

**Criteria: 5**

**Key indicator: Student Support**

**Matric No.:5.1.4**

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



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Constituent College of Cluster

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**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Anti-Ragging Committee**  
**POLICY DOCUMENT**

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**PADMA SHRI PADMA SACHDEV**

**GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU**

**(A Constituent College of Cluster University of Jammu)**

**NAAC ACCREDITED, GRADE-A (2<sup>ND</sup> CYCLE)**

**Erstwhile Star College (DBT)**



**ANTI RAGGING POLICY DOCUMENT**

**Anti-Ragging Committee (ARC) &  
Internal Quality Assurance Cell (IQAC)**

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## 1. Background

Ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in Higher Educational Institutions, in order to prohibit, prevent and eliminate the scourge of ragging. This policy has been formulated in consonance with UGC Rules 2016, on Anti Ragging in Higher Educational Institutions / Universities, as published in the gazette notification by the Anti Ragging Committee of Padma Shri Padma Sachdev Government College for Women Gandhinagar, Jammu.

## 2. Objectives of the Policy

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.

## 3. 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 indiscipline 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 shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student 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;
- 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 over any fresher or any other student.

#### **4. Measures for prevention of ragging at the institution level:**

##### **i) Before admissions:-**

- The advertisement for admissions shall clearly mention that ragging is totally banned / prohibited in this College and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately.
- The 'Prospectus' and other 'admission related documents' shall incorporate all directions as applicable, so that the candidates and their parents/

guardians are sensitized in respect of the prohibition and consequences of ragging.

- The application form for admission/ enrolment shall have a printed undertaking, 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, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- The application form shall also contain a printed undertaking, to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- A database shall be created out of affidavits affirmed by each student and his/her parents/guardians stored electronically, and shall contain the details of each student. The database shall also function as a record of ragging complaints received.
- The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/transfer certificate/migration certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.

- (7)
- At the commencement of the academic session the Principal shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/ guardians, faculty, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
  - To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places.
  - Apart from placing posters the Anti Ragging Committee shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
  - K .Installation of CCTV cameras at vital points.

**ii) On admission:**

- The Anti ragging committee shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- The Committee shall also organize joint sensitization programmes of 'freshers' and seniors in different forms as follows
  - (i) joint sensitization programme and counseling of both 'freshers' and senior by a Professional counselor;

- (8)
- (ii) joint orientation programme of 'freshers' and seniors to be addressed by the principal/Head of the institution, and the anti -ragging committee ;
  - (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the 'freshers' and seniors to interact in the presence of faculty members ;
  - (iv) in the hostel, the warden should address all students; may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.
- Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

**iii) At the end of the academic year:**

- At the end of every academic year the College shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as the number of batches in the institution.
- b. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of the staff '. Such staff member should interact individually with, each member of the group on a daily basis for ascertaining the problems/difficulties if any faced by the fresher in the institution and extending necessary help.
- In the case of freshers admitted to a hostel it shall be the responsibility of the teacher in charge of the group to coordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged.

## 5. Redressal of Ragging Cases

In case of any ragging case reported

- If the ragging instance is reported to be in occurrence, then the Anti-Ragging Committee (ARC) members shall immediately arrange for securing the complainant and/or victim
- The victim should be taken for counseling
- A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place of occurrence
- The complainant's and/or victim's identity such as name, branch, semester, section, contact number, e mail id, parent's name, parent's contact shall be obtained
- The alleged's identity such as name, branch, semester, section, contact number, email id, parent's name, parent's contact shall be obtained
- The complaint shall be noted down in the Ragging Complaints Book
- The complaint shall be brought to the notice of the Principal
- A hearing shall be held in consultation with the Principal to resolve the issue to decide upon the action
- The actions against the alleged if found guilty shall be recommended by the Anti Ragging Committee (ARC) to the Head of the institution in reference to the recommended actions by the UGC



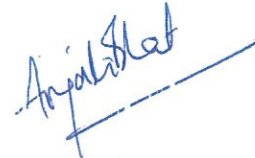

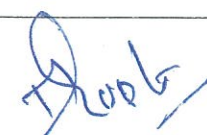

## 6. Actions

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

- The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
  - Cancellation of admission
  - Suspension from attending classes
  - Withholding/withdrawing scholarship/fellowship and other benefits
  - Debarring from appearing in any test/examination or other evaluation process
  - Withholding results
  - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/expulsion from the hostel
  - Rustication from the institution for period ranging from 1 to 4 semesters
  - Expulsion from the institution and consequent debarring from admission to any other institution.
  - 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 raggars.



## MEMBERS OF THE ANTI RAGGING COMMITTEE

Sno.	Name & Designation	Position in the Committee	Signature
1	Prof. Minu Mahajan Principal PH. No.9419102359	Chairperson	
2	Prof. Mala Bhasin Associate Professor PH. No.9419134339	Convenor	
3	Dr. Anjali Bhat (Dean Arts) Associate Professor PH. No.9906078139	Member (teaching faculty)	
4	Prof. Kamlesh Slathia (Dean Science) Associate Professor PH. No. 9469150861	Member (teaching faculty)	
5	Prof. Mamta Gupta (Dean Commerce) Associate Professor PH. No. 7889473198	Member (teaching faculty)	
6	Prof. Anuradha Gandotra Associate Professor PH. No.9419210692	Member (teaching faculty)	



7	Mr. Chand Misri (Father of Vice president) PH. No. 9419268216	Member (Parent)	<u>Ch. Misri</u>
8	Mrs. Radhika Sharma (Mother of student) PH. No. 7006040367	Member (Parent)	<u>Radhika</u>
9	Naeeya Gupta Roll.No 544 PH. No. 6006227237	Member (Student) Fresher	<u>Naeeya Gupta</u>
10	Ashpreet Kour Roll.No. 1521 PII. No. 8899188533	Member (Student) Senior	<u>Ashpreet Kour</u>
11	Ms.Kouser Akhter Section Officer PH. No. 9419141184	Member (Non- teaching)	<u>Kouser Akhter</u>
12	Mr. Laxmi Narayan I/C University Section PH. No. 90188/3362	Member (Non- teaching)	<u>Laxmi Narayan</u>

Misri  
Principal  
P. S. P. S.  
PSPS Govt. College for Women  
Gandhi Nagar, Jammu  
Gandhinagar



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**INTERNAL COMPLAINTS COMMITTEE**  
**(ICC) POLICY DOCUMENT**



**PADMA SHRI PADMA SACHDEV**  
**GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU**

**(A Constituent College of Cluster University of Jammu)**  
**NAAC ACCREDITED, GRADE-A (2<sup>ND</sup> CYCLE)**  
**Erstwhile Star College (DBT)**



**INTERNAL COMPLAINT COMMITTEE**

**POLICY DOCUMENT**  
**ON**  
**Prevention, Prohibition and Redressal of Sexual Harassment**  
**(Based on statutory regulations/norms of UGC/SRA)**

**Internal Complaints Committee (ICC) &**  
**Internal Quality Assurance Cell (IQAC)**

## **INTRODUCTION**

Sexual harassment constitutes a gross violation of right to equality and dignity for any gender. The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & Others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Article 14, 15 and 21 of the Constitution of India, and amount to a violation of the "Right to Freedom" under Article 19(1) (g). Government of India proclaimed "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on 9.12.2013 which replaced Apex Court's Vishakha Guidelines of 1997. The Act laid down a grievance redressal mechanism under which it is mandatory for all educational institutions to set up Internal Complaints Committee (ICC) to look into such complaints.

The Internal Complaint Committee (ICC) of Padma Shree Padma Sachdev Government College for women is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students, teaching & non-teaching staff on the college campus. This includes all forms of gender violence, sexual harassment against women.

## **OBJECTIVES OF ICC**

- a) To develop and implement a policy against sexual harassment of women at the college.
- b) To Prepare and prominently display the policy for the prevention and prohibition of Sexual harassment.
- c) To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

d) To uphold the commitment of the college to provide an environment free of discrimination harassment, retaliation or sexual assault at all levels.

e) Organize workshops and awareness programmes at regular intervals with the provisions of the Act and Gender sensitizing the employees and students of the college with gender issues.

**DEFINITION**

‘Gender Sensitization’ will involve creating awareness about gender issues and working towards creating an enabling environment of gender justice where everyone can work and interact together within an atmosphere of personal security and dignity.

**Sexual Harassment:** Section 2(n) of the Act mentions as: “Sexual Harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: (i) physical contact and advances; or (ii) a demand or request for sexual favors; or (iii) making sexually colored remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature

‘Workplace’ means any space, not necessarily confined to the College premises, in which college related academic, administrative or other activities take place, including places visited by the employee or student arising out or during the course of employment or study.

‘Employee’ means any person on the staff of the College, including teaching and non-teaching staff, temporary, part-time, honorary employee by whatever name called and will include persons employed on a casual or project basis and also employed through contractor.

‘Students’ means any person who is duly admitted and pursuing a programme of study either through regular mode or distance mode, including those students who is in the process of taking admission, also not yet admitted, shall be treated for the purpose of this policy as a student.

**CONSTITUTION OF THE COMMITTEE:**

Adoption of a particular mode of constitution of the ICC must be discussed widely in the institution in a democratic and transparent manner.

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution;
- (b) Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of woman or who have had experience in social work or have legal knowledge;
- (c) Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively
- (d) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

**JURISDICTION**

1. The policy and the rules & regulations would apply to all students, faculty (permanent and temporary), and non-teaching staff (permanent and temporary) on active roles of the college.
2. The policy would also apply on off-campus official duty such as field work, excursions, picnics, etc. organized by the college.

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**POWERS OF THE COMMITTEE**

- i) The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ii) The Committee shall have the power to issue interim directions to any person participating in the proceedings before it.
- iii) The Committee before initiating an inquiry under the Act may undergo "Conciliation" under Section 10 of the Act if both the parties agree to it.

**COMPLAINT OF SEXUAL HARASSMENT AND ENQUIRY PROCEDURE**

**I COMPLAINT PROCEDURE**

- 1) Any employee/student of the college departments/Administration/Authority shall have the Right to lodge a complaint concerning sexual harassment against any other student or employee or an outsider, acting individually or collectively.
- 2) Any aggrieved person (complainant ) may make, in writing, a complaint of the sexual harassment at campus to the committee within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident.
- 2) Where the aggrieved person is unable to file a complaint on account of her physical or mental incapacity or death or otherwise, friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in such situations .
- 3) The name, address, identity or any other particulars calculated to lead to identification of the aggrieved person shall be kept confidential at this stage.

