



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC

Recognition of college under Section 2(f)/12(B), UGC Act, 1956

Affiliated to PanditDeendayal Upadhyaya Shekhawati University, Sikar



## Seth G.B. Podar College, Nawalgarh



## Seth G.B. Podar College, Nawalgarh

**Grievance Redressal Cell**

**Session 2024-25**

**Submitted by: Dr. Sanjay Kumar Saini (BADM)**



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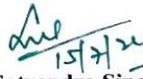
Ref No: GBPC/2024-25/ GRC - 01

Date: 15.07.2024

### Office Order

The Following faculty members of the college are hereby informed that a cell has been constituted for the Student Grievance Redressal Cell of the college, whose coordinator and members are as follows:

1. Dr. Sanjay kumarSaini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. MukeshSaini- PIMS (Member)
4. Prof. Shyamadidiwania (Member)

  
(Dr. Satyendra Singh)  
Principal

### Copy:-

- Mr. M. D. Shanbhag Sir, Executive Director, APT, Nawalgarh - For information
- Dr. Vinod Kumar Saini, Director, PR & IP, APT, IQAC Coordinator
- Office Records
- Notice Board



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Date: 17.7.2024

## Circular

### Zero-Tolerance Policy on Grievance Redressal

Seth GyaniramBansidharPodar College, Nawalgarh is committed to maintaining a harmonious and supportive learning environment for all students. To this end, the college has established a dedicated ConesanceRefressaielt 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.
- Promite 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.



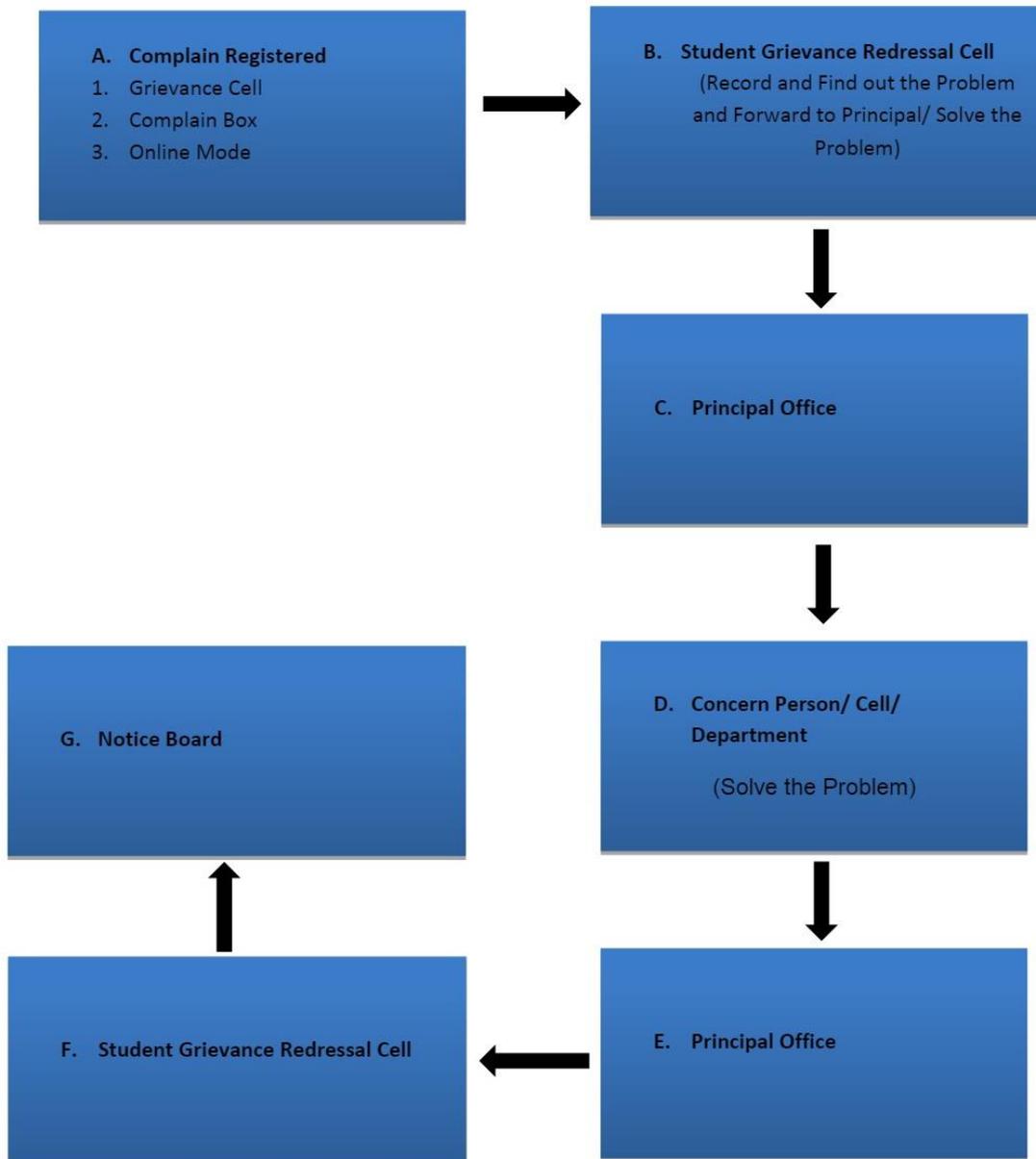
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## Complain Registration & Solve Process of Grievance Redressal Cell

