

# Jatindra-Rajendra Mahavidyalaya

ESTD--1986

P.O.--Amtala ✧ Dist.--Murshidabad ✧ Pin Code-742121



Ref. No.---

Date 25/10/24

## Notice

This is for information to all that the details of the Students Grievance Redressal Committees (SGRCs) constituted by the college containing its full composition as mentioned in section 5 of UGC regulations vide UGC requisition No F.1-13/2022(CPP-II)/SGRC dated 19/09/2024 are attached herewith. All are directed to go through the attachments and follow the same if and when they need.

*P.R. Roy*  
25/10/2024

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad

# UNIVERSITY OF KALYANI

Dr. Subrata Kumar Ray  
Inspector of Colleges



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Ref. No.: IC/52/212/2024

Dated: 30/09/2024

## CIRCULAR

The Principals/Officers-in-Charge/Teachers-in-Charge of all affiliated colleges are certainly aware of the **UGC (Redressal of Grievances of Students) Regulations, 2023** [UGC's communication no. F.1-13/2022(CPP-II), dt. - 11<sup>th</sup> April, 2023, vide copy attached].

It is expected that they have already taken necessary actions to scrupulously follow the Regulations in order to implement all provisions contained in it, especially section 5, i.e., to constitute Students' Grievance Redressal Committee(s) for addressing the grievances of the students. In this connection attention is drawn towards section 10 which delineates the "Consequences of Non-compliance".

The university has already appointed an Ombudsperson for this purpose [Vide order no. RPS/SGRC/Ombud./321/2023, dt. 31/08/2023, in <https://klyuniv.ac.in/notification-order-circular/>, also copy attached].

Now, following a requisition from the UGC [vide no. F. 1-13/2022(CPP-II)/SGRC, dt. 19/09/2024, vide copy attached] the Principals/Officers-in-Charge/Teachers-in-Charge of all affiliated colleges are requested to immediately furnish before the undersigned **(i) the details of the SGRCs constituted by them in the enclosed format**, and **(ii) a copy of the relevant order notifying constitution of the institution's SGRC(s) containing its full composition as contained in section 5 of the regulations.**

You are requested to accord top most priority to the matter and submit the required documents positively **within 03/10/2024** in the e-mail address [skrayicku@gmail.com](mailto:skrayicku@gmail.com) for further processing and furnishing the same to the UGC.

Please note that in the first paragraph of the letter the UGC has warned that in case the HEIs fail to constitute the SGRCs, action would be taken as per law.

This circular is issued in concurrence with the Vice-Chancellor(Authorised), vide docket no. VC/109533.

Sd/-  
(Subrata Kumar Ray)  
Inspector of Colleges

*Enclosure/attachment: Copy of the communications as mentioned above.*

Copy forwarded for information and necessary action, if any, to:

1. The Vice-Chancellor, K.U. (for information).
2. The Registrar, K.U.
3. The System-in-Charge, C.I.R.M., K.U. with the request to take n/a to upload the matter in the University website.
4. The Principals of all affiliated colleges.

Inspector of Colleges

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

#### 5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
  - a) A Professor - Chairperson
  - b) Four Professors/Senior Faculty Members of the Institution as Members.
  - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- (iii) Atleast one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be one year.
- (vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

#### 6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each University shall appoint Ombudsperson for redressal of grievances of students of the university and colleges/institutions affiliated with the university under these regulations.
- (ii) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
- (iv) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.
- (v) The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
- (vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (vii) The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.
- (viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

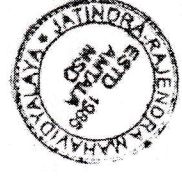
#### 7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.

JATINDRA RAJENDRA MAHAVIDYALAYA  
AMTALA\* MURSHIDABAD

FORMAT FOR SUBMITTING THE INFORMATION OF THE STUDENTS GRIEVANCE REDRESSAL COMMITTEE(S)

Name of the College	Contact Details	Affiliated to	AISHE Code of the institution	Details of the SGRCS			Remarks	
				Name	Designation	Phone No		Email
JATINDRA RAJENDRA MAHAVIDYALAYA	PRINCIPAL 9382135376	K.U	C-7077	Dr. Prasanta Kumar Roy	Principal (A Professor as Chairperson)	9382135376	prasanta.agnik@gmail.com	Chairperson
				Dr. Rina Majumder	Associate Professor, Dept. of Bengali	9679725259	rinamajumdarjrm@gmail.com	Convener
				Geetali Bera	Associate Professor, Dept. of Philosophy	9733624651	geetalibera@gmail.com	Sr. faculty member (Female)
				Sucharita Mitra	Associate Professor, Dept. of History	9732656465	suucharitamitra22@gmail.com	Sr. faculty member (Female)
				Dr. Ranjit Kumar Baidya	Associate Professor, Dept. of Bengali	9126813022	rkumarbaidya@gmail.com	Sr. faculty member (SC Category)
				Toufik Jaman Mondal	Students' Representative	7811008636	toufikmondal7811@gmail.com	3rd Semester



*O.K. Roy*

Principal 05/10/2024

Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad