

Mechanism & Procedure for
Grievance Redressal of Students
Student Grievance-Redressal Mechanism

The Student Grievance Redressal Committee at Sanskriti College, Jaipur looks into complaints lodged by student and judges each case on its merit. The Committee is empowered to look into both academic and non-academic matters. It has been constituted to maintain a responsive, disciplined, accountable and harmonious atmosphere among all the members of the college. The Committee meets once in three months, or as and when required, at the instance of the Nodal Officer.

Members
Principal
Coven or Of Cell/Vice Principal/Deans/Hod's
Advisor
Nodal Officer
Faculty Members(5)
Current Students(2)
Alumnae (2)
Administrative Assistant
Office Assistant



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 30 20 20


PRINCIPAL
Sanskriti College, JAIPUR

Scope:

The scope of the Committee includes:

- Facilitating a fair and just evaluation of student-complaints
- Developing a student support system based on feedback/grievance/complaints
- Encouraging a student-friendly, learner-centric system

Functions:

- Each case is attended to promptly on the receipt of written grievances from the students.
- The Committee then gives a report to the higher authorities about the cases attended to and the number of pending cases, if any, which require direction and guidance from them.
- The Committee thus ensures a fair, unbiased and transparent resolution of student grievances
Process for lodging a complaint. The students may feel free to submit a grievance in the Format available on the college website and mail it on grievanceswpg@gmail.com in or drop it in a Complaint Box outside principal chamber
- The Committee will then act upon those cases which have been forwarded, along with the dully filled-in Form.
- The Committee will ensure that the grievances are redressed within the stipulate dime period.



Grievance- Handling Mechanism

The following mechanisms are in place for timely action towards grievance-handling:

- **Tutor-Guardian-System**— For the benefit and guidance of the students, this feature exists in most institutions. Regular meetings between the Mentor and the Mentee are held wherein students are free to discuss any personal or academic problem being faced by them.
- **Counseling Cell**— This Cell is functional to counsel and guide the students for their overall development, including appropriate intervention needed to redress any grievance at the initial stage.
- **Complaint Box**—A Complaint Box has been placed at outside principal chamber for students to access it conveniently and drop the duly filled-in Grievance Form.
- **Open Door Policy** — All students are free to personally contact the Principal, or the convener of committee, during the college working-hours

Besides the above mentioned, students may also get in touch with the Nodal Officer – appointed for the same- by using the following contact details:

Email: grievancesanskriti@gmail.com

Syllabus and/or with mistakes therein. Students are required to submit such a grievance to the student grievance redressal committee (examinations) within seven days of that exam-conduction, for redressal of the same.



Web Links of UGC Guidelines on :-

1). Grievance Redressal

https://www.ugc.gov.in/pdfnews/1406982_Public-Notice-on-Grievance-redressal.pdf

2). Anti Ragging

<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>

<https://www.ugc.gov.in/page/Ragging-Related-Circulars.aspx>

3). Sexual Harassment

https://www.ugc.gov.in/pdfnews/7203627_UGC_regulations-harassment.pdf



Student Grievance-Redressal Procedure, at a Glance:- OFFLINE MODE

Students can access the Suggestion/ Complaint-box, placed outside the D-Block on campus, to reach out to the authorities for grievance-redressal. They may even mail the same to grievancesanskriti@gmail.com



While the Box is accessed weekly, the website is looked up on a daily basis. Upon receiving the complaints, the Committee fixes a date for a meeting to take up as items on its agenda.

The members discuss the grievances among themselves and arrive at the best solutions to be proposed as necessary action.



The Committee then forwards the grievances along with the proposed solutions to the respective principal/ the coven or/the members, and follows up the matter so as to ensure redressal within the stipulated time-period.





Upon completion of the proceedings, the Committee communicates the final decision on the Notice Board put up near the Suggestion/ Complaint Box for the information of all the students, especially the complainants.



The complaints is/ are, thereafter, considered as disposed off



Principal



Student Grievance-Redressal Procedure, at a Glance:-
ONLINE MODE

Identify the need for a student grievance redressal mechanism



Form a dedicated student grievance redressal cell or committee



Appoint qualified personnel to handle grievances



Establish communication channels (email, online forms, helpline, etc.)



Inform students about the grievance redressal mechanism and its procedures



Receive and record student grievances



Categorize grievances based on their nature or severity



Acknowledge receipt of grievances to the students



Investigate grievances and gather relevant information



Conduct fair and unbiased evaluation of the grievances



Collaborate with relevant departments and authorities, if needed



Take necessary actions to resolve grievances



Provide timely updates and communicate the progress to the students



Close the grievance case once resolved



Maintain confidentiality and protect student privacy



Periodically review the functioning and effectiveness of the mechanism



Make necessary improvements based on feedback and evaluation



Continuously communicate and raise awareness about the mechanism to students



GUIDELINES

FOR

ANTI-RAGGING COMMITTEE




PRINCIPAL,
Sanskriti College, JAIPUR

Guideline

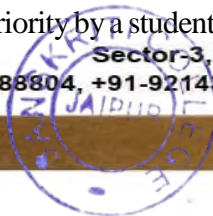
What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of fear, shame, torment or embarrassment, so as to adversely affect the physique or psyche of such fresher or any other student.
- Act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students involved in ragging.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student or students over any fresher or any other student.

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PRINCIPAL
Sanskriti College, JAIPUR

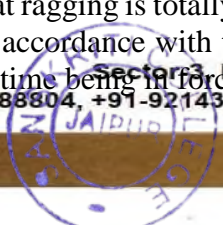
1. Provision of Punishment at the Institution as recommended by the committee: -

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging at the Institution level shall be any one or in any combination of the following.

- i. Cancellation of admission
- ii. Suspension from attending classes
- iii. Withholding/withdrawing scholarship/fellowship and other benefits
- iv. Debarring from appearing in any test/examination or other evaluation process
- v. Withholding results
- vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vii. Suspension/expulsion from the hostel.
- viii. Rustication from the institution for a period ranging from 10 days to complete year.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution.
- x. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

2. Declaration of intent in the University prospectus and application form for admission

In view of drawing the attention of the prospective students seeking admission in the college and with regard to any Law concerning ragging and its consequences, the college shall declare its intent in the prospectus, brochure and instruction booklets for candidates in every academic year (both in English and Hindi). The college shall prescribe a form to be filled up and signed by the candidate to the effect that he/ she is aware of the law regarding prohibition of ragging as well as the punishments. While the students registering for their admission are informed that ragging is totally prohibited in the college, and for abetting ragging, is liable to be punished in accordance with the laid regulations as well as under the provisions of any penal Law for the time being in force.



3. Meetings by Chairperson with various Anti-Ragging Committee members: -

For curbing the menace of ragging, the convener of the Anti- Ragging Committee, shall be conducting meetings, in addition to the regular meetings of the committee, with various members of the committee, such as Hostel Wardens, representatives of students, parents/ guardians, faculty members, non-academic staff, in the beginning of every session to discuss the measures to be taken to prevent ragging in the College and steps to be taken to identify those indulging or abetting ragging and punish them suitably.

4. Database for anti-ragging web-portal

The college shall upload all the information related to Anti-Ragging Committee, Anti Ragging Squad and any such information regarding ragging, on the College website.

5. Display of names and contact numbers of members of Anti Ragging Squad: - The names and contact numbers of Members of the Anti-Ragging Squad shall be uploaded on the College website and displayed at various visible points, also at the entry passage which is conspicuous to all students. The members of anti-ragging squad shall be deployed at all vulnerable areas to monitor any activity which calls on for ragging.

6. Anti-Ragging Sensitization Programmes-

Guest Lecture on 'Anti Ragging Measures: - One or more Guest Lectures shall be organized to sensitize the students against the Ragging, motivating them to refrain from such activities and inform about members of Anti-Ragging Committee and Anti-Ragging Squad.

Following are the additional activities to be taken up by the college to curb the menace of ragging-

Guest Lecture on Eve-Teasing: -

Guest Lecture on Eve-Teasing shall be organized to avoid such incidences from the campus and provide good atmosphere on the College campus.

Nukkad Natak-

With activities like Nukkad Natak, community at large and students in particular shall be made aware of dehumanizing effects of ragging.

Posters and Warning Signs-

Big posters on anti-ragging shall be placed at all prominent places and Notice Boards.

Orientation session- The College shall organize orientation session for the new comers to apprise them that ragging in all its forms is totally banned in the entire campus or outside and in all means of transportation of students, whether public or private.

Regular Psychological Counseling for students — The College has a counseling cell for the students and will arrange the sessions for fresher's as well as jointly with seniors, which shall be regularly done initially for three months from the start of the new academic session, to orient young minds with positive energy and refrain from the act of ragging.

Organizing activities-

Apart from placing posters of anti-ragging at various places, workshops, picture and poster making activities will also be arranged to disseminate the message of anti-ragging.

Complaint Box- For registering complaints against ragging or other grievances, a Complaint Box shall be placed at prominent areas of the College where any student can write and drop his/her complaint or can give any suggestion regarding ragging, if any.

The Complaint Boxes shall be locked and can be accessed by the Nodal Officer of the Anti-Ragging Squad, once in a week. In case the Nodal Officer is not present on the campus, then a person nominated by the nodal officer shall be permitted to open the complaint box, the report of which shall be submitted by him/her to the Anti-Ragging Committee.

Upon getting any grievance related to ragging, the nodal officer shall be empowered to investigate the case and report the same to the Anti-Ragging Committee, which shall be further dealt strictly, as per the UOR Regulations.

CCTV — The College shall take steps to install CCTV cameras at all identified vital and vulnerable points to track and avoid incidents of ragging. To support further, in case of any complaint, the recording shall be kept safe for every session and can only be accessed by the nodal officer or anybody appointed by the Committee, for that purpose.

1. Online Anti-Ragging Feedback Mechanism- The College shall be collecting online feedbacks from the fresher during July to September, so that the students could be given a fair platform to register their complaints against ragging. The feedback report shall be submitted to the Anti-Ragging Committee for further analysis of complaints found, (if any) and taking appropriate action against those found guilty as per the committee.

Policy on Internal Complaint Committee (ICC)

Introduction:

Sanskriti College is committed to provide a safe and respectful learning and working environment for all its members. The Internal Complaint Committee (ICC) is established to address complaints related to various forms of misconduct, including sexual harassment, discrimination, bullying, and other behavior that violates the dignity of individuals.

Composition of the Internal Complaint Committee:

The ICC shall consist of the following members:

- a. Convener: Appointed by the College Administration.
- b. Faculty Representatives: faculty members nominated by the Faculty Council.
- c. Non-Teaching Staff Representatives: non-teaching staff members nominated by the Staff Council.
- e. External Member: One expert or representative from an external organization dealing with gender or social issues, appointed by the College Administration.



Roles and Responsibilities of the Internal Complaint Committee:

The ICC shall have the following roles and responsibilities:

- a. **Receive and address complaints:** The ICC will receive and address complaints related to any form of misconduct in a confidential and sensitive manner.
- b. **Conduct impartial investigations:** The committee shall conduct prompt, impartial, and thorough investigations into each complaint to determine the facts and circumstances surrounding the incident.
- c. **Ensure confidentiality:** All information related to the complaints and investigations shall be treated with strict confidentiality, and disclosure shall be limited to those directly involved in the process.
- d. **Provide support and guidance:** The ICC shall provide support and guidance to the complainant and the respondent throughout the investigation process.
- e. **Implement appropriate actions:** If the complaint is found to be valid, the ICC shall recommend appropriate actions or sanctions to the College Administration to address the issue.
- f. **Promote awareness and prevention:** The committee shall organize awareness programs and workshops to educate the college community about preventing harassment and maintaining a respectful environment.
- g. **Regular reporting:** The ICC shall prepare an annual report of its activities and submit it to the College Administration.

Reporting Mechanism:

- Any member of the college community who has experienced or witnessed an incident of misconduct may file a complaint with the ICC.
- Complaints can be submitted in writing, online, or through any other secure and confidential reporting mechanism provided by the college.
- All complaints shall be handled promptly, and the ICC shall initiate an investigation within 30 days of receiving the complaint.

Protection Against Retaliation:

- The college strictly prohibits any form of retaliation against individuals who report complaints in good faith or participate in an investigation.
- Any act of retaliation will be considered a serious offense and will be subject to disciplinary action.

Training and Awareness Programs:

The college shall organize regular training and awareness programs for all its members to educate them about the ICC policy, prevention of harassment, and maintaining a respectful college environment.

Policy Review:

This policy shall be reviewed and updated periodically to ensure its effectiveness and alignment with relevant laws and regulations.

For any queries or assistance related to the Internal Complaint Committee, please contact the ICC Convener or the College Administration.



Declaration of Policy

Sanskriti College, Jaipur shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.



LIST OF GRIEVANCES RECEIVED: -

Sr No.	Name of Students	year	Type of grievance	Action taken by Committee
1.	Yogesh Parnami	2023-2024	Regarding educational trip location	Rescheduled Location
2.	Bharat Khatri	2023-2024	Regarding for Late fees	Late fees reduced
3.	Vartika Jain	2023-2024	Regarding placement drive	Placement drive arranged
4.	Utkarsh Jain	2023-2024	Regarding teacher for DSA	Teacher appointed
5.	Lisha peshwani	2023-2024	Regarding pd classes	Pd classes arranged
6.	Raunak Singh	2023-2024	Miniature painting workshop	Workshop scheduled
7.	Prachi Agarwal	2023-2024	Regarding annual art exhibition	Art exhibition scheduled
8.	Saloni sharma	2023-2024	Regarding extra classes for chemistry	Extra classes arranged
9.	Ashok kumar mali	2023-2024	Extra classes for physics and chemistry	Extra Classes arranged
10.	Sunny saini	2023-2024	Regarding late submission of assignment due to accident	Submission approved




PRINCIPAL
Sanskriti College, JAIPUR

No. _____

To

The principal
Sanskriti college
Jaipur.

Sub- Application for Extra classes due to mid-term exams
being scheduled.

Dear madam,

We are writing to request additional classes
to help me prepare for upcoming mid-term
exams. and we feel that extra instruction and
support would mostly benefit ~~my~~ ^{our} understanding
and performance.

So we are request to be
arrange extra classes.

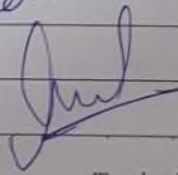
Thank you

अशोक
जगरम

Volini
Sankant

Yours sincerely
B.Sc. sem I
(Bio & Math group)
Students

forwarded to Dr. Dinku
Kindly schedule extra classes



Teacher's Signature _____




PRINCIPAL,
Sanskriti College, JAIPUR

To
The principal
Sanskriti college
Manasarovar, Jaipur

sub- Application For Regarding Extra classes for
chemistry.

Dear Madam,
I respect to say that I am student
of B.Sc-III year in your college. I request
you to for extra classes of chemistry
because I face some doubts in
particular topic of chemistry and
I have mention some important
topic like - Thermodynamics
- carbohydrates
- NMR spectroscopy
→ Amino Acid
→ surface
chemistry

So I request please resolve my
problem as soon as possible.

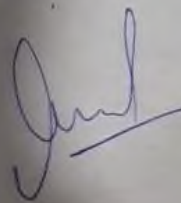
Yours sincerely

Name - Satoni sharma

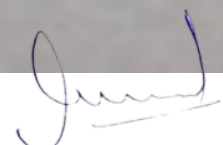
(B.Sc-III year)

Satoni

forwarded to Kanha Ram Saini
kindly schedule extra class






PRINCIPAL
Sanskriti College, JAIPUR

To
The Principal
Sanskriti College
Mansarovar, Jaipur

Sub- Application For change location of
Educational trip.

