and its timings were discussed and timings were fixed for canteen for B.Ed. Students.
2. Two sections to be made for students was decided keeping social distancing in consideration
3. Issues raised by hindi medium students was discussed and its addressal was taken into consideration by notifying faculty members to cater to their needs.

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Principal  
Sadguru Education Society's  
College of Education, Jalgaon

4. Separate classes for hindi medium students were suggested by members.

### Action Taken Report

1. Fixed timing were communicated to all the students decided for canteen via notice.
2. Students were divided into two sections keeping in view the COVID protocols.
3. Faculty members were given instructions to cater to the needs o hindi medium students and measures were taken.

*Patil*

/ Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

Dr. Narayan Shankar Khadke

*N. S. Khadke*  
PRINCIPAL  
PRINCIPAL  
SES's College of Education  
Jalgaon

### Signatures of members present

#### Name & Signatures of Members Present

1. Dr. Narayan Shankar Khadke
2. Dr. Varsha Khadke
3. Prof. Ganesh Ragade
4. Dr. Pratibha Patil
5. Prof. Vaishali Bonde
6. Mr. Ranjit Aade
7. Mr. Mayur Kumbhar

*N. S. Khadke*

*Patil*

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

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**( Affiliated to KBC NMU JALGAON)**

**Grievance Redressal Committee**

**NOTICE**

Dated: 21/12/2020

This is to inform all the members of grievance redressal committee that meeting for Academic Year (2020-2021) will be held on 22/12/2020. The meeting details are as follows:

**Agenda: To Address Grievance against offline classes due to rise of COVID cases.**

**Time: 11 am**

**Venue: Conference Hall**

All are requested to reach on time.



**Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon**



**Dr. Anita Wankhede**

**PRINCIPAL  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon**





**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

( Affiliated to KBC NMU JALGAON)

**Minutes of the Meeting held on: 22/12/2020.**

**Agenda of the meeting:** (i) to address grievance against offline classes due to rise of COVID cases


**Members present:**

	<b>Designation</b>	<b>Sign</b>
1) Dr. Anita Wankhede	Principal	
2) Dr. Varsha Narayan Khadke	Member Of Management	
3) Dr. Pratibha Patil	College Representative	
4) Prof. Ajay Sapkale	College Representative	
5) Dr. Geeta Tirthankar	College Representative	
6) Mr. Atul Teli	Student Representative	
7) Ms. Rupali Sapkale	Student Representative	

**Minutes of the meeting/ Discussions:**

1. Issues against offline classes was discussed in detail with all the consequences keeping in mind the late session of students and a learning situation of pandemic.
2. It was decided to discuss the matter with management in IQAC meetings.

  
/ Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon

**Action Taken Report**


1. Students were given assurance about the safety measures taken by college for offline classes.
2. Justification of late session was given to students.
3. The matter was reported to IQAC.



**/ Co-ordinator IQAC<sup>®</sup>**  
Sadguru Education Society's  
College of Education, Jalgaon

**Signatures of members present**

1. Dr. Anita Wankhede
2. Dr. Varsha Khadke
3. Prof. Vaishali Bonde
4. Prof. Pratibha Patil
5. Prof. Ajay Sapkale
6. Mr. Atul Teli
7. Mr. Rupali Sapkale



Dr. Anita Wankhede

**PRINCIPAL**  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon

51.3

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

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**( Affiliated to KBC NMU JALGAON)**

**Grievance Redressal Committee Meeting**

**NOTICE**

**Dated: 13/11/2021**

This is to inform all the members of grievance redressal committee that meeting for Academic Year (2021-2022) will be held on 14/11/2021. The meeting details are as follows:

**Agenda: (i) to Address Grievance regarding assignments and submission and university exams.**

**(ii) late session due to Covid and unrest among Students.**

**Time: 11 am**

**Venue: Conference Hall**

All are requested to reach on time.

  
/ Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Dr. Anita Wankhede

**PRINCIPAL**  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon

S.I.S

S.I.S

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

**( Affiliated to KBC NMU JALGAON)**

**Minutes of the Meeting held on: 14/11/2021.**

**Agenda of the meeting:** (i) to address grievance regarding assignment submissions and university exams.

(ii) late session due to covid and unrest among students.

