

5.15

J. V. JAIN COLLEGE	
SAHARANPUR	
Receipt No.	1290
Date	03-12-2025
Sign	

Dated: 03-12-2025

To

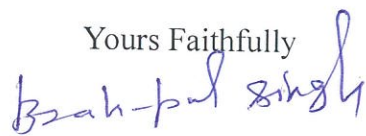
The Principal, J.V. Jain College, Saharanpur

In reference of the पत्रांक: का० अ०/प्रकोष्ठ/875/2025-26, दिनांक: 18.11.2025; the Standard Operating Procedures were to be clearly prepared and made available to the undersigned. Keeping this in mind, a meeting of the cell for differently abled students and SEDGs was held in the IQAC meeting hall on 21st November 2025 at 1:30 pm. After extensive discussions, the committee agreed to clearly formulate the Standards and Operating Procedures, However, if any changes will be required, the college administration can amendment in it with the consultation of higher authority for the welfare of the disabled students and SEDGs (Socio-Economically Disadvantaged Groups) in the college, as the cell for differently abled students and SEDGs function under the guidance of the college administration. Furthermore, some other points were also raised and discussed, which are as follows:

1-Awareness programs for female students should be held at least once in six months. 2- There should also be programs on Mission Shakti. 3- A training camp on self-defense should be organized. 4- Attention will have to be paid to the facilities, infrastructure and requirements for the disabled in the college. 5- The college should form a socio-cultural identity cell and put up such posters or pamphlets at various places in the college so that the students can become aware and their problems can be solved.

Thanking you

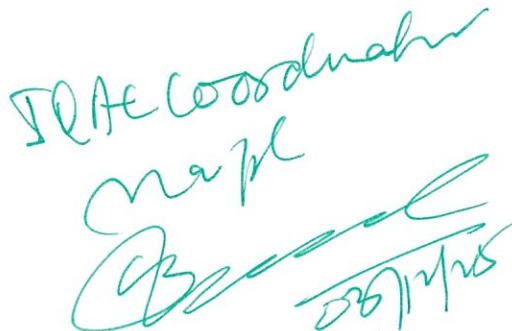
Yours Faithfully



Prof. Braham Pal Singh,

Convener, Cell for Differently Abled Students and SEDGs

Attached a Hard Copy of SOP



SOP (Standard Operating Procedure)
Cells for Differently Abled Students and SEDGs (Socio-Economically Disadvantaged Groups)

J. V. Jain College Saharanpur

Purpose and Scope: Cells for Differently Abled Students and SEDGs provides help for Differently Abled Students and SEDGs.

Socio-Economically Disadvantaged Groups: According to the National Education Policy (NEP) 2020, Socio-Economically Disadvantaged Groups (SEDGs) are categories of students who face significant barriers to education due to their social, economic, cultural, and geographic backgrounds. The NEP-2020 aims to ensure equitable and inclusive education for all students by addressing the specific challenges faced by these groups. The cells are dedicated to oversee policy implementation, monitor student progress, and address grievances related to discrimination.

Anti Ragging cell: The Committee will help to maintenance of healthy discipline in the college, and creating a sense of fellow feelings and brotherhood among the students.

Differently-Abled Cell: To establish standardized and effective procedures for facilitating the academic, social, and infrastructural needs of differently-abled students, ensuring equal opportunities and a supportive, inclusive environment.

Women Sexual Harassment Prevention Cell/Redressal Cell: The Cell aims to providing a safe studying environment for the students in the college by organizing awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and conducting an enquiry if any of them have been a victim of sexual harassment.

This SOP applies to student volunteers. It outlines procedures for admission, orientation, provision of services, grievance redressal, and infrastructure management.

It serves as the main coordinating and facilitating team, working closely with the Internal Quality Assurance Cell (IQAC)/ Principal / Head of the Institution/ Differently Abled Students and SEDGs.

Composition and Responsibilities of the Cells for Differently Abled Students and SEDGs

The committee is generally composed of key senior members of the institution who have the Role authority and expertise to manage the extensive data collection and documentation process.