Dear Madam

We are request you to you
change in the location of our
Educational Trip. because after
discussing with my classmates and
researching alternative options,
I propose that we consider
"Mandli, Himlachal" as the New
location for our educational
trip.

I request please change
our educational trip location
as soon as possible.

Yours sincerely
Yogesh Parmani

Boole Diw

अमित

Sunny Yogesh

(BBA III year)

Pragat
Prati

अमित
forwarded to
trip in charge
Juni




PRINCIPAL
Sanskriti College, JAIPUR

LIST OF GRIEVANCES RECEIVED (2022-23)

LIST OF GRIEVANCES RECEIVED:-

S.No.	Name of Students	Type of grievance	Action taken by Committee
1	Khushal Dubey	Regarding extra class for history	Extra class scheduled
2	Narendra Bishnoi	Regarding internet connection and computer maintenance	Computer updated and internet connection provided
3	Chanchal Verma	Regarding swimming pool cleaning	Swimming pool cleaned
4	Chhavi Kumari	Regarding EAFM class timing	Problem resolved
5	Ashmi Gupta	Regarding industrial visit	Industrial visit scheduled
6	Mohit Kumawat	Regarding physics extra classes	Extra classes scheduled
7	Pawan Kumar Yadav	Regarding maths faculty	New teacher appointed
8	Vartika Mathur	Regarding industrial visit	
9	Dia Jain	Change C++ teacher	New teacher appointed
10	Vartika Jain	Regarding Industrial visit	Industrial visit scheduled




PRINCIPAL
Sanskriti College, JAIPUR

Date / /
Page No.

Dear Ma'am
Sanskriti College

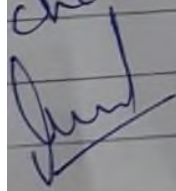
Subject:- Please change BCA II
year C++ teacher

Ma'am this letter is written
with the concern of all the
student of the class.

The teacher is not able to
solve our query and problem
and she does not have the
required knowledge for C++

Please change the teacher

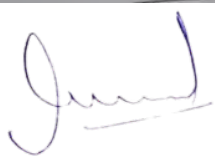
BCA II year students.

Teacher
changed


Devensh → ~~Devensh~~
Himani → ~~P. H. A.~~
Utkarsh → ~~Utkarsh~~
Abhishek → ~~Abhim~~
Vishram → ~~Dakshay~~

Rakshit → ~~Rakshit~~
Ajay → ~~Ajay~~
Anshu → ~~Anshu~~
Ravi → ~~Ravi~~
Vishesh → ~~Vishesh~~
Ducky → ~~Ducky~~




PRINCIPAL,
Sanskriti College, JAIPUR

To

The Principal
Sanskriti college
Jaipur

Subject- Regarding computer lab

Respected Madam,

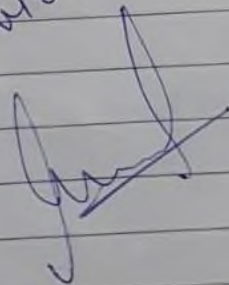
I Narendra Bishnoi, Student of BCA IIIrd year wish to bring your attention towards deficiencies in computer lab.

Madam there are only ten computers working out of 25 in the computer lab. Also there is no internet connection in some PCs. Softwares are also not updated.

Kindly ~~see~~ consider the problems and rectify them earliest.

Thanks in anticipation
Narendra Bishnoi
BCA IIIrd yr

Computers updated & Internet facility
provided.






PRINCIPAL,
Sanskriti College, JAIPUR

Date : / /

श्रीवार्ता
 प्राचार्या मधोदया,
 संस्कृति कॉलेज,
 मानसरोवर जयपुर

विषय -> स्विमिंग पूल सफाई करवाने बाबत।

मधोदया जी,
 नम्र निवेदन है, कि मैं चंचल वर्मा
 आपके महाविद्यालय की कक्षा-बी.ए. लुधम
 वर्ष 2024 की छात्रा हूँ। हमारे मछे स्विमिंग
 पूल में जो पानी है, वह काफी खराब हो
 गया है। अतः मधोदया जी से अनुरोध है,
 कि आप स्विमिंग पूल के पानी को शीघ्र-
 तः शीघ्र साफ करवाने की कृपा करें।

सधन्यवाद
 आपकी आभारकारी शिष्या
 चंचल वर्मा
 (बी.ए.)
 कौशल

Yashraj
Nikita
Sampath
Piyush

3/6/24
 Swimming pool
 cleaning done



Junit
 PRINCIPAL,
 Sanskriti College, JAIPUR

LIST OF GRIEVANCES RECEIVED:-

S.NO	Name of Students	year	Type of grievance	Action taken by Committee
1.	Divyani Tiwari	2021-2022	Regarding extra class	Extra class arranged
2.	Radhika Saxena	2021-2022	Regarding extra class of psychology	Extra class scheduled
3.	Siddhant Meena	2021-2022	Low score in pre university exam	Remedial classes scheduled
4.	Mallika Saxena	2021-2022	Regarding dance classes for freshers	Dance classes arranged
5.	Tanishka Bharadwaj	2021-2022	Regarding yoga classes	Yoga classes arranged
6.	Khushi Singhal	2021-2022	Regarding account syllabus	Extra classes arranged
7.	Siddhi Sharma	2021-2022	Pre university exam date extension	Exam date extended one week
8.	Yogesh Jangid	2021-2022	Regarding physics lab instrument not working	Instruments fixed
9.	Himani Jain	2021-2022	Regarding competition classes clashing	Clashes removed
10.	Yash Chaudhary	2021-2022	Library Issue	Problem resolved
11.	Komal Sahu	2021-2022	Regarding scholarship	Scholarship cheque released
12.	Astha Arora	2021-2022	Regarding economics class timing clash	Clashes removed
13.	Mahendra Kumar	2021-2022	Regarding scholarship	Scholarship provided
14.	Mithlesh Meena	2021-2022	Request for water purifier	Water purifier facility provided
15.	Krati Saxena	2021-2022	Regarding workshop	Hardware workshop arranged



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PRINCIPAL
Sanskrit College, Jaipur

To,
The Principal,
Sanskriti College,
Mansarovar, Jaipur.

Sub - for PCC University Examination

Respected ma'am,

With due respect we are
student of B.Sc. I year. We want
to say that the University exam
syllabus is so lengthy & we are
unable to prepare course in shortage
of time so kindly extend the pre
- University exam date.

Thank you

Attest -
Principal
Cenglu

Yours sincerely
B.Sc I year
(Bio. group)
Students

PCC Univ. exam
date extended one
week



To
The Principal
Sanskriti College
Jaipur, Rajasthan

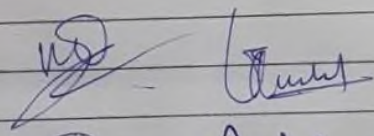
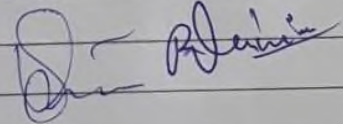
Date:

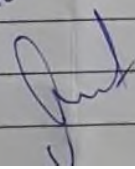
Subject: Complaint regarding R.O.

Respected Ma'am,
I am Mithilesh Kumar Meena, a student
of B.A. from 2021 batch. I wish to bring
to your attention that many a times
we feel that RO for drinking water
is not available. Either RO is broke or
out for repairment. As a result
we get deprived of basic facility of
drinking water.

Therefore, I on behalf of our batch
and college students we request you to
make RO available.

Yours Sincerely
Mithilesh Meena
B.A. II year, 2021 batch

Water purifier
facility provided.


Teacher's Signature.....



To

The Principal
Sanskriti College,
Jaipur, Rajasthan

Date:

Subject: complaint Regarding Library issues

Respected Madam,

I am Yash Choudhary, a student of BSC (Honours)-I, 2020 batch. I wish to bring to your attention that many required textbooks are unavailable, and the reading area is often overcrowded, with non-functional air conditioning, making it difficult to study.

I request you to address these issues at the earliest. Thank you for your consideration.

Your Sincerely,

Yash Choudhary

BSC (Honours)-I, 2020 batch

Problem resolved

Jind



LIST OF GRIEVANCES RECEIVED (2019-2020)

S. No.	Name of Students	Type of grievance	Action taken by Committee
1.	Jagjeet Singh	Regarding Online classes	Online classes scheduled
2.	Anurag Singh Choudhary	Regarding history syllabus	Extra classes scheduled
3.	Yash Daruliya	Regarding extra classes for English	Extra classes scheduled
4.	Shoaib Khan	Regarding Projector Room	Pro sector installed in room
5.	Divyani	Regarding washroom cleaning	Proper cleaning and sanitization of washroom
6.	Pratham	Extra classes of physics	Extra classes arranged
7.	Amarjeet	Regarding fees concession due to economic crisis	Fee concession given
8.	Shriya Sharma	Regarding Fees Concession	Fee concession approved
9.	Tanishka Bhardwaj	Regarding Online classes	Online classes scheduled
10.	Yukti Pareek	Regarding Online classes	Online classes scheduled



To,
The Principal
Sanskriti College,
Mansarovar, Jaipur.

Subject :- For extraclasses.

Respected Madam,

With due respect, I beg to state that, I
Arum Sharma, student of B.Sc Honours at your College. I
want to say that our examinations will be held soon, and
our Courses are not completed in Chemistry and Physics, so that
we are feeling very distressed. Kindly arrange our extra classes
so that we complete our Courses. I shall be grateful to you.

Thanking you.

Yours faithfully
Pratham
Arum Sharma

B.Sc Honours.

Extraclasses arranged

Just



To
The principle.
Sanskriti College.
Mansarovar Jaipur.

Subject - Lack of cleaning toilet

Respected man,

With due respect, I
~~back to~~ beg to ~~sayed~~ state state
that, I Devyani in B.A. 1st year
at your college. I want to
draw attention cleaning problem
of our toilet that our toilet are
not properly clean. so that
we may ill, so kindly do this
purpose

I shall be greatfull to you

Thanking you

Your's faithfully.
Devyani
B.A. 1st year.

Sanitization
request
Dev



To,

The Principal,
Sanskriti College,
Jaipur

Subject :- For Projector Room

Respected mam,

We want to say that we are students of BBA II year we have required projector room for ppt. Please arrange projector room & considered our request.
Thanking you

Yours sincerely
BBA II students
202
Shoaib Khan

BS
JIS
ललितेश
Shubh
Anish

Projector requirement
Shubh



LIST OF GRIEVANCES RECEIVED: -

S. No	Name of Students	Type of grievance	Action taken by Committee
1.	Satyam Sharma	Regarding Parliament visit	Parliament to visit scheduled
2.	Mounika saini	Regarding classroom lights and fans connection problem	Problem resolved
3.	Gaurav Gehlot	Regarding nukkad natak preparation timing	Problem resolved
4.	Amrit Sharma	Regarding psychology extra classes	Classes aranged
5.	Shaurya	Regarding competition classes	Competition classes arranged
6.	Sneha Agarwal	Regarding ppt classes	Ppt classes arranged
7.	Karan dudeja	Regarding ac not working	Ac serviced
8.	Shriya Singh	Regarding fee concession	Fee concession approved
9.	Sneha Kelkar	Regarding practical Equipment repair	Problem resolved
10.	Akriti Shukla	Extra classes for physics	Extra classes scheduled



Expt. No. _____

TO,

The Principal,
Sanskriti College,
Mansarovar, Jaipur.

Sub: Classroom arrangement.

Respected Sir/Mam,

I am Monica Saini
Student of B.Sc. Biology. In our classroom
lights are connected with fan. So
when we switch on the light fan are
also turn on. Now a days weather is cold
so we don't want to turn on fan
kindly separate the switches of light
& fan so we study smoothly.

Thank you

Problem resolved
Jai

Yours sincerely
Monika Saini
B.Sc. III
Biology

Teacher's Signature : _____



→ The principal
Sanskriti college
Mansarovar, Jaipur

subject - Application for maintenance of air conditioners
in our college.

Dear madam,

The air conditioners in several
classrooms are not functioning properly,
making it difficult to study during the
hot weather.

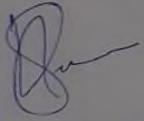
so we request you to take
necessary step to ensure proper maintenance
and upkeep of air conditioners. so we
hope that you will action this issue at
the earliest

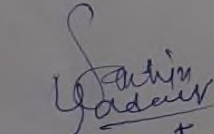
thankyou

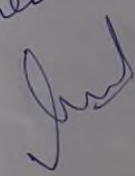
yours obediently

name - Kallan Dudeja &
Sachin Yadav, Himanshi
, Nisha

class - B-SC


Kallan Dudeja


Sachin Yadav
Nisha

A C Servicing
required




**MINUTES OF MEETING OF
STUDENTS GRIEVANCE
COMMITTEE / ANTI-RAGGING
CELL/ INTERNAL COMPLAINT
COMMITTEE**

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PRINCIPAL,
Sanskrit College, Jaipur

NOTICE

Date:9.07.2023

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	Chairperson	9783805369
2	Dr. Nimit Jain	Member Secretary	9660902807
3	Dr. Deepika Sharma	Member	8560938583
4	Mrs. Ankush Gupta	Member	9928577303
5	Dr. Chanchal Sharma	Member	9314490683


Principal

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

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Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Date -10/07/2023


Time – 10:30A.M.

Location- Conference Room

Attendees:-

S. No.	Name	Designation in Cell
1	Dr. Manisha Sharma	Chairperson
2	Dr. Nimit Jain	Member Secretary
3	Dr. Deepika Sharma	Member
4	Mrs. Ankush Gupta	Member
5	Dr. Chanchal Sharma	Member

The meeting started with a welcome note from Dr. Nimit Jain, member secretary of the committee, and then items on the agenda were considered.



Principal

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



NOTICE

Date: 08.08.2023

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 10/08/2023 in Conference Room at 10:30AM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in months.

Feedback from members regarding grievance



Principal

CC to:

- Vice Principal/Deans/HODs of all dept.
- IQAC Head
- Members of cell



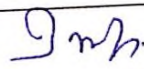
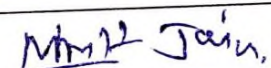
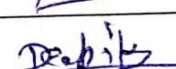
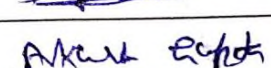
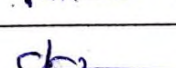
PRINCIPAL,
Sanskrit College, Jaipur


CIRCULAR

Date:8.08.2023

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 10 August 2023 at 10:30AM in Conference Room

Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1	Dr. Manisha Sharma	Chairperson	
2	Dr. Nimit Jain	Member Secretary	
3	Dr. Deepika Sharma	Member	
4	Mrs. Ankush Gupta	Member	
5	Dr. Chanchal Sharma	Member	


Principal

CC to:

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell




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Sanskrit College, Jaipur

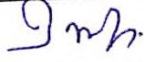
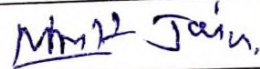
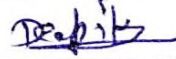


MINUTES OF MEETING (MOM)

Date -10/08/2023

Time – 10:30A.M.

Location- Conference Room

Attendees:-

S.No.	Name	Designation in Cell	Signature
1	Dr. Manisha Sharma	Chairperson	
2	Dr. Nimit Jain	Member Secretary	
3	Dr. Deepika Sharma	Member	
4	Mrs. Ankush Gupta	Member	
5	Dr. Chanchal Sharma	Member	

Agenda to be discussed-

The meeting started with welcome note by the member secretary Dr.Nimit Jain and the following agendas are to be discussed-

- The meeting was called to address the grievances related to the infrastructure of the sports ground as expressed by the attendees.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised regarding the infrastructure of the sports ground.
- Maintenance, equipment, safety measures, and availability were reviewed.

Key issues raised included:

- Poor maintenance of the sports ground, such as uneven playing surfaces, broken equipment, and inadequate lighting.
- Insufficient availability of sports equipment and facilities for various sports activities.
- Lack of proper safety measures, including fencing, first aid kits, and trained personnel for emergencies.
- Limited accessibility of the sports ground, including restrictions on usage or conflicting schedules.



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Action Plan and Responsibilities:

An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Tasks and responsibilities were assigned as follows:

- The sports Department will coordinate the regular maintenance and repair of the sports ground, ensuring proper lighting and functioning equipment.
- The Department will assess the need for additional sports equipment and coordinate with relevant authorities for procurement.
- The Department will oversee the implementation of safety measures, including installing fencing, providing first aid kits, and organizing training sessions for staff.
- The Department will work on resolving scheduling conflicts and promoting equal access to the sports ground.

Communication and Follow-up:

- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to establish a feedback mechanism to gather input from the college community regarding the infrastructure improvements and address any ongoing concerns.
- After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

Cc to:

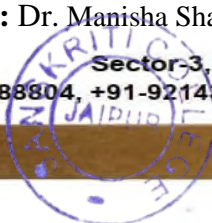

Principal

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Minutes prepared by: Dr. Nimit Jain

Approved by: Dr. Manisha Sharma

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Sanskrit College, JAIPUR

Notice

Date: 8.1.2024

All the members of The committee are hereby informed that a meeting of grievance redressal cell will be held on 10/1/2024 in Conference Room at 10:30AM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in months.

Feedback from members regarding grievance

Principal

CC to:

- Vice Principal/Deans/HODs of all dept.
- IQAC Head
- Members of cell



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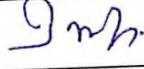
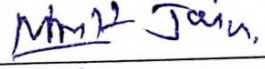
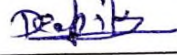
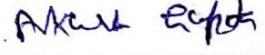

PRINCIPAL
Sanskrit College, Jaipur

CIRCULAR

Date:8.1.2024

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 10 January 2024 at 10:30AM in Conference Room

Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1	Dr. Manisha Sharma	Chairperson	
2	Dr. Nimit Jain	Member Secretary	
3	Dr. Deepika Sharma	Member	
4	Mrs. Ankush Gupta	Member	
5	Dr. Chanchal Sharma	Member	


Principal

CC to:

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell




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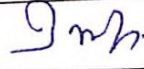
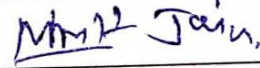
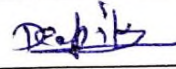
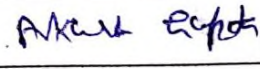

MINUTES OF MEETING (MOM)

Date -10/01/2024

Time – 10:00A.M.

Location- Conference Room

Attendees:-

S.No.	Name	Designation in Cell	Signature
1	Dr. Manisha Sharma	Chairperson	
2	Dr. Nimit Jain	Member Secretary	
3	Dr. Deepika Sharma	Member	
4	Mrs. Ankush Gupta	Member	
5	Dr. Chanchal Sharma	Member	

Agenda to be discussed-

The meeting started with welcome note by the member Dr.Nimit jain and the following agendas are to be discussed-

- To consider the complaints of grievances of Late fees.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students regarding the late fee policy and related issues.
- The implementation, communication, penalties, and exceptions of the late fee policy were reviewed.

Identification of Specific Issues:

- Participants were given the opportunity to express their observations and share specific issues related to the late fees.

Key issues raised included:

- Lack of clarity and transparency in the late fee policy and its application.
- Inadequate communication regarding deadlines, payment methods, and consequences.
- Unfair penalties or charges for late payments.

- Difficulties in resolving late fee disputes or obtaining waivers or exemptions.
- In consistencies in the enforcement of the late fee policy.

Brainstorming Solutions:

- Attendees engaged in a brainstorming session to propose potential solutions to address the identified late fee issues.

Proposed solutions included:

- Reviewing and revising the late fee policy to ensure clarity, fairness, and transparency.
- Improving communication channels and platforms to provide timely and detailed information about deadlines, payment methods, and consequences.
- Establishing a fair and reasonable penalty structure for late payments.
- Streamlining the late fee dispute resolution process and ensuring accessibility to waivers or exemptions.
- Ensuring consistent enforcement of the late fee policy across all departments and programs.

Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Tasks and responsibilities were assigned as follows:

- Accounts Department will review and update the late fee policy, involving relevant stakeholders and considering best practices.
- The Dept. will enhance communication channels and platforms, ensuring students receive timely and detailed information about deadlines and payment methods.
- The Dept. will establish a fair and reasonable penalty structure, taking into account the financial impact on students and ensuring consistency.
- The Accounts Dept. will coordinate with relevant departments and programs to ensure consistent enforcement of the late fee policy.

Communication and Follow-up:

- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to conduct a communication campaign to inform students about the revised late fee policy and any changes in procedures.

Cc To:



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 30 20 20

Principal

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PRINCIPAL

Sanskrit College, Jaipur

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Minutes prepared by: Dr. Nimit Jain

Approved by: Dr. Manisha Sharma

Constitution

Date:4.07.2022

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.

S. No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	Chairperson	9783805369
2.	Dr. Muktika Ahaskar	Coordinator	8118872375
3.	Dr. Nimit Jain	Member	9660902807
4.	Dr. Chanchal Sharma	Member	9314490683
5.	Mr. Kanha ram Saini	Member	9887610801




PRINCIPAL
 Sanskrit College, Jaipur



Principal

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell



PRINCIPAL,
Sanskrit College, JAIPUR

MINUTES OF MEETING (MOM)

Date: 04.07.22

The meeting of the grievance committee held on 4 July 2022 at 3.00 pm in conference room at sanskriti college.

The following members of Grievance Redress Cell were present: -

S.No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	Chairperson	9783805369
2.	Dr. Deepika Sharma	Coordinator	8560938583
3.	Dr. Nimit Jain	Member	9660902807
4.	Dr. Chanchal Sharma	Member	9314490683
5.	Mr. Kanha ram Saini	Member	9887610801

The meeting started with a welcome note from Dr. Nimit Jain, member secretary of the committee, and then items on the agenda were considered.

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Principal

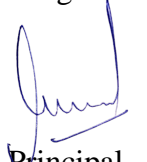



PRINCIPAL
Sanskriti College, Jaipur

NOTICE

Date: 08.08.2022

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 10/08/2022 in conference room at 3:00PM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in the previous months.



Principal

CC to :

- Vice Principal/Deans/HODs of all dept.
- IQAC Head
- Members of cell



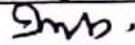

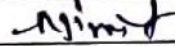

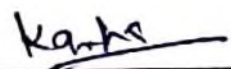
PRINCIPAL,
Sanskrit College, JAIPUR

CIRCULAR

Date:8.08.2022

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 10 August 2022 at 3:00PM in Room No.227

Following Members requested to attend the meeting

S. No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Sharma	Chairperson	
2.	Dr. Deepika Sharma	Coordinator	
3.	Dr. Nimit Jain	Member	
4.	Dr. Chanchal Sharma	Member	
5.	Mr. Kanha ram Saini	Member	


Principal

CC to :

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



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MINUTES OF MEETING (MOM)

Date -10/08/2022

Time – 3:00P.M.

Location-Conference room

Attendees:-

S.No.	Name	Designation in Cell
1.	Dr. Manisha Sharma	Chairperson
2.	Dr. Deepika Sharma	Coordinator
3.	Dr. Nimit Jain	Member Secretary
4.	Dr. Chanchal Sharma	Member
5.	Mr. Kanha ram Saini	Member

Agenda to be discussed-

The meeting started with welcome note by the secretary Dr. Nimit Jain and the following agendas are to be discussed-

- To consider the complaints of grievances from projector classroom.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the current state and functioning of the projector classroom.
- Action on grievance to be taken by the team.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

Identification of Key Issues: The shared grievances were compiled and categorized into key issues. The following key issues were identified during the discussion:

- Frequent malfunctioning of the projector
- Poor image quality or distorted projection
- Inadequate lighting in the classroom
- Difficulty in connecting personal devices to the projector
- Lack of technical support during classes
- Insufficient training or knowledge on projector usage
- Inconsistent availability of necessary cables and adapters




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Brainstorming Possible Solutions:

- Participants engaged in an open discussion to brainstorm potential solutions for each identified key issue. Some of the suggested solutions included:
- Conducting regular maintenance and servicing of projectors to minimize malfunctions
- Upgrading or replacing projectors to improve image quality and reliability
- Ensuring proper lighting in the classroom to enhance visibility of projected content
- Providing clear instructions and guidance on connecting personal devices to the projector
- Establishing a dedicated technical support team to assist with projector-related issues
- Organizing training sessions or workshops for faculty and students on projector usage
- Maintaining an inventory of necessary cables and adapters for easy access and availability

Action Plan for Resolution:

After considering the suggestions, the participants agreed upon the following action plan for resolving the grievances related to the projector classroom:

- Reporting and tracking system for projector malfunctions, ensuring timely repairs and maintenance
- Conducting an assessment of the current projectors and considering options for upgrades or replacements
- Collaborating with the facilities department to improve lighting conditions in the classroom
- Developing a user-friendly guide or manual for connecting personal devices to the projector
- Establishing a helpdesk or dedicated contact point for technical support during classes
- Arranging training sessions or tutorials on projector usage for faculty and students
- Ensuring an adequate supply of necessary cables and adapters for use in the classroom

Follow-Up:

The participants agreed to reconvene after a specified period to evaluate the progress made on the action plan and discuss any further steps needed. It was decided that a summary of the meeting minutes would be shared with the participants for review and feedback.

Cc to:

Principal

- Vice Principal/Deans/HODs
- IQAC Head

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Principal
SANSKRIT COLLEGE, JAIPUR

Minutes prepared by: Dr. Deepika Sharma
Approved by: Dr. Manisha Sharma

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Sanskrit College, JAIPUR

Notice

Date: 7.11.2022

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 9/11/2022 in Room no. 227 at 3:00PM. Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in the previous months.



Principal

CC to :

- Vice Principal/Deans/HODs of all dept.
- IQAC Head
- Members of cell



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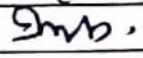

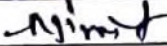

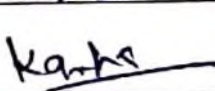
PRINCIPAL,
Sanskrit College, JAIPUR

CIRCULAR

Date:7.11.2022

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 9 November 2022 at 10:30AM in Room No.227

Following Members requested to attend the meeting

S. No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Sharma	Chairperson	
2.	Dr. Deepika Sharma	Coordinator	
3.	Dr. Nimit Jain	Member	
4.	Dr. Chanchal Sharma	Member	
5.	Mr. Kanha ram Saini	Member	



Principal

CC to:

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



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Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Date -9/11/2022

Time – 3:00P.M.

Location-Conference Room

Attendees:-

S. No.	Name	Designation in Cell
1.	Dr. Manisha Sharma	Chairperson
2.	Dr. Deepika Sharma	Coordinator
3.	Dr. Nimit Jain	Member Secretary
4.	Dr. Chanchal Sharma	Member
5.	Mr. Kanha ram Saini	Member

Agenda to be discussed-

The meeting started with welcome note by the secretary Dr.Nimit Jain and the following agendas are to be discussed-

- To consider the complaints of grievances related to Industrial visit
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the academic concerns and grievances raised by students, faculty, or staff.
- Various aspects of academics, such as curriculum, teaching methods, assessments, and student support, were reviewed.
- Action on grievance to be taken by the team.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

Identification of Specific Issues:

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Participants were given the opportunity to express their observations and share specific issues related to the industrial visit.

Key issues raised included:

- Lack of proper planning and coordination in organizing the industrial visit.
- Inadequate communication regarding the purpose, itinerary, and expectations of the visit.
- Insufficient industry exposure and learning opportunities during the visit.
- Challenges related to transportation, accommodation, or safety measures during the visit.

Brainstorming Solutions: Attendees engaged in a brainstorming session to propose potential solutions to address the identified industrial visit issues.

Proposed solutions included:

- Improving the planning and coordination of the industrial visit, ensuring clear objectives and expectations.
- Enhancing communication with students and faculty regarding the purpose, itinerary, and requirements of the visit.
- Strengthening industry collaborations and partnerships to provide valuable learning experiences during the visit.
- Addressing transportation, accommodation, and safety concerns through thorough arrangements and risk assessments.

Action Plan and Responsibilities: An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Tasks and responsibilities were assigned as follows:

- Commerce and management Department will lead the planning and coordination of future industrial visits, involving relevant faculty and staff.
- The Department will establish effective communication channels to inform students and faculty about the purpose, itinerary, and expectations of the visit.
- The Department will explore and establish partnerships with industries to provide meaningful thorough risk assessments. learning experiences during the visit.
- The Department will ensure necessary arrangements for transportation, accommodation, and safety measures, conducting

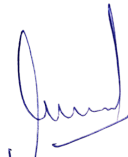
Communication and Follow-up: Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.

Cc To:

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Sanskrit College, Jaipur


Principal

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Minutes prepared by: Dr.Deepika sharma

Approved by: Dr Manisha Sharma

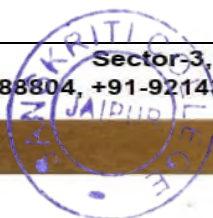
Constitution

Date:12.07.2021

Grievance Redressed Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	(Chairperson)	9783805369
2	Dr. Vinika Manglani	Coordinator	7976405713
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Muktika Ahaskar	Member	8118872375
5	Mr. Anubhav Sharma	Member	9571075950

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Principal,
Sanskrit College, Jaipur


Principal

CC to:

- Coordinator (Grievance Redressed)
- Deans/HODs
- Members of Grievance Cell



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Minutes of Meeting (MOM)

Date: 15.07.2021

The meeting of the grievance committee held on 15 July 2021 at 3.00 pm in conference room, Sanskriti College

The following members of Grievance Redress Cell were present:-

S. No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	(Chairperson)	9783805369
2.	Dr. Vinika Manglani	Coordinator	7976405713
3.	Dr. Priyamvada Sharma	Member	9911774544
4.	Dr. Muktika Ahaskar	Member	8118872375
5.	Mr. Anubhav Sharma	Member	9571075950

The meeting started with a welcome note from Dr. Priyamvada Sharma, member secretary of the committee and then items on the agenda were considered.



Principal

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell




PRINCIPAL
Sanskriti College, Jaipur

NOTICE

Date: 02.09.21

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 04/09/2021 in conference room at 3:00pm. Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in previous months.


Principal

CC to :

- Deans/HODs of all dept.
- Members of cell





PRINCIPAL,
Sanskrit College, JAIPUR

NOTICE

Date: 02.11.2021

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 04/11/2021 in conference room at 3:00pm. Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in previous months.


Principal

CC to :

- Deans/HODs of all dept.
- Members of cell



NOTICE

Date: 03.01.2022

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 05/01/2022 in conference room at 3.00pm. Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in previous months.

Principal

CC to:

- Deans/HODs of all dept.
- Members of cell

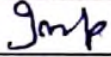

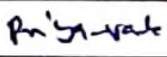
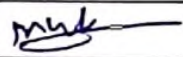
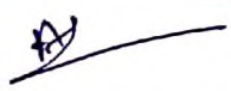


CIRCULAR

Date:02.09.2021

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 4 September 2021 at 3:00PM in conference room 227.

Following Members requested to attend the meeting.

S.No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Sharma	(Chairperson)	
2.	Dr. Vinika Manglani	Coordinator	
3.	Dr. Priyamvada Sharma	Member	
4.	Dr. Muktika Ahaskar	Member	
5.	Mr. Anubhav Sharma	Member	




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Principal

CC to :

- Deans/HODs
- Members of Grievance Cell

CIRCULAR

Date: 02.11.2021

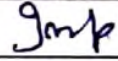

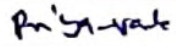


This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 4 November 2021 at 10:00AM in Room No.227.


Following Members requested to attend the meeting

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S.No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Sharma	(Chairperson)	
2.	Dr. Vinika Manglani	Coordinator	
3.	Dr. Priyamvada Sharma	Member	
4.	Dr. Muktika Ahaskar	Member	
5.	Mr. Anubhav Sharma	Member	


Principal

CC to :

- Deans/HODs
- Members of Grievance Cell

CIRCULAR

Date: 03.01.2022

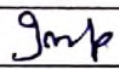

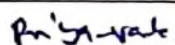
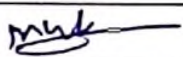

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Sanskrit College, JAIPUR

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 5 January 2022 at 3:00pm in Conference room 227.

Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Sharma	(Chairperson)	
2.	Dr. Vinika Manglani	Coordinator	
3.	Dr. Priyamvada Sharma	Member	
4.	Dr. Muktika Ahaskar	Member	
5.	Mr. Anubhav Sharma	Member	

Principal


CC to :

- Deans/HODs
- Members of Grievance Cell

MINUTES OF MEETING (MOM)

Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 30 20 20
Date: 01/01/2022
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Sanskrit College, Jaipur

Time – 3:00 P.M

Location-Conference room

Attendees:-

S.No.	Name	Designation in Cell
1.	Dr. Manisha Sharma	Chairperson
2.	Dr. Vinika Manglani	Coordinator
3.	Dr Priyamvada Sharma	Member Secretary
4.	Dr. Muktika Ahaskar	Member
5.	Mr. Anubhav Sharma	Member

Agenda to be discussed-The meeting started with welcome note by the secretary Dr. Priyamvada Sharma and the following agendas are to be discussed-

- To consider the complaints of grievances related to academics.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the academic concerns and grievances raised by students, faculty, or staff.
- Various aspects of academics, such as curriculum, teaching methods, assessments, and student support, were reviewed.
- Action on grievance to be taken by the team.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

Identification of Key Issues:

The shared grievances were compiled and categorized into key issues. The following key issues were identified during the discussion:

- Lack of clarity in course requirements and expectations
- Inadequate feedback on assignments and exams
- Unfair grading practices
- Insufficient resources and learning materials
- Inaccessible or unresponsive faculty members
- Inequitable treatment of students
- Limited availability of academic support services



Brainstorming Possible Solutions:

- Participants engaged in an open discussion to brainstorm potential solutions for each identified key issue. Some of the suggested solutions included:
- Enhancing communication between faculty and students regarding course requirements and expectations
- Implementing a standardized feedback system for assignments and exams
- Establishing a clear and transparent grading rubric
- Expanding the availability of resources and learning materials
- Establishing regular office hours and ensuring prompt responses from faculty members
- Implementing policies to promote equity and fairness among students
- Increasing the accessibility and availability of academic support services

Action Plan for Resolution:

- After considering the suggestions, the participants agreed upon the following action plan for resolving the academic grievances:
- Forming a student-faculty committee to address the identified issues
- Creating a centralized platform for course information and updates
- Developing a faculty training program on effective feedback and grading practices
- Conducting surveys or feedback sessions to gather student opinions and suggestions
- Enhancing the availability of resources and materials through digital platforms
- Establishing a mechanism for reporting and addressing instances of inequitable treatment
- Expanding the hours and accessibility of academic support services

Follow-Up:

The participants agreed to reconvene after two weeks to assess the progress made on the action plan and discuss any further steps needed. It was decided that a summary of the meeting minutes would be circulated among the participants for review and feedback.

Principal

Cc to:

- Deans/HODs
 - Members of Grievance Cell
- Minutes prepared by:** Dr. Vinika Manglani
Approved by: Dr. Manisha Sharma




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Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Date -04/11/2021

Time – 3:00P.M.

Location-conference room

Attendees:-

S.No.	Name	Designation in Cell
1.	Dr. Manisha Sharma	Chairperson
2.	Dr. Vinika Manglani	Coordinator
3.	Dr. Priyamvada Sharma	Member Secretary
4.	Dr. Muktika Ahaskar	Member
5.	Mr. Anubhav Sharma	Member

Agenda to be discussed-

The meeting started with welcome note by the member secretary Dr. Kapila Parihar and the following agendas are to be discussed-

- To consider the complaints of grievances of infrastructure.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students, faculty, and staff regarding the campus infrastructure.
- Various aspects of infrastructure, such as buildings, facilities, equipment, and maintenance, were reviewed.

Key issues raised included:

- Insufficient classroom or lab space to accommodate the growing number of students.
- Inadequate maintenance of buildings, leading to issues such as leaks, faulty electrical systems, or broken fixtures.
- Limited availability or outdated equipment in labs and other specialized areas.
- Accessibility challenges for students with disabilities.
- Inadequate parking facilities or transportation services for students, faculty, and staff.
- Solutions:

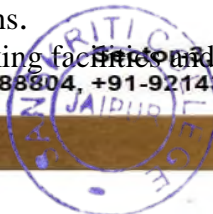
- Attendees engaged in a brainstorming session to propose potential solutions to address the identified infrastructure issues.

- Proposed solutions included:

- Expanding or renovating existing buildings to create more classroom and lab space.
- Implementing a regular maintenance schedule to address building issues promptly.
- Upgrading equipment in labs and other specialized areas to enhance learning and research opportunities.
- Ensuring accessibility for students with disabilities through infrastructure modifications and accommodations.

- Improving parking facilities and transportation services to meet the needs of the College Community.

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Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Communication and Follow-up:

- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to establish a feedback mechanism to gather input from the college community regarding the infrastructure improvements and address any ongoing concerns.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.



Principal

Cc to:

- Deans/HODs
- Members of Grievance Cell

Minutes prepared by: Dr. Vinika Manglani

Approved by: Dr. Manisha Sharma



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Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Date -05/01/2021

Time – 3:00P.M.

Location-Conference Room

Attendees:-

S.No.	Name	Designation in Cell
1.	Dr. Manisha Sharma	Chairperson
2.	Dr.Vinika Manglani	Coordinator
3.	Dr Priyamvada Sharma	Member Secretary
4.	Dr. Muktika Ahaskar	Member
5.	Mr. Anubhav Sharma	Member

Agenda to be discussed-

The meeting started with welcome note by the membe Dr Priyamvada Sharma and the following agendas are to be discussed-

- To consider the complaints of grievances of Late fees.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students regarding the late fee policy and related issues.
- The implementation, communication, penalties, and exceptions of the late fee policy were reviewed.

Identification of Specific Issues:

- Participants were given the opportunity to express their observations and share specific issues related to the late fees.

Key issues raised included:

- Lack of clarity and transparency in the late fee policy and its application.
- Inadequate communication regarding deadlines, payment methods, and consequences.
- Unfair penalties or charges for late payments.
- Difficulties in resolving late fee disputes or obtaining waivers or exemptions.
- In consistencies in the enforcement of the late fee policy.

Brainstorming Solutions:

- Attendees engaged in a brainstorming session to propose potential solutions to address the identified late fee issues.




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Proposed solutions included:

- Reviewing and revising the late fee policy to ensure clarity, fairness, and transparency.
- Improving communication channels and platforms to provide timely and detailed information about deadlines, payment methods, and consequences.
- Establishing a fair and reasonable penalty structure for late payments.
- Streamlining the late fee dispute resolution process and ensuring accessibility to waivers or exemptions.
- Ensuring consistent enforcement of the late fee policy across all departments and programs.

Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Tasks and responsibilities were assigned as follows:

- Accounts Department will review and update the late fee policy, involving relevant stakeholders and considering best practices.
- The Dept. will enhance communication channels and platforms, ensuring students receive timely and detailed information about deadlines and payment methods.
- The Dept. will establish a fair and reasonable penalty structure, taking into account the financial impact on students and ensuring consistency.
- The Accounts Dept. will coordinate with relevant departments and programs to ensure consistent enforcement of the late fee policy.

Communication and Follow-up:


- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to conduct a communication campaign to inform students about the revised late fee policy and any changes in procedures.

Cc to:

- Deans/HODs
- Members of Grievance Cell

Minutes prepared by: Dr. Vinika Manglani

Approved by: Dr. Manisha Sharma


PRINCIPAL




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Sanskrit College, Jaipur

Constitution

Date:7.07.2020

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950



CC to:

- Coordinator (Grievance Redressal)
- Deans/HODs
- Members of Grievance Cell

Principal




PRINCIPAL,
Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Date: 09.07.2020

The meeting of the grievance committee held on 9 July 2020 at 3.00 PM on Google meet.


The following members of Grievance Redress Cell were present:-

S.No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Tiwari	Chairperson	9829613106
2.	Dr. Manisha Sharma	Coordinator	9783805369
3.	Dr. Priyamvada Sharma	Member Secretary	9911774544
4.	Dr. Vinika Manglani	Member	7976405713
5.	Mr. Anubhav Sharma	Member	9571075950

The meeting started with a welcome note from Dr. Priyamvada Sharma, member secretary of the committee, and then items on the agenda were considered.

CC to:

- Coordinator (Grievance Redressal)
- Deans/HODs
- Members of Grievance Cell


Principal




PRINCIPAL,
Sanskrit College, Jaipur

NOTICE

Date: 14.09.2020

All the members of The committee are hereby informed that a meeting of grievance redressal cell will be held on 16/09/2020 on Google meet at 3:00PM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in the previous month.

Coordinator


Principal

CC to :

- /Deans/HODs of all dept.
- Members of cell




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Sanskrit College, JAIPUR

CIRCULAR

Date:14.09.2020

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 16 September 2020 Google meet at 3:00PM

Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Tiwari	Chairperson	
2.	Dr. Manisha Sharma	Coordinator	
3.	Dr. Priyamvada Sharma	Member Secretary	
4.	Dr. Vinika Manglani	Member	
5.	Mr. Anubhav Sharma	Member	

Coordinator



Principal

CC to :

- Deans/HODs
- Members of Grievance Cell




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Sanskrit College, Jaipur

MINUTES OF MEETING (MOM)

Agenda to be discussed-

The meeting started with welcome note by the secretary Dr. Priyamvada Sharma and the following agendas are to be discussed-

- To consider the complaints of grievances related to online classes conducted during the COVID-19 pandemic.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students, faculty, and staff regarding the challenges faced during online classes.
- Technical issues, connectivity problems, engagement, assessment methods, and workload were reviewed.
- After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

Identification of Specific Issues:

- Participants were given the opportunity to express their observations and share specific issues related to online classes.

Key issues raised included:

- Inadequate internet connectivity or access to reliable devices for some students, leading to difficulties in attending online classes.
- Lack of active engagement and participation due to the impersonal nature of online learning.
- Challenges in adapting teaching methods to an online environment and maintaining student interaction.
- Concerns about the fairness and effectiveness of online assessments and examinations.
- Increased workload and time management challenges for both students and faculty.

Brainstorming Solutions:

- Attendees engaged in a brainstorming session to propose potential solutions to address the identified issues related to online classes.




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Proposed solutions included:

- Providing support and resources to students who lack internet connectivity or devices.
- Implementing interactive and collaborative online learning strategies to enhance student engagement.
- Offering training and support for faculty to develop effective online teaching methods and techniques.
- Exploring alternative assessment methods that ensure fairness and evaluate students' understanding of the subject matter.
- Promoting effective time management strategies and providing mental health support for students and faculty.

Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.
- Tasks and responsibilities were assigned as follows:
- Each Department will assess the internet connectivity and device needs of students and provide necessary support.
- Each Dept. will facilitate the development and implementation of interactive and collaborative online learning strategies.
- Computer science Department will offer training and support to faculty members in adapting teaching methods to the online environment.

Communication and Follow-up:

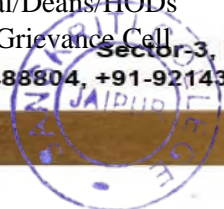
- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to establish regular channels of communication between students, faculty, and administration to address ongoing concerns and provide updates on progress.

Cc to:


Principal

- Vice Principal/Deans/HODs
- Members of Grievance Cell

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Minutes prepared by: Dr.Manisha Sharma
Approved by: Dr. Manisha Tiwari

Constitution


Date:8.07.2019

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950




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Sanskrit College, Jaipur


Principal

CC to:

- Coordinator (Grievance Redressal)
- Deans/HODs
- Members of Grievance Cell

MINUTES OF MEETING (MOM)

Date: 9.07.2019


The meeting of the grievance committee held on 9 July 2019 at 3.00 am in Conference Room at Sanskriti College

The following members of Grievance Redress Cell were present: -

S.No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Tiwari	Chairperson	9829613106
2.	Dr. Manisha Sharma	Coordinator	9783805369
3.	Dr. Priyamvada Sharma	Member	9911774544
4.	Dr. Vinika Manglani	Member	7976405713
5.	Mr. Anubhav Sharma	Member	9571075950

The meeting started with a welcome note from Dr. Kapila Parihar, member secretary of the committee, and then items on the agenda were considered.


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Principal

CC to:

- Coordinator (Grievance Redressal)
- Deans/HODs
- Members of Grievance Cell

NOTICE

Date: 01.08.2019

All the members of The committee are hereby informed that a meeting of grievance redressal cell will be held on 03/08/2019 in conference room at 3:00PM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in the previous months.

Principal

CC to :

- Vice Principal/Deans/HODs of all dept.
- Members of cell



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CIRCULAR

Date:01.08.2019

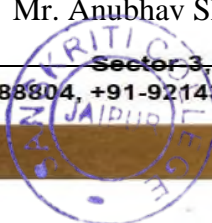
This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 3August 2019 in MBA Seminar Hall at 3:00PM

Following Members requested to attend the meeting

S. No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Tiwari	Chairperson	9829613106
2.	Dr. Manisha Sharma	Coordinator	9783805369
3.	Dr. Priyamvada Sharma	Member	9911774544
4.	Dr. Vinika Manglani	Member	7976405713
5.	Mr. Anubhav Sharma	Member	9571075950

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Principal

Coordinator

CC to :

- Deans/HODs
- Members of Grievance Cell



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MINUTES OF MEETING (MOM)

Date -03/08/2019

Time – 3:00PM.

Location- conference room

Attendees: -

S.No.	Name	Designation in Cell
1.	Dr. Manisha Tiwari	Chairperson
2.	Dr. Manisha Sharma	Coordinator
3.	Dr. Priyamvada Sharma	Member Secretary
4.	Dr. Vinika Manglani	Member
5.	Mr. Anubhav Sharma	Member

Agenda to be discussed-

The meeting started with welcome note by the member secretary Dr. Priyamvada Sharma and the following agendas are to be discussed-

- To consider the complaints of grievances of infrastructure, equipment requirement.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students, faculty, and staff regarding the campus infrastructure.
- Various aspects of infrastructure, such as buildings, facilities, equipment, and maintenance, were reviewed.

Key issues raised included:

- Insufficient classroom or lab space to accommodate the growing number of students.
- Inadequate maintenance of buildings, leading to issues such as leaks, faulty electrical systems, or broken fixtures.
- Limited availability or outdated equipment in labs and other specialized areas.
- Accessibility challenges for students with disabilities.
- Inadequate parking facilities or transportation services for students, faculty, and staff.
- Solutions:
 - Attendees engaged in a brainstorming session to propose potential solutions to address the identified infrastructure issues.
 - Proposed solutions included:
 - Expanding or renovating existing buildings to create more classroom and lab space.
 - Implementing a regular maintenance schedule to address building issues promptly.
 - Upgrading equipment in labs and other specialized areas to enhance learning and research opportunities.



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- Ensuring accessibility for students with disabilities through infrastructure modifications and accommodations.
- Improving parking facilities and transportation services to cater to the needs of the college community.

Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.

Communication and Follow-up:

- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.
- It was decided to establish a feedback mechanism to gather input from the college community regarding the infrastructure improvements and address any ongoing concerns.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.



Principal

Cc to:

- Deans/HODs
- Members of Grievance Cell

Minutes prepared by: Dr.Priyamvada Sharma

Approved by: Dr. Manisha Sharma




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Sanskrit College, JAIPUR

NOTICE

Date: 04.11.2019

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 06/11/2019 in conference room at 3:00PM Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in the previous months .


Principal

CC to :

- Deans/HODs of all dept.
- Members of cell




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Sanskrit College, JAIPUR

CIRCULAR

Date:04.11.2019

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 6 November 2022 in conference room at 3:00PM.


Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1.	Dr. Manisha Tiwari	Chairperson	
2.	Dr. Manisha Sharma	Coordinator	
3.	Dr. Priyamvada Sharma	Member Secretary	
4.	Dr. Vinika Manglani	Member	
5.	Mr. Anubhav Sharma	Member	

Coordinator

CC to :

- /Deans/HODs
- Members of Grievance Cell


Principal




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MINUTES OF MEETING (MOM)

Date-06/11/2019

Time – 3:00P.M.

Location- MBA Seminar Hall

Attendees:-

S. No.	Name	Designation in Cell
1.	Dr. Manisha Tiwari	Chairperson
2.	Dr. Manisha Sharma	Coordinator
3.	Dr. Priyamvada Sharma	Member Secretary
4.	Dr. Vinika Manglani	Member
5.	Mr. Anubhav Sharma	Member

Agenda to be discussed-

The meeting started with welcome note by the member Dr.Priyamvada Sharma and the following agendas are to be discussed-

- To consider the complaints of grievances of Late fees, faculty change, etc.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the concerns and grievances raised by students regarding the late fee policy and academics related issues.
- The implementation, communication, penalties, and exceptions of the late fee policy and faculty issues were reviewed.

Identification of Specific Issues:

- Participants were given the opportunity to express their observations and share specific issues related to the complaints.

Key issues raised included:

- Lack of clarity and transparency in the late fee policy and its application as well as issues related to mathematics subjects were seen.
- Inadequate communication regarding deadlines, payment methods, and consequences.
- Unfair penalties or charges for late payments.
- Ineffective teaching methods that do not cater to different learning styles and fail to engage students effectively.
- Lack of clarity and organization in delivering course material, leading to confusion and difficulty in understanding concepts.




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- Limited availability and accessibility of faculty members for addressing student queries and concerns.
- Difficulties in resolving late fee disputes or obtaining waivers or exemptions.
- In consistencies in the enforcement of the late fee policy.

Brainstorming Solutions:

- Attendees engaged in a brainstorming session to propose potential solutions to address the identified late fee issues.
- Encouraging regular feedback from students to assess the effectiveness of faculty members and identify areas for improvement.

Proposed solutions included:

- Reviewing and revising the late fee policy to ensure clarity, fairness, and transparency.
- Improving communication channels and platforms to provide timely and detailed information about deadlines, payment methods, and consequences.
- Establishing a fair and reasonable penalty structure for late payments.
- Streamlining the late fee dispute resolution process and ensuring accessibility to waivers or exemptions.
- Ensuring consistent enforcement of the late fee policy across all departments and programs.

Action Plan and Responsibilities:

- An action plan was developed, outlining specific steps, responsibilities, and timelines for implementing the proposed solutions.



Tasks and responsibilities were assigned as follows:


- Accounts Department will review and update the late fee policy, involving relevant stakeholders and considering best practices.
- The Dept. will enhance communication channels and platforms, ensuring students receive timely and detailed information about deadlines and payment methods.
- The Dept. will establish a fair and reasonable penalty structure, taking into account the financial impact on students and ensuring consistency.
- The Accounts Dept. will coordinate with relevant departments and programs to ensure consistent enforcement of the late fee policy.

Communication and Follow-up:

- Attendees discussed the importance of effective communication and follow-up to ensure the implementation of the proposed solutions.

It was decided to conduct a communication campaign to inform students about the revised late fee policy and any changes in procedures.

Cc to:


Principal

- Deans/HODs
- Members of Grievance Cell

Minutes prepared by: Dr. Priyamvada Sharma

Approved by: Dr. Manisha Tiwari



5.1.4

Annual report of the committee monitoring the activities and number of grievance and redressed to proof timely redressal of the grievances:-

This annual report outlines the activities and accomplishments of the Anti-Ragging Committee, Grievance Committee, and Internal Complaint Committee at Sanskriti college. These committees play a crucial role in maintaining a safe, respectful, and inclusive environment within the college premises.

Anti-Ragging Committee:

The Anti-Ragging Committee remained vigilant in preventing and addressing incidents of ragging. We organized awareness campaigns, orientation sessions, and workshops for both new and existing students. No reported incidents of ragging were recorded during the year, indicating a positive and safe campus atmosphere.

Grievance Committee:

The Grievance Committee actively addressed concerns raised by students, faculty, and staff members. The grievances received, covering various issues such as academics, facilities, and interpersonal matters. These grievances were resolved within the stipulated timeframe, ensuring a timely resolution and fostering a culture of open communication.


Internal Complaint Committee:

The Internal Complaint Committee continued its efforts to ensure a harassment-free campus. It conducted sensitization sessions and training programs on gender equality and prevention of harassment. These were resolved effectively, maintaining the dignity and safety of all the students and members of the college community.



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ACTIVITY REPORT OF ICC AND ANTI RAGGING

ACTIVITY REPORT	
Name Of Activity	Awareness campaign on Women And Their Legal Rights
Session	2019
Organized By	Women Cell \ICC
Faculty Coordinator	Dr. Deepika Sharma
Student Participation	Approx. 100 students
Event Summary	The Women cell /ICC organized an awareness campaign on women and their legal rights so as to aware the women about their rights,and how to empowered them.
	



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ACTIVITY REPORT	
Name Of Activity	Women And Safety Skills Programme
Session	2019
Organized By	Women Cell \ICC
Faculty Coordinator	Mrs.Ranjula Gupta
Student Participation	Approx 80 Students
Event Summary	The Women Cell /ICC Organized An Awareness Campaign On Women And Their Legal Rights So As To Aware The Women About Their Rights,And How To Empowered Them.



J. Patel

PRINCIPAL,

ACTIVITY REPORT	
Name Of Activity	Guest lecture
Session	2019
Organized By	Women Cell /Icc
Faculty Cordinator	Dr..Priyamvada Sharma
Student Participation	Approx. 100 Students
Event Summary	The Women Cell /ICC Organized A Guest Lecture On Women And Their Legal Rights So As To Aware The Women About Their Rights.



Javed

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ACTIVITY REPORT

Name Of Activity	Guest lecture on Gender equality
Session	2019
Organized By	Women Cell /Icc
Faculty Coordinator	Mrs.Ranjula Gupta
Student Participation	Approx 100 Students
Event Summary	The Women Cell /ICC Organized A Guest Lecture On Gender equality So that students can understand



Javed

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ACTIVITY REPORT

Name Of Activity	Guest lecture on Gender Based-Discrimination
Session	2021
Organized By	Women Cell /Icc
Faculty Coordinator	Dr.Vinika
Student Participation	Approx. 150 Students
Event Summary	The Women Cell /ICC Organized A Guest Lecture On Gender Based-Discrimination So As To Aware The Women About Their Rights.



Jain

ACTIVITY REPORT

Name Of Activity	Poster Making Competition On Stop Violence
Session	2021
Organized By	Women Cell /ICC
Faculty Coordinator	Dr.Deepika Sharma
Student Participation	Approx. 100 Students
Event Summary	The Women Cell /ICC Organized A Poster Making Competition On Stop Violence,So As To Create An Awareness In Campus.



Janani

PRINCIPAL,

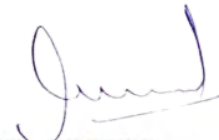
ACTIVITY REPORT	
Name Of Activity	Debate competition
Session	2022
Organized By	Women Cell /ICC
Faculty Coordinator	Dr.Deepika Sharma
Student Participation	Approx. 50 students
Event Summary	The Women Cell /ICC Organized a Debate Competition On The Effectiveness Of Peer-Led Education Programs In Preventing Sexual Harassment And Promoting Respectful Behavior Among Students, So That Views Of Students Can Be Taken .




Janani

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ACTIVITY REPORT	
Name Of Activity	Guest lecture on prevention of sexual harassment
Session	2022
Organized By	Women Cell /Icc
Faculty Coordinator	Dr. Deepika Sharma
Student Participation	Approx. 100 Students
Event Summary	The Women Cell /ICC Organized a Guest lecture on prevention of sexual harassment for awareness amongst the students.




ACTIVITY REPORT	
Event	Open Discussion on Ragging for first year and second year students
Organised By	Anti-Ragging Committee
Activity	Ragging Is A Crime
Coordinator	Mr.Ankit Sharma and Mr.Kanha Ram Saini
Report	Open Discussion was organized by committee , Where a spokesperson was invited to discuss with the students of first year and second year, on the topic of “Ragging Is A Crime”, where opinion of students were taken regarding ragging in campus, and also suggestions were considered to stop the ragging .
	



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ACTIVITY REPORT	
Event	Awareness Campaign for the first year students
Organised By	Anti-Ragging Committee
Activity	Nukkad Natak
Coordinator	Mr.Ashish mathur
Report	Nukkad natak was played by the third year students to aware the first year students about the prevention of ragging.
	




J. Mathur

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ACTIVITY REPORT	
Event	“Ragging And Its Impact On Students” for second year students
Organised By	Anti-Ragging Committee
Activity	Debate Competition
Coordinator	Ms. Ankush Gupta
Report	Debate competition on ragging and its impact on students were organized in a campus by the anti-ragging committee for second year students so as to know about the opinions of students. it was coordinated by Ms. Ankush Gupta
	




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ACTIVITY REPORT	
Event	Open Discussion for the first year students
Organised By	Anti-ragging committee
Activity	Psychological Counseling for students
Coordinator	Mr.Kanha Ram Saini
Report	Psychological counseling for the first year students organized in a college campus by anti-ragging committee, where student's issues were discussed by the faculty, to give them mental support and stress free environment.
	



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ACTIVITY REPORT	
Event	Guest Lecture for all streams of first year students
Organised By	Anti-Ragging Committee
Activity	Guest Lecture On Eve-Teasing'
Coordinator	Mr.Ankit Sharma
Report	Guest Lecture on Eve-Teasing' was organized by Anti-ragging committee for all streams of first year students and they got aware about how to deal with Eve-teasing , and also students opinion were taken through Ques -Ans session.
	



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ACTIVITY REPORT	
Event	Orientation programme for new comers
Organised By	Anti-Ragging Committee
Activity	Pledge by students
Coordinator	Mr.Ankit Sharma
Report	During orientation programme, students unite to affirm commitment to eradicate ragging and create a safe, nurturing, and inclusive environment for all. Students pledge to stand together, be vigilant, and actively work towards building a campus that thrives on respect, understanding, and personal growth.



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ACTIVITY REPORT	
Event	Guest Lecture
Organized by	Anti-Ragging Committee
Activity	Lecture on Anti-Ragging
Coordinator	Dr.Manisha Tiwari
Report	Lecture on Anti-Ragging was organized to aware the students about the consequences of ragging in campus,so that they could understand the legal action that can be taken against Ragging.
	



ACTIVITY REPORT	
Event	Nukkad Natak
Organised by	Anti-Ragging Committee
Activity	Impact of Ragging on students
Coordinator	Dr.Manisha Tiwari
Report	Nukkad Natak organized by Anti-Ragging Committee and played by students of NSS to aware about the Impact of Ragging on student's mental health.



ACTIVITY REPORT	
Event	Workshop on Anti-Ragging for all college students
Organised by	Anti-Ragging Committee
Activity	Creating a Ragging-Free Campus:
Coordinator	Dr. Manisha Tiwari
Report	Workshop on Anti-ragging was organized in campus to aware all students and to solve their issues regarding ragging.
	



LIST OF GRIEVANCES RECEIVED:-

S.NO	Name of Students	year	Type of grievance	Action taken by Committee
1.	Yogesh Parnami	2023-2024	Regarding educational trip location	Rescheduled Location
2.	Bharat Khatri	2023-2024	Regarding for Late fees	Late fees reduced
3.	Vartika Jain	2023-2024	Regarding placement drive	Placement drive arranged
4.	Utkarsh Jain	2023-2024	Regarding teacher for DSA	Teacher appointed
5.	Lisha peshwani	2023-2024	Regarding pd classes	Pd classes arranged
6.	Raunak Singh	2023-2024	Miniature painting workshop	Workshop scheduled
7.	Prachi Agarwal	2023-2024	Regarding annual art exhibition	Art exhibition scheduled
8.	Saloni sharma	2023-2024	Regarding extra classes for chemistry	Extra classes arranged
9.	Ashok kumar mali	2023-2024	Extra classes for physics and chemistry	Extra Classes arranged
10.	Sunny saini	2023-2024	Regarding late submission of assignment due to accident	Submission approved



Jain

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No. _____

To

The principal
Sanskriti college
Jaipur.

Sub- Application for Extra classes due to mid-term exams
being scheduled.

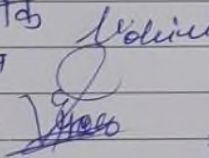
Dear madam,

We are writing to request additional classes
to help me prepare for upcoming mid-term
exams. and we feel that extra instruction and
support would greatly benefit ~~my~~ understanding
and performance.

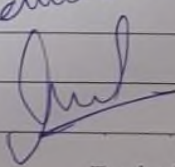
So we are request to be
arrange extra classes.

Thankyou

अशोक
जगम


Student

Yours sincerely
B.Sc-sem I
(Bio & Math group)
Students

forwarded to Dr. Dinku
Kindly schedule extra classes


Teacher's Signature _____



To
The principal
Sanskriti college
Mansarovar, Jaipur

Sub- Application For Regarding Extra classes for
Chemistry.

Dear Madam,

I respect to say that I am student
of B.Sc-III year in your college. I request
you to for extra classes of Chemistry
because I face some doubts in
particular topic of Chemistry and
I have mention some important

Topic like - Thermodynamics
- Carbohydrates
- NMR Spectroscopy
→ Amino Acid
→ Surface
Chemistry

So I request please resolve my
problem as soon as possible.

Yours sincerely

Name - Satish Sharma

(B.Sc-III year)

Satish

Forwarded to Kanha Ram Saini
Kindly Schedule extra class

Kanha

Kanha



To
The Principal
Sanskriti College
Mansarovar, Jaipur

Sub- Application For change location of
Educational trip.

Dear Madam

We are request you to you
change in the location of our
Educational Trip. because after
discussing with my classmates and
researching alternative options,
I propose that we consider
"Mandli, Himnanchal" as the new
location for our educational
trip.

I request please change
our educational trip location
as soon as possible.

Yours sincerely
Yogesh Parmani

Yogesh Parmani

अमित

Sunny

Yogesh

(BBA III year)

Pratik

अमित
Pratik
forwarded to
trip in charge
Pratik



LIST OF GRIEVANCES RECEIVED (2022-23)

LIST OF GRIEVANCES RECEIVED: -

S.No.	Name of Students	Type of grievance	Action taken by Committee
1	Khushal Dubey	Regarding extra class for history	Extra class scheduled
2	Narendra Bishnoi	Regarding internet connection and computer maintenance	Computer updated and internet connection provided
3	Chanchal Verma	Regarding swimming pool cleaning	Swimming pool cleaned
4	Chhavi Kumari	Regarding EAFM class timing	Problem resolved
5	Ashmi Gupta	Regarding industrial visit	Industrial visit scheduled
6	Mohit Kumawat	Regarding physics extra classes	Extra classes scheduled
7	Pawan Kumar Yadav	Regarding maths faculty	New teacher appointed
8	Vartika Mathur	Regarding industrial visit	
9	Dia Jain	Change C++ teacher	New teacher appointed
10	Vartika Jain	Regarding Industrial visit	Industrial visit scheduled



Jain

PRINCIPAL
Sanskriti College, JAIPUR

Date / /
Page No.

Dear Ma'am
Sanskriti College

Subject:- Please change BCA II
year C++ teacher

Ma'am this letter is written
with the concern of all the
student of the class.
The teacher is not able to
solve our query and problem
and she does not have the
required knowledge for C++

Please change the teacher
BCA II year students.

Teacher changed	Devensh → Deven	Rakshit - Rakshit
	Himani → Himani	Ajay - Ajay
	Utkarsh → Utkarsh	Anshu → Anshu
	Abhishek → Abhishek	Ravi → Ravi
	Vishram → Vishram	Vishesh → Vishesh
		Ducky → Ducky



Principal

To

The Principal
Sanskriti college
Jaipur

Subject- Regarding computer lab

Respected Madam,

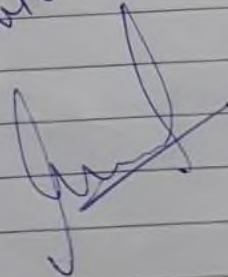
I Narendra Bishnoi, Student of BCA IIIrd year wish to bring your attention towards deficiencies in computer lab.

Madam there are only ten computers working out of 25 in the computer lab. Also there is no internet connection in some PCs. Softwares are also not updated.

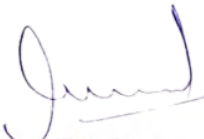
Kindly ~~you~~ consider these problems and rectify them earliest.

Thanks in anticipation
Narendra Bishnoi
BCA IIIrd yr.

Computers updated & Internet facility provided







Date: / /

सेवा में,
 प्राचार्य महीदया,
 संस्कृति कॉलेज,
 मानसरोवर जयपुर

विषय -> स्विमिंग पूल सफाई करवाने बाबत।

महीदया जी,
 जय निवेदन है, कि मैं चंचल वर्मा
 आपके महाविद्यालय की कक्षा-बी.ए. नृपम
 वर्ध 2024 की छात्रा हूँ। हमारे मछं स्विमिंग
 पूल में जो पानी है, वह काफी खराब हो
 गया है। अतः महीदया जी से अनुरोध है,
 कि आप स्विमिंग पूल के पानी को शीघ्र-
 तः शीघ्र साफ करवाने की कृपा करें।

सधभ्यवाद
 आपकी आकांक्षी शिष्या
 चंचल वर्मा
 (बी.ए.)
 कौशल

NIKITA
 Sempush
 3/1/24
 Swimming pool
 cleaning done



LIST OF GRIEVANCES RECEIVED: -

S.NO	Name of Students	year	Type of grievance	Action taken by Committee
1.	Divyani Tiwari	2021-2022	Regarding extra class	Extra class arranged
2.	Radhika Saxena	2021-2022	Regarding extra class of psychology	Extra class scheduled
3.	Siddhant Meena	2021-2022	Low score in pre university exam	Remedial classes scheduled
4.	Mallika Saxena	2021-2022	Regarding dance classes for freshers	Dance classes arranged
5.	Tanishka Bharadwaj	2021-2022	Regarding yoga classes	Yoga classes arranged
6.	Khushi Singhal	2021-2022	Regarding account syllabus	Extra classes arranged
7.	Siddhi Sharma	2021-2022	Pre university exam date extension	Exam date extended one week
8.	Yogesh Jangid	2021-2022	Regarding physics lab instrument not working	Instruments fixed
9.	Himani Jain	2021-2022	Regarding competition classes clashing	Clashes removed
10.	Yash Chaudhary	2021-2022	Library Issue	Problem resolved
11.	Komal Sahu	2021-2022	Regarding scholarship	Scholarship cheque released
12.	Astha Arora	2021-2022	Regarding economics class timing clash	Clashes removed
13.	Mahendra Kumar	2021-2022	Regarding scholarship	Scholarship provided
14.	Mithlesh Meena	2021-2022	Request for water purifier	Water purifier facility provided
15.	Krati Saxena	2021-2022	Regarding workshop	Hardware workshop arranged



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 302020

Ph.: +91-9251488804, +91-9214311154 | E-mail: sanskriticollegejaipur@gmail.com | www.sanskriticollege.org

Jain
PRINCIPAL
Sanskriti College, JAIPUR

PAGE NO.: _____
DATE: / /

To,
The Principal,
Sanskriti College,
Mansarovar, Jaipur.

Sub - for PEE University Examination

Respected ma'am,

With due respect ~~we are~~ are
Student of B.Sc. II year. We want
to say that the University exam
Syllabus is so lengthy & we are
unable to prepare course in shortage
of time so kindly extend the pre
- University exam date.

Thank you

Atul
Wani

Chingun

Wani
Chingun

Yours sincerely
B.Sc II year
(Bio. group)
Students

Pre-univ exam
date extended one
week
Wani



Wani

PRINCIPAL
Sanskriti College, JAIPUR

DATE / /
PAGE NO.:

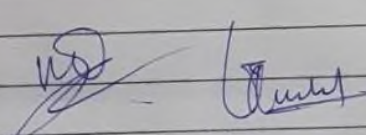
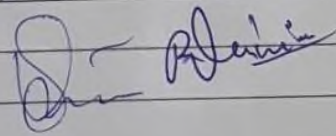
To _____ Date: _____
The Principal
Sanskriti College
Jaipur, Rajasthan

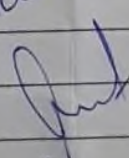
Subject: Complaint regarding R.O.

Respected Ma'am,
I am Mithilesh Kumar Meena, a student
of B.A. from 2021 batch. I wish to bring
to your attention that many a times
we feel that RO for drinking water
is not available. Either RO is broke or
out for repairment. As a result
we get deprived of basic facility of
drinking water.

Therefore, I on behalf of our batch
and college students we request you to
make RO available.

Your Sincerely
Mithilesh Meena
B.A. II year, 2021 batch

Water purifier
facility provided.


Teacher's Signature.....



PAGE NO.:
DATE: / /

To
The Principal
Sanskriti College,
Jaipur, Rajasthan

Date:

Subject: complaint Regarding library issues

Respected Madam,
I am Yash Choudhary, a student of BSC (Honours)-I,
2020 batch. I wish to bring to your attention that
many required textbooks are unavailable, and the
reading area is often overcrowded, with
non-functional air conditioning, making it difficult
to study.

I request you to address these issues at the earliest.
Thank you for your consideration.

Yours Sincerely,
Yash Choudhary
BSC (Honours)-I, 2020 batch

Problem resolved

Jain



Jain
PRINCIPAL
Sanskriti College, JAIPUR

LIST OF GRIEVANCES RECEIVED (2019-2020)

S. No.	Name of Students	Type of grievance	Action taken by Committee
1.	Jagjeet Singh	Regarding Online classes	Online classes scheduled
2.	Anurag Singh Choudhary	Regarding history syllabus	Extra classes scheduled
3.	Yash Daruliya	Regarding extra classes for English	Extra classes scheduled
4.	Shoaib Khan	Regarding Projector Room	Pro sector installed in room
5.	Divyani	Regarding washroom cleaning	Proper cleaning and sanitization of washroom
6.	Pratham	Extra classes of physics	Extra classes arranged
7.	Amarjeet	Regarding fees concession due to economic crisis	Fee concession given
8.	Shriya Sharma	Regarding Fees Concession	Fee concession approved
9.	Tanishka Bhardwaj	Regarding Online classes	Online classes scheduled
10.	Yukti Pareek	Regarding Online classes	Online classes scheduled



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 302020

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J. Singh
PRINCIPAL
Sanskriti College, JAIPUR

To,
The Principal
Sanskriti College,
Mansarovar, Jaipur.

Subject :- For extra classes.

Respected Madam,

With due respect, I beg to state that, I
Arum Sharma, student of B.Sc Honours at your College. I
want to say that our examination will be held soon, and
our Causes are not completed in Chemistry and Physics, so that
we are feeling very distressed. Kindly arrange our extra class
so that we complete our Causes. I shall be grateful to you.

Thanking you.

Yours faithfully
Pratham
Arum Sharma

B.Sc Honours.

Extra classes arranged

Just



Just

PRINCIPAL

Sanskriti College, JAIPUR

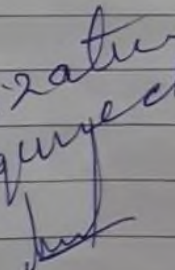
To
The principle.
Sanskriti College.
Mansarovar Jaipur.

Subject - Lack of cleaning toilet

Respected man,
With due respect, I
~~back to~~ beg to ~~sayed~~ state state
that, I Devyani in B.A. 1st year
at your college. I want to
draw attention cleaning problem
of our toilet that our toilet are
not properly clean. so ~~or~~ that
we may ill, so kindly do this
purpose
I shall be greatfull to you

Thanking you

Your's faithfully.
Devyani
B.A. 1st year.

Sanitization
Request




PAGE NO. :
DATE: / /

To,

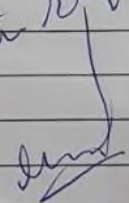
The Principal,
Sanskriti College,
Jaipur

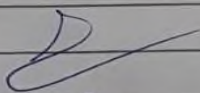
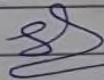
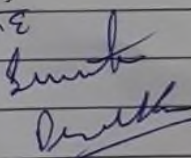
Subject :- For Projector Room.

Respected mam,

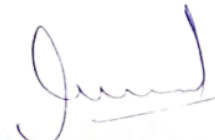
We want to say that
we are students of BBA II year
we have required projector room
for ppt. Please arrange projector
room & consider our request.
Thanking you

Yours sincerely
BBA II students
202
Shoaib Khan

Projector requirement


 BS
 JS
ललितेश






LIST OF GRIEVANCES RECEIVED: -

S. No	Name of Students	Type of grievance	Action taken by Committee
1.	Satyam Sharma	Regarding Parliament visit	Parliament to visit scheduled
2.	Mounika saini	Regarding classroom lights and fans connection problem	Problem resolved
3.	Gaurav Gehlot	Regarding nukkad natak preparation timing	Problem resolved
4.	Amrit Sharma	Regarding psychology extra classes	Classes arranged
5.	Shaurya	Regarding competition classes	Competition classes arranged
6.	Sneha Agarwal	Regarding ppt classes	Ppt classes arranged
7.	Karan dudeja	Regarding ac not working	Ac serviced
8.	Shriya Singh	Regarding fee concession	Fee concession approved
9.	Sneha Kelkar	Regarding practical Equipment repair	Problem resolved
10.	Akriti Shukla	Extra classes for physics	Extra classes scheduled



Date _____
Page No. _____
Expt. No. _____

To,
The Principal,
Sanskriti College,
Mansarovar, Jaipur.

Sub :- classroom arrangement.

Respected Sir/Mam,

I am Monika Saini
student of B.Sc. Biology. In our classroom
lights are connected with fan. so
when we switch on the light fan are
also turn on. Now a days weather is cold
so we don't want to turn on fan.
kindly separate the switches of light
& fan so we study smoothly.
Thank you

Yours sincerely,
monika saini
B.Sc. III
Biology

Problem resolved
Jain

Teacher's Signature : _____



→ The principal
Sanskriti college
Mansarovar, Jaipur

subject - Application for maintenance of air conditioners
in our college.

Dear Madam,

The air conditioners in several
classrooms are not functioning properly,
making it difficult to study during the
Hot weather.

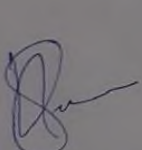
so we request you to take
necessary step to ensure proper maintenance
and upkeep of Air conditioners. so we
hope that you will action this issue at
the earliest

thankyou

yours obediently

name - Kallan Desai &
sochin yadav, Himanshu
, MR Phani

class = B-Sc


Sachin
Yadav
Nisstant

A/C Servicing
required
Jund



5.1.4

Constitution of Grievance Redressal Cell

Date:9.07.2023

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	Chairperson	9783805369
2	Dr. Nimit Jain	Member Secretary	9660902807
3	Dr. Deepika Sharma	Member	8560938583
4	Mrs. Ankush Gupta	Member	9928577303
5	Dr. Chanchal Sharma	Member	9314490683

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell


Principal

Constitution of Grievance Redressal Cell

Date:4.07.2022

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.

S. No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	Chairperson	9783805369
2.	Dr. Muktika Ahaskar	Coordinator	8118872375
3.	Dr. Nimit Jain	Member	9660902807
4.	Dr. Chanchal Sharma	Member	9314490683
5.	Mr. Kanha ram Saini	Member	9887610801

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell

Principal

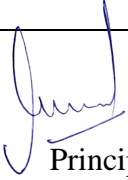


Constitution of Grievance Redressal Cell

Date:12.07.2021

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

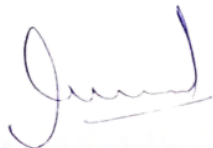
S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	(Chairperson)	9783805369
2	Dr. Vinika Manglani	Coordinator	7976405713
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Muktika Ahaskar	Member	8118872375
5	Mr. Anubhav Sharma	Member	9571075950


Principal

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell




Principal

Constitution of Grievance Redressal Cell

Date:7.07.2020

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



Principal



PRINCIPAL
Sanskriti College, JAIPUR

Date:8.07.2019

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



Principal



ANTI SEXUAL HARASSMENT CELL/ WOMEN CELL/ICC CONSTITUTION

Date: 5-07-2023

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Sharma	Convener
2.	Mr.Anubhav Sharma	Member
3.	Mr.Chaturbhuj Gupta	Member Secretary
4.	Mr.Ankit Sharma	Member
5.	Dr.Deepika Sharma	Member

Dr. Manisha Sharma Convener of the Committee extended ICC by suggest some name of respected members and official Staff.


