



**Shobhit
University**

EDUCATION EMPOWERS



Top 101-125 Band
in Pharmacy

CRITERION 5 - STUDENT SUPPORT AND PROGRESSION

5.1.5 THE INSTITUTION HAS A TRANSPARENT MECHANISM FOR TIMELY REDRESSAL OF STUDENT GRIEVANCES / PREVENTION OF SEXUAL HARASSMENT AND PREVENTION OF RAGGING 1. ADOPTION OF GUIDELINES OF REGULATORY BODIES 2. PRESENCE OF THE COMMITTEE AND MECHANISM OF RECEIVING STUDENT GRIEVANCES (ONLINE/ OFFLINE) 3. PERIODIC MEETINGS OF THE COMMITTEE WITH MINUTES 4. RECORD OF ACTION TAKEN

To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.



SHOBHIT UNIVERSITY, Gangoh

[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]

Adarsh Institutional Area, Babu Vijendra Marg,
Gangoh, Distt. Saharanpur - 247341, UP

35
YEARS
OF ACADEMIC
EXCELLENCE



File No. SUG/N-2/ADM/RO/2023/01

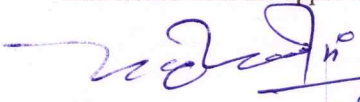
Dated: June 03, 2023

NOTIFICATION

To Provide a mechanism for redressal of students' grievances the following Students Grievance Redressal Committee (SGRC) is notified as per the UGC guidelines.

S. No	Name	School/Department/Organization	Appointment
01	Prof. (Dr.) Rajiv Dutta, Dean	School of Biological Engineering & Sciences	Chairman
02	Prof. (Dr.) Prashant Kumar, Dean Student Welfare	School of Education	Member
03	Prof. (Dr.) Bhupendra Chauhan, Chief Proctor	School of Pharmacy-AVIPS	Member
04	Prof. (Dr.) Gunjan Agarwal, Senior Faculty Member	School of Agriculture and Environmental Sciences	Member
05	Ms. Palak Singhal, Student	School of Business Studies & Entrepreneurship	Member

This issues with the approval of competent authority.


Dr. Mahipal Singh
Registrar



Copy to: -

1. All the Director/Principal/Head(s)/Co-ordinator(s)
2. All the Committee members
3. All the Notice boards
4. Guard file

For Kind information:

1. Sr. Director HR & CR. - for kind information of Senior Director HR&CR.
2. PS to Hon'ble Vice-Chancellor -for kind information of Hon'ble Vice-Chancellor.



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U: www.sug.ac.in

CIRCULAR

Date: 17-05-2024

The Members of Students Grievance Redressal Committee requested to attend the meeting on 20.05.2024 at 10.00 a.m. in the University Board Room.

Agenda

1. Discussion on the grievances reported during the academic year 2023-24, if any.
2. Review of the action taken report.
3. Any other points with the permission of chair.

Members of the committee

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Rajiv Dutta, Dean	School of Biological Engineering & Sciences	Chairman	
2	Prof. (Dr.) Prashant Kumar, Dean Student Welfare	School of Education	Member	
3	Prof. (Dr.) Bhupendra Chauhan, Chief Proctor	School of Pharmacy-AVIPS	Member	
4	Prof. (Dr.) Gunjan Agarwal, Senior Faculty Member	School of Law & Constitutional Studies	Member	
5	Ms. Palak Singhal, Student	School of Business Studies & Entrepreneurship	Member	Palak

The students who have any grievances can contact the committee members for rectify their problems.

Copy to:

1. All Notice Board
2. All the HoDs
3. IQAC
4. Committee members

Chairman





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Minutes of the Meeting

Date: 20/05/2024

The following points were discussed in the Meeting

The University has a transparent mechanism to address the grievances of students through the meeting.

Agenda Points

1. Discussion on the grievances reported during the academic year 2023-24, if any.
2. Review of the action taken report.
3. Any other points with the permission of chair.

Resolution

1. There were no any major grievances reported during the academic year 2023-24, however few very minor issues were brought to the notice of the committee in between the semester and were well taken care.
2. The SGRC committee reviewed the mode of issues received by the committee, the way problems were handled, process of action taken for even a small minor issue, and resolved permanently. The chairperson expressed his satisfaction towards the functioning of the committee and students' grievances were addressed.
3. There were no other points discussed during the meeting and minutes were recorded for the compilation of annual report.

Action Taken

1. There were no any major grievances reported during the academic year 2023-24, however few very minor issues were brought to the notice of the committee in between the semester and were well taken care.
2. The SGRC committee reviewed the mode of issues received by the committee, the way problems were handled, process of action taken for even a small minor issue, and resolved permanently. The chairperson expressed his satisfaction towards the functioning of the committee and students' grievances were addressed.
3. There were no other points discussed during the meeting and minutes were recorded for the compilation of annual report.



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The following members were present:

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Rajiv Dutta, Dean	School of Biological Engineering & Sciences	Chairman	
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3	Prof. (Dr.) Bhupendra Chauhan, Chief Proctor	School of Pharmacy-AVIPS	Member	
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5	Ms. Palak Singhal, Student	School of Business Studies & Entrepreneurship	Member	

Chairman



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CIRCULAR

Date: 22-06-2023

The Members of Students Grievance Redressal Committee requested to attend the meeting on 24.06.2023 at 11.30 a.m. in the University Board Room.

Agenda

1. Review of Previous Meeting
2. To Discuss and evaluate the nature of the grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in the current semester grievances.

Members of the committee

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Rajiv Dutta, Dean	School of Biological Engineering & Sciences	Chairman	
2	Prof. (Dr.) Prashant Kumar, Dean Student Welfare	School of Education	Member	
3	Prof. (Dr.) Bhupendra Chauhan, Chief Proctor	School of Pharmacy-AVIPS	Member	
4	Prof. (Dr.) Gunjan Agarwal, Senior Faculty Member	School of Law & Constitutional Studies	Member	
5	Ms. Palak Singhal, Student	School of Business Studies & Entrepreneurship	Member	

The students who have any grievances can contact the committee members for rectify their problems.

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Chairman



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Minutes of the Meeting

Date: 24-06-2023

The following points were discussed in the Meeting

The university has a transparent mechanism to address the grievances of students through the meeting.

Agenda Points

1. The Chairman of the committee presented the minutes of the previous meeting and the committee members reviewed and approved the minutes.
2. The committee members discussed all the minor grievances put before the committee. All the issues were discussed, perused and examined by the committee members.
3. All the possible methods for resolving the grievances of the students were discussed and committee members instructed the concerned persons to take the most appropriate action to resolve the same.

Resolution

1. The committee members discussed all the minor grievances put before the committee. All the issues were discussed, perused and examined by the committee members.
2. All the possible methods for resolving the grievances of the students were discussed and committee members instructed the concerned persons to take the most appropriate action to resolve the same.

Action Taken

The students had grievance regarding facilities:

1. Students of final year demanded to call more companies for their placements although they were satisfied with the procedure and system of placement cell. Students also appreciated the conduction of personality development classes to them.

The following members were present in the meeting:

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2	Prof. (Dr.) Prashant Kumar, Dean Student Welfare	School of Education	Member	
3	Prof. (Dr.) Bhupendra Chauhan, Chief Proctor	School of Pharmacy-AVIPS	Member	
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5	Ms. Palak Singhal, Student	School of Business Studies & Entrepreneurship	Member	Palak

Chairman