**II ICC ENQUIRY PROCEDURE:**

- 1) Upon receipt of the Complaint, the ICC within a period of 5 working days from the date of such communication, shall convene a meeting to deal with the complaint and make preliminary enquiry to verify the facts of the complaint
- 2) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties
- 3) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint
- 4) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the Chairperson/Principal within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- 5) At any time prior to or during the enquiry process the Aggrieved may seek conciliation of the matter in which case the ICC may facilitate such resolution of the complaint by conciliation between the Parties. For this the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the committee, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.

**III DISCIPLINARY ACTIONS**

The disciplinary action recommended by the committee to the Principal of the college against the accused could depend on factors such as the nature and an

extent or injury caused to the complainant, the impact of the violation on the institution as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

A. where the Committee finds an Employee (Faculty, Staff) of the institute involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of (either one or many):

1. Warning
2. Written apology
3. Bond of good behavior
4. Debarring from duties
5. Suspension
6. Any other relevant mechanism

B. Where the committee finds a student of the institute involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of (either one or many):

1. Warning
2. Written apology
3. Bond of good behavior
4. Withhold privileges such as access to the library, scholarships, fellowships, contingency and Identity card
5. Deny entry into the campus

6.Suspension for a specific period of time

7.Expulsion

8.Denial of readmission

9.Community service

10. Mandatory counseling

11. Any other relevant mechanism

C. In such cases where the committee finds a third party/outsider to be guilty of sexual harassment, the institute's authorities shall initiate action by making a complaint with the appropriate authority and at the institute level it can recommend disciplinary action in the form of.

1. Warning

2. Written apology

3. Debarring entry into the campus

**IV REDRESSAL**

1. The committee will submit a report along with recommended disciplinary accusations to the Authority (Principal of the college).

2. The authority upon receipt of the inquiry report shall implement the disciplinary action on the basis of the recommendations of the committee under relevant service rules within 02 months.

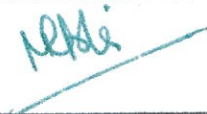



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3. In such cases that are likely to be rare, where the committee arrives at the conclusion that the allegation by the complainant is malicious or false with the full knowledge of the complainant or where the complainant has produced any forged or misleading document, the committee may recommend punitive action against such complainant.

4. non-adversarial modes of redressal and resolution such as verbal warning, verbal apology, promise of good behavior etc. could also be considered in appropriate cases.

5. Grant such other relief to the complainant as may be prescribed.

**MEMBERS OF THE INTERNAL COMPLAINT COMMITTEE**

S.No,	Name & Designation	Position in the Committee	Signature
1.	Prof. Minu Mahajan, Principal	Chairperson/ Principal	
2.	Dr. Irvinder Kour, H.O.D and Associate Professor, Department. of Home Science	Convenor/ Presiding officer	
3.	Prof. Mamta Gupta, H.O.D and Associate Professor, Department. of Commerce	Member	
4.	Dr. Anupama Pandotra, Associate Professor, Department. of Zoology	Member	
5.	Prof. Sugandha	Member	

	Mahajan, Assistant Prof., Department of Botany		
6.	Prof. Ashok Kumar, HOD and Assistant Prof. Department. Of Bio Chemistry	Member	
7.	Prof. Sunita Devi Assistant Prof., Department. Of Social Work	Member	
8.	Ms. Kousar Akhter, Section Officer	Member (Non-Teaching)	
9.	Mr. Laxmi Narayan	Member (Non-Teaching)	
10	Ms. Diksha Kumari	Professional Social Worker, at Special Cell for Women, Jammu	
10.	Ms Navleen kour	Student Member, PG Semester- 1 <sup>st</sup>	
12.	Ms Aruna Rajput	Student Member, Semester-4 <sup>th</sup>	
13.	Ms Javika Misri	Student Member, Semester-4 <sup>th</sup>	
14	Ms Rashi Shangkola	Student Member, Semester-4 <sup>th</sup>	
15	Ms Aarya sharma	Student Member,	

		Semester 2 <sup>nd</sup>	
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This policy has been framed in accordance with the

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013,
2. UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

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**Principal**

**Padma Shri Padma Sachdev,  
Govt. P.G. College for Women, Gandhinagar  
Gandhi Nagar, Jammu**



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**GRIEVANCE REDRESSAL COMMITTEE**  
**POLICY DOCUMENT**

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**PADMA SHRI PADMA SACHDEV  
GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU**

(A Constituent College of Cluster University of Jammu)

**NAAC ACCREDITED, GRADE-A (2<sup>ND</sup> CYCLE)**

**Erstwhile Star College (DBT)**



**STUDENTS' GRIEVANCE REDRESSAL POLICY**

**Collegiate Students' Grievance Redressal  
Committee (CSGRC)&  
Internal Quality Assurance Cell (IQAC)**

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**PADMA SHREE PADMA SACHDEV GOVERNMENT**  
**COLLEGE FOR WOMEN**

**STUDENTS' GRIEVANCE REDRESSAL POLICY**

“Grievance” means, and includes complaint(s) made by an aggrieved student. Based on the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, the college has a Students’ Grievance Redressal Committee formulated to look into the complaints lodged by any student of the college.

**OBJECTIVES**

- To provide opportunities for redressal of certain grievances of students already enrolled in the college.
- To ensure effective solution to the students’ grievances with an impartial and fair approach.
- Upholding the dignity of the College by ensuring strife free atmosphere in the College by promoting cordial Student-student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint boxes have been installed in the Administrative Block in which the students can put in writing their grievances and their suggestions for improving the Academics / Administration in the College. Anonymous grievances will be accepted only in case of general issues related to college but those against a particular person i.e. a teacher, student etc. will not be accepted.
- Advising Students of the College to respect the rights and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

**Definition.** - In these regulations, unless the context otherwise requires:

- (a) "Student" means a person enrolled in any institution to which these regulations apply.
- (b) "Aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.

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- (c) "College" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- (d) "Collegiate Student Grievance Redressal Committee" (CSGRC) means a committee constituted at the level of an institution, being a college.
- (e) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (f) "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
  - Academic issues pertaining to teaching, learning and evaluation activities.
  - Student-teacher, student-student grievances.
  - Grievances related to library, canteen, hostel, and other facilities in the college.
  - Grievances related to sports, cultural activities.
  - Grievances related to behavior of stakeholders.

**CONSTITUTION OF THE COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEES (CSGRC):**

- (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), which has following composition, namely
  - (a) Principal of the college - Chairperson;
  - (b) A senior faculty member nominated by the Principal Convener.
  - (c) Seven to Eight senior members of the teaching faculty to be nominated by the Principal - Members;
  - (d) Five representatives from among the students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co- curricular activities - Special Invitees.
- (ii) The term of the members and the special invitees shall be for the period of two years.
- (iii) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall at least be five.
- (iv) In considering the grievances before it, the CSGRC shall follow principles of natural justice.

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**Functions of the Grievance Redressal Committee**

- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Principal of the college if necessary, for further action.
- To listen, record and scrutinize the grievances submitted to them by the students and take necessary steps as soon as possible.
- To attend to the grievances based on the authenticity and gravity of the situations.
- To forward the recommendations made by the committee to the Head of the Institution for redressal.
- To convene periodical meetings to discuss whether the grievances have been settled and action taken report has been received by the committee.
- To maintain strict confidentiality.

**Procedure**

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person or sent it in writing. Grievances may also be sent by online mode on mail ID given on the website of the college.

- On receipt of an offline/online complaint, against a person or a teacher or a student, the Grievance Redressal Committee shall fix a date for hearing within 15 days of receipt of complaint which shall be communicated to the aggrieved student (Complainant) .
- An aggrieved student may appear either in person or authorize a representative to present the case.
- The Principal shall extend co-operation to the Student Grievance Redressal Committee, in early redressal of grievances.
- The Committee shall, redress the grievances in such a way that a satisfactory relief is provided to the aggrieved student.
- The committee shall then place it for general information on its website.

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**MEMBERS OF THE COLLEGIATE STUDENT GRIEVANCE  
REDRESSAL COMMITTEES (GSGRC)**

S.No,	Name & Designation	Position in the Committee
1.	Prof. Minu Mahajan (Principal)	Chairperson <i>Minu</i>
2.	Prof. Vasudha Chaudhari (Associate Professor)	Convenor <i>Vasudha</i>
3.	Prof. Harjeet Sodhi (Associate Professor)	Member <i>Harjeet</i>
4.	Prof. Nargis Nelofar (Associate Professor)	Member <i>Nargis</i>
5.	Prof. Anju Koul (Assistant Professor)	Member <i>Anju</i>
6.	Prof. Shakun Mahajan (Assistant Professor)	Member <i>Shakun</i>
7.	Prof. Sham Lal (Assistant Professor)	Member <i>Sham Lal</i>
8.	Prof. Shaista Ajaz (Assistant Professor)	Member <i>Shaista</i>
9.	Prof. Nitasha Sawhney (Assistant Professor)	Member <i>Nitasha</i>
10.	Prof. Kiran Kalra (Assistant Professor)	Member <i>Kiran</i>
11.	Prof. Syed Shehna (Assistant Professor)	Member <i>Shehna</i>
12.	Prof. Vijender Kumar (Assistant Professor)	Member <i>Vijender</i>
13.	Joyleen Kour (Student)	Special Invitee <i>Joyleen</i>
14.	Sania (Student)	Special Invitee <i>Sania</i>
15.	Saloni Sharma (Student)	Special Invitee <i>Saloni</i>
16.	Kritika (Student)	Special Invitee <i>Kritika</i>
17.	Diya Chib (Student)	Special Invitee <i>Diya Chib</i>

  
**Principal**  
 PSPS Govt. College for women **Wardhinar**  
 Nagar, Jammu.



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Anti-Ragging Committee**  
**MINUTES**  
**2018-2023**

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## GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU



### Minutes of Meeting

A meeting of the members of Anti-ragging Committee was held in the Principal's chamber on 4th July 2018. The following members attended the meeting

#### Anti-Ragging Squad

1. Prof. Renu Sehgal
2. Prof. Mohinder Pal
3. Prof. Anuradha Gandotra
4. Prof Kamlesh Slathia
5. Prof. Mala Bhasin

The following points were discussed in the meeting:






- The Chairperson called the meeting to order and emphasized the committee's commitment to creating a ragging-free environment within the college. The committee expressed satisfaction that no cases of ragging were reported during the previous academic session.
- The committee discussed the importance of reporting no ragging cases for the upcoming session 2018-2019. It was agreed that the committee would actively encourage students to come forward and report any instances of no ragging during that period.
- The committee recognized the need to raise awareness among students about the harmful consequences of ragging and the available reporting mechanisms. It was decided that an awareness campaign would be

organized to educate students on the anti-ragging policies and procedures in place. The campaign would include the following activities:

- Distributing informative brochures and putting posters across the campus.
- Organizing interactive sessions with senior students, faculty members, and alumni to share their experiences and emphasize the importance of maintaining a ragging-free environment.
- Utilizing digital platforms, such as the institution's website and social media channels, to disseminate information and encourage reporting.

The meeting was adjourned with a vote of thanks to all attendees and chairperson.

**Anti-Ragging Squad**

1. Prof. Renu sehgal 
2. Prof. Mohinder Pal 
3. Prof. Anuradha Gandotra 
4. Prof kamlesh slathia 
5. Prof. Mala Bhasin 

  
**Principal**  
 Govt. College for Women  
 Gandhi Nagar, Jammu.



## GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU



### Minutes of Meeting

A meeting of the members of Anti-ragging Committee was held in the Principal's chamber on 5<sup>th</sup> July 2019. The following members attended the meeting

#### Anti-Ragging Squad

1. Prof. Renu sehgal
2. Prof Anjali Bhat
3. Prof. Mohinder Pal
4. Prof.Kamlesh Slathia
5. Prof Anuradha Gandotra
6. Prof. Mala Bhasin







The following points were discussed in the meeting:


- The meeting commenced with a discussion on the formation of the Anti-Ragging Committee. It was unanimously agreed upon that the committee would consist of six members as mentioned in the attendees' list above
- The committee acknowledged the importance of raising awareness about the consequences of ragging and fostering a safe environment for all students. It was decided to implement the following measures:
  - Conduct orientation programs: The committee will organize orientation programs at the beginning of each academic session to educate new students about the Institution's policy on ragging and the support available to victims.

- Display anti-ragging posters: Posters highlighting the ill-effects of ragging and contact details of committee members will be prominently displayed across the campus.
- Engage student representatives: Student representatives will be encouraged to actively participate in anti-ragging initiatives by organizing awareness campaigns and workshops
- The committee reviewed the data regarding ragging incidents during the session 2018-2019. It was noted with satisfaction that no ragging cases were reported during that period. The committee appreciated the collective efforts of the institution, faculty, and students in maintaining a ragging-free environment.

The meeting was adjourned with a vote of thanks to all attendees for their active participation and commitment to ensuring a ragging-free environment.

**Anti-Ragging Squad**

1. Prof. Renu sehgal 
2. Prof Anjali Bhat 
3. Prof. Mohinder Pal 
4. Prof.Kamlesh Slathia 
5. Prof Anuradha Gandotra 
6. Prof. Mala Bhasin 

  
**Principal**  
 Govt. College for Women  
 Gandhi Nagar, Jammu.



## GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU



### Minutes of Meeting

A meeting of the members of Anti-ragging Committee was held in the Principal's chamber on 21<sup>st</sup> October 2020.

The following points were discussed in the meeting:

- Convenor welcomed and thanked the committee members for joining the meeting, acknowledging the unique circumstances of conducting the meeting during the COVID 19 pandemic.
- A discussion on the formation of the Anti-Ragging Committee was carried out. It was unanimously agreed upon that the committee would consist of six members as mentioned in the attendees' list below .
- The committee celebrated the fact that no incidents of ragging were reported during the previous session, despite the challenges posed by the pandemic.
- Convenor commended the collaborative efforts of the institution's staff and students in maintaining a safe and respectful environment.

The meeting was adjourned with a vote of thanks to the chair

### Anti-Ragging Squad

1. Prof Anjali Bhat

2. Prof. Mohinder Pal

3. Prof. Kamlesh Slathia

4. Prof Anuradha Gandotra

5. Prof. Mala Bhasin

6. Prof. Javed Iqbal

*Anjali Bhat*  
*Mohinder Pal*  
*Kamlesh Slathia*  
*Anuradha Gandotra*  
*Mala Bhasin*  
*Javed Iqbal*

*[Signature]*  
**Principal**  
Govt. College for Women  
Gandhi Nagar, Jammu.



**Minutes of Meeting**

A meeting of the members of Anti-ragging Committee was held in the Principal's chamber on 6<sup>th</sup> August 2021 at 11AM







The following points were discussed in the meeting:


- The chairperson opened the meeting by discussing the importance of forming an Anti-Ragging Committee. It was agreed upon that the committee would consist of the members present in the meeting and listed below. The committee's primary objective would be to prevent and address any instances of ragging within the institution.
- The committee recognized the need to establish a comprehensive policy document outlining the institution's stance on ragging and the procedures for dealing with any reported incidents.
- It was decided that few members would be assigned the duty to draft the policy document, which would then be reviewed and approved by the committee before implementation.
- The committee acknowledged the importance of raising awareness about the consequences of ragging and fostering a safe environment for all students. It was decided to implement the following measures:
  - Conduct orientation programs: The committee will organize orientation programs at the beginning of each academic session to educate new students about the institution's policy on ragging and the support available to victims.

- Display anti-ragging posters: Posters highlighting the ill-effects of ragging and contact details of committee members will be prominently displayed across the campus.
- Engage student representatives: Student representatives will be encouraged to actively participate in anti-ragging initiatives by organizing awareness campaigns and workshops

The meeting was adjourned with a vote of thanks to all attendees for their active participation and commitment to ensuring a ragging-free environment.

**Anti-Ragging Squad**

1. Prof Anjali Bhat 
2. Prof. Mohinder Pal 
3. Prof.Kamlesh Slathia 
4. Prof Anuradha Gandotra 
5. Prof. Mala Bhasin 
6. Prof. Javed Iqbal 

  
Principal  
Govt. College for Women  
Gandhi Nagar, Jammu.



## GOVT. COLLEGE FOR WOMEN GANDHINAGARJAMMU



### Minutes of Meeting

A meeting of the members of Anti-ragging Committee was held in the Principal's chamber on 8<sup>th</sup> September 2022 at 11AM

The following points were discussed in the meeting:

- The chairperson opened the meeting by discussing the importance of forming an Anti-Ragging Committee. It was agreed upon that the committee would consist of the members present in the meeting and listed below. The committee's primary objective would be to prevent and address any instances of ragging within the institution.
- The committee acknowledged the imperative of adhering to the guidelines outlined in the comprehensive policy document, which delineates the institution's position on ragging and the protocol for addressing reported incidents. It was emphasized that there would be zero tolerance for ragging, and strict enforcement of these rules would be ensured.
- The committee acknowledged the importance of raising awareness about the consequences of ragging and fostering a safe environment for all students. It was decided to implement the following measures:
  - Conduct orientation programs: The committee will organize orientation programs at the beginning of each academic session to educate new students about the institution's policy on ragging and the support available to victims.

9/9

- Display anti-ragging posters: Posters highlighting the ill-effects of ragging and contact details of committee members will be prominently displayed across the campus.
- Engage student representatives: Student representatives will be encouraged to actively participate in anti-ragging initiatives by organizing awareness campaigns and workshops

The meeting was adjourned with a vote of thanks to all attendees for their active participation and commitment to ensuring a ragging-free environment.

**Anti-Ragging committee**

1. Prof. Mala Bhasin *Mala Bhasin*
2. Prof. Anjali Bhat *Anjali Bhat*
3. Prof. Mamta Gupta *Mamta Gupta*
4. Prof. Anuradha Gandotra *Anuradha Gandotra*
5. Prof Kamlesh Slathia *Kamlesh Slathia*

*Meha*  
**Principal**  
Govt. College for Women  
Gandhi Nagar, Jammu.



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**INTERNAL COMPLAINTS COMMITTEE**  
**(ICC) MINUTES**  
**2018-2023**

*[Handwritten signature]*

**Govt. College for Women Gandhi Nagar, Jammu**

**Committee Against Sexual Harassment (CASH)**





**Minutes of Meeting**

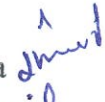
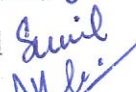


A meeting of the members of CASH committee was held on 23<sup>rd</sup> July 2018 in the Principals chamber at 11.30 Am to discuss the working of the committee.

The Following points were discussed in the meeting:

- The chairperson called the meeting to order .The chairperson welcomed everyone and expressed gratitude for their commitment to the committee's mission.
- The convenor provided an update on the committee's activities during the previous year.
- The committee decided to display rules and regulations posters pertaining to preventing sexual harassment across different areas of the college.
- The committee expressed appreciation for the collaboration and support received from various departments in this endeavor.
- Given the absence of reported cases of sexual harassment in the previous year, the committee discussed the importance of maintaining a proactive stance in preventing such incidents. It was agreed to continue displaying awareness posters and to explore the possibility of collaborating with relevant departments for potential awareness or guest speaker sessions in the upcoming academic year.
- Additionally, suggestions were made to organize interactive sessions during orientations to educate new students about the committee's role and reporting mechanisms.

The following members attended the meeting

1. Prof. Minnie sharma 
3. Prof. Minu Mahajan 
4. Prof. Surinder Kumar 
7. Prof. Davinder Kour 

2. Prof. Shalini Sharma 
4. Prof.Sunil Uppal 
6. Prof.D S manhas 
8. Prof. Sugandha Mahajan 

  
**Principal**  
 Govt. College for Women  
 Gandhi Nagar, Jammu.

# CLUSTER UNIVERSITY OF JAMMU

## ORDER

The Vice-Chancellor has been pleased to constitute an Apex Body of SPARSH (ABS) as per University Statute 7.5 and University Complaints Committee (UCC) as per Statute 7.6 hereunder consisting of the following members as detailed at A & B.

