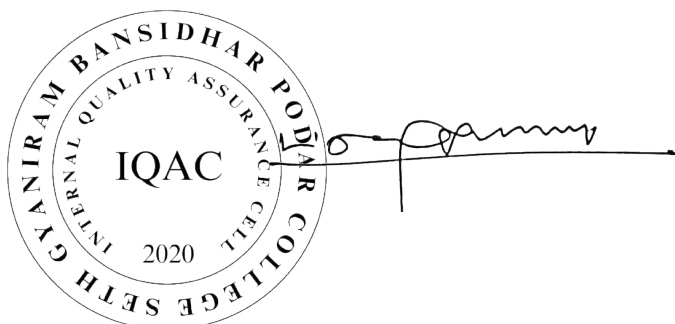




SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar*

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases
Implementation of guidelines of statutory/regulatory bodies
Organization wide awareness and undertakings on policies with zero tolerance
Mechanisms for submission of online/offline students' grievances
timely redressal of the grievances through appropriate committees**



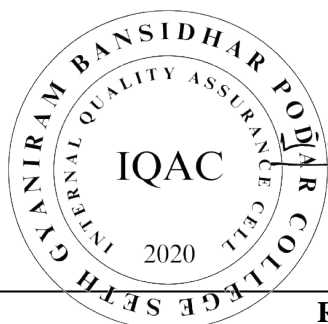


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| 1 | Establishment of women Empowerment and anti- sexual harassment cell |
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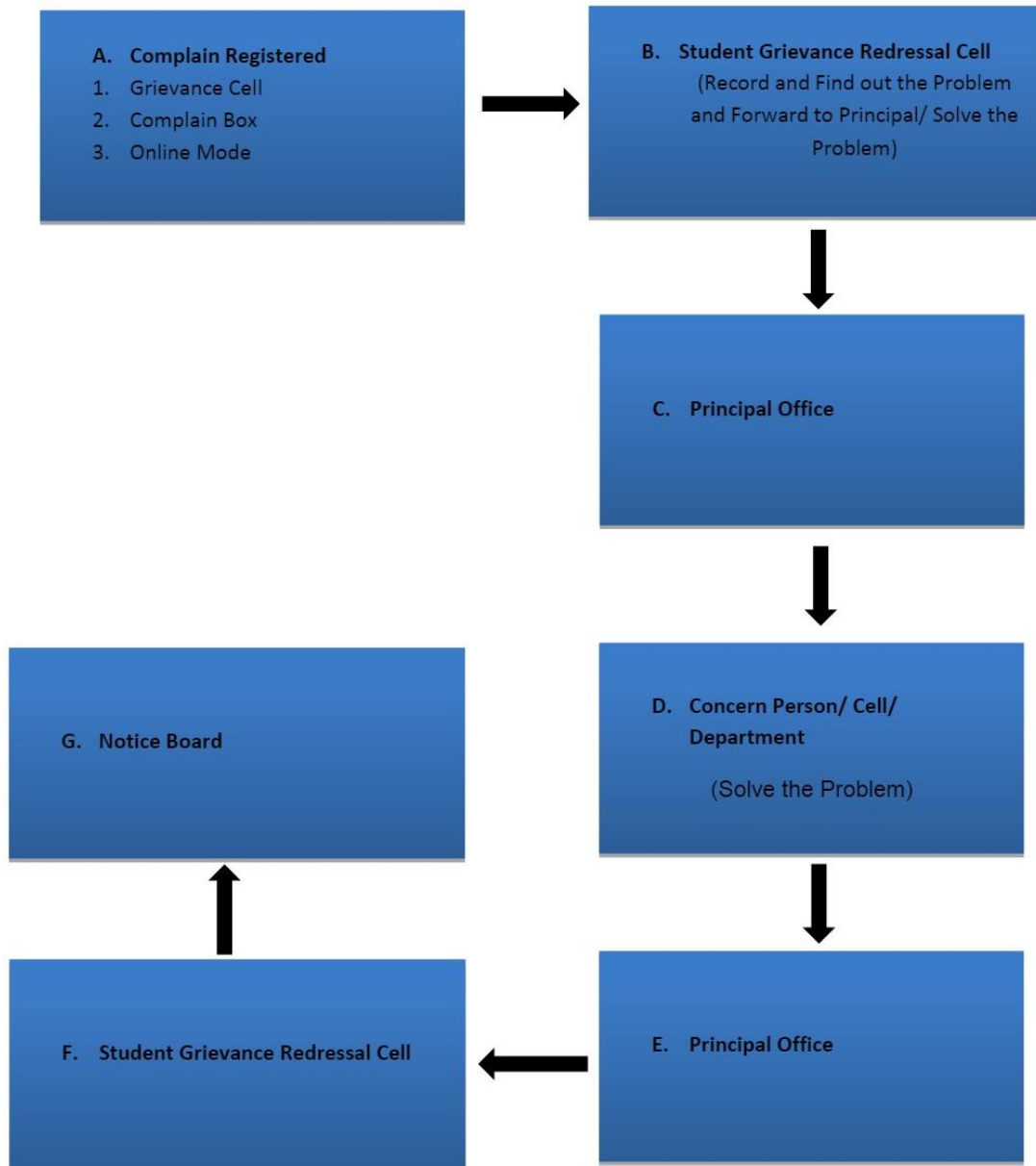
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Complain Registration & Solve Process of Grievance Redressal Cell

