



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

1.3.1 Internal Complaint Committee/ Women Cell

🏠: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA

☎: +91-141-5160400, 2752165, 2759609 | 📠: 0141-2759555

✉: info@skit.ac.in | 🌐: www.skit.ac.in

SKIT/2020/1250

Date: 04-07-2020

Circular

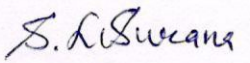
Regarding Internal Complaint Committee (ICC)/Women Cell

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 2020-21

Name	Designation	Position
Dr. Sangeeta Gupta	Associate Professor, Dept. of Maths	Presiding Officer
Mrs. Sushila Vishnoi	Associate Professor, Dept. of CS	Member
Dr. Savita Choudhary	Associate Professor, DMS (Legal Representative)	Member
Mr. B. S. Sharma	Deputy Registrar	Member
Mrs. Seema Sharma	Office Assistant	Member
Tanu Vijay (II yr., CS)	Representative of girls student	Member
Brijesh Sharma Jangid, (I yr., CS)	Representative of boys student	Member
Utkarsh Sharma (III yr., CE)	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. S. L. Surana)
Director Academics

Copy to:

The Director, The Principal, The Registrar
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/GGC/2020/

Date:9/01/2020

Women Grievance Cell

Minutes of meeting held on 8/01/20

The Meeting of the Women's Grievance Cell of the college with members was held on 8th January 2020 at 1.30 p.m.

The Following Members were present:

1. Dr. Sangeeta Gupta, Coordinator
2. Dr. Swati Arora- Member
3. Dr. Sunita Gupta - Member

- Regarding measures to be taken for further improvising and strengthening of the Cell, it was decided that the Cell will bring awareness programmes on gender sensitization, gender equity involving all the students and staff of the college.
- It was decided that the members of the cell will monitor and counsel women students of different departments, in the case of requirement.
- 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
(Coordinator)



Dr. Swati Arora
(Member)



Dr. Sunita Gupta
(Member)

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

Appendix I

The following faculty/staff members are appointed as the coordinators/members of various activities for the session 2018-19. This will be effective from August 01, 2018.

S. No.	Name	Department	Activity
1.	Dr. Amber Srivastava	Maths.	Chief Proctor
2.	Dr. Rohit Mukherjee	Maths.	Chief Coordinator, Pravah
	Ms. Gloria Joseph	EC	Coordinator, Pravah
3.	Dr. Niraja Saraswat	English	Chief Coordinator, Extra curricular activities
	Mr. Kailash Soni	CS	Coordinator Extra Curricular Activities
	Ms. Sanju Choudhary	CS	Coordinator Extra Curricular Activities
4.	Dr. Anurag Sharma	Chemistry	Coordinator NSS
5.	Dr. Archana Saxena	Chem.	Chief Coordinator, Redcross Club
	Mr. Manmohan Sharma	CE	Coordinator
	Mr. Ankit Agarwal	ME	Coordinator
	Dr. Tapas Badal	CS	Coordinator
6.	Dr. R. K. Jain	Physics	Dean II shift
7.	Dr. R. K. Jain	Physics	Incharge Exam Cell
	Dr. S. R. Dogiwal	CS	Member
8.	Dr. Sudha Calla	Chemistry	Incharge B. Tech. I year
9.	Dr. Amber Srivastava	Maths.	Coordinator Press & Media Committee
	Dr. Anurag Sharma	Chem.	Member
10.	Prof. M. L. Bhargava	Advisor	Incubation Cell
	Prof. S. N. Vijayvergiya	EC	
	Mr. Ankit Agarwal	EC	
	Mr. C. L. Saini	EE	
	Mr. Sandesh Saxena	CE	
11.	Shri Shubham Kumar Kumawat	CE	Coordinator Art Exhibition
	Ms. Vijeta Khincha	CS	Member
12.	Dr. Sudha Calla	Chem.	Student Counsellor
	Dr. Komal Sharma	Phy.	Student Counsellor
13.	Dr. Rohit Mukherjee	Maths.	SPIC MACAY Heritage Club
	Dr. Nidhi Sharma	English	SPIC MACAY Heritage Club