### Student Grievance Redressal Cell

#### Complain Registered & Solve Process





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## Grievance Redressal Mechanism

### Complain Registration & Solve Process of Grievance Redressal Cell:

#### Step-1: Submission of Grievance

Students may submit their grievances through any of the following modes:

- Grievance Redressal Cell (in person)
- Suggestion / Complaint Box
- Online Grievance Portal / Email

#### Step-2: Registration & Acknowledgement

- The Grievance Redressal Cell registers the complaint.
- An acknowledgement is issued to the complainant.
- Grievance details are recorded confidentially.

#### Step-3: Preliminary Scrutiny

- The Grievance Redressal Cell examines the nature of the grievance.
- If required, clarification is sought from the student.
- The grievance is forwarded to the **Principal** for further action.

#### Step-4: Referral to Concerned Authority

- The Principal forwards the grievance to the **concerned department / cell / authority**.
- Time-bound instructions are issued for resolution.

#### Step-5: Resolution of Grievance

- The concerned department/cell takes necessary action.
- Corrective and remedial measures are implemented.
- A report is submitted to the Principal.

#### Step-6: Review & Approval

- The Principal reviews the action taken.
- Final approval is given.
- The case is forwarded back to the Grievance Redressal Cell.

#### Step-7: Communication & Closure

- The Grievance Redressal Cell informs the student about the resolution.
- If necessary, outcomes are displayed on the **Notice Board / Website** (maintaining confidentiality).
- The grievance is officially closed and recorded.



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Ref. No.: GRC/2024-25/GR-02-

Date: 25.07.2024

### NOTICE

All the members of the **Grievance Redressal Cell** are hereby informed that a meeting of the Grievance Redressal Cell will be held as per the following details:

**Date:** 27.07.2024

**Time:** 01:30 PM

**Venue:** Grievance Redressal Cell

#### Agenda of the Meeting:

1. To inform the students about various pathways to report their grievances.
2. To organize an awareness programme regarding the grievance redressal mechanism.

All the members are requested to attend the meeting on time and actively participate.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
Dr. Satyendra Singh  
Principal

#### Copy to:

1. Mr. M. D. Shanbhag, Executive Director, APT, Nawalgarh – For information
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3. Office Records
4. Notice Board



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Date: 28.07.2024

### Minutes of Meeting

Date: 27.07.2024  
Time: 01:30 PM  
Venue: Grievance Redressal Cell

#### Agenda:

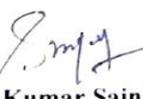
1. To inform the student about various pathways to report their grievances.
2. To organize an awareness program.

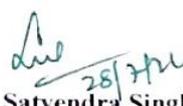
#### Attendees:-

1. Dr. Satyendra Singh (Principal)
2. Dr. Vinod Kumar Saini, (IQAC Coordinator)
3. Dr. Sanjay kumar Saini (Coordinator)
4. Dr. V.K. Jakhar (Member)
5. Prof. Mukesh Saini- PIMS (Member)
6. Prof. Shyama didiwania (Member)

#### 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.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Satyendra Singh  
Principal



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## Orientation Program for 2024-25

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Date: 1.08.2024

To  
The Principal  
Seth G. B. Podar College  
Nawalgarh

**Subject: Request for Permission to Organize an Orientation Programme**

Respected Sir,

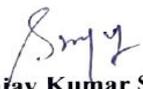
The **Grievance Redressal Cell** of the college proposes to organize an **Orientation Programme** for **UG Part-I and PG Previous** students on **8.8.2024** at **Dr. Ramnath A. Podar Auditorium**.