Student Grievance Redressal Cell

Complain Registered & Solve Process





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Grievance & Redressal Cell



SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

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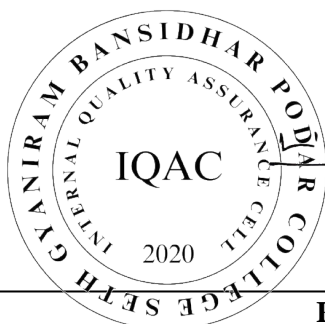


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Griveance Redressal Cell

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Circular of Student Grievance Redressal Cell



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Date:-July 8,2023

Circular

Zero-Tolerance Policy on Grievance Redressal

2

Seth Gyaniram Bansidhar Podar College, Nawalgarh is committed to maintaining a harmonious and supportive learning environment for all students. To this end, the college has established a dedicated Grievance Redressal Cell to address student concerns and ensure fair and just resolution of issues.

Objectives:

- **Provide a platform for students to voice their concerns:** Students can freely express their grievances without fear of reprisal.
- **Ensure prompt and impartial resolution of issues:** Complaints will be addressed efficiently and fairly.
- **Maintain a transparent and accountable system:** The Grievance Redressal Cell will operate with transparency and accountability.
- **Promote a positive and supportive learning environment:** By addressing student concerns effectively, the college aims to foster a positive and supportive learning environment for all.

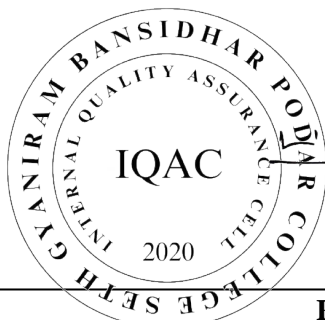
Procedure:

- **Formal complaints:** Students can submit written complaints to the Grievance Redressal Cell.
- **Informal complaints:** Students can also discuss their concerns informally with faculty members, the Student Council, or directly with the Grievance Redressal Cell.
- **Confidentiality:** The Grievance Redressal Cell will maintain the confidentiality of student information to the extent possible.
- **Timely resolution:** The Cell will strive to resolve all grievances within a reasonable timeframe.

Note:-This circular is intended to provide a general overview of the college's policies on Grievance Redressal For more detailed information, please refer to the concern authorities of the college.

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Minutes of Meeting of Student Grievance Redressal Cell



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Minutes of Meeting

Cell: - Student's Grievance Redressal


Date:- 21/08/2023

Time:- 01:30 pm,


Agenda:


1. To inform the student about various pathways to report their grievances.
2. To organize an awareness program.


Attendees:-


Dr. Satyendra Singh — 


Dr. Vinod Kumar Saini

Dr. Vikram Singh Jakhar 

Shri Sunil Kumar Saini. 