1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Palal Khandelwal	Current Student
4.	Aditya Gupta	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

CC to:

- Convener (Anti Sexual Harassment)
- Deans/HODs
- IQAC Head
- Members of Committee



Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 8-07-2021

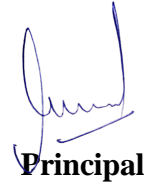
The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.manisha Tiwari	Convener
2.	Dr.Deepika Sharma	Member
3.	Dr.Vinika manglani	Member secretary
4.	Ms.Ankush Gupta	Member
5.	Ms.Deepika Saxena	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Aishvi Gupta	Current Student
4.	Jeeshan Pathan	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

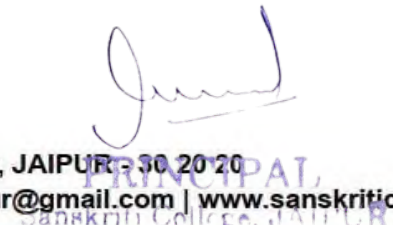
CC to:

- Convenor (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 30 20 20

Ph.: +91-9251488804, +91-9214311154 | E-mail: sanskriticollegejaipur@gmail.com | www.sanskriticollege.org



Principal

Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 15-07-2020

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Tiwari	Convener
2.	Dr.Vinika	Member
3.	Deepika Saxena	Member Secretary
4.	Mr.Ashish mathur	Member
5.	Ms. Sweta Jain	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.


1.	Dr.Vinika Manglani	Member
2.	Dr B.D.Rawat (Advisor)	Nodal Officer
3.	MrMukesh Sharma	Office Staff
4.	Mrs.Seema Grover	Office Staff



Principal

CC to:

- Coven or (Anti Sexual Harassment)
- Vice Principal/Deans/HODs
- Members of Committee



Date: 28-07-2019

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr. Manisha Tiwari	Convener
2.	Deepika Saxena	Member
3.	Dr. Vinika Manglani	Member Secretary
4.	Mr. Anubhav Sharma	Member
5.	Mrs. Ranjula Gupta	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Nodal Officer
2.	Deepika Sharma	Member
5.	Mr. Mukesh Sharma	Office Staff
6.	Mrs. Seema Grover	Office Staff



Principal

CC to:

- Coven or (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee



Principal
Sanskriti College, Jaipur

Constitution of Anti-Ragging Committee

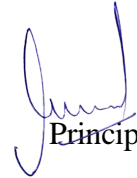
Date 11/07/2023

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of: Anti Ragging Committee: -


S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Manisha Kumari	Student	9024218779
5.	Piyush Agrwal	Student	7060065238

CC to:



Principal

- Convener (Anti Ragging Committee)
- Deans/HODs
- IQAC Head
- Member of committee



Constitution of Anti Ragging Committee

DATE- 18/07/2022

The institution has established an Anti-Ragging Committee as per the directives of honourable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Aishvi	Student	6376722116
5.	Pawandeep	Student	7737765098



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of the committee



Constitution of Anti-Ragging Committee

Date-13/07/2021


The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Ankit Sharma	Member	9887566151
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



Principal




Constitution of Anti-Ragging Committee

Date-14/07/2020

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -

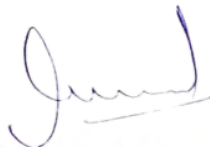
S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Kanha ram Saini	Member	9887610801
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee




Constitution Anti-Ragging Committee

Date-16/07/2019

The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Deepika Saxena	Member	9785009962
4.	Kishan	Student	9887235689
5.	vishal	Student	8105648960



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



5.1.4

Constitution of Grievance Redressal Cell

Date:9.07.2023

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

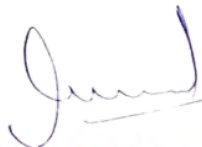
S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	Chairperson	9783805369
2	Dr. Nimit Jain	Member Secretary	9660902807
3	Dr. Deepika Sharma	Member	8560938583
4	Mrs. Ankush Gupta	Member	9928577303
5	Dr. Chanchal Sharma	Member	9314490683

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell


Principal




Principal

Date:4.07.2022

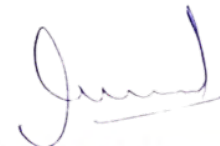
Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.

S. No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	Chairperson	9783805369
2.	Dr. Muktika Ahaskar	Coordinator	8118872375
3.	Dr. Nimit Jain	Member	9660902807
4.	Dr. Chanchal Sharma	Member	9314490683
5.	Mr. Kanha ram Saini	Member	9887610801



Principal

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell



Constitution of Grievance Redressal Cell

Date:12.07.2021

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.


S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	(Chairperson)	9783805369
2	Dr. Vinika Manglani	Coordinator	7976405713
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Muktika Ahaskar	Member	8118872375
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell



Principal



Date:7.07.2020

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



Principal



Date:8.07.2019

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Tiwari	Chairperson	9829613106
2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell



Principal



ANTI SEXUAL HARASSMENT CELL/ WOMEN CELL/ICC CONSTITUTION

Date: 5-07-2023

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Sharma	Convener
2.	Mr.Anubhav Sharma	Member
3.	Mr.Chaturbhuj Gupta	Member Secretary
4.	Mr.Ankit Sharma	Member
5.	Dr.Deepika Sharma	Member

Dr. Manisha Sharma Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Palal Khandelwal	Current Student
4.	Aditya Gupta	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

CC to:

- Convener (Anti Sexual Harassment)
- Deans/HODs
- IQAC Head



Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 8-07-2021

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.manisha Tiwari	Convener
2.	Dr.Deepika Sharma	Member
3.	Dr.Vinika manglani	Member secretary
4.	Ms.Ankush Gupta	Member
5.	Ms.Deepika Saxena	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Aishvi Gupta	Current Student
4.	Jeeshan Pathan	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

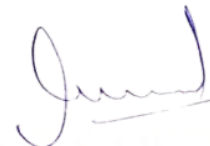
CC to:

- Convener (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR-302020

Ph.: +91-9251488804, +91-9214311154 | E-mail: sanskriticollegejaipur@gmail.com | www.sanskriticollege.org



Principal

Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 15-07-2020

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Tiwari	Convener
2.	Dr.Vinika	Member
3.	Deepika Saxena	Member Secretary
4.	Mr.Ashish mathur	Member
5.	Ms. Sweta Jain	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr.Vinika Manglani	Member
2.	Dr B.D.Rawat (Advisor)	Nodal Officer
3.	MrMukesh Sharma	Office Staff
4.	Mrs.Seema Grover	Office Staff



Principal

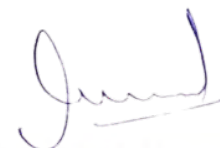
CC to:

- Coven or (Anti Sexual Harassment)
- Vice Principal/Deans/HODs
- Members of Committee



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR-302020

Ph.: +91-9251488804, +91-9214311154 | E-mail: sanskriticollegejaipur@gmail.com | www.sanskriticollege.org



Principal

Constitution of Anti Sexual Harassment Cell/ Women Cell/ICC

Date: 28-07-2019

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.


S.N	Name	Designation In Cell
1.	Dr. Manisha Tiwari	Convener
2.	Deepika Saxena	Member
3.	Dr. Vinika Manglani	Member Secretary
4.	Mr. Anubhav Sharma	Member
5.	Mrs. Ranjula Gupta	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Nodal Officer
2.	Deepika Sharma	Member
5.	Mr. Mukesh Sharma	Office Staff
6.	Mrs. Seema Grover	Office Staff

CC to:

- Coven or (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee


Principal




Principal

Constitution of Anti Sexual Harassment Cell/ Women Cell/ICC

Constitution of Anti-Ragging Committee

Date 11/07/2023

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of: Anti Ragging Committee: -

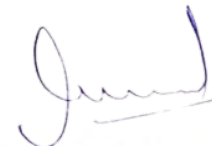
S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Manisha Kumari	Student	9024218779
5.	Piyush Agrwal	Student	7060065238



Principal

CC to:

- Convener (Anti Ragging Committee)
- Deans/HODs
- IQAC Head
- Member of committee



Constitution of Anti Ragging Committee

DATE- 18/07/2022

The institution has established an Anti-Ragging Committee as per the directives of honourable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Aishvi	Student	6376722116
5.	Pawandeep	Student	7737765098



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of the committee



Constitution of Anti-Ragging Committee

Date-13/07/2021

The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -

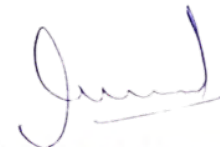
S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Ankit Sharma	Member	9887566151
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044

CC to:



Principal

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



Constitution of Anti-Ragging Committee

Date-14/07/2020

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -


S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Kanha ram Saini	Member	9887610801
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



Constitution Anti-Ragging Committee

Date-16/07/2019

The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Deepika Saxena	Member	9785009962
4.	Kishan	Student	9887235689
5.	vishal	Student	8105648960



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 302020

Ph.: +91-9251488804, +91-9214311154 | E-mail: sanskriticollegejaipur@gmail.com | www.sanskriticollege.org



Principal

5.1.4

Constitution of Grievance Redressal Cell

Date:9.07.2023

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	Chairperson	9783805369
2	Dr. Nimit Jain	Member Secretary	9660902807
3	Dr. Deepika Sharma	Member	8560938583
4	Mrs. Ankush Gupta	Member	9928577303
5	Dr. Chanchal Sharma	Member	9314490683

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell


Principal

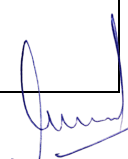
Date:4.07.2022

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty. Effective with immediate effect.

S. No.	Name	Designation In Cell	Contact Number
1.	Dr. Manisha Sharma	Chairperson	9783805369
2.	Dr. Muktika Ahaskar	Coordinator	8118872375
3.	Dr. Nimit Jain	Member	9660902807
4.	Dr. Chanchal Sharma	Member	9314490683
5.	Mr. Kanha ram Saini	Member	9887610801

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell


Principal

- IQAC Head
- Members of Grievance Cell



- IQAC Head
- Members of Grievance Cell



Constitution of Grievance Redressal Cell

- IQAC Head
- Members of Grievance Cell

Sector-3, Rajat Path, Shipra Path, Mansarovar, JAIPUR - 30 20 20
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PRINCIPAL
Sanskriti College, JAIPUR

Date:12.07.2021

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

S.No.	Name	Designation In Cell	Contact Number
1	Dr. Manisha Sharma	(Chairperson)	9783805369
2	Dr. Vinika Manglani	Coordinator	7976405713
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Muktika Ahaskar	Member	8118872375
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- Members of Grievance Cell

Principal

- IQAC Head
- Members of Grievance Cell



Principal
Sanskriti College, JAIPUR

- IQAC Head
- Members of Grievance Cell



PRINCIPAL,
Sanskriti College, JAIPUR

• Date:7.07.2020

- Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect.

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2	Dr. Manisha Sharma	Coordinator	9783805369
3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

- CC to:
- Principal
- • Coordinator (Grievance Redressal)
- • Vice Principal/Deans/HODs
- • IQAC Head
- • Members of Grievance Cell



Date:8.07.2019

Grievance Redressal Cell was established under the Act. No 20 of 1990 of Govt. of India. The institution has established Grievance Redressal Cell to ensure safety and security of the female students, staff and faculty members in the campus. The cell seeks to inform the campus community of their right to respectful work and learning environment. The following members will look into the issues, gather the evidence, and take the necessary action against the guilty.. Effective with immediate effect

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3	Dr. Priyamvada Sharma	Member	9911774544
4	Dr. Vinika Manglani	Member	7976405713
5	Mr. Anubhav Sharma	Member	9571075950

CC to:

Principal

- Coordinator (Grievance Redressal)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell




PRINCIPAL
Sanskriti College, JAIPUR

ANTI SEXUAL HARASSMENT CELL/ WOMEN CELL/ICC

CONSTITUTION

Date: 5-07-2023

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Sharma	Convener
2.	Mr.Anubhav Sharma	Member
3.	Mr.Chaturbhuj Gupta	Member Secretary
4.	Mr.Ankit Sharma	Member
5.	Dr.Deepika Sharma	Member

Dr. Manisha Sharma Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Palal Khandelwal	Current Student
4.	Aditya Gupta	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

CC to:

- Convener (Anti Sexual Harassment)
- Deans/HODs
- IQAC Head
- Members of Committee



PRINCIPAL
Sanskriti College, JAIPUR

Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 8-07-2021

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.manisha Tiwari	Convener
2.	Dr.Deepika Sharma	Member
3.	Dr.Vinika manglani	Member secretary
4.	Ms.Ankush Gupta	Member
5.	Ms.Deepika Saxena	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Member
2.	Dr.Snigadha Sharma	Nodel Officer
3.	Aishvi Gupta	Current Student
4.	Jeeshan Pathan	Current Student
5.	Mr.Mukesh Sharma	Office Staff
6.	Ms.Seema grover	Office Staff
7.	Dr. Deepika Sharma	Member



Principal

CC to:

- Convener (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee



PRINCIPAL
Sanskriti College, JAIPUR

Constitution of Anti-Sexual Harassment Cell/ Women Cell/ICC

Date: 15-07-2020

The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr.Manisha Tiwari	Convener
2.	Dr.Vinika	Member
3.	Deepika Saxena	Member Secretary
4.	Mr.Ashish mathur	Member
5.	Ms. Sweta Jain	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr.Vinika Manglani	Member
2.	Dr B.D.Rawat (Advisor)	Nodal Officer
3.	MrMukesh Sharma	Office Staff
4.	Mrs.Seema Grover	Office Staff



Principal

- Coven or (Anti Sexual Harassment)
- Vice Principal/Deans/HODs
- Members of Committee



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Sanskriti College, JAIPUR

Constitution of Anti Sexual Harassment Cell/ Women Cell/ICC

Date: 28-07-2019


The college has established an Anti-Sexual Harassment Cell/ Women Cell/ICC to prevent the harassment on gender basis and to ensure the safety and security of girl students and lady faculty members. The cell is functioning as per the guidelines issued by the honorable Supreme Court and government of India.

The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

S.N	Name	Designation In Cell
1.	Dr. Manisha Tiwari	Convener
2.	Deepika Saxena	Member
3.	Dr. Vinika Manglani	Member Secretary
4.	Mr. Anubhav Sharma	Member
5.	Mrs. Ranjula Gupta	Member

Dr. Manisha Tiwari Convener of the Committee extended ICC by suggest some name of respected members and official Staff.

1.	Dr B.D.Rawat (Advisor)	Nodal Officer
2.	Deepika Sharma	Member
5.	Mr. Mukesh Sharma	Office Staff
6.	Mrs. Seema Grover	Office Staff



Principal

CC to:

- Coven or (Anti Sexual Harassment)
- Deans/HODs
- Members of Committee



PRINCIPAL
Sanskriti College, JAIPUR

Constitution of Anti Sexual Harassment Cell/ Women Cell/ICC

Constitution of Anti-Ragging Committee

Date 11/07/2023

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

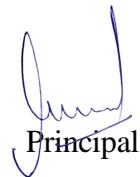
The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Manisha Kumari	Student	9024218779
5.	Piyush Agrwal	Student	7060065238

CC to:

- Convener (Anti Ragging Committee)
- Deans/HODs
- IQAC Head
- Member of committee




Principal


PRINCIPAL,
Sanskriti College, JAIPUR


Constitution of Anti Ragging Committee

DATE- 18/07/2022

The institution has established an Anti-Ragging Committee as per the directives of honourable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr. Manisha Sharma	Convener	9783805369
2.	Dr. Deepika Sharma	Member	9460931892
3.	Mr. Kana Ram Saini	Member	9887610801
4.	Aishvi	Student	6376722116
5.	Pawandeep	Student	7737765098



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of the committee



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Constitution of Anti-Ragging Committee

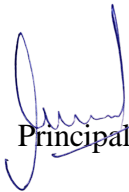
Date-13/07/2021

The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Ankit Sharma	Member	9887566151
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044

CC to:



Principal

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



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Constitution of Anti-Ragging Committee

Date-14/07/2020

The institution has established an Anti-Ragging Committee as per the directives of Honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect

The members of: Anti Ragging Committee: -

S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Mr. Kanha ram Saini	Member	9887610801
4.	Priya Saini	Student	9079938703
5.	Ankita Bhati	Student	7296811044


Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee




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Constitution Anti-Ragging Committee

Date-16/07/2019

The institution has established an Anti-Ragging Committee as per the directives of honorable Supreme Court. The college is protective against any kind of teasing, harassment or ragging of students. The following members of the committee are chosen from different faculties as well as from final year students effective with immediate effect.

