



**Swami Keshvanand Institute of Technology,
Management & Gramothan**
(Accredited by NAAC with 'A⁺⁺' Grade)

1.3.1 Women Grievance Cell

📍: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA
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SKIT/2022/1501

Date: 07-10-2022

CIRCULAR

Regarding Internal Complaint Committee (ICC)/Women Cell

Ref.: F.No. AICTE/WH/2016/01 —All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees & Students and Redressal of Grievances in Technical Institutions) Regulations 2016 issued on dated 10th June, 2016 in THE GAZETTE OF INDIA

The following members are nominated for **Internal Complaints Committee (ICC)/ Women Cell** of the institute to provide a healthy and congenial atmosphere to the female staff and students of the institute for the academic session 2022-23:

Name	Designation	Position
Dr. Sangeeta Gupta	Associate Professor, Dept. of Mathematics	Presiding Officer
Dr. Krishna Dayal Sharma	Professor, Dept. of English	Member
Dr. Anupriya Singh	Associate Professor, Dept. of English	Member
Dr. Savita Choudhary	Associate Professor, DMS	Member
Mr. B. S. Sharma	Deputy Registrar	Member
Mrs. Seema Sharma	Office Assistant	Member
Jayshree Sharma (IV year, EE)	Representative of girls student	Member
Arvind Yadav (III year, Civil)	Representative of boys student	Member
Chakshit Gunidia (III year, ECE)	Representative of boys student	Member

The above members shall follow the rules and regulations of this act and changes made therein from time to time.


(Dr. Ramesh Kumar Pachar)
Principal

Copy to:

The Director, The Director Academics, The Registrar, Dean, Head(OFA), Head(OSA)
I/c. B.Tech. I year, HODs (Engg.+MBA), Chemistry, English, Maths, Physics, TPC
Dy. Registrar, Hostel Offices, I/c. Security
Students/Staff members- by circulation
Persons Concerned
All the notice boards

SKIT/2022/1505

Date: 07-10-2022

CIRCULAR

(Regarding Grievance Redressal Committee)

With reference to the AICTE (Redressal of Grievance of Faculty/Staff member) Regulations 2021, the following members are hereby appointed for 'Grievance Redressal Committee (GRC)' for the academic year 2022-23 to redress the grievances of the existing faculty/staff members as well as those seeking appointment in various department of the institute.

Name	Designation	Position
Dr. Ramesh Kumar Pachar	Principal, SKIT	Chairperson
Mrs. Rachna Meel	Registrar, SKIT	Convener
	One senior professor of the affiliating university	Member
	One official from affiliating university/state DTE (to be nominated by DTE/university)	Member
Dr. Sangeeta Vyas Professor, Dept. of Chemistry	One Senior Faculty (not below Associate Professor)	Member
Dr. Mukesh Arora Professor, Dept. of ECE	One Senior Faculty (not below Associate Professor)	Member


(Dr. Ramesh Kumar Pachar)
Principal

Copy to:

The Director, The Director Academics, The Registrar, Dean, Head(OFA), Head(OSA)
I/c. B.Tech. I year, HODs (Engg.+MBA), Chemistry, English, Maths, Physics, TPC
Dy. Registrar, Hostel Offices, Exam Cell, Library, Accounts, I/c. Security
Faculty/Staff members- by circulation
Persons concerned
All the notice boards



Swami Keshvanand Institute of Technology, Management & Gramothan,
Ramnagarla, Jagatpura, Jaipur-302017, INDIA

Approved by AICTE, Ministry of HRD, Government of India
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Minutes of the meeting of Grievance Redressal Committee

Date: 04/08/2022

Meeting was held on Monday, August 04, 2022 at 11:30 pm in the Birma Board Room (Vikram Sarabhai Block) in presence of the committee constituted for AY-2022-23


- Dr. Ramesh Kumar Pachar, Chairperson
- Mrs. Rachna Meel, Convener
- Dr. Mukesh Arora, Member
- Dr. Sangeeta Vyas, Member

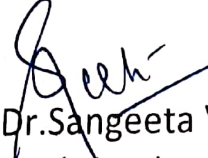
Agenda Item: To address the grievances reported by faculty/student and other staff members and decide the action plan to address the grievance.

It was unanimously conveyed to all that the grievances reported in Office of Student Affairs (OSA), Student Grievance Redressal Committee, ICC/Women cell and SC/ST/OBC Committee. will be timely resolved .