Ms. Kavita Jangir, 

Shri Sumit Saini 

Ms. Manisha Kumari, 

Resolutions made:

1. Students are informed about proper mechanisms to report their grievances through Mentors as well as teachers.
2. The awareness flexes are to be fixed at various locations of the campus.
3. An awareness program is to be organized so that the beneficiaries be able to know about the constitutional parameters regarding grievance redressal policy.
4. It was decided to publish the information on college website.
5. It was decided that the students are to be informed about the various modes (like complaint-box, website, in person and through Mentors) to report their grievances.

Distribution:

1. Principal
2. IQAC
3. Mentors
4. Heads of Departments
5. Office Record

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Anti Ragging Cell



SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

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Ph. : 01594-222030 ■ www.podarcollege.com ■ Email : principal@podarcollege.com

Anti Ragging Cell

Ragging
free
campus.

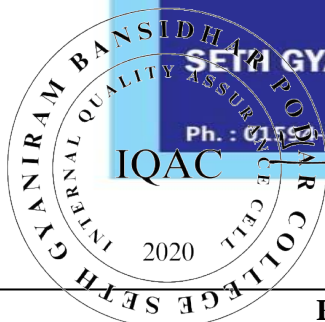
SlogansMotto
Com



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Date: - 23/07/2023

Circular

Seth Gyaniram Bansidhar Podar College, Nawalgarh is a zone of zero-tolerance with regard to Anti-Ragging Cell. The college maintains a Grievance cell for redressal of students' grievances to maintain a harmonious educational environment on the campus.

UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions 2009

In exercise of the powers confirmed by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC hereby makes the following Regulations: Every public declaration of intent by any institution, in any electronic audio visual, print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force. The application form for admission, enrolment, examination or registration shall contain an undertaking mandatorily in English or in one of the regional languages known to the applicant in Annexure 1 to these Regulations to be filled up and signed by the applicant and the parents guardian in Annexure-11. The institution shall constitute an Anti-ragging Cell to take appropriate decision in regards to punishment or otherwise, depending on the facts of its incident of ragging and nature and praisits of the incident of ragging established in the recommendation of the Anti Ragging squad.

Objectives of Anti-Ragging Cell:

A student making any offence regarding gender discrimination, eve-teasing, disrespectful acts or words are dealt with severity and can lead to dismissal of the student from the college. Ragging is a criminal offence, therefore, any students found indulging in ragging will face immediate expulsion and legal action will be taken against them.

The suggestion / complaint box is set up in front of the principal's and vice-principal's office and in college campus which students write their grievances and their suggestions for improving academics/administration in the college. Anonymity of students is protected. Advising all employees to have affection for students and to ensure healthy coordination among students, students & teachers and students and staff.

To help students to express their grievances frankly without any hesitation or any fear of being victimized in accordance with the rules and regulations of the college.
To resolve students grievances in a fair, impartial and just manner.
To ensure that a student is not deprived of the services offered by the institution for which she/he is entitled.

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Procedure for Anti-Ragging Cell:

The College provides various platforms where a student can lodge her/his grievances. Students can feel free to make a written complaint in the drop box in college campus and front of the principal and vice principal's office. The Anti-Ragging Cell will take action on those cases which have been forwarded along with necessary documents.

The Complaint Cell will assure that the complaint is properly resolved within the stipulated time frame provided by the cell.

Anti-Ragging Cell -

It will provide assistance to the faculty/college/institute to take preventive steps in case of Anti-Ragging. The cell will process all individual complaints and take appropriate action in the manner and mode as per the norms of the college.

It may formulate guidelines/policy for redressal of grievances as required from time to time, which may be in accordance with those issued by the Supreme Court and government agencies

Anti-Ragging Cell includes display of noisy, disorderly conduct, teasing, rough or rude treatment indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students or forcing a student to do any act which such a student is not willing to do or which causes him/her shame or embarrassment or danger to his/her life or limb or indulging in eve teasing. Ragging is a criminal offence and those indulging in it, will face immediate expulsion and legal action.

(According to Rules & Regulations of College Prospectus]

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The Anti-Ragging Cell may impose the following punishments depending on the nature and gravity of the guilt established.

Cancellation of admission.

Ratification from the institution.