The programme aims to create awareness among students about the grievance redressal mechanism and institutional support systems. We humbly request your kind permission to organize the above-mentioned programme.

We shall be grateful to you for your approval.

Thanking you.

Yours sincerely,

  
(Dr. Sanjay Kumar Saini)  
Coordinator  
Grievance Redressal Cell

Permitted  
dw  
01/8/24

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu – 333042  
Website: [www.podarcollege.com](http://www.podarcollege.com) E-Mail: [principal@podarcollege.com](mailto:principal@podarcollege.com)  
Phone No: 01594- 222030, 225892 Fax No: 01594-223198

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Ref. No.: G.B.P.C./2024-25/ GR-03

Date: 6.8.2024

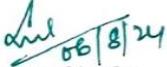
### NOTICE

All the students of **Undergraduate First Year** and **Postgraduate Previous Semester** are hereby informed that an **Orientation Programme** will be organized on **8.8.2024** at **11.00 a.m.** in **Dr. Ramnath A. Podar Auditorium (Hall)**.

The presence of all concerned students is **mandatory**.

  
(Dr. Sanjay Kumar Saini)  
Coordinator  
Grievance Redressal Cell

  
(Dr. Vinod Kumar Saini)  
Director, PR & IP, A.P.T.

  
(Dr. Satyendra Singh)  
Principal

### Copy to (for information):

1. Shri M. D. Shanbhag, Executive Director, A.P.T., Nawalgarh
2. Dr. Vinod Kumar Saini, Director, PR & IP, A.P.T., Nawalgarh
3. Office Record
4. Website Copy
5. Notice Board
6. Class Circulation

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu – 333042  
Website: [www.podarcollege.com](http://www.podarcollege.com) E-Mail: [principal@podarcollege.com](mailto:principal@podarcollege.com)  
Phone No: 01594- 222030, 225892 Fax No: 01594-223198



# **SETH GYANIRAM BANSIDHAR PODAR COLLEGE**

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## **Objectives of the Grievance Redressal Cell (GRC)**

1. To provide a fair, transparent, and effective platform for students, faculty, and staff to voice their grievances.
2. To ensure impartial, confidential, and time-bound redressal of grievances.
3. To maintain a positive, safe, and student-friendly academic environment in the institution.
4. To address grievances related to academic, administrative, and allied matters.
5. To create awareness among students about the available grievance reporting mechanisms.
6. To adopt corrective and preventive measures to avoid recurrence of grievances.
7. To ensure accountability and transparency in the grievance redressal process.
8. To use feedback from grievances for institutional improvement and policy reforms.
9. To comply with the guidelines of UGC, University, and NAAC.
10. To promote trust, confidence, and satisfaction among stakeholders through effective grievance resolution.



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## REPORT ON ORIENTATION PROGRAMME FOR NEW STUDENTS

**Session: 2024–25**

**1. Title of the Programme:** Orientation Programme for New Students

**2. Organizing Body:** Grievance Redressal Cell, Seth G. B. Podar College, Nawalgarh

**3. Date, Time and Venue**

**Date:** 13.09.2024

**Time:** 11:00 am

**Venue:** Grievance Redressal Cell

**4. Target Group:** UG First Year and PG Previous students

**5. Objective of the Programme:** The main objective of the Orientation Programme was to familiarize newly admitted students with:

- The academic environment of the college
- Institutional rules, discipline and facilities
- The role, objectives and functioning of the Grievance Redressal Cell
- Various modes available for reporting grievances

**6. Description of the Programme:**

The Orientation Programme for new students was successfully organized by the Grievance Redressal Cell. The programme commenced with a welcome address, followed by an introduction to the institution and its support systems.

The speakers highlighted the importance of a healthy academic atmosphere and explained the grievance redressal mechanism in detail. Students were informed about the procedure for submitting grievances through offline and online modes. Emphasis was laid on confidentiality, transparency and time-bound resolution of grievances.