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

14.	Dr. D. K. Sharma	CE	Chief Coordinator, NPTEL Local Chapter
15.	Dr. Basant Agarwal	CS	D-Space, National Digital Library
16.	Mr. Praveen Saraswat	ME	E-yantra
	Mr. Manoj Kumar Sain	ME	E-yantra
	Mr. Pallav Rawal	EC	E-yantra
	Mr. Ankit Vijayvargiya	EE	E-yantra
17.	Dr. Neha Purohit	English	Toastmasters Club
18.	Dr. Krishna Dayal Sharma	English	Chief Editor, SKIT Times
19.	Prof. M. L. Bhargava	Advisor	E-Cell (Topaz)
	Dr. Manisha Kaushik	MS	E-Cell (Topaz)
20.	Dr. Mukesh Gupta	CS	M. Tech. Coordinator (CS/IT)
	Dr. P. K. Jain	EC	M. Tech. Coordinator (EC)
	Mr. Ankit Vijay	EE	M. Tech. Coordinator (EE)
	Mr. Ankit Agarwal	ME	M. Tech. Coordinator (ME)
21.	Mr. Subham Kumar Gupta	CS	Dy. HOD-CS
	Dr. P. K. Jain	EC	Dy. HOD-EC
	Mr. Manoj Kumar Sain	ME	Dy. HOD-ME
	Mr. Ankush Tandon	EE	Dy. HOD-EE
	Dr. Neha Srivastava	CE	Dy. HOD-CE
	Mr. Mehul Mahrishi	IT	Dy. HOD-IT
22.	Ms. Rubaldeep Gill	CS	Incharge T.T. (CS/IT)
	Dr. Monika Mathur	EC	Incharge T.T. (EC)
	Ms. Deepti Arela	EE	Incharge T.T. (EE)
	Mr. Dinesh Kumar Sharma	ME	Incharge T.T. (ME)
	Mr. Ajay Gautam	CE	Incharge T.T. (CE)
	Dr. Sangeeta Gupta	Maths.	Incharge T.T. (B. Tech. I year)
23.	Dr. Tapas Badal	IT	Member, Library Committee
	Ms. Sheeba Anjum	English	Member
	Dr. Vikash Gautam	ME	Member
	Dr. Dhanraj Chitara	EE	Member
	Mr. Aakash Johari	CE	Member
	Dr. Atul Gupta	MS	Member

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

24.	Dr. Sangeeta Gupta	Maths.	Incharge, Women's Grievance Cell
	Dr. Swati Arora	EC	Member
	Ms. Anjana Sangwan	CS	Member
25.	Dr. Sharda Soni	Chem.	Cast based Discrimination Committee
	Mr. Manoj Kumar Sain	ME	Member
	Ms. Rammurti Meena	EE	Member
26.	Dr. Manu Augustine	ME	SWAYAM-NPTEL
	Dr. Sunita Gupta	IT	
	Mr. Vikas Pathak	EC	
	Dr. Dhanraj Chitara	EE	
27.	Mrs. Rachana Meel	Registrar	Grievance Redressal Committee
	Dr. Sudha Calla	Chemistry	
	Mr. Neeraj Dhawan	CS	
28.	Dr. Archana Saxena	Chem.	Coordinator- Alumni Association
	Mr. M. K. Beniwal	CS	Member
	Mr. D. R. Bhincher	Library	Member
29.	Mr. M. K. Beniwal	CS	Coordinator-Sports & Games
	Mr. Ajeet Kumar Singh	PTI	Member
30.	Mr. Pradeep Sihag	Hostel Manager	Canteen
	Ms. Anjana Sangwan	CS	
	Ms. Sanju Choudhary	CS	
	Mr. Abhishek Gupta	EE	

S. L. Surana
Dr. S. L. Surana
Director (Academics)

SKIT/ 2016/

Date: 29.09.2016

OFFICE ORDER

A Women's cell was constituted as per the decisions taken by the Academic and Management Council on June 4, 2013 with Dr. Sangeeta Vyas (Chemistry Dept.) as the coordinator and Dr. Sangeeta Gupta (Mathematics Dept.) and Ms. Sarita Choudhary (Mechanical Dept.) as the members.

