



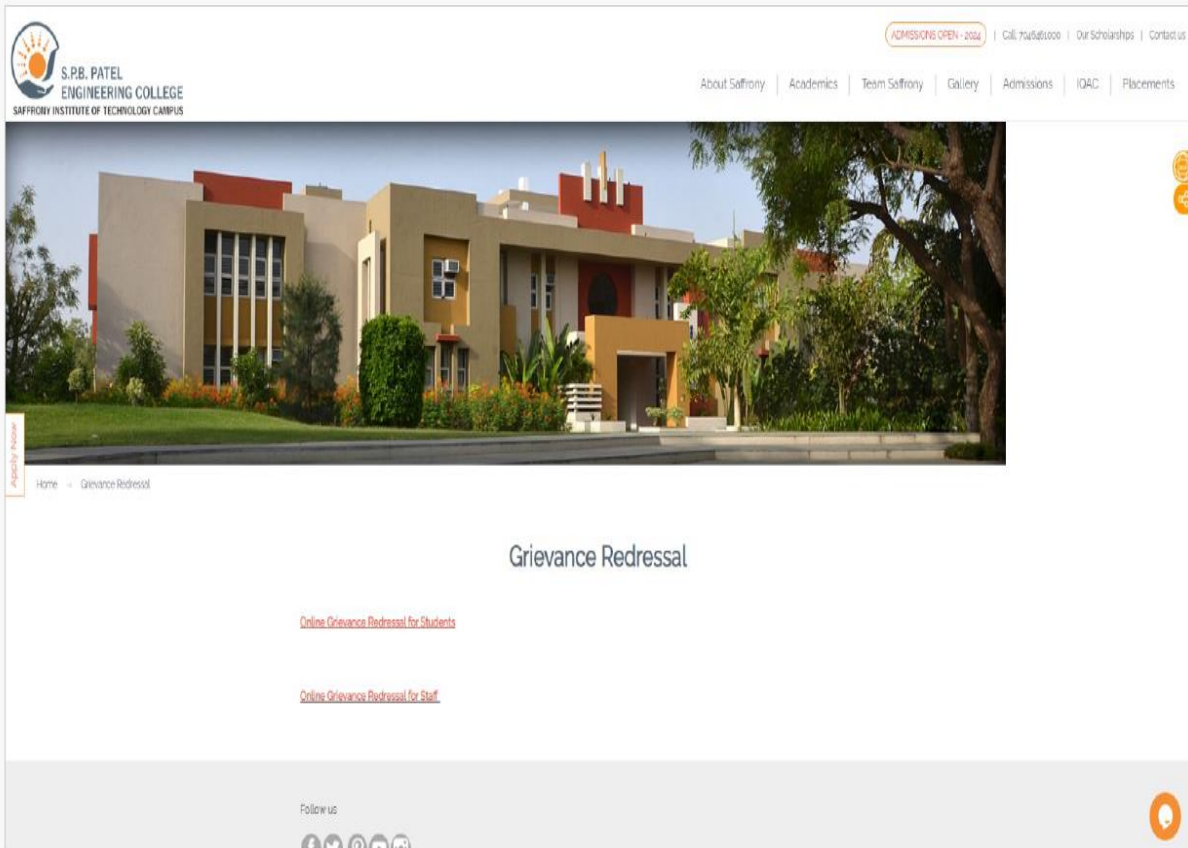
**Timely Redressal of the grievances
through appropriate committees**

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

ONLINE GRIEVANCE REDRESSAL – SCREENSHOT-WEBSITE



AICTE

(ESTABLISHMENT OF MECHANISM FOR GRIEVANCE REDRESSAL)

REGULATIONS, 2012



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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 25 मई, 2012

अखिल भारतीय तकनीकी शिक्षा परिषद् (शिकायत निवारण के लिए तंत्र की स्थापना)
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फा. सं. 37-3/विधि/2012.—तकनीकी शिक्षा प्रदान करने वाली तकनीकी संस्थाओं द्वारा प्रवेश में पारदर्शिता सुनिश्चित करने तथा अनुचित कार्यों को रोकने के लिए सर्वश्रेष्ठ उपाय करने एवं निर्दोष विद्यार्थियों की शिकायतों के निवारण के लिए तंत्र उपलब्ध करवाने हेतु अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 23 की उपधारा (1) के अंतर्गत प्रदत्त अपनी शक्तियों का प्रयोग करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद् निम्नलिखित विनियम बनाती है, यथा :—

1. संक्षिप्त नाम, प्रयोज्यता और प्रारंभ :

