

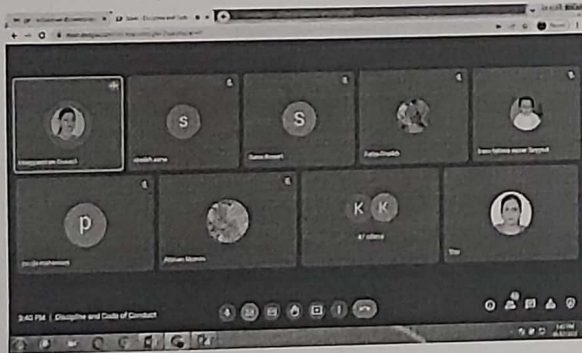
M.C.E Society's
H.G.M.Azam College of Education, Pune.

Report on Awareness Program for redressal of students Grievances and
Antiragging
Academic Year 2020-21

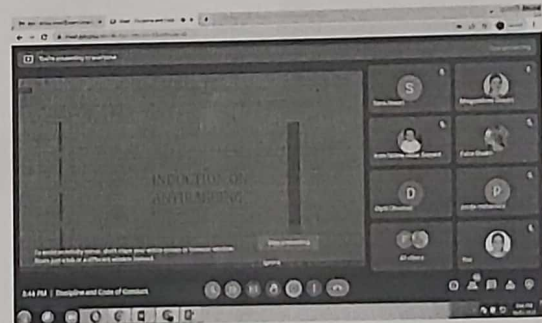
Date: 7th September 2020

Time: 11:00 a.m.

An awareness program for redressal of student grievances to teachers and students & antiragging for the students of B.Ed., B. A B.Ed., B.Sc.B. Ed & M.Ed was conducted on 7th February, 2020 . Asst.Prof.Vrushali Rokde conducted online session on Grievance Redressal Cell. Objectives and functions of Grievance Redressal Cell were discussed with the students. Students were informed that they can share their personal and educational related grievance. Rights and duties of the students were also communicated to the students.Students were guided by the ways and means to redress their problems.Students were also informed about grievance procedure.An assurity was given to the students that the grievances will be solved properly by the cell. A video related to Anti-Ragging was shown to the students covering the system, rules and platform available to curb the ragging at all levels.



Orientation of Grievance Redressal Cell
And Antiragging



Discussion of objectives and functions of
Grievance Redressal Cell

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



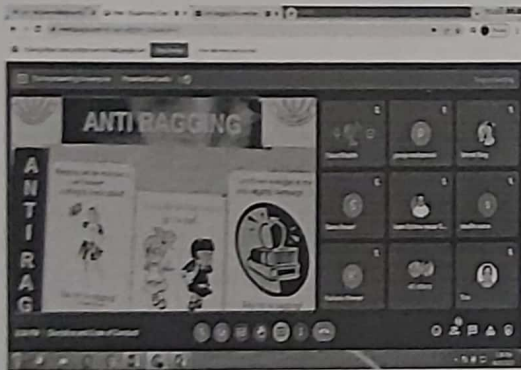
M.C.E Society's
H.G.M.AzamCollegeofEducation, Pune.

Report on Awareness Program for redressal of students Grievances and
Antiragging
Academic Year 2020-21

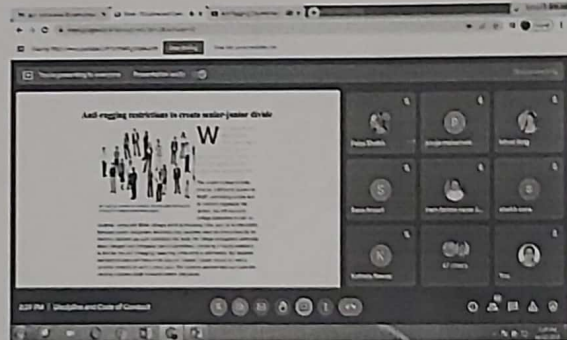
Date: 15th February 2021

Time: 11:30 a.m.

