



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

KNM / 7/2023

Date: 02/09/2023

Office Order

As per the requirement of AICTE/DTE/Rashtrasant Tukadoji Maharaj Nagpur University norms, **Kamla Nehru Mahavidyalaya, Nagpur** has constituted the **SC/ST/OBC Cell**.

Sr.No.	Name	Designation	Status
1	Dr. D.S. Badwaik	Principal	Chairman, Ex-officio
2	Dr. Mamta S. Wagh	Representative of SC (Teaching)	Member
3	Mr. Ganesh M. Atram	Representative of ST (Teaching)	Member
4	Dr. Minal Deolekar	Representative of OBC (Teaching)	Member
5	Mr. Prakash D. Sambare	Representative of OBC (Non-Teaching)	Member
6	Mr. Rohan R. Kamble	Representative of SC (Non-Teaching)	Member
7	Ku. Sangita K. Warkhade	Representative of ST (Non-Teaching)	Member
8	Ms. Mansi Walde	Student Representative of SC	Student Member
9	Ms. Apeksha Aate	Student Representative of ST	Student Member
10	Ms. Gunjan Ashtankar	Student Representative of OBC	Student Member

The Cell will take care of **SC/ST/OBC** 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

SC/ST/OBC CELL

SOPs of the Cell

The Standard Operating Procedure (SOP) for the SC/ST/OBC Cell in an educational institution like Kamla Nehru College typically includes the following elements:

1. Objective

- To outline the procedures for promoting equality, addressing grievances, and providing support to students from SC/ST/OBC communities.

2. Composition of the SC/ST/OBC Cell

- Chairperson: A senior faculty member or designated officer.
- Members: Faculty members representing different departments, administrative staff, student representatives from SC/ST/OBC communities, and a counsellor.
- External Member: An external expert or representative from an organization working for the welfare of SC/ST/OBC communities.

3. Responsibilities of the SC/ST/OBC Cell

- Implementation of Policies: Ensure the implementation of government policies related to reservations, scholarships, and other benefits for SC/ST/OBC students.
- Awareness: Conduct awareness programs on the rights, opportunities, and challenges faced by SC/ST/OBC students.
- Support Services: Provide academic, financial, and emotional support to SC/ST/OBC students through counselling, mentoring, and guidance.

4. Complaint Handling Mechanism

- Complaint Registration: SC/ST/OBC 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 SC/ST/OBC 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 SC/ST/OBC 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 SC/ST/OBC 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 SC/ST/OBC students in cultural and extracurricular activities to promote inclusivity and respect for diversity.

7. Career Guidance and Placement Support

- **Career Counselling:** Provide career counselling services tailored to the needs of SC/ST/OBC students, helping them prepare for competitive exams, job interviews, and higher education opportunities.
- **Placement Support:** Collaborate with the college's placement cell to ensure SC/ST/OBC 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 SC/ST/OBC communities.
- **Resource Mobilization:** Seek resources and support from external bodies for organizing programs, workshops, and other initiatives.

10. Periodic Review and Feedback

- **Review Meetings:** Conduct regular review meetings to evaluate the effectiveness of the cell's activities and initiatives.
- **Feedback Mechanism:** Collect feedback from SC/ST/OBC students to identify areas of improvement and make necessary adjustments to the cell's operations.

11. Communication

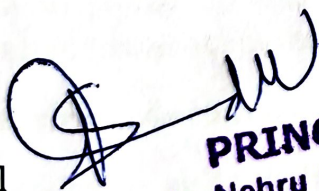
- **Regular Updates:** Keep SC/ST/OBC students informed about the cell's activities, available support, and opportunities through the college website, notice boards, and direct communication.
- **Information Dissemination:** Distribute informational brochures, pamphlets, and other materials to students to raise awareness about their rights and the support available to them.

12. Training and Capacity Building

- **Training Programs:** Organize training sessions for faculty and staff on issues related to social justice, anti-discrimination laws, and the challenges faced by SC/ST/OBC students.
- **Student Empowerment:** Conduct leadership and capacity-building workshops for SC/ST/OBC students to empower them to take active roles in student organizations and college governance.

This SOP serves as a guideline for the SC/ST/OBC Cell to effectively support, protect, and promote the rights and well-being of students from these communities, ensuring a fair and inclusive educational environment.

Principal


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur

Kamla Nehru Mahavidyalaya, Nagpur

KAMLA NEHRU MAHAVIDYALAYA, NAGPUR

SC/ST/OBC CELL

OBJECTIVES OF THE CELL

The SC/ST/OBC Cell in an educational institution like Kamla Nehru College is typically established with the following objectives:

1. Promoting Equal Opportunities

- To ensure that students from SC/ST/OBC communities have equal access to educational opportunities and resources within the institution.
- To work towards eliminating any form of discrimination or bias against these students.

2. Implementation of Reservation Policies

- To oversee the proper implementation of reservation policies as mandated by the government in admissions, scholarships, and employment opportunities within the college.
- To ensure that the benefits of reservation policies reach all eligible students.

3. Academic Support and Guidance

- To provide academic support, including tutoring, counselling, and mentoring, to help SC/ST/OBC students achieve academic success.
- To organize special coaching classes, workshops, and training programs to enhance the academic performance and skill development of these students.

4. Addressing Grievances

- To address and resolve grievances or issues faced by SC/ST/OBC students related to discrimination, harassment, or any other challenges within the college.
- To create a safe and supportive environment where students feel comfortable reporting any concerns.

5. Awareness and Sensitization

- To conduct awareness programs and workshops for students, faculty, and staff on issues related to social justice, caste discrimination, and the importance of inclusivity.
- To promote a culture of respect and understanding among all students, irrespective of their caste or background.

6. Facilitating Scholarships and Financial Aid

- To assist SC/ST/OBC students in applying for and availing scholarships, fellowships, and other financial aid programs provided by the government or other agencies.

- To ensure that eligible students are informed about and guided through the process of accessing these benefits.

7. Career Guidance and Placement Support

- To provide career counselling and placement support to SC/ST/OBC students, helping them to prepare for competitive exams, job interviews, and higher education opportunities.
- To collaborate with the college's placement cell to ensure that these students receive adequate representation and opportunities in campus placements.

8. Monitoring and Reporting

- To regularly monitor the progress and well-being of SC/ST/OBC students in the college and address any issues that may arise.
- To compile and submit reports on the activities and effectiveness of the SC/ST/OBC Cell to the college administration and relevant authorities.

9. Encouraging Participation

- To encourage SC/ST/OBC students to actively participate in all academic, cultural, and extracurricular activities of the college.
- To ensure that they have a voice in student organizations and governance bodies within the institution.

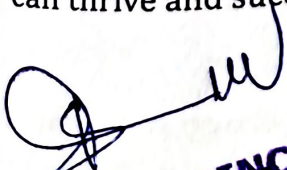
10. Collaboration with External Agencies

- To collaborate with external organizations, NGOs, and government bodies that work for the welfare of SC/ST/OBC communities to provide additional support and opportunities to students.
- To organize seminars, workshops, and conferences in collaboration with these agencies to discuss issues related to social justice, affirmative action, and empowerment of marginalized communities.

11. Creating an Inclusive Environment

- To foster a college environment that celebrates diversity and promotes inclusivity, where students from SC/ST/OBC communities feel valued and respected.
- To work towards creating a campus culture where students from all backgrounds can thrive and succeed without any barriers.

Principal


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 Kamla Nehru Mahavidyalaya
 Sakkardara Chowk, Nagpur

Kamla Nehru Mahavidyalaya, Nagpur

NOTICE

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

Date: 7th September 2023

Time: 11 am

Venue: Principal Cabin

Agenda of the Meeting:

1. Discussion on the current issues and grievances of OBC/ SC/ST students
2. Planning of upcoming awareness programs and workshops
3. Strategies for effective implementation of welfare schemes and policies for students,
4. Discussion on the academic and personal support system for OBC/ SC/ST students
5. Any other matter with the permission of the Chair

Members Required to Attend:

1. **Chairperson:** Dr. D. S.Badwaik
2. **Coordinator:** Dr. M. S. Wagh
3. **Members:**

- Mr. Ganesh Atram
- Ms. Minal Deolekar
- Mr. Prashant Sambare
- Mr. Rohan Kamble
- Ms. Sangita Warkhade

4. Students Members

- Ms. Apeksha Aate (B.Sc Sem 1 Biotech)
- Ms. Gunjan Ashtankar (B. Sc Sem1 Biotech)
- Ms. Mansi Walde (B. Sc Sem1 Biotech)

All members are requested 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 OBC /SC/ST Cell.

KAMLA NEHRU MAHAVIDYALAYA, NAGPUR
OBC/SC/ST Cell
Minutes of the Meeting
2023-24

Date: 7th September 2023

Time: 11 am

Venue: Principal cabin

Attendees:

1. **Chairperson:** Dr. D. S. Badwaik
2. **Coordinator:** Dr. M. S. Wagh
3. **Members**
 - o Mr. Ganesh Atram
 - o Ms. Minal Deolekar
 - o Mr. Prashant Sambare
 - o Mr. Rohan Kamble
 - o Ms. Sangita Warkhade
4. **Students' members**
 - o Ms. Apeksha Aate (B.Sc Sem 1 Biotech)
 - o Ms. Gunjan Ashtankar (B. Sc Sem1 Biotech)
 - o Ms. Mansi Walde (B. Sc Sem1 Biotech)

Agenda:

1. Discussion on the current issues and grievances of OBC/SC/ST students
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5. Any other matter with the permission of the Chair

Minutes:

1. **Discussion on Current Issues and Grievances:**

- It was noted that there were no any issues or grievances reported by OBC/SC/ST students.

2. Strategies for Effective Implementation of Welfare Schemes and Policies:

- 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 Academic and Personal Support System for OBC/SC/ST Students:

- The importance of mentorship programs was emphasized.
- A proposal to establish a peer support system was discussed and approved.

4. Any Other Matter:

- No additional matters were raised.

Conclusion:

The meeting concluded with a vote of thanks to all members for their active participation.


PRINCIPAL
Kamla Nehru Mahavidyalaya
Sakhardam Chowk, Nagpur

Principal

Kamla Nehru Mahavidyalaya, Nagpur