The programme also aimed at reducing hesitation among students and encouraging them to communicate their issues freely.

**7. Key Speakers / Resource Persons**

- Principal, Seth G. B. Podar College, Nawalgarh
- Coordinator, Grievance Redressal Cell
- Members of the Grievance Redressal Cell



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### 8. Participation

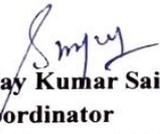
A large number of UG First Year and PG Previous students actively participated in the programme. The interaction session helped students clarify their doubts regarding academic and administrative matters.

### 9. Outcome of the Programme

- Students became aware of the grievance redressal mechanism of the college.
- Confidence and trust among students regarding institutional support were strengthened.
- Students were encouraged to report grievances without fear or hesitation.
- The programme contributed to creating a positive and student-friendly academic environment.

### 10. Conclusion

The Orientation Programme for New Students was informative and effective. It successfully achieved its objectives and played a vital role in familiarizing students with the grievance redressal system and institutional culture

  
**Dr. Sanjay Kumar Saini**  
Coordinator  
Grievance Redressal Cell

  
**Dr. Satyendra Singh**  
Principal

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu – 333042

## पोदार कॉलेज में नवप्रवेशित विद्यार्थियों के लिए आमुखीकरण का आयोजन

नवलगढ़। दी आनन्दीलाल पोदार ट्रस्ट नवलगढ़ द्वारा संचालित सेठ ज्ञानराम बंशीधर पोदार कॉलेज में स्नातक एवं स्नातकोत्तर के नव प्रवेशित विद्यार्थियों के लिए आमुखीकरण कार्यक्रम का आयोजन हुआ। कार्यक्रम का शुभारम्भ पोदार ट्रस्ट के सीओओ डॉ. राजेन्द्र कुमार, प्राचार्य डॉ. सत्येन्द्र सिंह, उप प्राचार्य डॉ. विनोद कुमार सैनी द्वारा मां सरस्वती की प्रतिमा पर माल्यार्पण के साथ हुआ। प्राचार्य डॉ. सत्येन्द्र सिंह ने नवप्रवेशित विद्यार्थियों का स्वागत किया तथा कॉलेज में सत्र पर्यन्त आयोजित होने वाली गतिविधियों की जानकारी दी। उप प्राचार्य डॉ. विनोद कुमार सैनी ने अनुशासन समिति एवं अकादमिक योजना समिति के कार्यप्रणाली के बारे में जानकारी प्रदान की। इसी प्रकार डॉ. विक्रम सिंह जाखड़ ने एंटी रेमिंग एवं विश्वविद्यालय परीक्षा से सम्बंधित जानकारी प्रदान की। प्रो. संदीप जागिड़ ने महाविद्यालय में पोदार ट्रस्ट एवं सरकारी योजनाओं द्वारा प्रदत्त विभिन्न छात्रवृत्ति से सम्बंधित जानकारी प्रदान की। एएनओ ले. कमलेश कुमार ने



एनसीसी में प्रवेश लेने की योग्यता एवं विभिन्न चरणों की जानकारी प्रदान की। डॉ. अनिल शर्मा ने राष्ट्रीय सेवा योजना में स्वयंसेवकों के प्रवेश प्रक्रिया एवं महत्त्व के बारे में बताया। प्रो. सुमन सैनी ने महिला सशक्तिकरण सेल की क्रियाविधि के बारे में विद्यार्थियों को अवगत करवाया। पोदार ट्रस्ट के सीओओ डॉ. राजेन्द्र कुमार ने विद्यार्थियों को संबोधित करते हुए बताया कि उपरोक्त कमेटी एवं सेल पोदार कॉलेज में गुणवत्तापूर्ण शिक्षण का पैमाना है, जहां विद्यार्थियों को

अध्ययन के साथ-साथ सहशैक्षणिक गतिविधियों, खेल में आगे बढ़ने का अवसर प्रदान करता है। सभी विद्यार्थियों को सभी कमेटी इंचार्ज से सम्पर्क में रहकर आगे बढ़ने की अपील की। कार्यक्रम का संचालन भूगोल विभागाध्यक्ष प्रो. शान्तिलाल जोशी ने किया। पोदार ट्रस्ट के चेयरमैन राजीव के. पोदार, ट्रस्टी सुश्री वेदिका प्रोदार, अधिशासी निदेशक एम. डी. शानभाग ने आमुखीकरण कार्यक्रम के आयोजन पर प्रसन्नता व्यक्त की तथा नव प्रवेशित विद्यार्थियों के उज्ज्वल भविष्य की कामना की।