Ms. Swati Arora (EC Department) is appointed as the member of the Women's Cell against the vacant position created due to resignation of Ms. Sarita Choudhary from the Institute. The order is effective from October 1, 2016.

S. L. Surana
Dr. S. L. Surana
Director (Academics)

Copy to:

1. *Dr. Sangeeta Vyas, Coordinator, Women's Cell*
2. *Ms. Swati Arora, EC Dept.*
3. *File*

SKIT/OFFICE/2013/160

Date: 07.06.2013

Minutes of the meeting of Academic and Mangement Council held on June 04, 2013

A meeting of the Academic & Management Council was held on Tuesday, June 4, 2013 at 11:00 a.m. in the board room(old). The following were present :

1. Prof. Anil Choudhary (HOD-IT)
2. Prof. C.M.Choudhary (HOD-CS)
3. Prof. S.K.Bhatnagar (HOD-EC)
4. Prof. N.K.Banthiya (HOD-ME)
5. Prof. Ramesh Pachar (HOD-EE)
6. Prof. M.L.Bhargava (Adviser)
7. Prof. Archana Saxena (HOD-HS)
8. Shri Jaipal Meel (Director)
9. Ms. Rachana Meel (Registrar)
10. Prof. S.L.Surana (Director Academics)

At the outset of the meeting Dr. S.L.Surana thanked all the HODs and their team members for their excellent cooperation during the process of accreditation of our B.Tech courses by NBA in Electrical Engineering, Mechanical Engineering and Computer Science & Engineering.

Agenda Item 1: To decide about the commencement dates for various semesters of B.Tech and MBA courses.

It was resolved to commence B.Tech III, V and VII semester classes from July 29, 2013 and MBA III semester classes from August 1, 2013.

Agenda Item 2: To appoint various coordinators/incharges of various activities.

The following coordinators/incharges were appointed for the academic session 2013-14.

(a) Quality Monitoring Committee

- Prof. N.K Banthiya, HOD ME (Chairman)
- Prof. Ramesh Pachar, HOD EE
- Prof. Reena Gunjan-CS
- Shri Neeraj Dhawan-IT
- Shri Dhiraj Joshi-ME

(b) P.G. Coordination Committee

- Shri Mukesh Gupta-CS
- Ms. Smriti Jain-EE
- Shri Manoj Sain-ME
- Shri Mukesh Arora-EC

(c) Library Committee

- Dr. Lalit Gehlot-English
- Ms. Monika Mathur-EC
- Shri Saurabh Ranjan Srivastava-CS
- Ms. Puja Jain-CE
- Shri Ankit Agarwal-ME

(d) Chief Coordinator – Pravah 2014

Ms. Neha Purohit-English

(e) Chief coordinator – Extra curricular activities

Dr. Vinita Sharma-Chemistry

(f) Women's cell

Prof. Sangeeta Vyas (Chemistry)

Dr. Sangeeta Gupta-Maths

Ms. Sarita Choudhary (ME)

(g) Sports Committee

Shri Manoj Kumawat-EE

Dr. Anurag Sharma-Chemistry

Shri Heera Lal –PTI

(h) Red Cross Club

Shri Ankush Tondon-EE

(i) NSS Coordinator

Dr. Lalit Gehlot-English

(j) Canteen Committee

Mr. Pradeep Sihag-Hostel Manager

Prof. Ramesh Pachar-EE

Shri A.K. Gupta

Agenda Item 3: To organise FDP programme for new faculty members

It was decided that Prof. N.K. Banthiya will organise FDP for new faculty members in the first week of July 2013.

