



SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/OBC Cell/2022

22/01/2024

PROCEEDINGS OF THE PRINCIPAL

Sub: OBC Cell Constituted -reg

The OBC Cell of the college is constituted with the following members
w. e.f 20/01/2024

- | | |
|--|-------------|
| 1. Dr. Lalitha Kailas, Principal | Chairperson |
| 2. Dr. Nazeema Beevi, Professor, Dept. of Community Medicine | Convener |
| 3. Mrs .Ajitha M L, Secretary, Dept. of Community Medicine | Member |
| 4. Mr.Harikrishnan S, Student (2020 Batch) | Member |
| 5. Ms. Meghna Santhoshkumar, Student, (2020 Batch) | Member |




PRINCIPAL

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Sree Gokulam Medical College &
Research Foundation, Venjaramoodu
Thiruvananthapuram-695 607

Sree Gokulam Medical College & Research Foundation

OBC Cell

1. Introduction

Other backward Caste (OBC) Committee in the Institution is constituted to ensure the continued welfare of the reserved category. The committee also acts as a redressal forum for the students and employees belonging to the OBC category to reach out in case of any grievances that they may face.

2. Objectives of the Committee

2.1 To ensure there is no discrimination in the Institution towards students and staff belonging to OBC.

2.2 Guide the OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC.

3. Composition of the Committee

The OBC Cell committee will be comprised of:

| S. No | Name | Designation |
|-------|---------------------------------|-------------|
| 1. | Principal | Chairperson |
| 2. | Faculty | Convener |
| 3. | Non-teaching staff member | Member |
| 4. | Student Representative (Male) | Member |
| 5. | Student Representative (Female) | Member |

4. Functions

4.1 Function as a Grievance Redressal Cell for the grievances of OBC students and employees of the Institution and render them necessary help in solving their academic and administrative problems.

4.2 To deal with the representations received from Other Backward Castes candidates regarding their admission, recruitment, promotion and other similar matters in the Institution.

4.3 To maintain a register for grievances of OBC in the Institution for the members belonging to these communities.

4.4 Process of Submitting the Complaint

4.5 Any aggrieved employee/student belonging to the OBC category can reach out to the Committee by lodging a complaint to the Principal's office.

4.6 To guide the OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC.

5. Grievance Mechanism

5.1 On receiving a complaint, the Committee shall commence a meeting within fifteen days of receipt of complaint.

5.2 The committee shall fix a date of hearing the complaint which shall be communicated to the aggrieved person.

5.3 The aggrieved party may either appear in person or submit written averments of his/her case before the Committee.

5.4 The Committee shall report its findings to the Principal with recommendations if any, within a period of thirty days.

6. Frequency of Meetings

6.1 One meeting at the beginning of the academic year.

6.2 Other meetings as required.

7. Tenure of the Committee

7.1 The Committee shall function for five years.