Dr. Ramesh Kumar Pachar
(Chairperson)


Dr. Mukesh Arora
(Member)


Mrs. Rachna Meel
(Convener)


Dr. Sangeeta Vyas
(Member)



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Minutes of the meeting of Grievance Redressal Committee

Date: 10/01/2023

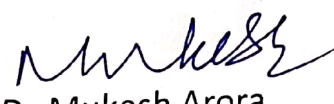
Meeting was held on Monday, January 10, 2023 at 12:30 pm in the Birma Board Room (Vikram Sarabhai Block) in presence of the committee constituted for AY-2022-23


- Dr. Ramesh Kumar Pachar, Chairperson
- Mrs. Rachna Meel, Convener
- Dr. Mukesh Arora, Member
- Dr. Sangeeta Vyas, Member

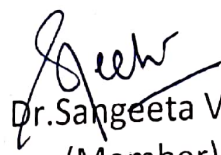
Agenda Item: To address the grievances reported by faculty/student and other staff members and decide the action plan to address the grievance.

It was unanimously conveyed to all that the grievances reported in Office of Student Affairs (OSA) and Student Grievance Redressal Committee have been resolved. The grievances & their redressal have been indicated in file no. 9A of Office of Student Affairs. No grievance against any individual by anyone has been reported by SC/ST/OBC Committee and ICC/Women cell


Dr. Ramesh Kumar Pachar
(Chairperson)


Dr. Mukesh Arora
(Member)


Mrs. Rachna Meel
(Convener)


Dr. Sangeeta Vyas
(Member)

SKIT/ICC/2022/

Date: 30/08/2022

Women Cell

Minutes of meeting held on 29/08/22

The 1st Meeting of the Women Cell of the college with its reconstituted members for the academic session 2022-2023 was held on 29th Aug 2022 at 1.30 p.m. The members were made aware of objective and working of cell.

The Following Members joined:

- | | |
|------------------------------------------|------------------------------------------|
| 1. Dr. Sangeeta Gupta, Presiding officer | 6. Mrs. Seema Sharma- Member |
| 2. Dr. Krishna Dayal Sharma- Member | 7. Jayshree Sharma- Girls representative |
| 3. Dr. Anupriya Singh – Member | 8. Arvind Yadav- Boys Representative |
| 4. Dr. Savita Choudhary- Member | 9. Chakshit Gunidia- Boys Representative |
| 5. Mr. B. S. Sharma- Member | |

It was decided:

- that Motto of women cell is not just complaint redressal but upliftment of women and environment affecting women.
- to conduct an orientation program for newly admitted girls to make them aware of Women cell and it's working. They should be informed about the government support services and college support services as well as objectives and role of this committee for their well being.
- that Annual action plan is to be discussed in next meeting of the women cell.

Regarding matters relating to complaint, the house confirm that not a single complain from the girl students have been received by the Committee, hence redressal is NIL



Dr. Sangeeta Gupta
(Presiding officer)

SKIT/ICC/2022/

Date:3/11/2022

Women Cell

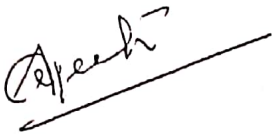
Minutes of meeting held on 2/11/22

The Meeting of the Women's Cell of the college with Its members was held on 2nd November 2022 .

The Following Members were present:

1. Dr.Sangeeta Gupta, Presiding officer
2. Dr. Krishna Dayal Sharma- Member
3. Dr. Anupriya Singh – Member
4. Dr. Savita Choudhary- Member
5. Arvind Yadav- Boys Representative

- Action plan for the session 2022-23 was discussed.
- It was decided to organize awareness programmes, defense workshop, skill development programmes, Inspirational & motivational lectures & personality development programmes related with woman, throughout the year.
- Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.



Dr.Sangeeta Gupta
(Presiding officer)

Date: 28/01/2023

SKIT/ICC/2023/

Women Cell

Minutes of meeting held on 27/01/23

The Meeting of the Women's Cell of the college with its members was held on 27th Jan 2023 at 2.30 p.m.

The Following Members were present:

1. Dr. Sangeeta Gupta, Presiding officer
2. Dr. Krishna Dayal Sharma- Member
3. Dr. Anupriya Singh – Member
4. Dr. Savita Choudhary- Member

- It was decided that in order to celebrate International Womens Day on 8th March, impactful events/programmes will be organized in the week beginning from 1st March, 2023.
- Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.



Dr. Sangeeta Gupta
(Presiding officer)