### A) SPARASH (ABS)

- 1) Ms. Aekta Gupta, Associate Professor, GCW Gandhi Nagar, Jammu - Chairperson
- 2) Prof. Savita Nayyar, Associate Professor, Deptt. of Law Jammu University - Member
- 3) Ms. Diskit Angmo (Associate Professor), GCW Gandhi Nagar, Jammu - Member Secretary
- 4) Dr. Anil Ganjoo (Associate Professor), Govt. MAM College, Jammu - Member
- 5) Ms. Shamim Akhtar (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 6) Ms. Chetna Gupta (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 7) Mr. Piyush Kant (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 8) Mr. Raghav Sharma (UG Hons. 3<sup>rd</sup> Sem (Govt. MAM College, Jammu) - Member
- 9) Ms. Bhavya Koul (UG English Hons. 3<sup>rd</sup> Sem (GCW, Gandhi Nagar, Jammu) - Member
- 10) Mr. Rajinder Kumar, Section Officer, CLUJ (Non-teaching) - Member
- 11) Ms. Arti Kapoor, Statistical Assistant, CLUJ (Non-teaching) - Member
- 12) ~~Prof. Savita Nayyar, Associate Professor, Deptt. of Law Jammu University - Member~~  
Woman Counselor
- 13) Ms. Neha Gandotra (NGO), National Development Foundation, Udewala - Member

### B) UNIVERSITY COMPLAINTS COMMITTEE (UCC)

- 1) Dr. Anil Ganjoo (Associate Professor), Govt. MAM College, Jammu - Chairperson
- 2) Ms. Shamim Akhtar (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 3) Ms. Chetna Gupta (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 4) Mr. Piyush Kant (Asstt. Professor), GCW Gandhi Nagar, Jammu - Member
- 5) Ms. Neha Gandotra (NGO representative), National Development Foundation, Udewala - Member
- 6) Ms. Arti Kapoor, Statistical Assistant, CLUJ (Non-teaching representative) - Member Secretary

The committees are required to ensure that all the complaints are redressed timely with reporting to the higher authorities and concerned quarters.

Jammu  
REGISTRAR

No. Adm/2018/852-82  
Dated: 25-8-2018.

Copy to :

- 1) S.S. to the Vice-Chancellor for information of the Hon'ble Vice-Chancellor.
- 2) All Deans/Principals of Constituent Colleges.
- 3) All Concerned
- 4) Office record

Received on 27-8-2018.

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3

**OFFICE OF THE PRINCIPAL, GOVT. PG COLLEGE FOR  
WOMEN  
Gandhi Nagar, Jammu**

NO: WCG/1-ABS-01

Dated: 11-9-2018

Minutes of the meeting of the Apex Body of Sparsh (ABS) and the University Complaint Cell (UCC), Cluster University Jammu held on Tuesday 11<sup>th</sup> of September 2018, at Government College for Women Gandhi Nagar Jammu

The meeting was chaired by Prof. Aekta Gupta, the chairperson of the Committee. The meeting commenced with paying tributes to Prof. Rita Jitendra, a social activist and an educationist par excellence. Prof. Aekta Gupta welcomed the members and briefed them about SPARSH. She sought the active involvement of the Committee members in making SPARSH a vibrant cell committed to creating a conducive atmosphere in the campuses. She invited inputs/ Suggestions from each member for evolving an appropriate mechanism for the smooth functioning of the Cell.

The Following members attended the Meeting :-

1. Prof. Aekta Gupta
2. Prof. Savita Nayyar
3. Prof. Diskit Angmo
4. Dr. Anil Ganjoo
5. Dr. Chetna Gupta
6. Prof. Shamim Akhter
7. Ms. Neha Gandotra
8. Mr. Rajinder Kumar
9. Ms. Aarti Kapoor
10. Ms. Bhavya

The decisions taken were as under :-

Agenda – 1 UGC guidelines regarding SPARSH



It was proposed that a policy document based on the requirements of CLUJ and in consonance with UGC Guidelines be drafted by a drafting Committee consisting of the following members:

1. Prof. Savita Nayyar Asstt. Professor Deptt. of Law Jammu University
2. Dr. Chetna Gupta Asstt. Professor GGM Science College
3. Prof. Puyesh Kant Sharma Asstt. Professor GCW Gandhi Nagar
4. Ms. Aarti Kapoor Stat. Asstt. Cluster University of Jammu

The above committee will work out the modalities in consultation with the chair person and ensure completion of the guidelines within a stipulated period of three weeks.

Agenda -2 Awareness Programmes

As part of sensitization across all sections of the university community, the following programmes will be organized:-

- Slogan Writing Competitions, Poster making Competitions and Street plays ( Nukkad Natak) on the theme of " Gender Sensitization and Sexual Harassment" will be monitored by the Incharge members of SPARSH of the respective Colleges as per following schedule :

Date 28 Sept. 2018	1 GCW Gandhi Nagar Jammu 2 Govt. MAM College Jammu
Date 29 Sept. 2018	1 Govt. SPMR College Jammu 2 Govt. GGM Science College
Date 01 Oct. 2018	1 Govt. College of Education Jammu

- MS. Neha Gandotra NGO Councilor, Prof. Shamim Akhter, Prof. Puyesh Kant Sharma and Mr. Rajinder Kumar will visit various Colleges and Schools of CLUJ to carry out Awareness programme as per Schedule given below:

Date 04 Oct,2018	Govt. PG College for Women Gandhi Nagar Jammu
Date 05 Oct,2018	Govt. MAM PG College ,Jammu
Date 06 Oct,2018	Govt. College of Education Jammu
Date 08 Oct,2018	Govt. GGM Science College Jammu
Date 09 Oct,2018	Govt. SPMR College of Commerce Jammu

It was further resolved that the incharge members of SPARSH will upload the report of the events within two days of the holding of the events and send the copies of the same to the Chairperson and all concerned. They will also ensure that awareness materials (Charts / Posters) are displayed at prominent places in and around campuses to spread knowledge and awareness of the rights and responsibilities under the regulations. The dates of the above events will be intimated to the principals of the respective colleges separately.

- Since Sensitization is required at all levels, It was decided that an Orientation Programme be held on 17<sup>th</sup> Sept.2018 for Committee members, Faculty, Non Teaching Staff and Students as part of Awareness initiative.
- Charts, Posters and Boards highlighting penalty and consequences of Sexual Harassment will be placed at strategic points in the Campuses of respective Colleges.
- All the Colleges to upload the Handbook of Sexual Harassment on their respective websites.
- It was felt that representatives from Govt. SPMR College and Govt. College of Education be also included in the SPARSH Committee and therefore needful to be done accordingly.
- It was unanimously proposed that request for financial assistance and technical assistance be put before the worthy Vice Chancellor, CLUJ to carry forward the various programmes.

The meeting Concluded with presentation of Vote of Thanks

Aekta

Prof. Aekta Gupta  
Chairperson  
SPARSH (ABS)

Dated: 11-9-2018

1. Copy to: Special S. to Hon 'ble Vice- Chancellor for information.
2. Registrar Cluster University Of Jammu
3. All Concerned
4. Office Record

(47)

**NOTICE**  
**22.10.18**

This is to inform that a meeting of the APEX Body of Sparsh (ABS) Cluster University of Jammu will be held on Thursday 25<sup>th</sup> of October 2018 ( in connection with holding of Induction Programme) in GCW Gandhi Nagar Jammu at 2: 00 Pm.The Agenda will include the following:

- |  |  |
|--|--|
| 1. Introduction on the objective of Sparsh               | Prof. Aekta Gupta, Chairperson, SPARSH   |
| 2. Legal Perspectives of Gender Sensitization            | Prof. Savita Nayyar, Member  |
| 3. Feminists' Debates                                    | Prof. Piyush Kant, Member  |
| 4. Role Of NGO's towards prevention of Sexual Harassment | Ms. Neha Gandotra, Member  |
| 5. #ME TOO Debate/ Discussion                            | Prof. Shruti Sharma , Department of <del>Education</del><br>Education and Dr. Vandana Khajuria, <del>Member</del><br>Member IQAC will moderate the |
| 6.   | Discussion   |
| 7. Justice Verma's Report                                | Ms. Bhaviya Koul, Member <del>Bhaviya</del>  |
| 8. UGC Guide lines on prevention of Sexual Harassment    | Mr. Raghuvar Sharma, Member  |
| 9. Consultation on Drafting Report                       |  |
| 10. Nukkad Natak   |  |

All the members are requested to make it convenient to attend the meeting.

  
Prof. Aekta Gupta  
Chairperson, SPARSH

**Copy to:**

1. Special Secretary to Hon 'ble Vice- Chancellor for information.
2. Dean Academic Affairs Cluster University of Jammu
3. Registrar Cluster University Of Jammu
4. All Concerned
5. Office Record

No. 3-ABS-03

25-10-18

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### Minutes of the meeting

A meeting of the Apex Body of Sparsh (ABS), Cluster University of Jammu was held on 25<sup>th</sup> of October, 2018 at the Edusat hub of Govt. College for women, Gandhi Nagar, Jammu. The following decisions were taken:

1. Flexboards displaying relevant information about sexual Harassment be placed at prominent places inside the campuses on priority basis.
2. The Drafting Committee to meet to finalise the drafting of policy document of Sparsh
3. It was decided that a request would be made to the higher authorities for including representatives from SPMR College of Commerce and Govt. College of Education Jammu in the Sparsh Committee so as to facilitate conduct of activities in these colleges.
4. A list of eminent speakers /Experts was also prepared. The list will be submitted to Hon'ble VC for approval.
5. It was resolved that feed back forms be distributed among the students as part of awareness campaign.
6. Prior to the meeting, an orientation session was held in which the resource person Dr. Savita Nayyar, Deptt. of Law, University of Jammu made a power point presentation and apprised the Committee members, faculty and students regarding the rules and regulations against Sexual harassment. Prof. Shruti Sharma, Deptt. Of Education GCW Gandhi Nagar and Dr. Vandana Khajuria Deptt. Of English GCW Gandhi Nagar also shared their views. The Feedback from the interaction included organizing Rallies, Workshops and Seminars for greater participation and awareness.

The meeting concluded with reading of report of Sparsh activities by Ms. Bhaviya Koul. Prof. Aekta Gupta thanked the attendees for their active participation.

The Following members attended the Meeting :-

1. Prof. Aekta Gupta
2. Prof. Savita Nayyar
3. Prof. Diskit Angmo
4. Dr. Anil Ganjoo
5. Dr. Chetna Gupta
6. Prof. Piyush kant
7. Ms. Aarti Kapoor
8. Ms. Bhaviya Koul

  
Prof. Aekta Gupta  
Chairperson  
SPARSH



The Chairperson,  
ABS, CLUJ,  
Govt. College for Women,  
Gandhi Nagar, Jammu.

**Sub: - Submission of draft regarding policy document on "Cluster University of Jammu, Internal Complaints Committee".**

**Reference: - Minutes of the Meeting of the Apex Body of Sparsh (ABS) and the University Complaint Cell (UCC), Cluster University of Jammu held on Tuesday 11<sup>th</sup> Sept., 2018 at Govt. College for Women, Gandhi Nagar, Jammu.**

Respected Madam,

This is with reference to minutes of meeting referred here in above, where it has been desired that a policy document based on the requirements of CLUJ and in consonance with UGC guidelines be drafted by a drafting committee constituted for the purpose.