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Orientation Program for Awareness Grievance Redressal Cell



Orientation Program Attending New Year Students



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Page No.: PANKAJ  
Date: 10/8/2024

स्नेहान्ने

श्रीमान प्रधानाचार्य जी,  
सेठ जी. बी. पोदार कॉलेज,  
नवलगढ़

विषय :- I- Sem उपस्थिति दर्ज न होने हेतु

महोदय,

आपसे नम्र निवेदन है कि मैं कक्षा BCA I sem का छात्र प्रदीप हूँ। मैंने फिस जमा करा रक्की है जो कि फिस का 60% है। मुझे I- Sem देरी से मिला है प्रबन्ध अभी जब मैं बायोमैट्रिक्स उपस्थिति दर्ज करता हूँ। तब उसमें आप देरी से हों। लिखा आता है और यह समस्या हुई और बाह्य के साथ भी हों।

अतः आपसे नम्र निवेदन है कि इस समस्या का समाधान जल्द से जल्द करावे ताकि मेरी और अन्य बच्चों की उपस्थिति दर्ज हो सके।

आपकी अति कृपा होगी।

धन्यवाद

प्राची

नाम - दीपक

कक्षा - BCA I sem

Forwarded to  
Grantance cell

10/8/24



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with Grade 'A' (3.04 CGPA) by NAAC-UGC  
Recognition of college under Section 2(f)/12(B), UGC Act, 1956  
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(17)

Ref. No.: G.B.P.C./2024-25/GR-04

Date: 10.8.2024

### NOTICE

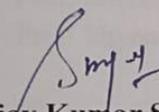
All the members of the Grievance Redressal Cell are hereby informed that a meeting will be held to discuss the grievance related to **non-marking of biometric attendance due to delay in issuance/activation of I-Card of BCA I Semester students.**

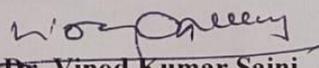
All members are requested to attend the meeting positively.

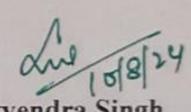
Date: 11.8.2024

Venue: College Office

Agenda: Grievance related to non-marking of biometric attendance due to delay in I-Card issuance

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
Dr. Satyendra Singh  
Principal

#### Copy to:

1. Mr. M. D. Shanbhag, Executive Director, APT, Nawalgarh – For information
2. Dr. Vinod Kumar Saini, Director, PR & IP, APT; IQAC Coordinator
3. Office Records
4. Notice Board



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Date: 12.8.2024

### MINUTES OF MEETING

**Date:** 11.8.2024

**Venue:** College Office

**Agenda:** Grievance related to non-marking of biometric attendance due to delay in I-Card issuance

#### Members Present:

1. Dr. Sanjay kumar Saini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. Mukesh Saini- PIMS (Member)
4. Prof. Shyama didiwania (Member)

#### Proceedings:

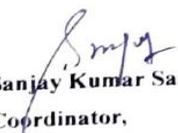
The Convener informed the members about the grievance received from **BCA I Semester students** regarding non-marking of biometric attendance due to delay in issuance/activation of I-Card, even after partial fee submission.

The members discussed the issue in detail and expressed concern that students should not suffer academic loss due to administrative delay.

#### Resolution:

It was unanimously resolved that the concerned office shall take immediate action for issuance/activation of I-Cards and ensure correction of attendance records at the earliest.

The meeting ended with a vote of thanks to the Chair.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
12/8/24  
Dr. Satyendra Singh  
Principal



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PANKAJ  
Page No.:  
Date 15/9/2025

To

The principal  
seth G.B podar College  
Mawalgarh.

Sub-: Application for participation in sports  
activities

Sir,

I would like to inform you that  
I am a student of B.Sc III Sem of  
your College and I am interested in  
sports and wish to actively participate  
in the sports activity organised by the  
College. I am interested in football  
to participate.

