



Swami Keshvanand Institute of Technology, Management & Gramothan,  
Ramnagar, 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: 4/04/2022

Meeting was held on Monday, April 04, 2022 at 11:30 pm in the Birma Board Room (Vikram Sarabhai Block) in presence of the committee constituted for AY-2021-22


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

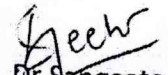
**Agenda Item:** To address the grievances reported by faculty/student and other staff members and decide the action plan to address the grievance.

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

  
Dr. Ramesh Kumar Pachar  
(Chairperson)

  
Dr. Mukesh Arora  
(Member)

  
Mrs. Rachna Meel  
(Convener)

  
Dr. Sangeeta Vyas  
(Member)



SKIT/ICC/2022/

Date: 10/03/2022

## Women Cell

### Minutes of meeting held on 9/03/22

**Agenda:** A written complaint received from a girl student about a group of boys who were playing cheap songs while on college educational trip.

**Resolution:** After making an investigation about girl's complaint made against the boys for playing cheap songs, the cell observed that actions and lyrics of the song were not appropriate. The cell along with Head-OSA and Chief Proctor took the statements of faculty members and students who were accompanying these students on the college trip and found a group of students guilty for their behaviour. The cell addressed it by calling a meeting of boys and their parents in the office of OSA and warned the boys strictly not to continue this practice and sought written apology from them. Also the boys, who were performing cheap actions on the song during the trip, were suspended from the college for a week with a warning not to repeat this behaviour in future.

Members Present in the meeting:

1. Dr. Sangeeta Gupta, Presiding Officer ICC *Sangeeta*
2. Dr. Sangeeta Vyas, Head- Office of student affairs *Sangeeta*
3. Mr. Anirudh Mathur, Chief Proctor
4. Dr. Krishna Dayal Sharma, Member ICC *KD Sharma*
5. Dr. Anupriya Singh, Member ICC *Anupriya*
6. Dr. Savita Choudhary, Member ICC *Savita*



SKIT/ICC/2022/

Date:12/02/2022

## **Women Cell**

### **Minutes of meeting held on 11/02/22**

The Meeting of the Women's Cell of the college with its members was held on 11<sup>th</sup> Feb 2022 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 to conduct a training session for girl students to be more confident and council them not to have any stigma attached from reporting the case of sexual harassment. In case of any complaints, a grieved student or women should make in writing, the case of sexual harassment to the internal complaint committee of the college.
- It was decided that in order to identify, register and resolve the sexual harassment cases, periodic meetings will be conducted with female faculties, students and staff members of the institute.
- 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)

SKIT/ICC/2021/

Date:7/12/2021

## **Women Cell**

### **Minutes of meeting held on 6/12/21**

The Meeting of the Women's Cell of the college with its members was held on 6<sup>th</sup> December 2021 .

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 2021-22 was discussed.
- It was decided to organize awareness programmes, 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)



SKIT/ICC/2021/

Date:16/11/2021

## Women Cell

### Minutes of meeting held on 15/11/21

The 1<sup>st</sup> Meeting of the Women Cell of the college with its reconstituted members for the academic session 2021-2022 was held on 15<sup>th</sup> Nov 2021 at 11.00 a.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. Sangeeta Sharma- Girls representative |
| 3. Dr. Anupriya Singh – Member          | 8. Arvind Yadav- Boys Representative     |
| 4. Dr. Savita Choudhary- Member         | 9. Kapil Gupta- 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)



Swami Keshvanand Institute of Technology, Management & Gramothan  
Ramnagar, Jagatpura, Jaipur

Session 2021-2022

**Minutes of Meeting (Committee for prevention of caste based discrimination)**

The meeting of Caste Based committee was held on 20<sup>th</sup> April, 2022 at 2:30 PM in 2F2, Visvesvaraya Block.

The following members were present:

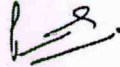
- 1) Dr. Pramila Kumawat (Convener, Department of Mathematics)
- 2) Manoj Kumar Sain (Member, Department of ME)
- 3) Sanjay Bairwa (Member, Department of ME)
- 4) Mahesh Kumar Meena (Member, Department of EE)
- 5) Ruchi Mahawar (Member, Department of ECE)

The following points were discussed.

Issues related to Caste based in the institute.