In this context, kindly find enclosed the requisite draft for vetting and further necessary action at your end please.

Thanking you

- 1. (Dr.) Savita Nayyar, Senior Asstt. Prof. *Savita Nayyar*
- 2. (Dr.) Chetana Gupta, Asstt. Prof. *Chetana*
- 3. Mr. <sup>PYESH</sup> ~~Piyush~~ Kant Sharma, Asstt. Prof. *P. Kant Sharma*
- 4. Ms. Arti Kapoor, Statistical Asstt. *Arti Kapoor*

*abs*

# CLUSTER UNIVERSITY OF JAMMU

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## Notes :

(A)

In reference to the meeting held on 11<sup>th</sup> sept, 2018 at Govt. college for Women, Gandhi Nagar, Jammu under the convenorship of undersigned with the members of the Apex body of Sparsh (ABS) Cluster University of Jammu and University complaint Cell (UGC), CLUJ, wherein it was resolved that a policy document based on the requirements of CLUJ and in consonance with UGC guidelines be drafted by a drafting committee comprising of following members for the purpose.

1. Dr. Savita Nayyar Sr, Asstt. Prof.
2. Dr. Chetna Gupta, Asstt. Prof.
3. MR. Pyuresh Kant Sharma. Asstt. Prof.
4. Ms. Arti Kapoor, Stastical Asstt.

In this regard, the requisite draft was prepared in accordance with the University Grants Commission (prevention, Prohibition and Redressal of sexual Harassment of women employees and students in Higher Educational Institutions) Regulations, 2015.

Further, a meeting was also conducted on 17<sup>th</sup> December 2018 at GCW, Gandhi Nagar, Jammu wherein all the members of the ABS, CLUJ were invited to participate in healthy discussion about the draft in detail. After extensive discussion, the necessary amendments have been made to the draft.

As such, the draft is placed for approval .

Aekta Gupta  
*Aekta Gupta*  
(Chairperson, ABS, CLUJ)

B) Registrar, CLUJ. please

*Jan*  
*12/17*

DAA for approval : The Policy <sup>may be</sup> notified as <sup>members</sup> the committee have taken into consideration UGC guidelines, Policy of Jammu University, the provisions of the Act and recommended for adoption of Policy document.

Registrar : As the said document is not in contradiction to the University Statutes Chapter - 7 Page 203-207

DAA/P

Chairperson SPARSH of Council

*Jan*  
*16/14*

This is in response to the query for the documents on Cluster University of Jammu Internal Complaints Committee Against Sexual Harassment (CUJICCASH) submitted for approval. The query was - 'Is the said document in not in contradiction to the University statutes Chapter 7, pages 203-207?'

In pursuance to the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations 2015 and Gazette notification of MHRD, dated 2nd May, 2016 under the Sexual Harassment of Women employees and students at workplace (Prevention, Prohibition and Redressal) Act, 2013, the Apex Body of SPARSH shall now be called as the Cluster University of Jammu Internal Complaints Committee against Sexual Harassment. The Regulations for the same shall be called as Cluster University of Jammu Internal Complaints Committee against Sexual Harassment (Prevention, Prohibition and Redressal) Regulations.

According to letter by Secretary UGC, dated 5th July, 2016 and published in the Gazette of India on 2nd May, 2016, Page 11, part 12 (i) (i), any existing body already functioning with same objective as Gender Sensitization Committee Against Sexual Harassment (GSCASH) should be reconstituted as ICC.

Therefore, a proposal for a revised policy documents along with a proposal for changing the nomenclature of the Committee in light of the above mentioned guidelines, is submitted for approval. Enclosed also find two documents for your kind information.

DAA please.

Leela Gupta  
Chairperson  
23-5-2019

Request for convening a meeting to discuss the above.

Meeting fixed for 29th May at 11:00 am in DAA office. Chairperson CUJICCASH

Discussed the policy documents recommended placed at 'A' office in the list of chapters of statutes Governing Sensitization,


# CLUSTER UNIVERSITY OF JAMMU


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## Notes :

Prevention and Redressal of Sexual Harassment 'SPARSH' and resolved that statutory amendments required if any shall be recommended by the Chairperson 'SPARSH' for consideration and approval of Academic Council.

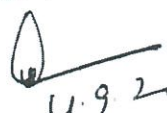
Chairperson -

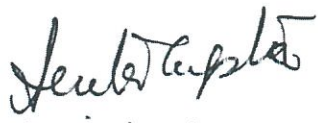
 28/5/2019

  
29/5/2019  
Chairperson

  
29/5/19.

This is in response to the discussion held in DAA office regarding amendments to be made in the policy document of SPARSH. After detailed study, the recommendations made in the statutes governing SPARSH are hereby submitted. A copy of the policy document of SPARSH (both existing and new) is enclosed herewith for your kind consideration and approval.

DAA please. Submitted  
May kindly Peruse and  
approve. ~~if all copies~~  
~~are not found.~~ The same shall  
be placed in Academic Council  
for deliberation  
if approved.   
v.cpl U.9.2019

  
Chairperson  
SPARSH.  
4-9-19



Govt. College for Women Gandhi Nagar, Jammu

Committee Against Sexual Harassment (CASH)

Minutes of Meeting

A meeting of the members of CASH committee was convened on 23<sup>rd</sup> July 2019 in the Principals chamber at 11.30 Am to discuss the working of the committee.

The chairperson extended gratitude for everyone's commitment to the committee's mission. **The following points were discussed in the meeting:**

- The convenor provided an update on the committee's activities over the past year.
- The committee decided to display rules and regulations, posters addressing sexual harassment prevention across various college areas. The collaborative efforts from different departments were acknowledged and appreciated.
- In light of no reported sexual harassment cases in the previous year, the committee discussed the importance of proactive measures.
- It was agreed to continue displaying awareness posters and explore potential collaborations with relevant departments for awareness campaigns or guest speaker sessions in the upcoming academic year.

The following members were present:

- Prof. Minnie Sharma *Minnie*
- Prof. D.S. Manhas *Manhas*
- Prof. Davinder Kour *Davinder*
- Prof. Sugandha Mahajan *Sugandha*

- Prof. Surinder Kumar *Surinder*
- Prof. Shalini Sharma *Shalini*
- Prof. Minu Mahajan *Minu*
- Prof. Sunil Uppal *Sunil*

The meeting concluded with the acknowledgment of the attendees' active participation and valuable input.

*[Handwritten Signature]*

**Principal**

**Govt. College for Women  
Gandhi Nagar, Jammu.**

Govt. College for Women Gandhi Nagar, Jammu

Committee Against Sexual Harassment (CASH)

Minutes of Meeting

A meeting of the members of CASH committee was convened on 25<sup>th</sup> August 2020 in the Principals chamber at 11.30 Am to discuss the working of the committee.

**The following decisions were taken in the meeting:**

- The convenor provided an update on the committee's activities over the past year.
- The committee decided to display flexboards addressing relevant information about sexual harassment prevention across prominent places inside the campus on priority basis. The collaborative efforts from different departments were acknowledged and appreciated.
- In light of no reported sexual harassment cases in the previous year, the committee discussed the importance of proactive measures.
- It was agreed to continue displaying awareness posters and explore potential collaborations with relevant departments for awareness campaigns or guest speaker sessions in the upcoming academic year.

The following members were present:

- |  |                                     |
|--|-------------------------------------|
| • Prof. Sujata Slathia <i>Sujata</i>     | Prof. Anupama Sharma <i>Anu</i>     |
| • Prof. Anjana Gupta <i>Anjana</i>       | Prof. Hardial Singh <i>Hardial</i>  |
| • Prof. D.S . Manhas <i>Manhas</i>       | Prof. Davinder Kour <i>Davinder</i> |
| • Prof. Sugandha Mahajan <i>Sugandha</i> |                                     |

The meeting concluded with the acknowledgment of the attendees' active participation and valuable input.

*[Signature]*  
**Principal**  
 Govt. College for Women  
 Gandhi Nagar, Jammu.

11/01/2021/3107  
Dtd 8/9/21 (55)

### Minutes of the meeting of CASH Committee

A meeting of the College Committee Against Sexual Harassment (CASH) was held at 1:30 pm on 08/09/2021 under the guidance of Principal Madam Prof. (Dr.) Sangita Nagari and under the Convenorship of Dr. Sujata Slathia in the office chamber of the Principal. The following members attended the meeting:

1. Prof. Anjana Gupta
2. Prof. Kiran Kalra
3. Prof. Shakun Mahajan

The meeting began with the proud observation that no case of sexual harassment had been reported on the campus since its inception. This praiseworthy tradition has continued in the past one year from June 2020 to August 2021 in our institution. This was because of the following measures taken by the college authorities:

- a) Encouragement of healthy discussion among the girl students on gender issues,
- b) Frequent interactions among the faculty and the students on adolescent problems,
- c) Organization of awareness drives on the rights of women with associated events like poster making, commemorative days like Girl Child Day, Women's Day etc.
- d) Holding of gender workshops under the aegis of different departments
- e) Presence of a capable committee for provision of counselling regarding the consequences of sexual harassment both inside or outside the campus
- f) Installation of CCTV cameras in the campus to check any suspicious activity.

The meeting concluded with the resolution that these measures would continue into the future as well and further initiatives would be taken to make the girl students more confident in their personalities and more aware of their rights.

#### Committee Members

1. Prof. Anjana Gupta
2. Prof. Kiran Kalra *Kiran*
3. Prof. Shakun Mahajan *Shakun*

#### Convenor (Cash Committee)

Dr. Sujata Slathia *Sujata*

*Sangita*  
Prof. (Dr.) Sangita Nagari  
Principal, GCW Gandhinagar  
Jammu. Principal  
Govt. College for Women  
Gandhi Nagar, Jammu

NO/WCG/8/9/2021/8109  
Dt. 8/9/21

Minutes of the meeting of committee against Sexual Harassment

A meeting of the committee against sexual harassment was held on 18<sup>th</sup> August 2022 at 01 :30 pm under the guidance of the Principal Prof. Minu Mahajan and under the convenorship of Dr. Irvinder kour in the office chamber of principal. The following members attended the meeting:

- 1. Prof. Mamta Gupta
- 2. Prof. Anupama Pandotra
- 3. Prof. Sugandha Mahajan

It was noticed that during Academic year 2021-2022, no case of sexual harassment was observed and reported. It is due to healthy environment prevailing in the college premises.