Role	Typical Members	Key Responsibility
Chairperson	Principal / Head of the Institution	Overall leadership. strategic decision-making and final sign-off on submissions.
Coordinator/Convener	Senior Faculty Member	Brings together and Coordination in members, helping Head of the Institution in decision making



Sub-cells Conveners	Faculty Member	Subordinate leader of a committee, Coordination with the Convener and members in decision making
Members	Faculty from various departments.	to participate in discussions and decisions, uphold the organization's interests, and complete assigned tasks
Administrative / Non - Teaching Staff	Office Superintendent, Senior non-teaching staff	Providing administrative support ensuring availability of necessary records. and logistical support.

(A)-Socio-Economically Disadvantaged Groups (SEDGs)

The work of a Socio-Economically Disadvantaged Groups (SEDGs) cell is to ensure inclusive and equitable access to higher education for students from marginalized backgrounds, as outlined by the National Education Policy (NEP) 2020. The cell serves as a support system to help these students overcome academic, scholarship and social challenges and ensure they can thrive in their educational careers.

1-The NEP-2020 identifies the following as SEDGs:

- **Gender identities:** Female and transgender individuals, especially those from underrepresented groups, who face multiple disadvantages.
- **Socio-cultural identities:** Students from marginalized communities, including Scheduled Castes (SCs), Scheduled Tribes (STs), Other Backward Classes (OBCs), and minorities.
- **Geographical identities:** Students from villages, small towns, aspirational districts, and areas with large populations of educationally disadvantaged groups.
- **Disabilities:** Children with Special Needs (CWSN), also referred to as Divyang, including those with learning disabilities and benchmark disabilities.
- **Socio-economic conditions:** Students from vulnerable situations such as migrant communities, low-income households (including Below Poverty Line), children of victims of trafficking, orphans, child beggars, and the urban poor.

2-Core functions of an SEDGs cell: Cell help to implement the government/ UGC policies time to time in college. Cell helps to the college administration to conduct program/workshop on support and empowerment, Awareness and sensitization.

Grievance redressal

- **Address complaints:** The cell acts as a single-window point of contact for students to report grievances related to discrimination or exclusion.
- **Maintain confidentiality:** It ensures that grievances are addressed promptly and discreetly through a dedicated Grievance Redressal Committee.

3-General: (a)- The provisions under this document can be amended by the college administration at any time. (b)- Any confusion/ misunderstanding arising out related to matters

of supporting Socio-Economically Disadvantaged Groups that are covered or not covered in this document, the decision of competent authority of the college shall be final.

(B) Differently-Abled Students' Cell

“Person with disability” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

I-Categories of the Disability: As per the guidelines of the University Grants Commission, New Delhi and the Ministry of Social Justice & Empowerment and the Ministry of Human Resource Development, Government of India, the "Disability" is classified in following categories: (i) Blindness, (ii) Low vision, (iii) Leprosy-cured, (iv) Hearing impairment, (v) Loco motor disability, (vi) Mental retardation and (vii) Mental illness.

(2)-Procedure for the Differently-Abled Students' Cell

(i)- Data Collection:

- During the admission process, the cell will coordinate with the admissions office to identify candidates with benchmark disabilities who have been allotted seats.
- A complete, confidential list of these students, including their contact information and specific needs, will be maintained.

(ii)- Orientation:

- The cell will organize a special orientation session for differently-abled students.
- The session will cover the cell's services and introduce the key personnel.

(iii)-Examination Support: The cell will provide guidelines to the examination cell for the seating arrangements for students with benchmark disabilities will be on the ground floor wherever possible.

(iii)-Infrastructural and Resource Support: (a)- Access and Infrastructure:

- The cell will regularly monitor the campus for architectural barriers and submit reports to the administration for rectification.
- This includes ensuring accessible classrooms, labs, libraries, ramps, and washrooms.

(b)- Assistive Equipment:

- The cell will help of college administration to maintain an inventory of assistive equipment, such as wheelchairs.
- A clear procedure for borrowing and returning this equipment will be established.

(c)- Counselling and Grievance Redressal

Counselling:

- The cell will offer periodic counselling sessions to help students deal with academic and social challenges.



- Confidentiality will be maintained in all counselling sessions.

Grievance Redressal:

- Students can submit grievances to the college via email, phone, or in person.
- The cell will review and address all complaints within a specified timeframe, escalating to higher authorities if necessary.

