



AMAR SEWA MANDAL'S (Regd No. : M/220/78 NGP) F-2299 (N)

**KAMLA NEHRU MAHAVIDYALAYA**

(ARTS, COMMERCE, SCIENCE & MANAGEMENT)

SAKKARDARA CHOWK, NAGPUR - 440 024

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& ISO 9001:2015



**DR. (Smt.) SUHASINI G. WANJARI** President **Adv. ABHIJIT G. WANJARRI** Secretary **DR. DILIP S. BADWAIK** Principal

KNM / 5939/22

Date: 10/08/2022

### Office Order

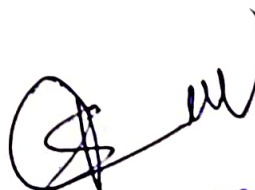
As per the requirement of AICTE/DTE/Rashtrasant Tukadoji Maharaj Nagpur University norms, Kamla Nehru Mahavidyalaya, Nagpur has constituted the Minority cell.

Name	Designation	Status
Dr.Dilip. S .Badwaik	Principal	Chairperson
Dr.Suresh Puppulwar	Professor	Member
Mr. Anant Sidana	Assistant Professor	Member
Mr. Jijo Pious	Assistant Professor	Member
Mr. J.Abraham	Assistant Professor	Member
Mr.M.Malviya	Jr. Clerk	Member
Mrs.U.Watthi	Sr. Clerk	Member
Ms.Sahiba Khan	Students (B.Sc Sem III Biotech)	Students Member
Liba Sheikh	Students (B. Sc Sem1 Biotech)	Students Member

The Cell will take care of Minority students with respect to:

- Scholarship their distribution to the beneficiaries on time.
- Solve any problems occurred during their educational career.
- Making arrangement for sending statistical information required by University/Government authorities.
- Any issues relating to discrimination experienced by the students in the college.



  
**PRINCIPAL**  
Kamla Nehru Mahavidyalaya  
Sakkardara Chowk, Nagpur

## **KAMLA NEHRU MAHAVIDYALAYA, NAGPUR**

### **Minority CELL**

#### **SOPs of the Cell**

The Standard Operating Procedure (SOP) for the Minority Cell in Kamla Nehru Mahavidyalaya includes the following elements:

#### **1. Objective**

To prepare the procedures for promoting equality, addressing grievances, and providing support to students from Minority communities.

#### **2. Composition of the Minority Cell**

#### **3. Responsibilities of the MINORITY Cell**

Execution of policies and programme of Policies: Ensure the proper execution of government schemes related to reservations, scholarships, and other benefits for welfare of Minority students.

Awareness: Conduct awareness programs on the rights, opportunities, and challenges faced by MINORITY students. Support Services: Provide academic, financial, and emotional support to MINORITY students through counselling, mentoring, and guidance.

#### **4. Grievance Handling Mechanism**

Complaint Registration: Minority students can file complaints related to discrimination, harassment, or any other issues they face within the college. Complaints can be submitted in person, via email, or through an online portal.

Initial Inquiry: Upon receiving a complaint, the cell initiates a preliminary inquiry to assess the situation within 48 hours.

Full Investigation: If the complaint is found to be valid, a full investigation is conducted, including interviews with the complainant, witnesses, and the accused.

Resolution: Based on the findings, appropriate actions are taken, which may include counselling, disciplinary measures, or referral to higher authorities.

#### **5. Academic and Financial Support**

Academic Assistance: Organize special coaching classes, workshops, and tutorials for MINORITY students to help them improve academically.

Scholarships and Financial Aid: Assist students in applying for scholarships and financial aid programs. Maintain a database of eligible students and ensure they receive timely updates on available opportunities.



Monitoring Progress: Regularly monitor the academic progress of MINORITY students and provide additional support where needed.

#### **6. Awareness and Sensitization Programs**

Orientation Sessions: Conduct orientation programs for new students to inform them about the MINORITY Cell, its functions, and the support available to them.