*Irvinder*

Dr Irvinder Kour

Convenor

*Minu Mahajan*

Principal  
Minu Mahajan  
Padma Devi  
Govt. P.G. College for Women  
Gandhi Nagar, Jammu

**Members**


- 1. Prof. Mamta Gupta *MG*
- 2. Prof. Anupama Pandotra *AP*
- 3. Prof. Sugandha Mahajan *SM*

## Minutes of the meeting of committee against Sexual Harassment

A meeting of the committee against sexual harassment was held on 10<sup>th</sup> October 2022 at 12:30 pm under the guidance of the Principal Prof. Minu Mahajan and under the convenorship of Dr. Irvinderkour in the office chamber of principal. The following members attended the meeting:




1. Prof. Mamta Gupta
2. Prof. Anupama Pandotra
3. Prof. Sugandha Mahajan


It was noticed that during Academic year 2021-2022, no case of sexual harassment was observed and reported. It is due to healthy environment prevailing in the college premises.

  
Principal  
Padma Shri Padma Sachdev  
Govt. P.G. College for Women  
Gandhi Nagar, Jammu

  
Convenor  
Dr. Irvinderkour

### Members

1. Prof. Mamta Gupta 
2. Prof. Anupama Pandotra 
3. Prof. Sugandha Mahajan 

  
approved  
Padma Shri Padma Sachdev  
Govt. P.G. College for Women  
Gandhi Nagar, Jammu


**Committee Against Sexual Harassment**  
**PSPS GCW, GANDHI NAGAR, JAMMU**

**Minutes of the meeting**

10-04-2023

A meeting of the committee against sexual harassment was held on April 10, 2023 at 3:00pm under the under the guidance of the Principal, Prof. Minu Mahajan and under the convenorship of Dr. Irvinder Kour in the office chamber of the Principal.

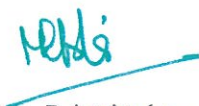
The following members attended the meeting-

- Prof. Mamta Gupta 
- Dr. Anupama Pandotra
- Prof. Sugandha Mahajan

The following points were discussed and resolved-

- It was noticed that during academic session 2022-23, no case of sexual harassment was observed and reported.
- Committee members were pleased to intimate that environment in the college premises is very healthy and friendly.
- It was decided that committee will sit together and frame Policy Document for the committee as per UGC regulations.

- Prof. Mamta Gupta 
- Dr. Anupama Pandotra 
- Prof. Sugandha Mahajan 

  
Principal  
**Govt. College for Women**  
Gandhi Nagar, Jammu.

  
Convenor  
CASH

Minutes of the Meeting

A meeting of ICC (Internal Complaint Committee) was held on 26th May, 2023 at 3:00 p.m. under the guidance of the Principal, Prof. Minu Mahajan and under the convenorship of Dr. Irvinder Kour in the office chamber of the Principal.

The following members attended the meeting-

- Prof. Mamta Gupta *MG*
- Prof. Anupama Pandotra *AP*
- Prof. Sugandha Mahajan
- Dr. Ashok Kumar
- Prof. Sunita

The following points were discussed and resolved-

- The name of the committee has been changed from CASH to ICC as per UGC regulations.
- ICC has been widened up including a social worker, non teaching members and students from various semesters.
- It was decided that a "Gender Champion" would be selected among the students of the college through properly specified selection process.
- It was also resolved that Prof. Sunita will act as a Nodal officer for facilitating Gender Champion of the college.
- A sensitization programme will be organized for the staff and students of the college.
- 

Meeting ended with the vote of thanks.

- Prof. Mamta Gupta *MG*
- Prof. Anupama Pandotra *AP*
- Prof. Sugandha Mahajan *SM*
- Dr. Ashok Kumar *AK*
- Prof. Sunita *Sunita*

*Principal*  
 Principal  
 Govt. College for Women  
 Nagari, Patna.

*Irvinder Kour*  
 Convenor ICC



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**GRIEVANCE REDRESSAL COMMITTEE**  
**MINUTES**  
**2018-2023**

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**Minutes of the Meeting**

A meeting of Grievance and redressal cell was held at 1.30 pm on 23-07-2018 under the chairmanship of Dr. Kaushal Samotra, Principal of the College in the chamber of the Principal. The agenda of the meeting was to open the complaint boxes and redress the grievances of students.

**Members of Grievance and Redressal Cell**

1. Prof. Ashu Vashsist- Convenor

2. Prof. Kaushal Samotra

3. Prof. Vasudha Choudhary

4. Prof. Harjeet Kour

5. Prof. Sham Lal

6. Prof. Anurag Sharma

**Following grievances were received and redressed:**

- 1. Complaint regarding malfunctioning of Acquaguard in Arts Block.
- 2. Complaint about broken window panes in College.
- 3. Grievance that tour destinations are same most of the times.

**The committee decided the following redressal measures to be taken**




- 1. College Development Committee was instructed to get the Acquaguard in Arts Block repaired as soon as possible.
- 2. College Development Committee was instructed to get the necessary repair works and window panes installed.
- 3. The Picnic and tour committee was instructed to explore the possibilities of including different and safe destinations for tour.

**Committee Members:**

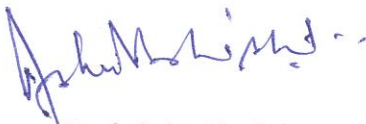
1. Prof. Ashu Vashsist- Convenor

2. Prof. Kaushal Samotra

3. Prof. Vasudha Choudhary

- 2. Prof. Vasudha Choudhary 
- 3. Prof. Harjeet Kour 
- 4. Prof. Sham Lal 
- 5. Prof. ...

Submitted to worthy principal for approval.



Prof. Ashu Vashist  
Convenor, Grievance Redressal Cell



Prof. (Dr.) Kousal Samotra  
**Principal**  
Govt. College for Women  
Principal, GCW Gandhi Nagar, Jammu  
**Gandhi Nagar, Jammu.**

**Minutes of the Meeting**

A meeting of Grievance and redressal cell was held at 2.30 pm on 20-02-2019 under the chairmanship of Dr. Kaushal Samotra, Principal of the College in the chamber of the Principal. The agenda of the meeting was to open the complaint boxes and redress the grievances of students.

**Members of Grievance and Redressal Cell**

- 1. Prof. Ashu Vashsist- Convenor
- 2. Prof. Vasudha Choudhary
- 3. Prof. Harjeet Kour
- 4. Prof. Sham Lal
- 5. Prof. Suresh Sharma

**Following grievances were received and redressed:**

- 1. Grievance about Leaking taps and blocked drains in Washrooms
- 2. Complaint about broken Black board in room no.14 of arts block
- 3. Complaint about non-working of fans in classrooms
- 4. Grievance regarding clash in time table

**The committee decided the following redressal measures to be taken**

- 1. College Development Committee was instructed to get the leaking taps and blocked drains in the washrooms repaired as soon as possible.
- 2. College Development Committee was instructed to get a new blackboard installed in the room no. 14 of arts block.
- 3. The electrician of the college was directed to repair all fans in the classrooms.
- 4. The time table committee was intimated to make suitable changes in time table as per the grievances received by the students.

**Committee Members:**

- 1. Prof. Ashu Vashsist- Convenor



- 2. Prof. Vasudha Choudhary

2. Prof. Vasudha Choudhary *[Signature]*

3. Prof. Harjeet Kour *[Signature]*

4. Prof. Sham Lal *[Signature]*

5. Prof. Ty. S. Chak

Submitted to worthy principal for approval.

*[Signature]*

Prof. Ashu Vashist

Convenor, Grievance Redressal Cell

*[Signature]*  
25/2/19

Prof. (Dr.) Kousal Samotra

Principal, GCW Gandhi Nagar, Jammu

**Govt. College for Women  
Gandhi Nagar, Jammu.**



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Session: 2019-2020**

**GRIEVANCE REDRESSAL COMMITTEE**

*AS*

### Minutes of the meeting of Grievance Redressal Cell

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 04 December, 2019 under the guidance of Principal Dr. Ravinder Tickoo and under the convenorship of Dr. Sujata Slathia in the chamber of the Principal.

The following members attended the meeting :-

- 1. Dr. Seema Arora
- 2. Dr. Vasudha Chaudhari
- 3. Dr. Harjeet Kour
- 4. Prof. Sham Lal
- 5. Prof. Syed Shehna
- 6. Prof. Kiran Kalra

On 3<sup>rd</sup> December 2019, the Committee decided to open the complaint boxes. The complaint boxes were opened in the presence of three committee members and four complaints were collected.







The committee members deliberated upon the grievance of the students and after a threadbare discussions forwarded the recommendations for the redressal of the issues to the college administration.

S. No.	Date	Nature of Grievance	Recommendations of the Committee
1.	30-09-2019	One complaint was received regarding broken window panes in the classroom.	Matter to be referred to the College Development Committee for necessary action.
2	25-11-2019	01 Compliant was received regarding the inadequate no. of	Matter to be referred to the College Development Committee for necessary action.


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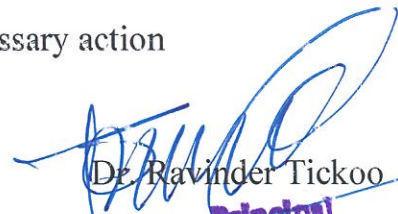
		desks in the classrooms.	
3.	03-09-2019 16-10-2019	02 Complaints were received regarding the menace of stray dogs in the hostel.	Matter referred to the College administration to be further taken up with JMC.

Committee Members:-

- 1. Dr. Seema Arora 
- 2. Dr. Vasudha Chaudhari 
- 3. Dr. Harjeet Kour 
- 4. Prof. Sham Lal 
- 5. Prof. Syed Shehna 
- 6. Prof. Kiran Kalra 

Submitted to Principal for approval and necessary action

  
Dr. Sujata Slathia  
Convenor

  
Dr. Ravinder Tickoo  
Principal  
Govt. College for Women  
Gandhi Nagar, Jammu.



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Session: 2020-2021**

**GRIEVANCE REDRESSAL COMMITTEE**

*[Handwritten signature]*

### Minutes of the meeting of Grievance Redressal Cell

A meeting of the College Grievance Redressal Cell was held at 2.00 pm on 25 February, 2021 under the guidance of Principal, Dr. Sangita Nagari and under the Convenorship of Dr. Sujata Slathia in the office chamber of the Principal.

The following members attended the meeting :

1. Dr. Seema Arora

2. Dr. Vasudha Chaudhari

3. Dr. Harjeet Kour

4. Prof. Sham Lal

5. Prof. Syed Shielina

6. Prof. Kiran Kalra

On 23 February 2021, the Committee decided to open the complaint boxes. The complaint boxes were opened in the presence of four committee members and two complaints were received.