An awareness program for redressal of student grievances to teachers and students & Antiragging for the students of B.Ed., B.A B.Ed., B.Sc.B.Ed & M.Ed was conducted on 15th September, 2020 .Ms. Jacinta Bastin conducted the online program. Rules & regulation regarding ragging and the general discipline rules of the students were also communicated to the students. Students were also informed about the details of Anti-Ragging Committee functioning in the college. The helpline number for reporting cases on ragging was also informed to the students. A documentary on Anti-Ragging was shown to the students covering the system, rules and platform available to curb the ragging at all levels.



Ms. Jacinta oriented about Antiragging
& functions of committee



Discussion regarding code of conduct and discipline

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL

Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



MCE SOCIETYS

H.G.M AZAM COLLEGE OF EDUCATION PUNE

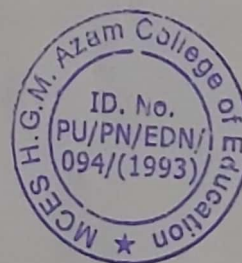
Pune-411001

GRIEVANCE REDRESSAL COMMITTEE

Sr. No.	Names of the Member	Designation.
1.	Dr Anita Belapurkar	Chairman
2.	Asst. Prof. Pushpa Patil.	Member
3.	Asst. Prof. Shaheen Ansari	Member
4.	Dr. Madhuri Yadav	Member
5.	Dr. Amruta Deshpande	Member
6.	Asst. Prof. Yasmeen Attar	Member
7.	Shaikh Sana Nazir.	St. Representative.

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



Objectives & Functions of Grievance Redressal Committee

The Student's Grievance Committee formed specifically to promote and maintain a conducive and unprejudiced educational environment in the Institution.

The objectives of Students Grievance Committee include the following:

1. To acknowledge students about the academic and administrative services provided by the institution
2. To understand students academic and administrative problems if any
3. To ensure effective solution to the student's grievances with an impartial and fair approach

The Committee enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the Institution. 'Student's Grievance Committee' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias.'

During the year no such major grievances were received. Grievances otherwise received were forwarded to the principal for immediate redressal. In all such cases prompt action were taken and the matter sorted out. In all cases the aggrieved student was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

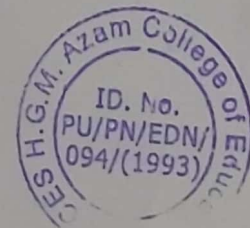
Functions of the committee:

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and respective course in charge to redress the grievances.
3. To guide ways and means to the students to redress their problems.

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL

Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 004



Students' Grievance Procedure

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Committee' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

The students are ought to lodge their grievances in the prescribed form available with their Vice-Principal (s) / Dean (s) of the respective department. The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office. The secretary in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



1/07/2020

H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

Dear Sir/Madam,

This is to inform all members the first Meeting of the Grievance Redressal Committee for the year 2020-21 will be held on Monday 6th July 2020 in the conference Hall on 11.30 am. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda:

1. To approve the minutes of last meeting.
2. To decide the policies regarding working of grievance committee
3. To discuss about the action plan to be implemented for the grievances if any
4. To plan for orientation of faculty, Non teaching staff and students regarding grievance committee for all the programs of the Institution

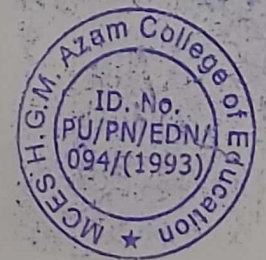
Belapurkar

Principal

Chairman: Dr. Anita Belapurkar
Members: Asst. Prof. Pushpa Patil
Asst. Prof. Shaheen Ansari
Dr. MadhuriYadav
Dr. Amruta Deshpande
Asst. Prof. Yasmin Attar
Sana Shaikh-Student Representative

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,



H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

The first meeting of Grievance Redressal Committee for the year 2020-21 was held on Monday 6th July 2020 in the conference Hall on 11.30 am..Chairman, Principal Dr. Anita Belapurkar welcomed the members present for the meeting. The minutes of the last meeting were read by Asst. Prof. Shaheen Ansari and were approved by the members.