I kindly request you to grant  
me permission to take part in the  
sports activities and provide me with  
the necessary guidance and support.

I shall be very thankful for this  
act of kindness.

Thanking you

Forwarded to  
Grammar cell  
Hud

Your obediently  
Name - Manoj Saini  
Class - B.Sc III sem.



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Ref No: GBPC/2024-25/GR-05

Date: 15.9.2024

### NOTICE

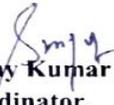
All the members of the Grievance Redressal Cell are hereby informed that a meeting has been scheduled to discuss the organization of **Sports Activities (Football)**.

All committee members are requested to attend the meeting on time and extend their cooperation.

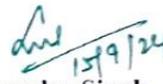
**Venue:** Sports Department / College Office

**Date:** 16.9.2024

**Time:** 11:00 AM

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
Dr. Satyendra Singh  
Principal

### Copy to:

1. Mr. M. D. Shanbhag, Executive Director, APT, Nawalgarh – For information
2. Dr. Vinod Kumar Saini, Director, PR & IP, APT; IQAC Coordinator
3. Office Records
4. Notice Board



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Date: 17.9.2024

### MINUTES OF MEETING

**Meeting Date:** 16.9.2024

**Time:** 11:00 AM

**Venue:** College Office

**Members Present:**

1. Dr. Sanjay kumar Saini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. Mukesh Saini- PIMS (Member)
4. Prof. Shyama didiwania (Member)

**Agenda:**

To plan and organize **Sports Activities (Football)** for students.

**Proceedings:**

1. The meeting started with the permission of the Chair.
2. The Convener briefed the members about organizing **Football sports activities** in the college.
3. It was unanimously decided to invite interested students to participate through a notice.
4. The Sports Department will collect participant names and provide necessary guidance and support.
5. All committee members agreed to cooperate for the successful conduct of the activity.

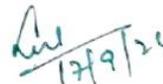
**Resolution:**

The committee resolved to organize Football sports activities and ensure maximum student participation.

**Vote of Thanks:**

The meeting ended with a vote of thanks to the Chair.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Satyendra Singh  
Principal



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Date	
Page No.	

23-11-2024

The Principal  
Cethu G.B. Podar College  
Nawalgarh

Sub: For Sanitation in Computer Lab

Sir,  
Most respectfully we wish to inform you that the computer lab is not cleaned regularly and properly. We request you to pay attention on it & take appropriate action.

I thank you  
Yours obediently  
Amitesh

forwarded to  
Grievance cell  
[Signature]

RambilasPodar Road, Nawalgarh, Dist: Jhunjhunu – 333042

Contact No: 8619868884

Web Site: [www.podarcollege.com](http://www.podarcollege.com) E-Mail: [principal@podarcollege.com](mailto:principal@podarcollege.com)



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Ref. No.: GRC/2024-25/ GRL-06

Date: 23.11.2024

### NOTICE

All members of the Grievance Redressal Cell are informed that a complaint has been received regarding the cleanliness of the Computer Lab. It has been observed that the lab is not being cleaned regularly and properly.

All members are requested to attend a meeting to discuss the matter and ensure proper sanitation and maintenance.

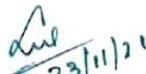
Date: 24.11.2024

Time: 12.30 pm

Venue:

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
23/11/24  
Dr. Satyendra Singh  
Principal

#### Copy to:

1. Mr. M. D. Shanbhag, Executive Director, APT, Nawalgarh – For information
2. Dr. Vinod Kumar Saini, Director, PR & IP, APT: IQAC Coordinator
3. Office Records
4. Notice Board



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Date: 25.11.2025

### Minutes of Meeting

Session: 2024-25

Date: 24.11.2024

Time: 12.30 pm

Venue:

#### Members Present:

1. Dr. Sanjay kumar Saini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. Mukesh Saini- PIMS (Member)
4. Prof. Shyama didiwania (Member)

#### Agenda:

To discuss the complaint regarding the cleanliness and sanitation of the Computer Lab.

#### Proceedings:

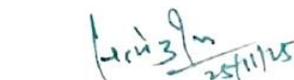
- The meeting commenced with the permission of the Chair.
- The Convener informed the members about a complaint received regarding the Computer Lab not being cleaned regularly and properly.
- Members discussed the importance of maintaining a clean and hygienic environment in the Computer Lab for students' health and efficient learning.