- (1) इन विनियमों को अखिल भारतीय तकनीकी शिक्षा परिषद् (शिकायत निवारण के लिए तंत्र की स्थापना) विनियम, 2012 कहा जाएगा।
- (2) ये विनियम अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 के अधीन, अखिल भारतीय तकनीकी शिक्षा परिषद् द्वारा मान्यता प्रदान की गई अथवा अनुमोदित की गई सभी संस्थाओं पर लागू होंगे।

(3) ये राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. परिभाषा :

(1) इन विनियमों में जब तक कि संदर्भ से अन्यथा अपेक्षित न हो, —

क) "अधिनियम" से अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 अभिप्रेत है ;

ख) "पीडित विद्यार्थी" से अभिप्रेत ऐसे विद्यार्थी से है, जिसे इन विनियमों के अंतर्गत शिकायत के रूप में परिभाषित मामलों में कोई शिकायत है ;

ग) "महाविद्यालय" से अभिप्रेत कोई ऐसी संस्था, चाहे वह उस नाम से या किसी अन्य नाम से ज्ञात अभिप्रेत है, जो किसी विश्वविद्यालय से कोई अर्हता प्राप्त करने के लिए किसी पाठ्यक्रम की व्यवस्था करती है और जिसे ऐसे पाठ्यक्रम की व्यवस्था करने के लिए, ऐसे विश्वविद्यालय के नियमों और विनियमों के अनुसार, सक्षम माना गया है और जो ऐसे पाठ्यक्रम का अध्ययन करने वाले छात्रों को ऐसी अर्हता प्रदान किए जाने के लिए परीक्षा आयोजित करती है ;

घ) "परिषद्" से अखिल भारतीय तकनीकी शिक्षा परिषद् अभिप्रेत है ;

ङ) "घोषित प्रवेश नीति" से अभिप्रेत शिक्षा के किसी भी पाठ्यक्रम अथवा कार्यक्रम में प्रवेश देने हेतु बनाई गई ऐसी नीति से है, जिसे परिषद् द्वारा अनुमोदित अथवा मान्यता प्रदान की गई हो एवं संस्था द्वारा प्रस्तुत किया गया हो तथा परिषद् द्वारा विनिर्दिष्ट किए गए अनुसार प्रकाशित किया गया हो।

च) "शिकायतों" में पीडित विद्यार्थी द्वारा की गई निम्नलिखित शिकायतें शामिल होंगी, यथा :—

(i) मेरिट के आधार पर प्रवेश हेतु संस्थान की घोषित प्रवेश नीति के विपरीत प्रवेश देना ;

(ii) संस्थान द्वारा अपनाई गई प्रवेश प्रक्रिया में अनियमितता ;

(iii) संस्थान की घोषित प्रवेश नीति के अनुसार प्रवेश देने से इंकार करना ;

(iv) किसी भी व्यक्ति द्वारा उस संस्थान में प्रवेश लेने के उद्देश्य से जमा किए गए उसके दस्तावेज जैसे डिग्री, डिप्लोमा अथवा अन्य कोई और प्रमाण-पत्र अथवा अन्य दस्तावेजों को, उसकी इच्छा के विरुद्ध किसी भी अन्य पाठ्यक्रम अथवा कार्यक्रम में अध्ययन जारी रखने हेतु उत्प्रेरित अथवा विवश करने के उद्देश्य से रोककर रखना अथवा देने से इंकार करना, किसी भी प्रकार के शुल्क अथवा शुल्कों को अदा करने के लिए विवश करना ;

(v) संस्था की घोषित प्रवेश नीति में निर्दिष्ट शुल्क अथवा सक्षम प्राधिकारी द्वारा अनुमोदित शुल्क से अधिक धनराशि की संस्था द्वारा मांग करना ;

(vi) प्रवेश में यथाःलागू आरक्षण नीति का उल्लंघन ;

- (vii) अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, महिला, अल्पसंख्यक, अथवा विकलांग श्रेणियों के विद्यार्थियों द्वारा की गई भेदभाव बरते जाने संबंधी शिकायतें ;
- (viii) अभातशिप द्वारा अथवा किसी अन्य प्राधिकरण द्वारा अधिरोपित शर्तों के अंतर्गत किसी संस्था द्वारा किसी विद्यार्थी को छात्रवृत्तियों का भुगतान न किया जाना अथवा भुगतान करने में देरी करना ;
- (ix) शैक्षणिक कैलेंडर में विनिर्दिष्ट समयानुसार परीक्षाओं के आयोजन में देरी करना अथवा परिणाम घोषित करने में देरी करना ,
- (x) संस्था द्वारा प्रदान की जाने वाली अपेक्षित अथवा विद्यार्थियों से वादा की गई सुविधाएं विद्यार्थियों को उपलब्ध नहीं करवाना।
- (xi) प्रवेश के समय वादा की गई अथवा अपेक्षित गुणवत्ता पूर्ण शिक्षा देने से इंकार करना ;
- (xii) मूल्यांकन का अपारदर्शी अथवा अनुचित तरीका ;
- (xiii) यौन उत्पीड़न सहित, विद्यार्थियों का उत्पीड़न तथा शोषण ; तथा
- (xiv) प्रवेश वापस लेने पर, अभातशिप द्वारा समय-समय पर जारी अनुदेशों के अनुसार, शुल्क की वापसी।