Workshops and Seminars: Organize workshops and seminars on issues like caste discrimination, social justice, and empowerment of marginalized communities.

Cultural Programs: Encourage and support the participation of MINORITY students in cultural and extracurricular activities to promote inclusiveness and respect for diversity.

#### **7. Career Guidance and Placement Support**

Career Counselling: Provide career counselling services tailored to the needs of MINORITY students, helping them prepare for competitive exams, job interviews, and higher education opportunities.

Placement Support: Collaborate with the college's placement cell to ensure MINORITY students are adequately represented in campus placements and have access to job opportunities.

#### **8. Record Keeping and Reporting**

Confidentiality: Maintain the confidentiality of all records and documents related to complaints and grievances.

Documentation: Keep detailed records of all activities, complaints received, actions taken, and outcomes achieved by the cell.

Reporting: Submit periodic reports on the cell's activities, including the number of complaints received, actions taken, and other relevant data to the college administration and relevant authorities.

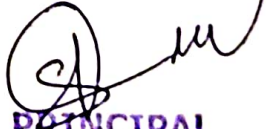
#### **9. Collaboration with External Bodies**

Networking: Establish and maintain links with NGOs, government bodies, and other organizations working for the welfare of MINORITY communities.

Resource Mobilization: Seek resources and support from external bodies for organizing programs, workshops, and other initiatives.

#### **10. Periodic Review and Feedback**



  
**PRINCIPAL**  
Kamla Nehru Mahavidyalaya  
Sakkardara Chowk, Nagpur

## NOTICE

All members of the MINORITY Cell are hereby informed that a meeting will be held as per the details given below:

Date: 14 September 2023

Time: 11 am

Venue: Principal Cabin

Agenda of the Meeting:

1. Discussion on the relevant issues and grievances of MINORITY students
2. Preparation of action plans of upcoming awareness programs and workshops
3. Discussion on effective implementation of welfare schemes and policies for minority students,
4. Discussion on the academic and personal support system for MINORITY students

Members are required to attend:

Name	Signature
Dr.D.S.Badwaik	
Dr.Suresh Puppalwar	
Mr. Anant Sidana	
Mr. Jijo Pious	
Mr. J.Abraham	Abraham
Mr.M.Malviya	M.Malviya
Mrs.U.Watthi	U.Watthi
Ms.Sahiba Khan	Sahiba
Liba Sheikh	Liba

All members are required to attend the meeting punctually and come prepared with any issues or suggestions they would like to discuss. Your participation and contributions are essential for the effective functioning of the MINORITY Cell.



**KAMLA NEHRU MAHAVIDYALAYA, NAGPUR**

**Minority Cell**

**Minutes of the Meeting**

**2023-24**

Date: 14th September 2023

Time: 11 am

Venue: Principal cabin

Name	Designation	Status
Dr.D.S.Badwaik	Principal	Chairperson
Dr.Suresh Puppalwar	Professor	Member
Mr. Anant Sidana	Assistant Professor	Member
Mr. Jijo Pious	Assistant Professor	Member
Mr. J.Abraham	Assistant Professor	Member
Mr.M.Malviya	Employee (Non-Teaching)	Member
Mrs.U.Watthi	Employee (Non-Teaching)	Member
Ms.Sahiba Khan	Students (B.Sc Sem III Biotech)	Students Member
Liba Sheikh	Students (B. Sc Sem1 Biotech)	Students Member

**Agenda:**

1. Discussion on the relevant issues and grievances of MINORITY students
- 2.Preparation of action plans of upcoming awareness programs and workshops
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4. Discussion on the academic and personal support system for MINORITY students



**Minutes:**

1. Discussion on the relevant issues and grievances of minority students:

It was noted that there were no any issues or grievances reported by minority students.

2. Preparation of action plans of regarding upcoming awareness programs and workshops:

Discussions were held on the best practices for the dissemination and implementation of welfare schemes. It was decided to collaborate with local NGOs and governmental bodies to enhance the reach of these schemes.