#### Resolution:

1. The Computer Lab must be cleaned and sanitized immediately.
2. Regular cleaning schedules will be maintained to ensure proper hygiene.
3. The maintenance staff will be instructed to monitor cleanliness daily.
4. A compliance report shall be submitted to the Grievance Redressal Cell after completion.

Meeting concluded with a vote of thanks.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Satyendra Singh  
Principal



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Date \_\_\_\_\_  
Page No. (25)

To,  
The Principal  
Seth G.B. Podar College  
Nawalgarh, Rajasthan.

Date : 03/12/2021

Subject : Cleanliness of the Classroom

Sir,  
This is to inform you that my classroom  
i.e. room no. 52 is not being properly  
cleaned. The benches and floor are  
found dirty & we have to clean  
those dirty benches by our bare  
hands.

So, I kindly request you to look into  
this matter to maintain proper cleanliness.

Thanking You  
Ramesh  
BBA 1<sup>st</sup> Sem.

Forwarded  
to Grievance cell  
HWS



# SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Ref. No.: GRC/2024 25/ GRC-07

Date: 03.12.2024

### NOTICE

All members of the Grievance Redressal Cell are informed that a complaint has been received regarding the cleanliness of classrooms. It has been observed that some rooms are dusty, and benches are not properly cleaned.

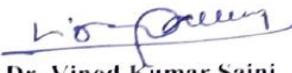
All members are requested to attend the meeting to discuss the matter and ensure proper cleanliness.

Date: 04.12.2024

Time: 12.30 pm

Venue:

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
03/12/24  
Dr. Satyendra Singh  
Principal

#### Copy to:

1. Mr. M. D. Shanbhag, Executive Director, APT, Nawalgarh
2. Dr. Vinod Kumar Saini, Director, PR & IP, APT; IQAC Coordinator
3. Office Records
4. Notice Board



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Date: 05.12.2024

### MINUTES OF MEETING

Session: 2024-25

Date: 04.12.2024

Time: 12.30 pm

Venue:

#### Members Present:

1. Dr. Sanjay kumar Saini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. Mukesh Saini- PIMS (Member)
4. Prof. Shyama didiwania (Member)

#### Agenda:

To discuss the complaint regarding classroom cleanliness.

#### Proceedings:

- The meeting began with the permission of the Chair.
- The Convener informed members about a complaint from **Romer, BBA Semester \_\_\_** regarding unclean classrooms, dusty floors, and improperly cleaned benches.
- Members discussed the importance of maintaining cleanliness for students' health and a conducive learning environment.

#### Resolution:

1. All classrooms should be cleaned and dusted immediately.
2. Maintenance staff will ensure regular cleaning and proper upkeep of benches and floors.
3. A compliance report will be submitted to the Grievance Redressal Cell after completion of cleaning.

Meeting concluded with a vote of thanks.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
05/12/24  
Dr. Satyendra Singh  
Principal