**.Members present:**

- 1) Dr. Anita Wankhede
- 2) Dr. Varsha Narayan Khadke
- 3) Dr. Pratibha Patil
- 4) Prof. Ajay Sapkale
- 5) Prof. Vaishali Bonde
- 6) Mr. Pankaj Wagh
- 7) Ms. Mayuri Kadam

**Designation**

- Principal  
Member Of Management  
College Representative  
College Representative  
College Representative  
Student Representative  
Student Representative

**Sign**





**Minutes of the meeting/ Discussions:**


**Agenda Item No. 01**

**To confirm the minutes of the previous meeting:**

1. The minutes of meeting held on 14<sup>th</sup> Nov, 2021 were read by Principal , sadguru education society's college of education for in front of all committee members.

**Agenda Item No. 02**

  
**Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon**

  
**Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon**



5.1.3

1. The grievances of students were discussed among the members of the committee and correspondence to be done with the students and the justification to be given to students to settle the grievances of assignments and university exams were discussed.

**Resolution:** All the decisions and discussions were communicated with faculty and other members.

**Agenda Item No.3**

**Last session due to covid and unrest among students**

1. The grievances received regarding the unrest among students due to late session and completion of 1<sup>st</sup> year were discussed among the members and were handled one by one giving solutions to each grievance to tackle the unrest among students.
2. The committee suggested that students be given ample time to prepare for exams and must not feel isolated and against the administration due to this.

**Resolution:** All the discussions were put into implementation by communicating the decisions to all the members and faculty members.

*Patil*  
/ Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

*Wankhede*  
Dr. Anita Wankhede

PRINCIPAL  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon

**Signatures of members present**

1. Dr. Anita Wankhede *Wankhede*
2. Dr. Varsha Khadke
3. Prof. Ajay Sapkale
4. Prof. Pratibha Patil *Patil*
5. Prof. Vaishali Bonde
6. Ms. Mayuri Kadam
7. Mr. Pankaj Wagh

5.1.3

**SADGURU EDUCATION SOCIETY'S  
COLLEGE OF EDUCATION, JALGAON.**

**Action taken report on the meeting of grievance redressal committee  
held on 14.11.2021**

Sr.No	Agenda Item	Resolution	Action Taken
01	To Address Grievnces rearding assignment submissions and university exams	All the decisions and discussions were communicated with faculty and other members.	All the grievances were resolved as discussed and decided upon to the satisfaction of students.
02	Late session Due to Covid and unrest among students	All the discussions were put into implementation by communicating the decisions to all the members and Faculty members.	Students were given appropriate reasons for the late session and assurance of timely exams to complete their course in stipulated time period according to the university correspondence.

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Dr. Anita Wankhede  
Principal

Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon



प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

(Prof. Rajnish Jain)

Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002**

**NOTIFICATION**

**F.No.14-4/2012 (CPP-II)**

New Delhi, the \_\_ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any



qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

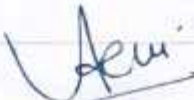
(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon

  
Acting Principal  
Sadguru Education Society's  
College of Education, Jalgaon



- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii. non transparent or unfair evaluation practices;
  - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;



(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

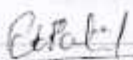
i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:


(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

  
Co-ordinator IQAC  
Sadguru Education Society's  
College of Education, Jalgaon


  
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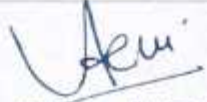


- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

  
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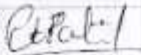
publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.


#### 4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

##### A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).


##### B. Institutional Grievance Redressal Committee (IGRC)

  
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- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
- (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 working days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

**C. College Grievance Redressal Committee (CGRC)**

  
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- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
- a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
- a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

**5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

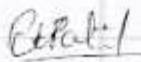
(iv) The Ombudsperson, or any member of his immediate family shall not -


(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

  
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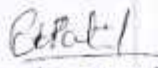
  
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- (a) Nominee of the Governor of the State or his nominee - Chairperson
  - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
  - (c) Vice-Chancellor of the concerned State University – Member
  - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-
- (a) Nominee of University Grants Commission – Chairperson
  - (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

- One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member
- (c) The Vice Chancellor of the university – Member
  - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

  
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- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.


#### **6. FUNCTIONS OF OMBUDSPERSON:**

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

#### **7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

  
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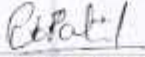
- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.


**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

  
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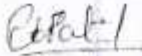
  
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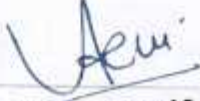
Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

**(Prof. Rajnish Jain)**  
Secretary

  
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