3-General: (a)- The provisions under this document can be amended by the college administration at any time. (b)- Any confusion/ misunderstanding arising out related to matters of supporting differently abled students that are covered or not covered in this document, the decision of competent authority of the college shall be final.

(C) Women Sexual Harassment Prevention Cell/Redressal Cell

A Women's Sexual Harassment Prevention and Redressal Cell will help of college administration to investigate complaints, provides support to victims, and takes action against offenders to create a safe and equitable environment. Its work includes creating awareness through sensitization programs, ensuring confidentiality, and taking proactive measures to prevent sexual harassment and gender discrimination within college campus.

Core functions of the cell: 1- **Complaint Redressal:** (a)-Provides a safe and accessible mechanism for female student to report incidents of sexual harassment or other forms of harassment.

(b)-Conducts inquiries into complaints in a timely and judicious manner.

(c)-Maintains confidentiality throughout the proceedings.

2-Prevention and Awareness: (a)-Raises awareness about gender equality and sexual harassment through training and sensitization programs.

(b)-Promotes gender amity among students in college campus.

(c)-Publicizes policy frameworks on sexual harassment effectively.

3-Support and Protection: (a)- Assists victims in the complaint process. (b)-Safeguards the well-being of female students.

4-Action and Recommendations: Cell help the principal to recommends appropriate punitive action against the guilty party.

General: (a)- The provisions under this document can be amended by the college at any time.

(b)- Any confusion/ misunderstanding arising out related to matters of supporting Sexual Harassment female student that are covered or not covered in this document, the decision of competent authority of the college shall be final.

(D)-Meeting Procedure:

The meeting procedure of Cells for Differently Abled Students and SEDGs is generally structured, highly focused on the Differently Abled Students and SEDGs. While specific procedures can vary by college, here is a consolidated overview of the typical meeting procedure and key focus areas:

(i)-Welcome and Introduction: The Cells for Differently Abled Students and SEDGs Coordinator or Chairperson (often the principal) welcomes members and introduces the agenda.

(ii)-Confirmation of Previous Minutes: The minutes of the last meeting are read, discussed, and confirmed, along with a review of the Action Taken Report (ATR) on resolutions from the previous meeting.

(iii)-Agenda Discussion: This is the main part of the meeting, focusing on the progress of key Differently Abled Students and SEDGs -related tasks:

(a)- Review of Work: Detailed review of the work.

(b)- Miscellaneous: Discussion on any other item raised by the member of the cell.

(c)- Resolutions and Action Plan: Clear resolutions are passed for each agenda item. A definitive Action Plan is created with assigned responsibilities and deadlines.

(d)- Conclusion: The meeting ends with a vote of thanks to the Chair.

(E)-Key Procedural Guidelines Frequency

Meetings are typically held at least once in three month (three to four times in a year) or whenever needed.

(a)-Quorum: A minimum attendance is required for the meeting to be valid. This is often specified as more than 50% or two-thirds (2/3rd) of the total members.

(b)-Documentation: The Coordinator is responsible for: **(i)-** Preparing and distributing the agenda to all members well in advance.

(ii)-Recording and dispatching the Minutes of the Meeting (MoM).

(iii)- Preparing and following up on the Action Taken Report (ATR).

Funding: Since Discussion on Differently Abled Students and SEDGs quality enhancement, implementation of quality benchmarks, and adoption of best practices.is part of college administration, so no separate funds require for this cell. If this cell requires any documentation that will be duty of the college administration provide that document from their source.

Reporting to:As general cells for Differently Abled Students and SEDGs is responsible for all its stakeholders, yet this cell should report all its decisions, suggestions, requirements and expectation to Principal as well as Managing committee time to time.

Cells for Differently Abled Students and SEDGs for the Session 2025-26

Prof. Braham Pal Singh	Convenor, Disabled Assistance Cell and Anti-Ragging
Dr. Vineeta	Co- Convenor
Prof. Sanjay Kumar	Convenor, Disadvantaged Group Assistance Scheme Cell and Scholarship Cell
Shri Satish Kumar	Co- Convenor
Dr.Reshma Devi	Convenor, Women Sexual Harassment Prevention Cell/Redressal Cell
Dr.Babita	Co- Convenor
Shrimati Versha Yadav	office Assistant