Outcomes:

It has been found that no case associated to caste based discrimination appeared in the Institute so far.

 Convener  
Dr. Pramila Kumawat  
Professor

Department of Mathematics

Copy to :Director, Director (Academics), Principal, Dean, All HoDs, I/C B.Tech. I year, Head – Office of Faculty Affairs, Head-Office of student affairs





Swami Keshvanand Institute of Technology, Management & Gramothan  
Ramnagar, Jagatpura, Jaipur

Session 2021-2022

**Minutes of Meeting (Committee for prevention of caste based discrimination)**

The meeting of Caste Based committee was held on 30<sup>th</sup> March, 2022 at 2:30 PM in 2F2, Visvesvaraya Block.

The following members were present:

- 1) Dr. Pramila Kumawat (Convener, Department of Mathematics)
- 2) Ram Murti Meena (Member, Department of EE)
- 3) Sanjay Bairwa (Member, Department of ME)
- 4) Shiv Raj Regar (Member, Department of CS)

The following points were discussed.

Issues related to Caste based in the institute.

Outcomes:

It has been found that no case associated to caste based discrimination appeared in the Institute so far.

  
Convener  
Dr. Pramila Kumawat  
Professor

Department of Mathematics

Copy to: Director, Director (Academics), Principal, Dean, All HoDs, I/C B.Tech. I year, Head -Office of Faculty Affairs, Head-Office of student affairs





Swami Keshvanand Institute of Technology, Management & Gramothan  
Ramnagar, Jagatpura, Jaipur

Session 2021-2022

Minutes of Meeting (Committee for prevention of caste based discrimination)

The meeting of Caste Based committee was held on 6<sup>th</sup> January 2022 at 2:30 PM in 2F2, Visvesvaraya Block.

The following members were present:


- 1) Dr. Pramila Kumawat (Convener, Department of Mathematics)
- 2) Ram Murti Meena (Member, Department of EE)
- 3) Sanjay Bairwa (Member, Department of ME)
- 4) Shiv Raj Regar (Member, Department of CS)

The following points were discussed.

- 1) Issues related to Caste based in the institute.
- 2) Awareness about the working of the constituted committee against caste based discrimination.

Outcomes:

- 1) It has been found that no case associated to caste based discrimination appeared in the Institute so far.
- 2) Schedule regular meetings with students to provide the awareness.

 Convener  
Dr. Pramila Kumawat  
Professor  
Department of Mathematics



**Swami Keshvanand Institute of Technology, Management &  
Gramothan Ramnagar (Jagatpura) Jaipur-17**

**Minutes of the meeting of Anti Ragging Committee, November-2021-22**

The meeting was held on November 15, 2021 at 11:30 am in the Birma Board Room (Vikram Sarabhai Block). The following were present:

- Prof. Ramesh Kumar Pachar, Principal
- Dr. Ashish Nayyar, Department of Mechanical Engineering
- Mr. Anirudh Mathur, Assistant Professor, Department of Civil Engineering
- Dr. Jyoti Arora, Associate Professor, Department of Mathematics
- Mr. Jagdish Rai Choudhary, House Manager

The proceedings of the Meeting of the Anti-Ragging Committee members started at 11.30 a.m. under the chairmanship of Dr. Ramesh Kumar Pachar, Principal, SKIT. Thereafter, the Principal Dr. Ramesh Kumar Pachar cordially welcomed all the members to the meeting and afterwards, the business of the meeting followed on taking the agenda item wise.

**Item No.1:**

To read and confirm the minutes of the previous meeting of the Anti-Ragging Committee held on 14<sup>th</sup> August 2020. The house confirmed the minutes with permission by the Chair.



**Item No.2:**

To orient the students in the "Orientation Programme about the ill effects of ragging"

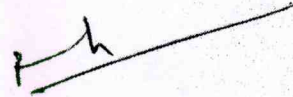
**Item No.3:**

Strict warning to be given to students otherwise admission may be cancelled/ students may be suspended from attending classes if found involved in any sort of ragging in the college campus.

**Item No.4:**

Regarding matters related to any complaint of ragging in the campus, there was no such complaint received by the committee.

As there were no other items for discussion, the meeting ended with vote of thanks and regards to all the members present.



**Dr. Ramesh Kumar Pachar**  
**Principal**