- छ) "शिकायत निवारण समिति" से अभिप्रेत इन विनियमों के अधीन गठित समिति से है।
- ज) इन विनियमों के उद्देश्यों से "संस्था" से अभिप्रेत महाविद्यालय अथवा संस्था (जैसा भी मामला हो) से है।
- झ) "लोकपाल" (आम्बड्समैन) से अभिप्रेत इन विनियमों के खण्ड (3) के उपखण्ड (1) के अधीन नियुक्त लोकपाल (आम्बड्समैन) से है।
- ञ) "तकनीकी शिक्षा" से अभिप्रेत, अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 की धारा 2(छ) के अंतर्गत परिभाषित शिक्षा कार्यक्रमों से है।
- ट) "तकनीकी संस्था" से अभिप्रेत अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम 1987 की धारा 2(ज) के अंतर्गत परिभाषित संस्था से है।
- ठ) "विश्वविद्यालय" से अभिप्रेत किसी केन्द्रीय अधिनियम अथवा राज्य अधिनियम द्वारा या उनके अधीन स्थापित या निगमित विश्वविद्यालय से है और इसके अंतर्गत ऐसी संस्था भी है, जिसे विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा (3) के अधीन मानित विश्वविद्यालय घोषित किया गया हो।

3. शिकायत निवारण तंत्र के अंतर्गत नियुक्ति, कार्यकाल, विमुक्ति तथा सेवा की शर्तें :

1. (i) इन विनियमों के अन्तर्गत विद्यार्थियों की शिकायतों के निवारण हेतु प्रत्येक तकनीकी विश्वविद्यालय लोकपाल (आम्बड्समैन) नियुक्त करेगा।
- (ii) लोकपाल वह व्यक्ति होगा, जो न्यायधीश (जो जिला न्यायधीश के रैंक से कम का ना हो) रह चुका हो अथवा सेवानिवृत्त प्रोफेसर हो, जिसके पास कम से कम दस वर्ष का अनुभव हो।

- (iii) विश्वविद्यालय के प्रति लिए जाने वाले निर्णय की स्वतंत्रता के लिए लोकपाल की नियुक्ति के समय, नियुक्ति से एक वर्ष पूर्व अथवा लोकपाल के रूप में उसके कार्यकाल के दौरान विश्वविद्यालय के साथ उसका कोई निजी संबंध, व्यावसायिक मान्यता अथवा वित्तीय हितलाभ में कोई समझौता अथवा समझौता करने के लिए यथोचित कारण संबंधी कोई विवाद नहीं होना चाहिए।
- (iv) लोकपाल अथवा उनके वर्तमान परिवार का कोई सदस्य निम्नलिखित नहीं होना चाहिए—
- (क) वर्तमान तथा अतीत में विश्वविद्यालय में किसी पद पर नौकरी तथा कोई लाभ वाला पद धारण,
 - (ख) विश्वविद्यालय के साथ व्यक्तिगत संबंध सहित, किसी भी प्रकार का महत्वपूर्ण पारिवारिक, व्यावसायिक अथवा वित्तीय संबंध,
 - (ग) विश्वविद्यालय की प्रशासनिक अथवा शासनिक संरचना में किसी भी पदनाम वाला पद धारण।
- (v) राज्य तकनीकी विश्वविद्यालय में लोकपाल की नियुक्ति विश्वविद्यालय द्वारा अंशकालीन आधार पर, निम्नलिखित सदस्यों से बनी खोजबीन समिति द्वारा सुझाए गये तीन नामों के पैनल में से की जाएगी :—
- (क) संबंधित राज्य के राज्यपाल का नामिती—अध्यक्ष
 - (ख) संबंधित राज्य के सरकारी विश्वविद्यालयों से दो कुलपति बारी-बारी से
 - (ग) संबंधित राज्य के निजी विश्वविद्यालयों से एक कुलपति बारी-बारी से
 - (घ) संबंधित राज्य का सचिव (उच्चतर तकनीकी शिक्षा)—संयोजक
- (vi) केन्द्रीय तकनीकी विश्वविद्यालय में लोकपाल की नियुक्ति केन्द्रीय तकनीकी विश्वविद्यालय द्वारा अंशकालीन आधार पर, निम्नलिखित सदस्यों से बनी खोजबीन समिति द्वारा सुझाए गये तीन नामों के पैनल में से की जाएगी :—
- (क) अध्यक्ष, अभातशिप—अध्यक्ष
 - (ख) केन्द्रीय तकनीकी विश्वविद्यालयों से एक कुलपति बारी-बारी से
 - (ग) संयुक्त सचिव, उच्चतर तकनीकी शिक्षा, मानव संसाधन विकास मंत्रालय, भारत सरकार
 - (घ) सदस्य सचिव, अभातशिप—संयोजक
- (vii) लोकपाल एक अंशकालिक अधिकारी होगा, जिसे कार्यभार ग्रहण की तिथि से तीन वर्ष अथवा 70 वर्ष की आयु तक, जो भी पहले हो, के लिए नियुक्त किया जाएगा तथा वह उसी विश्वविद्यालय में एक ओर समयावधि के लिए नियुक्त किया जा सकता है।
- (viii) लोकपाल को प्रत्येक सुनवाई के लिए वाहन व्यय के अतिरिक्त समेकित रूप से ₹0 3000 से 5000 का शुल्क दिया जाएगा।
- (ix) लोकपाल को कदाचार अथवा दुर्व्यवहार के आरोपों के प्रमाणित होने पर संबंधित नियुक्ति प्राधिकरण द्वारा हटाया जा सकता है :