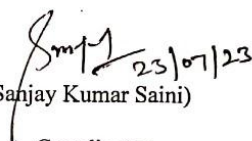
Suspension from attending classes and academic privileges.

Suspension/expulsion from the hostel

Withholding/Wahdrawing scholarship and other benefits.

Debarring from appearing in any Examinations.

Withholding results


(Dr. Sanjay Kumar Saini)
Coordinator

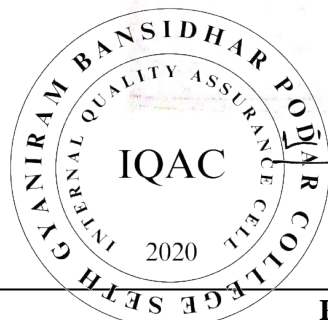
Copy to:

1. Principal Sir
2. Vice Principal Sir
3. Coordinator, IQAC
4. All Notice Boards
5. HOD of All Departments
6. Website
7. Librarian
8. Office Record
9. Members of Grievance Redressal and Anti-Ragging Cell

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Minutes of Meeting

Cell: Anti-Ragging

Date: 12/08/2023

Time: 2:30 pm

Agenda:


1. To organize an awareness program.
2. To inform the student about various pathways to report their grievances.

Resolutions made:

1. The awareness flexes are to be fixed at various locations of the campus.
2. An awareness program is to be organized so that the beneficiaries be able to know about the constitutional parameters regarding grievance redressal policy.
3. Students are informed about proper mechanisms to report their grievances through Mentors, as well as teachers.
4. It was decided to avail the information on college website.
5. It was decided that the students are to be informed about the various modes (like complaint- box, website, in person and through Mentors) to report their grievances.

Distribution:

1. Principal
2. IQAC
3. Mentors
4. Heads of Departments
5. Office Record

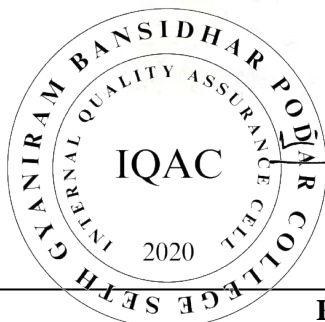

12/08/2023

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Date: 18.09.2023

Minutes of the Anti Ragging committee session 2023-24

Minutes of the Anti Ragging committee meeting is held on 18.9.2023 at 2:30 P.M. in Principal office.

Following members were present in this meeting.

| S.No. | Name of Faculty | Desination | Signature |
|-------|------------------------|----------------|-----------|
| 1. | Dr. Satyendra Singh | Principal | |
| 2. | Dr. Vinod Kumar Saini | Vice Principal | |
| 3. | Dr. Sanjay Kumar Saini | Convener | |
| 4. | Mr. Sunil Kumar Saini | Member | |
| 5. | Mrs. Reena Saini | Member | |
| 6. | Mrs. Mukesh Saini | Member | |
| 7. | Sumit Saini | Member | |
| 8. | Manisha kumari | Member | |

Following points were discussed in meeting:-

1. The committee members are advised to organize the aware programme for students to make the campus a ragging free zone.
2. Students are advised to report to the respective HOD and coordinator of Anti- Ragging committee, if any type of ragging in undertaken by any senior students.
3. Surprise visit to be made by the committee members in college campus.

(Dr. Satyendra Singh)
Principal

Copy to:-

1. Shri M. D. Shanbhag Sir, Executive Director, APT, Nawalgarh
2. Dr. Vinod Kumar Saini, Vice- Principal
3. IQAC Cell

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Minutes of the Anti Ragging committee session 2023-24

Minutes of the Anti Ragging committee meeting is held on 28/09/2023 at 2:30 in Principal office.