Minutes:

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly.
2. Discussion was held among the members regarding the policies regarding working of grievance committee for the year 2020-21
3. Decision was taken by the members regarding action plan for the grievances if any
4. Discussion regarding the awareness programme to communicate the guidelines for redressal of students grievances to teachers and students
5. The date of orientation was finalized

Convener:

Shaheen

Asst. Prof. Shaheen Ansari

Belapurkar

Principal

Dr. Anita Belapurkar

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL

Maharashtra **Cosmopolitan Education Society's**

H.G.M. Azam **College of Education**

200 B. K B. Hidayatullah Road,

Pune 411 001



H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

Action Plan of the meeting held on Monday, 6th July 2020:

No	Decisions	Action Taken
1	Discussion regarding the policies regarding working of grievance committee for the year 2020-21	<p>The Student's Grievance Committee formed specifically to promote and maintain a conducive and unprejudiced educational environment in the Institution.</p> <p>The following policies were finalized after discussion:</p> <ol style="list-style-type: none">1. To acknowledge students about the academic and administrative services provided by the institution2. To understand students academic and administrative problems if any3. To ensure effective solution to the student's grievances with an impartial and fair approach4. Students grievances should address within seven days of the complaint
2	Decision was taken by the members regarding action plan for the grievances	<p>It was decided that the student who have grievance have to fill the form. The form will be duly filled, is required to be submitted in the drop box placed outside the Principal's office. The grievance committee In Charge will intimate the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.</p>
3	Discussion held regarding the awareness programme	<p>Faculty members conducted awareness programme to communicate the guidelines for redressal of students grievances to teachers and students</p>
3	The date of orientation was finalized	<p>Monday 7th Sept. 2020</p>

1/02/2021

H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

Dear Sir/Madam,

This is to inform all members the first Meeting of the Grievance Redressal Committee for the year 2020-21 will be held on Monday 8th Feb 2021 in the conference Hall on 11.30 am. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda:

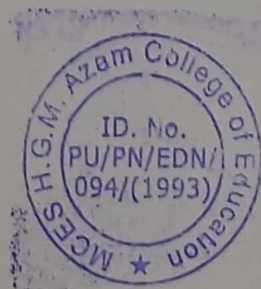
1. To approve the minutes of last meeting.
2. To decide the awareness programme to communicate the guidelines for redressal of students grievances to teachers and students
3. To plan for orientation First Year students regarding grievance committee for all the programs of the Institution

Belapurkar

Principal

Chairman: Dr. Anita Belapurkar
Members: Asst. Prof. Pushpa Patil
Asst. Prof. Shaheen Ansari
Dr. MadhuriYadav
Dr. Amruta Deshpande
Asst. Prof. Yasmin Attar
Sana Shaikh-Student Representative

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

The second meeting of Grievance Redressal Committee for the year 2020-21 was held on Monday 8th Feb. 2021 in the conference Hall on 11.30 am, Chairman, Principal Dr. Anita Belapurkar welcomed the members present for the meeting. The minutes of the last meeting were read by Asst. Prof. Shaheen Ansari and were approved by the members.

Minutes:

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly.
2. Discussion was held among the members regarding the awareness programme to communicate the guidelines for redressal of students grievances to teachers and students
3. The date of orientation was finalized

Convener:

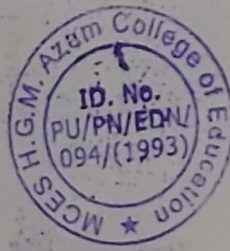
Asst. Prof. Shaheen Ansari

Belapurkar

Principal

Dr. Anita Belapurkar

Dr. Anita Belapurkar
PRINCIPAL
Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.



H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

Action Plan of the meeting held on Monday, 8th Feb. 2021:

No	Decisions	Action Taken
1	the awareness programme to communicate the guidelines for redressal of students grievances to teachers and students was discussion	Faculty members conducted awareness programme to communicate the guidelines for redressal of students grievances to teachers and students
2	The date of orientation was finalized	Monday 15 th Feb. 2021

Belapurkar

Dr. Anita Belapurkar
PRINCIPAL

Maharashtra Cosmopolitan Education Society's
H.G.M. Azam College of Education
2390 B, K.B. Hidayatullah Road,
Camp, Pune 411 001.