The committee members deliberated upon the grievance of the students and after a threadbare discussions forwarded the recommendations for the redressal of the issues to the college administration.

S. No.	Date	Nature of Grievance	Recommendations of the Committee
1.	09-02-2021	01 complaint was received regarding the dirty and stinky washrooms.	Head Sweeper was instructed by the College Administration to maintain cleanliness in washrooms and the student welfare committee was impressed upon to ensure the same
2	11-2-2021	01 Complaint was received pertaining to the broken	Since the repair work is underway and the DPR

		window panes in the college.	includes both the repair and replacement of window panes, the Committee recommends that it should be done on the priority basis keeping in view the harsh weather conditions.
--	--	------------------------------	---

Committee Members:-

- 1. Dr. Seema Arora *[Signature]*
- 2. Dr. Vasudha Chaudhari *[Signature]*
- 3. Dr. Harjeet Kour *[Signature]*
- 4. Prof. Sham Lal *[Signature]*
- 5. Prof. Syed Shehna *[Signature]*
- 6. Prof. Kiran Kalra *[Signature]*

Submitted to Principal for approval and necessary action

*Sujata*  
 Prof. Sujata Slathia  
 Convenor

*for approval*  
 Dr. Sangita Nagari  
**Principal**  
**Govt. College for Women**  
**Gandhi Nagar, Jammu.**

*[Signature]*  
 Principal  
 Govt. College for Women  
 Gandhi Nagar, Jammu



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Session: 2021-2022**

**GRIEVANCE REDRESSAL COMMITTEE**

21

## Minutes of the meeting of Grievance Redressal Cell

A meeting of the College Grievance Redressal Cell was held at 1.30 p.m. on 04 October, 2021 under the guidance of Principal Madam Prof. (Dr.) Sangita Nagari and under the Convenorship of Dr. Sujata Slathia in the office chamber of the Principal. The following members attended the meeting:

1. Dr. Suman Charak Jamwal
2. Dr. Seema Arora
3. Prof. Vasudha Choudhary
4. Prof. Harjeet Kour
5. Prof. Shyam Lal
6. Prof. Syed Shehna
7. Prof. Kiran Kalra

Due to COVID- 19 pandemic, online classes were conducted throughout this period and physical presence were minimal. Last Monday on 27<sup>th</sup> September, 2021 in the presence of three members of the committee, complaint boxes were opened and 14 complaints were received revolving around these five problems.

On line grievance cell had received only one problem related to subject combination and the matter was resolved by the concerned HOD.

Committee members discussed the problems highlighted by the students.

Committee made the following list of problems and also suggested their measures and then forwarded the same to the administration for redressal:

S. No.	Date	Nature of Grievance	Nature of Redressal
1.	02-09-2021 & 06-09-2021	Complaint from students to remove stray dogs from the campus.	Municipality vans were called and dogs were captured.
2	13-09-2021 & 03-09-2021	Complaint regarding wasps in the classroom.	Remedial measures were taken.

	2021& 03-09- 2021	in the classroom.	taken.
3.	26-08- 2021, 06- 09-2021 & 13-09- 2021	Complaint regarding cleanliness of the washrooms and non-working of the fans.	Cleanliness of the washrooms was improved and ceiling fans were repaired.
4.	31 08- 2021& 20-09- 2021	Complaint regarding electricity cuts.	PDD was requested to supply electricity during College hours.
5.	23-08- 2021, 02- 09-2021, 07-09- 2021 & 29-09- 2021	Complaint- Where from the students can do photocopy as market is far away?	Library staff was directed to do photocopy for the students also.

It was also discussed that the number of complain boxes are less. The committee requested the administration to install more complain boxes covering all the main buildings/ departments of the college including hostel.

Committee Members:

1. Dr. Suman Charak Jamwal *Suman*
2. Dr. Seema Arora *Seema*
3. Prof. Vasudha Choudhary *Vasudha*
4. Prof. Harjeet Kour *Harjeet*
5. Prof. Sham Lal *Sham*
6. Prof. Syed Shehna *Shehna*

7. Prof. Kiran Kalra

*Kiran Kalra*

No/WCE/8363  
dt- 4/10/2021

Submitted to worthy Principal for approval.

*Sujata*

Dr. Sujata Slathia

Convenor,

Grievance Redressal Cell

*Sangita*

Prof. (Dr.) Sangita Nagari

**Principal**  
**Govt. GCW Gandhinagar,**  
**Gandhi Nagar, Jammu.**  
Jammu.

55



**GOVT. COLLEGE FOR WOMEN**  
**GANDHINAGAR JAMMU**



**Session: 2022-2023**

**GRIEVANCE REDRESSAL COMMITTEE**

*[Handwritten signature]*

## Minutes of the meeting of Grievance Redressal Cell

A meeting of the College Grievance Redressal Cell was held at 3.00 p.m. on 10 October, 2022 under the guidance of Principal Madam Prof. Minu Mahajan and under the convenorship of Dr. Sujata Slathia in the office chamber of the Principal. The following members attended the meeting:

1. Dr. Seema Arora
2. Prof. Vasudha Choudhary
3. Prof. Harjeet Kour
4. Prof. Sham Lal
5. Prof. Kiran Kalra

First Monday for the month of the September being teachers' day, the committee members decided to open Complaint boxes on 6<sup>th</sup> September i.e. on Tuesday. In the presence of two members of the committee, complaint boxes were opened and only eight chits was found in which four were irrelevant. No online complaint was found.

On 3rd October, 2022 that is first Monday of the month, in the presence of three members, complaint boxes were opened and four complaints of the students were found. In the same period four online complaints were received revolving around these five problems.

Committee members discussed the problems highlighted by the students.

Committee made the following list of problems and also suggested their measures and then forwarded the same to the administration for redressal:

S. No.	Date	Nature of Grievance	Nature of Redressal
1.	08-08-2022 & 28-09-2022	It was not complaint but a request to change College Uniform which was signed by 13 students and one chit in which request was to allow the students to wear civil dress.	To maintain the uniformity and code of conduct uniform has been mandatory by the Colleges of Jammu. Administration can put the matter with Vice-Chancellor of CLUJ.
2	12-08-2022 & 18-09-	Complaints that there are dearth of benches for the students in the College.	Matter was reported to the administration for remedial measures.

	2022		
3.	03-08-2022, 19-09-2022 & 28-0-2022	Complaint that there is no girls common room in the College.	On the request of the students a hall of Home Science Department of the College, has been converted into Girls hall. Moreover, the girls common room is under construction.
4.	22-08-2022 & 29-09-2022.	Boarders wanted a reading room, Gym and indoor games in the hostel.	Matter was reported to administration for remedial measures.
5.	23-08-2022, 05-09-2022 & 27-09-2022.	Complaint- Where from the students can do photocopy as market is far away?	Library staff was directed to do photocopy for the students also.

**Committee Members:**

- 1. Dr. Secma Arora
- 2. Prof. Vasudha Choudhary
- 3. Prof. Harjeet Kour
- 4. Prof. Sham Lal
- 5. Prof. Kiran Kalra

Submitted to worthy Principal for approval.

*Sujata*  
 Dr. Sujata Slathia  
 Convenor.

*approved*  
 Prof. Minu Mahajan  
 Govt. College for Women  
 Srinagar, Jammu.  
 Principal.

**Minutes of the meeting of Grievance Redressal Cell**

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 16 January, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the office chamber of the Principal.

The following members attended the meeting :-

- 1. Prof. Harjeet Sodhi
- 2. Prof. Nargis Nelofar *MShaks*
- 3. Prof. Anju Koul
- 4. Prof. Shakun Mahajan
- 5. Prof. Nitasha Sawhney
- 6. Prof. Shiasta Ajaz
- 7. Prof. Kiran Kalra

On 16<sup>th</sup> of January 2023, the Committee decided to open the complaint boxes. The complaint boxes were opened in the presence of five committee members and six complaints were found. Out of these, three were irrelevant.

The committee members deliberated upon the grievance of the students on 16<sup>th</sup> of January 2023, and after threadbare discussions forwarded the recommendations for the redressal of the issues to the college administration.

S. No.	Date	Nature of Grievance	Recommendations of the Committee
1.	02-12-2022	Request to make a proper healthy lunch thali available in the Canteen at the subsidized rates.	Matter forwarded to the Canteen Committee for necessary action
2	07-12-2022	Compliant regarding the inadequate Xerox facility in the College premises	Installation of more Xerox machines in the College for which the suitable space should be identified. This additional facility can be created either through outsourcing

*MShaks*

			or any other suitable means after suitable codal formalaties.
3.	15-12-2022	Complaint regarding the dearth of seating benches for the students in the College.	Installation of more seating benches in the lawns of the College. Matter thus, forwarded to the student welfare Committee/Advisory Committee to determine the total number of benches required as per the students strength and space available.

Committee Members;-

- 1. Prof. Harjeet Sodhi *Harjeet Sodhi*
- 2. Prof. Nargis Nelofar *Nargis Nelofar*
- 3. Prof. Anju Koul *Anju Koul*
- 4. Prof. Shakun Mahajan *Shakun Mahajan*
- 5. Prof. Nitasha Sawhney *Nitasha Sawhney*
- 6. Prof. Shiasta Ajaz *Shiasta Ajaz*
- 7. Prof. Kiran Kalra *Kiran Kalra*

Submitted to Principal for approval and necessary action

*Vasudha Chaudhari*  
 Prof. Vasudha Chaudhari  
 Convenor

*Mitu Mahajan*  
 Prof. Mitu Mahajan  
**Principal**  
**Govt. College for Women**  
**Gandhi Nagar, Jammu.**

**Minutes of the meeting of Grievance Redressal Cell**

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 06 February, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the chamber of the Principal.

The following members attended the meeting:-

- 1. Prof. Harjeet Sodhi
- 2. Prof. Nargis Nelofar
- 3. Prof. Anju Koul ,
- 4. Prof. Shakun Mahajan
- 5. Prof. Nitasha Sawhney
- 6. Prof. Shriasta Ajaz
- 7. Prof. Kiran Kalra

On the 1st Monday of February i.e. on 6<sup>th</sup> of February 2023 the Committee decided to open the complaint boxes.

The complaint boxes were opened in the presence of five Committee members and 05 complaints were collected. No online complaints were received from the students during this period.

The committee members deliberated upon the grievances of the students and after threadbare discussion forwarded the recommendations for the redressal of the issues to the college administration.