Following members were present in this meeting.

| S.No. | Name of Faculty | Desination | Signature |
|-------|------------------------|----------------|-----------|
| 1. | Dr. Satyendra Singh | Principal | |
| 2. | Dr. Vinod Kumar Saini | Vice Principal | |
| 3. | Dr. Sanjay Kumar Saini | Convener | |
| 4. | Mr. Sunil Kumar Saini | Member | |
| 5. | Mrs. Reena Saini | Member | |
| 6. | Mrs. Mukesh Saini | Member | |
| 7. | Sumit Saini | Member | |
| 8. | Manisha kumari | Member | |

Following points were discussed in meeting:-

1. It is decided that the committee was described the various measures taken to prevent ragging in the college campus.
2. It is decided that information about evil effects of ragging must be given to the students in Orientatationprograme of the students.
3. It is decided to involved students of UG III year and PG Final year in ragging as mentors to monitor the newly students and informe the HOD immediately if any sort of ragging activity in the college campus.
4. It is decided to plan an awareness programme to the students about the legal consequences of the ragging.

(Dr. Satyendra Singh)
Principal

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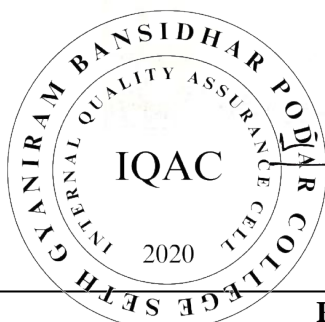
1. Shri M. D. Shanbhag Sir, Executive Director, APT, Nawalgarh
2. Dr. Vinod Kumar Saini, Vice-Principal
3. IQAC Cell

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Date: 14.10.2023

Minutes of the Anti Ragging committee Session 2023-24

Minutes of the Anti Ragging Committee meeting is held on 14/10/2023 at 2:30 P.M. in Principal Office.

Following members were present in this meeting.

| S.No. | Name of Faculty | Desination | Signature |
|-------|------------------------|----------------|-----------|
| 1. | Dr. Satyendra Singh | Principal | |
| 2. | Dr. Vinod Kumar Saini | Vice Principal | |
| 3. | Dr. Sanjay Kumar Saini | Convener | |
| 4. | Mr. Sunil Kumar Saini | Member | |
| 5. | Mrs. Reena Saini | Member | |
| 6. | Mrs. Mukesh Saini | Member | |
| 7. | Sumit Saini | Member | |
| 8. | Manishakumari | Member | |

Following points were discussed in meeting:-

1. The committee is decided to apply dress code for students strictly.
2. It is decided that gular meeting will be held with the new students for discussing the ragging problems.
3. Strict warning will be given to the senior students that the their admission may be cancelled or the student may be suspended for attending classes if he/she found involve in ragging in the college campus.

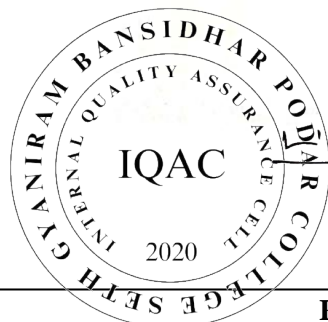
(Dr. Satyendra Singh)
Principal

Copy to:-

1. Shri M. D. Shanbhag Sir, Executive Director, APT, Nawalgarh
2. Dr. Vinod Kumar Saini, Vice-Principal
3. IQAC Cell

Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042
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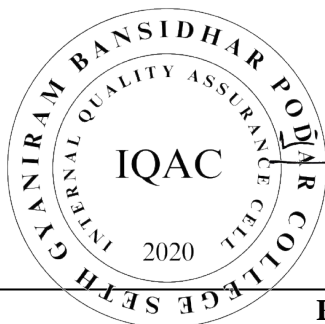


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Women Empowerment and Anti Sexual Harassment Cell

Session – 2023-24





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| 1. | Establishment of committee |
| 2. | Minutes of meeting |



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Establishment of Women Empowerment and Anti- Sexual Harassment Cell

→ Establishment of committee

| 16. | Sexual Harassment of Woman and Women's Welfare Committee | Department | Signature | Functions of working Committee |
|-----|----------------------------------------------------------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I | Ms. Suman Saini | Convener | Botany | <ul style="list-style-type: none">To treat sexual harassment as misconduct and initiate disciplinary action for the misconduct.To support the distressed women's to place their complaint.To provide safety and security for women at workplace. |
| II | Mrs. Reena Saini | Member | Chemistry | |
| III | Mrs. Rachna | Member | Management | |

[Signature]
Principal
Seth G.B. Podar College
Nawalgarh - 333042

[Signature]





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Minutes of Meeting



SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

(Grade 'A' in NAAC Accreditation)

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Women cell

(Women Empowerment and Anti-sexual Harassment cell)

Minutes of meeting:-

Minutes of the first meeting of the newly reconstituted women cell of the college held on 25 August 2023 in the Women Cell at 1:00 p.m. for the session of 2023-24.