Agenda Item 4: To decide about the dates for organizing seminars, conferences, workshops etc. by various departments during the session 2013-14

It was resolved that each department will organise at least one such activity during the session. It should be for two/three days and should possibly include tutorial session and there should be maximum participation from the department concerned and to some extent from other departments.

The IT department proposed to hold seminar on 29/30 November 2013 and was accepted.

Agenda Item 5: To finalise placement policy for the session 2013-14 and onwards.

It was resolved that the placement cell will revise the policy draft in the light of discussions held and resubmit the same in the next meeting.

Agenda Item 6: To consider the proposal moved by Prof. Anil Chaudhary, HOD-IT to to implement on-line examination system for mid-term tests.

(d) As required by AICTE nomination of following two faculty members to the Board Of Governors was announced in place of 1. Prof. M.L.Bhargava 2. Dr. Ramesh Pachar

- (1) Prof. Ramesh Kumar Pachar
- (2) Shri Mukesh Gupta

S. L. Surana
(Dr. S. L. Surana)

Director (Academics)

Copy To:

1. *The Director*
2. *The Principal*
3. *The Adviser*
4. *The Registrar*
5. *All HODs-EC, EE, CSE, IT, ME, CE, MS, HS*
6. *Office File*

**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA, (JAGATPURA),
JAIPUR-17**

Women Grievance Cell

The Institution has established Women's Grievance Cell with the objectives of redressing the grievances of the students and the staff, of any sort related to women.

- It provides confidential and supportive environment for members of the campus community who might likely have been sexually harassed; advises complainant of the informal and formal means of redressal; ensures the fair and timely redressal of sexual harassment complaints.
- It provides information regarding counselling and support services on the campus, and promotes awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

Objectives of the Cell:

- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the university premises.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non teaching women staff of Crescent University.

What is Sexual Harassment?

According to the Supreme Court Order, sexual harassment is any unwelcome:

- Physical contact and advances,
- Demand or request for sexual favour
- Sexually coloured remarks
- Display of pornography
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.
- Basically it is any unwelcome words or actions of sexual nature.

Examples :

- Denial of payment or official approval in the absence of sexual favours
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Coloured jokes shared in the office that make others present feel uncomfortable.

Functions of the Cell :

To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;

- To advise complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on the campus;
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA, (JAGATPURA),
JAIPUR-17**

The Cell seeks to achieve

- **Awareness Through Dissemination of Information** – through production, distribution and circulation of printed materials, posters and handouts
- **Awareness Through Workshops** – about sexual harassment for faculty, non-teaching staff and students. The aim is to develop non-threatening and non-intimidating atmosphere of mutual learning.
- **Awareness by Counseling** – Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported as it is being a sensitive issue.

Working modality of the Cell:

- The complainant will have to submit a written and signed complaint addressed to any member of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be informed about the same by the appropriate authority.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

Current Members of the Cell:

S.No.	Faculty	Deptt.	Contact No.	E-mail id
1.	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
2.	Dr. Swati Arora	EC	9982036054	aroraswati14@gmail.com
3.	Dr. Sunita Gupta	CS	9828510686	drsunitagupta2016@gmail.com

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria (Jagatpura) Jaipur-25

SKIT/OFFICE/2012/66

Date: 26.09.2012

NOTICE

A committee consisting of the following faculty members is constituted to assume with immediate effect the responsibilities on "Women's Cell".

1. Dr. Vineeta Sharma(Chem.)- Coordinator
2. Dr. Sangeeta Gupta(Maths) – Member
3. Ms. Rubal Deep Gill(CS) - Member

S. L. Surana
(Dr. S. L. Surana)
Director (Academics)

Copy to: All members

1. *The Director*
2. *The Principal*
3. *The Registrar*
4. *The Director (SD)*
5. *The Advisers*
6. *All HODs-EC,EE,CSE,IT,ME,CE,MS,PHY,CHEM,MATHS,ENGLISH*
7. *All members*
8. *D.R.*
9. *House Manager, Hostel Warden(girls)*
10. *All faculty members by circulation*
11. *All notice boards*