SNo	Date	Nature of Grievance	Recommendation of the Committee
1.	21-12-2022  17-01-2023	02 complaints were received pertaining to the cleanliness of washrooms and choking of drainage system.	Washrooms should be cleaned twice a day and deep cleansing be done weekly. Incinerators should be installed in washrooms for proper disposal of sanitary pads thereby preventing choking.
2.	19 01-2023  23-01-2023	02 complaints were received Regarding non-availability of stationery shop in the College.	Suitable space should be identified in the College for setting up of the stationery shop for the convenience of the students
3.	02 02 2023	Complaint regarding inadequate number of desks in the classrooms.	Matter be referred to the Development Committee for necessary action.

Committee Members:-

1. Prof. Harjeet Sodhi

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2. Prof. Nargis Nelofar

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3. Prof. Anju Koul

*A. Anju*

4. Prof. Shakun Mahajan

*Shakun*

5. Prof. Nitasha Sawhney

*Nitasha*

6. Prof. Shiasta Ajaz

*Shiasta*

7. Prof. Kiran Kalra

*Kiran Kalra*

Submitted to Principal for approval and necessary action

*V. Chaudhary*

Prof. Vasudha Chaudhari

Convenor

*M. Mahajan*

Prof. Minu Mahajan

**Principal**

Principal

**Govt. College for Women**

**Gandhi Nagar, Jammu.**

**Minutes of the meeting of Grievance Redressal Cell**

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 06 March, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the chamber of the Principal.

The following members attended the meeting: -

- 1. Prof. Harjeet Sodhi
- 2. Prof. Nargis Nelofar
- 3. Prof. Anju Koul
- 4. Prof. Shakun Mahajan
- 5. Prof. Nitasha Sawhney
- 6. Prof. Shiasta Ajaz
- 7. Prof. Kiran Kalra

On the 1st Monday of March i.e. on 6<sup>th</sup> of March 2023 the Committee decided to open the complaint boxes.

The complaint boxes were opened in the presence of 07 Committee members and 10 complaints were collected. Out of 10 complaints, only 06 were relevant.

The committee members deliberated upon the grievances of the students and after a threadbare discussion forwarded the recommendations for the redressal of the issues to the college administration.

S.No.	Date	Nature of Grievance	Recommendation of the Committee
1.	03-02-2023 16-02-2023	02 complaints were received regarding the inadequate safe drinking water facility in the College.	Matter to be referred to College Development Committee for the installation of additional water coolers with suitable water purification system.
2.	08-02-2023 13-02-2023	02 complaints were received regarding the menace of stray dogs in the College campus.	Matter referred to the College administration to be further taken as well up with the Municipal Corporation, Jammu.
3.	03-02-2023	01 Complaint was received regarding the dearth of books in the College Library as well regarding the cleanliness and discipline issues .	More books should be added as per the requirement of the complainant and matter can also be taken up with the Higher Education Department for additional grant if required. Matter should be referred to the Library Committee regarding the matters related to cleanliness and discipline

4.	02-03-2023	One request was received for the addition of some more eat points in the College.	Matter be referred to the Development Committee for necessary action.
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Committee Members:-

- 1. Prof. Harjeet Sodhi *H.S.*
- 2. Prof. Nargis Nelofar *N.N.*
- 3. Prof. Anju Koul *A.K.*
- 4. Prof. Shakun Mahajan *S.M.*
- 5. Prof. Nitasha Sawhney *N.S.*
- 6. Prof. Shiasta Ajaz *S.A.*
- 7. Prof. Kiran Kalra *K.K.*

Submitted to Principal for approval and necessary action

*V. Chaudhari*  
Prof. Vasudha Chaudhari  
Convenor

*M. Mahajan*  
Prof. Minu Mahajan  
Principal  
Govt. College for Women  
Grami Nagar, Jammu.

**Minutes of the meeting of Grievance Redressal Cell**

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 03 April, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the chamber of the Principal.

The following members attended the meeting: -

- 1 Prof Harjeet Sodhi
- 2. Prof Nargis Nelofar
- 3. Prof. Anju Koul
- 4. Prof. Shakun Mahajan
- 5. Prof. Nitasha Sawhney
- 6. Prof. Shiasta Ajaz
- 7. Prof. Kiran Kalra

On the 1st Monday of April i.e. on 3<sup>rd</sup> of April, 2023 the Committee decided to open the complaint boxes.

The complaint boxes were opened in the presence of seven Committee members and 08 complaints were collected.

The committee members deliberated upon the grievances of the students and after a threadbare discussion forwarded the recommendations for the redressal of the issues to the college administration.

S.No	Date	Nature of Grievance	Recommendation of the Committee
1.	02-03-2023 15-03-2023 20-03-2023	03 complaints were received regarding the broken window panes in the classrooms.	Matter to be referred to College Development Committee for redressal.
2.	10-03-2023 31-02-2023	02 complaints were received regarding the frequent electricity cuts in the College.	Matter should be taken up with the PDD for providing special line in the College and also every classroom and lab should be provided with power backup.
3.	10-03-2023	01 Complaint was also received from of Sem II Major Zoology regarding their extended time table.	Matter to be referred to the Time table Committee for necessary action.
4.	27-03-2023	02 complaints were also collected regarding	Matter be referred to the Development Committee for necessary action.

	28-03-2023	inadequate seating capacity in the College library.	
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Committee Members:-

- 1. Prof. Harjeet Sodhi *Harjeet Sodhi*
- 2. Prof. Nargis Nelofar *Nargis Nelofar*
- 3. Prof. Anju Koul *Anju Koul*
- 4. Prof. Shakun Mahajan *Shakun Mahajan*
- 5. Prof. Nitasha Sawhney *Nitasha Sawhney*
- 6. Prof. Shiasta Ajaz *Shiasta Ajaz*
- 7. Prof. Kiran Kalra *Kiran Kalra*

Submitted to Principal for approval and necessary action

*Vasudha Chaudhari*  
Prof. Vasudha Chaudhari  
Convenor

*Mini Mahajan*  
Prof. Mini Mahajan  
Principal  
Govt. College for Women  
Gandhi Nagar, Jammu.

### Minutes of the meeting of Grievance Redressal Cell

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 24th May, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the chamber of the Principal.

The following members attended the meeting: -

1. Prof. Harjeet Sodhi
2. Prof. Nargis Nelofar
3. Prof. Anju Koul
4. Prof. Shakun Mahajan
5. Prof. Nitasha Sawhney
6. Prof. Shiasta Ajaz
7. Prof. Kitan Kalra

On 23 of May, 2023, the Committee decided to open the complaint boxes.

The complaint boxes were opened in the presence of five Committee members and only 01 complaint was received. The President of the College had also submitted some representations on behalf of all the students of the College to the Principal which were also forwarded to the Committee.

The committee members deliberated upon the grievances of the students and after a threadbare discussion forwarded the recommendations for the redressal of the issues to the college administration.

S.No.	Date	Nature of Grievance	Recommendation of the Committee
1.	20-05-2023	A complaint was received from the President of the College on behalf of all the students of the College regarding the urgent requirement of Medical room with basic facilities, preferably near the main gate of the College, so that in case of emergency the patient could be easily taken to the hospital.	Matter to be referred to the Development Committee for necessary action.
2.	23-05-2023	Complaint was also received from the President of the College regarding the inadequate number of fans in	Matter should be referred to the Purchase Committee for the purchase of new fans and to the Development Committee for the repair of the existing ones.

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		the class rooms and some of the already existing are not in the working order	
3.	23-05-2023	Grievance again from the College President regarding the dearth of safe drinking water facility in the College .	Matter to be referred to the Purchase Committee for the installation of additional water coolers, about 4 to 5 with suitable water purification system at the earliest
4.	22-05-2023	Complaints were received regarding the menace of wasps in the College.	Necessary steps should be taken to eradicate this menace as soon as possible.
5.	23-05-2023	College President also complained about the inadequate number of desks in the classrooms and some of the already existing are not in proper condition.	Matter be referred to the Development Committee for the repair of existing ones and to the Purchase Committee for the purchase of new ones.

Committee Members:-

1.Prof.Harjeet Sodhi

2.Prof Nargis Nelofar

3. Prof. Anju Koul

4. Prof. Shakun Mahajan

5. Prof. Nitasha Sawhney

6.Prof.Shiasta Ajaz

7.Prof.Kiran Kalra

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*MShankar*  
*An*  
*Shakun*  
*Nitasha*  
*Shiasta*  
*Kiran*

Submitted to Principal for approval and necessary action

*Vasudha*  
 Prof. Vasudha Chaudhari  
 Convenor

*Minu Mahajan*  
**Principal**  
 Govt. College for Women  
 Gandhi Nagar, Jammu

**Minutes of the meeting of Grievance Redressal Cell**

A meeting of the College Grievance Redressal Cell was held at 3.00 pm on 03 May, 2023 under the guidance of Principal Madam, Prof. Minu Mahajan and under the Convenorship of Dr. Vasudha Chaudhari in the chamber of the Principal.

The following members attended the meeting: -

- 1. Prof. Harjeet Sodhi
- 2. Prof. Nargis Nelofar
- 3. Prof. Anju Koul
- 4. Prof. Shakun Mahajan
- 5. Prof. Nitasha Sawhney
- 6. Prof. Shiasta Ajaz
- 7. Prof. Kiran Kalra

On 04 of May, 2023, the Committee decided to open the complaint boxes.

The complaint boxes were opened in the presence of 05 Committee members and 03 complaints were received.

The committee members deliberated upon the grievances of the students and after a threadbare discussion forwarded the recommendations for the redressal of the issues to the college administration.

S.No.	Date	Nature of Grievance	Recommendation of the Committee
1.	05-04-2023	01 complaint was received regarding the inadequate number of desks in the classrooms.	Matter to be referred to the Development Committee for necessary action.
2.	11-04-2023 20-04-2023	Complaint was also received regarding the non-availability of Girls Common Room in the College.	Construction of Girls Common room is already under process. The cell suggests that the construction agency be requested to expedite the process.

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**Committee Members:-**

- 1. Prof. Harjeet Sodhi *[Signature]*
- 2. Prof. Nargis Nelofar *[Signature]*
- 3. Prof. Anju Koul *[Signature]*
- 4. Prof. Shakun Mahajan *[Signature]*
- 5. Prof. Nitasha Sawhney *[Signature]*
- 6. Prof. Shiasta Ajaz *[Signature]*
- 7. Prof. Kiran Kalra *[Signature]*

Submitted to Principal for approval and necessary action

*[Signature]*  
Prof. Vasudha Chaudhari  
Convenor

*[Signature]*  
Prof. Minu Mahajan  
Principal  
Govt. College for Women  
Gandhi Nagar, Jammu.