The members of: Anti Ragging Committee: -

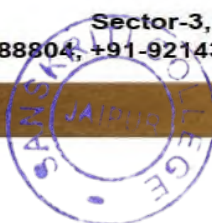
S.No.	Name	Designation in Cell	Contact Number
1.	Dr.Manisha Tiwari	Convener	9829613106
2.	Dr. Manisha Sharma	Member	9783805369
3.	Deepika Saxena	Member	9785009962
4.	Kishan	Student	9887235689
5.	vishal	Student	8105648960



Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- Members of Committee



*Proof for implementation of guidelines of
statutory/regulatory bodies*

**GUIDELINES FOR ANTI-RAGGING
COMMITTEE**




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Guideline

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- Any behavior on the part of one or more students that has the effect of making fun of, mistreating, or treating another student rudely, whether by written or spoken words or deeds.
- Engaging in boisterous or unruly behavior by one or more students that irritates, burdens, physically or psychologically harms, or instills fear or apprehension in any new student or other student.
- Making a student perform an act that they would not perform in a regular course and that has the potential to make them feel afraid, ashamed, tormented, or embarrassed in order to negatively impact their physical or mental health or the mental health of any other students. Act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students involved in ragging.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student or students over any fresher or any other student.




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1. Provision of Punishment at the Institution as recommended by the committee: -

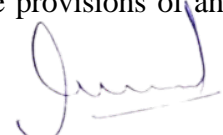
Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging at the Institution level shall be any one or in any combination of the following.

- i.** Cancellation of admission
- ii.** Suspension from attending classes
- iii.** Withholding/withdrawing scholarship/fellowship and other benefits
- iv.** Debarring from appearing in any test/examination or other evaluation process
- v.** Withholding results
- vi.** Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vii.** Suspension/expulsion from the hostel.
- viii.** Rustication from the institution for a period ranging from 10 days to complete year.
- ix.** Expulsion from the institution and consequent debarring from admission to any other institution.
- x.** Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

2. Declaration of intent in the University prospectus and application form for admission

In view of drawing the attention of the prospective students seeking admission in the college and with regard to any Law concerning ragging and its consequences, the college shall declare its intent in the prospectus, brochure and instruction booklets for candidates in every academic year (both in English and Hindi). The college shall prescribe a form to be filled up and signed by the candidate to the effect that he/ she is aware of the law regarding prohibition of ragging as well as the punishments. While the students registering for their admission are informed that ragging is totally prohibited in the college, and for abetting ragging, is liable to be punished in accordance with the laid regulations as well as under the provisions of any penal Law for the time being in force.




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3. Meetings by Chairperson with various Anti-Ragging Committee members: -

For curbing the menace of ragging, the convener of the Anti- Ragging Committee, shall be conducting meetings, in addition to the regular meetings of the committee, with various members of the committee, such as Hostel Wardens, representatives of students, parents/ guardians, faculty members, non-academic staff, in the beginning of every session to discuss the measures to be taken to prevent ragging in the College and steps to be taken to identify those indulging or abetting ragging and punish them suitably.

4. Database for anti-ragging web-portal

The college shall upload all the information related to Anti-Ragging Committee, Anti Ragging Squad and any such information regarding ragging, on the College website.

5. Display of names and contact numbers of members of Anti Ragging Squad: -

The names and contact numbers of Members of the Anti-Ragging Squad shall be uploaded on the College website and displayed at various visible points, also at the entry passage which is conspicuous to all students. The members of anti-ragging squad shall be deployed at all vulnerable areas to monitor any activity which calls on for ragging.

6. Anti-Ragging Sensitization Programmes -

Guest Lecture on 'Anti Ragging Measures :- One or more Guest Lectures shall be organized to sensitize the students against the Ragging, motivating them to refrain from such activities and inform about members of Anti-Ragging Committee and Anti-Ragging Squad.

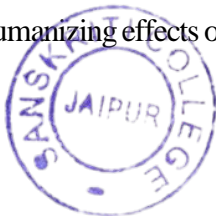
Following are the additional activities to be taken up by the college to curb the menace of ragging-

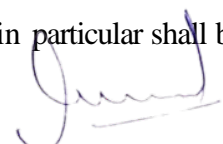
Guest Lecture on Eve-Teasing:-

Guest Lecture on Eve-Teasing shall be organized to avoid such incidences from the campus and provide good atmosphere on the College campus.

Nukkad Natak-

With activities like Nukkad Natak, community at large and students in particular shall be made aware of dehumanizing effects of ragging.




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Sanskriti College, JAIPUR

Posters and Warning Signs-

Big posters on anti-ragging shall be placed at all prominent places and Notice Boards.

Orientation session- The College shall organize orientation session for the new comers to apprise them that ragging in all its forms is totally banned in the entire campus or outside and in all means of transportation of students, whether public or private.

Regular Psychological Counseling for students — The College has a counseling cell for the students and will arrange the sessions for fresher's as well as jointly with seniors, which shall be regularly done initially for three months from the start of the new academic session, to orient young minds with positive energy and refrain from the act of ragging.

Organizing activities-

Apart from placing posters of anti-ragging at various places, workshops, picture and poster making activities will also be arranged to disseminate the message of anti-ragging.

Complaint Box- For registering complaints against ragging or other grievances, a Complaint Box shall be placed at prominent areas of the College where any student can write and drop his/her complaint or can give any suggestion regarding ragging, if any.

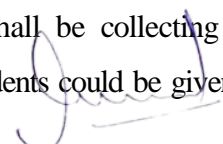
The Complaint Boxes shall be locked and can be accessed by the Nodal Officer of the Anti-Ragging Squad, once in a week. In case the Nodal Officer is not present on the campus, then a person nominated by the nodal officer shall be permitted to open the complaint box, the report of which shall be submitted by him/her to the Anti-Ragging Committee.

Upon getting any grievance related to ragging, the nodal officer shall be empowered to investigate the case and report the same to the Anti-Ragging Committee, which shall be further dealt strictly, as per the UOR Regulations.

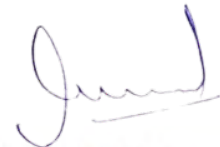
CCTV — The College shall take steps to install CCTV cameras at all identified vital and vulnerable points to track and avoid incidents of ragging. To support further, in case of any complaint, the recording shall be kept safe for every session and can only be accessed by the nodal officer or anybody appointed by the Committee, for that purpose.

1. **Online Anti-Ragging Feedback Mechanism-** The College shall be collecting online feedbacks from the fresher during July to September, so that the students could be given a fair




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platform to register their complaints against ragging. The feedback report shall be submitted to the Anti-Ragging Committee for further analysis of complaints found, (if any) and taking appropriate action against those found guilty as per the committee.



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Policy on Internal Complaint Committee (ICC)

Introduction:

Sanskriti College is committed to provide a safe and respectful learning and working environment for all its members. The Internal Complaint Committee (ICC) is established to address complaints related to various forms of misconduct, including sexual harassment, discrimination, bullying, and other behavior that violates the dignity of individuals.

Composition of the Internal Complaint Committee:

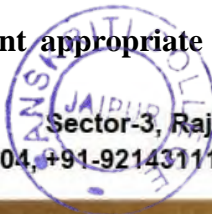
The ICC shall consist of the following members:

- a. Convener: Appointed by the College Administration.
- b. Faculty Representatives: faculty members nominated by the Faculty Council.
- c. Non-Teaching Staff Representatives: non-teaching staff members nominated by the Staff Council.
- e. External Member: One expert or representative from an external organization dealing with gender or social issues, appointed by the College Administration.

Roles and Responsibilities of the Internal Complaint Committee:

The ICC shall have the following roles and responsibilities:

- a. **Receive and address complaints:** The ICC will receive and address complaints related to any form of misconduct in a confidential and sensitive manner.
- b. **Conduct impartial investigations:** The committee shall conduct prompt, impartial, and thorough investigations into each complaint to determine the facts and circumstances surrounding the incident.
- c. **Ensure confidentiality:** All information related to the complaints and investigations shall be treated with strict confidentiality, and disclosure shall be limited to those directly involved in the process.
- d. **Provide support and guidance:** The ICC shall provide support and guidance to the complainant and the respondent throughout the investigation process.
- e. **Implement appropriate actions:** If the complaint is found to be valid, the ICC shall



[Handwritten Signature]

PRINCIPAL

recommend appropriate actions or sanctions to the College Administration to address the issue.

f. **Promote awareness and prevention:** The committee shall organize awareness programs and workshops to educate the college community about preventing harassment and maintaining a respectful environment.

g. **Regular reporting:** The ICC shall prepare an annual report of its activities and submit it to the College Administration.

Reporting Mechanism:

- Any member of the college community who has experienced or witnessed an incident of misconduct may file a complaint with the ICC.
- Complaints can be submitted in writing, online, or through any other secure and confidential reporting mechanism provided by the college.
- All complaints shall be handled promptly, and the ICC shall initiate an investigation within 30 days of receiving the complaint.

Protection Against Retaliation:

- The college strictly prohibits any form of retaliation against individuals who report complaints in good faith or participate in an investigation.
- Any act of retaliation will be considered a serious offense and will be subject to disciplinary action.


Training and Awareness Programs:

The college shall organize regular training and awareness programs for all its members to educate them about the ICC policy, prevention of harassment, and maintaining a respectful college environment.

Policy Review:

This policy shall be reviewed and updated periodically to ensure its effectiveness and alignment with relevant laws and regulations.

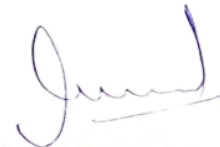
For any queries or assistance related to the Internal Complaint Committee, please contact the ICC Convener or the College Administration.



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Declaration of Policy

Sanskriti College Mansarovar, Jaipur, shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.



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Mechanism & Procedure for
Grievance Redressal of Students
Student Grievance-Redressal Mechanism

The Sanskriti College Mansarovar Jaipur Student Grievance Redressal Committee investigates student complaints and considers each one on its own merits. The Committee has the authority to investigate both non-academic and academic issues. It was established to keep everyone at the college in an environment that is responsible, orderly, responsive, and peaceful. The Committee convenes once every three months, or more frequently as needed, at the Nodal Officer's request.

Members
Principal
Coven or Of Cell/Vice Principal/Deans/Hod's
Advisor
Nodal Officer
Faculty Members (5)
Current Students (2)
Alumnae (2)
Administrative Assistant
Office Assistant




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Scope:

The scope of the Committee includes:

- Facilitating a fair and just evaluation of student-complaints
- Developing a student support system based on feedback/grievance/complaints
- Encouraging a student-friendly, learner-centric system

Functions:

- Each case is attended to promptly on the receipt of written grievances from the students.
- The Committee then gives a report to the higher authorities about the cases attended to and the number of pending cases, if any, which require direction and guidance from them.
- The Committee thus ensures a fair, unbiased and transparent resolution of student grievances Process for lodging a complaint. The students may feel free to submit a grievance in the Format available on the college website and mail it on grievanceswpg@gmail.com in or drop it in a Complaint Box outside principal chamber
- The Committee will then act upon those cases which have been forwarded, along with the duly filled-in Form.
- The Committee will ensure that the grievances are redressed within the stipulated time period.

Grievance-Handling Mechanism

The following mechanisms are in place for timely action towards grievance-handling:

- Tutor-guardian System** — For the benefit and guidance of the students, this feature exists in most institutions. Regular meetings between the Mentor and the Mentee are held wherein students are free to discuss any personal or academic problem being faced by them.
- Counseling Cell** — This Cell is functional to counsel and guide the students for their overall development, including appropriate intervention needed to redress any grievance at the initial stage.
- Complaint Box** — A Complaint Box has been placed at outside principal chamber for students to access it conveniently and drop the duly filled-in Grievance Form.
- Open Door Policy** — All students are free to personally contact the Principal, or the convener of committee, during the college working-hours

Besides the above mentioned, students may also get in touch with the Nodal Officer - appointed for the same - by using the following contact details:

E:mal : grievanceswpg@gmail.com

Syllabus and/or with mistakes therein. Students are required to submit such a grievance to the student grievance redressal committee (examinations) within seven days of that exam-conduction, for redressal of the same.




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Student Grievance-Redressal Procedure, at a Glance:- OFFLINE MODE

Students can access the Suggestion/ Complaint-box, placed outside the D-Block on campus, to reach out to the authorities for grievance- redressal. They may even mail the same to grievanceswpg@gmail.com

While the Box is accessed weekly, the website is looked up on a daily basis. Upon receiving the complaints, the Committee fixes a date for a meeting to take up as items on its agenda.

The members discuss the grievances among themselves and arrive at the best solutions to be proposed as necessary action. The Committee then forwards the grievances along with the proposed solutions to the respective principal/ the coven or/the members, and follows up the matter so as to ensure redressal within the stipulated time-period.

Upon completion of the proceedings, the Committee communicates the final decision on the Notice Board put up near the Suggestion/ Complaint Box for the information of all the students, especially the complainants.

The complaints is/ are, thereafter, considered as disposed off

Principal




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Student Grievance-Redressal Procedure, at a Glance:-
ONLINE MODE

Identify the need for a student grievance redressal mechanism



Form a dedicated student grievance redressal cell or committee



Appoint qualified personnel to handle grievances



Establish communication channels (email, online forms, helpline, etc.)



Inform students about the grievance redressal mechanism and its procedures



Receive and record student grievances



Categorize grievances based on their nature or severity

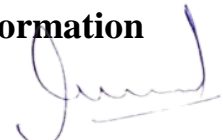


Acknowledge receipt of grievances to the students



Investigate grievances and gather relevant information




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Conduct fair and unbiased evaluation of the grievances



Collaborate with relevant departments and authorities, if needed



Take necessary actions to resolve grievances



Provide timely updates and communicate the progress to the students



Close the grievance case once resolved



Maintain confidentiality and protect student privacy



Periodically review the functioning and effectiveness of the mechanism



Make necessary improvements based on feedback and evaluation



Continuously communicate and raise awareness about the mechanism to students




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Zero Tolerance Policy

Bullying, grievances, and sexual harassment/ragging are all unacceptable at Sanskriti College. We at our institute are dedicated to creating a work atmosphere where students, teachers, and non-teaching staff can collaborate happily.

According to the pertinent requirements of the Sexual harassment of the women at work place Act, 2013, our college has established numerous committees, including the Anti-Ragging Committee, the Internal Complaint Committee, and the Grievance Redressal Committee, in order to fulfill this obligation, The Institute offers a mechanism through which complaints can be thoroughly considered and appropriate disciplinary action can be implemented. Furthermore, in order to stop these incidents from happening on campus, the Committees host a variety of awareness-raising events for the students. events such as the Nukkad Natak guest lectures, workshops, poster competition, and debates among others.




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