Date:-25 August 2023

Timing:-1 p.m.

Meeting held at: - Women Cell

Present member: - Ms.Suman Saini

Mrs. Rachna

Mrs. Kavita Jangid

Ms. Mahima Soni

Agenda of meeting: - Preparation of action plan for the academic year 2023-24.

The following issues considered in the meeting:-

1. Educate students about their constitutional and legal rights.
2. Provide information on relevant laws and acts.
3. Organize workshops or seminars on health-related topics.
4. Provide resources and guidance to help students address personal challenges.
5. Organize activities and workshops to enhance leadership skills.
6. Encourage students to take on leadership roles within the cell and the campus.
7. Educate students about acceptable social behavior and the legal implications of harassment (e.g., IPC Section 377).
8. Conduct seminars and workshops to equip students with knowledge and skills for empowerment.

Suman

25/8/2023

Kavita

Rachna

Mahima



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SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

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Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Minutes of Meeting

Date : 01/3/2024

Time : 02:00-03:00 pm

Meeting Held At : **Women Empowerment and Anti-sexual Harassment cell**

Present : Ms. Suman Saini, Ms. Mahima Soni, Mrs. Kavita Jangid, Mrs. Rachana

Distribution: IQAC Cell and Principal Office

Meeting Purpose: Regarding International Women's Day Celebrations.

- As per above mentioned purpose meeting was scheduled and following points has been discussed –
- It is decide to convey purpose of our event and set goals.
- Decide the place to host the event by cell members.
- Discuss marketing strategies to promote our event.
- Work related to Plan for catering and decorations ,Prepare event materials was assigned to Mrs. Rachana ,Mrs. Kavita Jangid.

Suman
01/3/2024

Rachna
Kavita
Mahima



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Minutes of Meeting

Date : 10/3/2024

Time : 02:30-03:10 pm

Meeting Held At : **Women Empowerment and Anti-sexual Harassment cell**

Present : Ms. Suman Saini, Ms. Mahima Soni, Mrs. Kavita Jangid, Mrs. Rachana

Distribution: IQAC Cell and Principal Office

Meeting Purpose: Regarding *Fagotsav Celebration 2k24*.

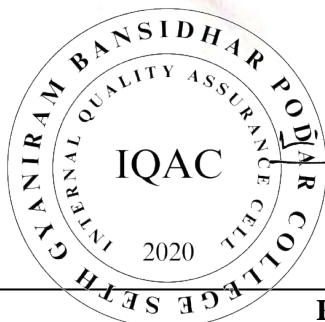
- As per above mentioned purpose meeting was scheduled and following points has beendiscussed –
- Program timing decided after discussing with cell members.
- Work related to celebration and discipline during function was assigned to Mrs. Kavita Jangid.
- It was decided to start the function on 11am.
- All girl students give her performance.

Suman
10/03/2024

Mahima

Kavita

Rachana



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SETH GYANIRAM BANSIDHAR PODAR COLLEGE, NAWALGARH

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Minutes of Meeting

Date : 20/1/2024

Time : 02:00-03:00 pm

Meeting Held At : **Women Empowerment and Anti-sexual Harassment cell**

Present : Ms. Suman Saini, Ms. Mahima Soni, Mrs. Kavita Jangid, Mrs. Rachana

Distribution: IQAC Cell and Principal Office

Meeting Purpose: Regarding International Girl Child Day Celebrations.

- As per above mentioned purpose meeting was scheduled and following points has been discussed –
- It is decide that we celebrate the national Girl Child Day on 24 january.
- Responsibility of the event was given to Ms. Mahima Soni.
- It is decide that we invite the expert on this occasion.
- We decide that poster competition should be organized on this occasion.

Suman
20/01/2024

Kavita
Nahing

Rachna



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