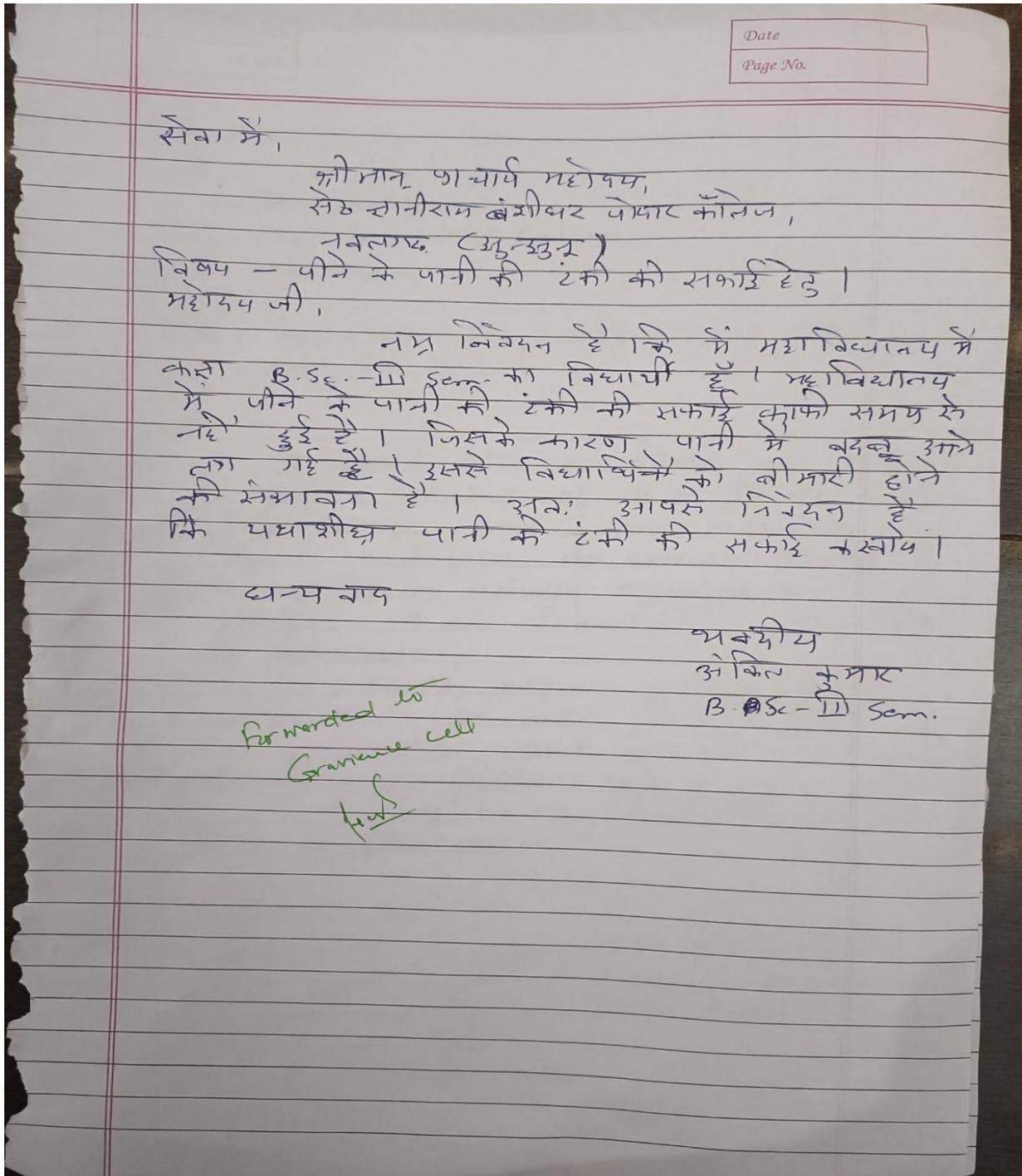


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Ref. No.: GRC/2024 25/GRC-08

Date: 15.1.2025

### NOTICE

All members of the Grievance Redressal Cell are informed that a complaint has been received regarding the non-cleaning of the college drinking water tank.

A meeting will be held to discuss and take necessary action.

Date: 16.1.2025

Time: 12.30 pm

Venue:

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
Dr. Vinod Kumar Saini  
Director, PR and IP, APT  
(IQAC Coordinator)

  
Dr. Satyendra Singh  
Principal

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Date:-17.1.2025

### Minutes of Meeting

**Session:** 2024-25

**Date:** 16.1.2025

**Time:** 12.30 pm

**Venue:**

**Members Present:**

1. Dr. Sanjay kumar Saini (Coordinator)
2. Dr. V.K. Jakhar (Member)
3. Prof. Mukesh Saini- PIMS (Member)
4. Prof. Shyama didiwania (Member)

**Agenda:**

Complaint regarding cleaning of the college drinking water tank.

**Proceedings:**

- The meeting started with permission of the Chair.
- The Convener informed the members about the complaint received from **Ankit Kumar, B.Sc. Semester \_\_\_** regarding the non-cleaning of the drinking water tank, resulting in contaminated water.
- Members discussed the health risks for students due to contaminated water.

**Resolution:**

1. The college drinking water tank will be cleaned and disinfected immediately.
2. Maintenance staff will ensure regular cleaning in the future.
3. A compliance report will be submitted to the Grievance Redressal Cell after completion.

Meeting concluded with a vote of thanks.

  
(Dr. Sanjay Kumar Saini)  
Coordinator,  
Grievance Redressal Cell

  
17/1/25

18