- 3 Discussion on effective implementation of welfare schemes and policies for minority students

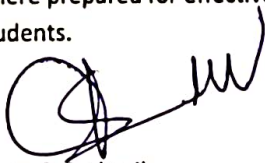
It was decided to informs students regarding different welfare schemes , scholarships and other benefits to the students for these purpose Dr. Suresh Puppalwar came up with the idea of visiting every class and informing students regarding the same. All other members shown their consensus and accepted the idea and its execution.

4. Discussion on the academic and personal support system for Minority students

Mr. Anant Sidana emphasised on providing personal support and guidance to the students for solving their personal and socio economic issues. It was decided that every committee members well provide necessary personal support to minority students of their respective streams.

**Conclusion:**

The meeting concluded with a vote of thanks to all members for their active participation. Overall, It was a very fruitful meeting where key decisions were taken and necessary plans where prepared for effective execution of decisions and strategies for welfare of minority students.



Dr. D. S. Badwaik

Principal



Kamla Nehru Mahavidyalaya, Nagpur

## NOTICE

All members of the MINORITY Cell are hereby informed that a meeting will be held as per the details given below:

Date: 16 September 2022


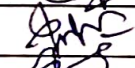
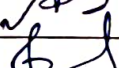
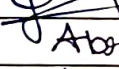
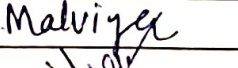
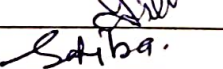
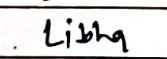

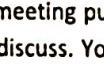
Time: 11 am

Venue: Principal Cabin

Agenda of the Meeting:

1. To Review the welfare decisions taken by the minority committee and its execution
2. Preparation of effective blue prints for organising career guidance programs for minority students
3. To address complaints and grievances of minority students
4. Discussion on the academic and personal support system for MINORITY students

Members are required to attend:

Name	Signature
Dr.D.S.Badwaik	
Dr.Suresh Puppawar	
Mr. Anant Sidana	
Mr. Jijo Pious	
Mr. J.Abraham	
Mr.M.Malviya	
Mrs.U.Watthi	
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Liba Sheikh	

All members are required to attend the meeting punctually and come prepared with any issues or suggestions they would like to discuss. Your participation and contributions are essential for the effective functioning of the MINORITY Cell.



**KAMLA NEHRU MAHAVIDYALAYA, NAGPUR**

**Minority Cell**

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**2022-23**

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## Minutes:

To Review the welfare decisions taken by the minority committee and its execution :

Hon. Principal Dr. Dilip Badwaik Sir Who is also the chairman of this committee undertook a brief review of various decisions taken in the previous meeting like effective implementation of grievance mechanism, workshop for minority students etc. He shown immense satisfaction on Effective completion of these programs

2. Preparation of effective blue prints for organising career guidance programs for minority students:

Discussions were held on the best practices for the dissemination and implementation of welfare schemes. It was decided to collaborate with local NGOs and governmental bodies to enhance the reach of these scheme on organising career guidance program to provide proper direction to minority students. Decision was taken that every member will have to arrange at least 2 career guidance program for minority students of their respective departments.

- 3 To address complaints and grievances of minority students.

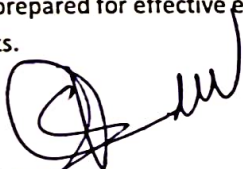
It was noted that there were no any issues or grievances reported by minority students.

4. Discussion on the academic and personal support system for MINORITY students

Mr. Jijo M Pious emphasised on providing personal support and guidance to the students for solving their personal and socio economic issues. It was decided that every committee members well provide necessary personal support to minority students of their respective streams.

### Conclusion:

The meeting concluded with a vote of thanks to all members for their active participation. Overall, It was a very fruitful meeting where key decisions were taken and necessary plans where prepared for effective execution of decisions and strategies for welfare of minority students.



Dr. D. S. Badwaik

Principal



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