(x) परन्तु हटाने का कोई भी आदेश तब तक पारित नहीं किया जाएगा, जब तक लोकपाल को उसके विरुद्ध लगाए गए आरोपों की सूचना देकर तथा उसको सुनवाई का उचित अवसर देकर, ऐसे व्यक्ति द्वारा, जो कि उच्च न्यायालय के न्यायधीश के रैंक से कम ना हो, इन आरोपों की जाँच न कर ली जाए।

2. तकनीकी संस्था के मामले में, संबद्ध विश्वविद्यालय के कुलपति द्वारा एक शिकायत निवारण समिति गठित की जाएगी, जिसमें संबंधित संस्था (ओं) की अवस्थिति (लोकेशन) को ध्यान में रखते हुए संबंधित तकनीकी संस्था से अथवा तकनीकी संस्थाओं के समूह से पाँच सदस्य होंगे।

4. लोकपाल (आम्बड्समैन) की शक्तियां एवं प्रकार्य :

- (1) लोकपाल निम्न में से किन्ही भी शिकायतों को सुनने के लिए अपनी शक्तियों का प्रयोग करेगा :-
 - (i) किसी विद्यार्थी द्वारा उस संस्था में उपलब्ध सभी शिकायत निवारण उपायों को प्रयुक्त करने के पश्चात्, विद्यार्थी द्वारा विश्वविद्यालय अथवा उससे संबद्धता प्राप्त संस्था अथवा किसी संस्था, जैसा भी मामला हो, के विरुद्ध की गई शिकायत ; तथा
 - (ii) उस संस्था में विद्यार्थी के रूप में प्रवेश लेने हेतु कोई भी आवेदक।
- (2) उत्तर पुस्तिकाओं के पुनर्मूल्यांकन अथवा पुनःअंकन के लिए दिये गये आवेदनों पर लोकपाल द्वारा तब तक विचार नहीं किया जाएगा, जब तक उनमें परिणामों को ठोस रूप से प्रभावित करने वाली कोई विशिष्ट अनियमितता अथवा भेदभाव बरते जाने संबंधी विशिष्ट कारण न हो।
- (3) भेदभाव संबंधी शिकायतों की सौहार्दपूर्ण सुनवाई के लिए लोकपाल को यह अधिकार होगा कि वह भेदभाव संबंधी किसी शिकायत की सुनवाई के दौरान अनुसूचित जाति, अनुसूचित जनजाति, सामाजिक एवं आर्थिक पिछड़े वर्ग (एस.ई.बी.सी.), अल्पसंख्यक अथवा विकलांग श्रेणी से किसी व्यक्ति को अपनी सहायता के लिए अपने साथ रख सकता है।

5. शिकायत निवारण प्रक्रिया :

- (1) प्रत्येक तकनीकी संस्था लोकपाल के निर्णयानुसार, संस्था के एक उपयुक्त पदासीन कर्मचारी के नेतृत्व में एक रजिस्ट्री स्थापित करेगी। जहाँ पर पीडित विद्यार्थी अथवा व्यक्ति अपनी शिकायत के निवारण हेतु आवेदन कर सकता है।
- (2) स्थापित की गई इस रजिस्ट्री का पता सूचना पट्ट तथा विवरणिका सहित व्यापक तौर पर प्रचारित किया जाएगा तथा संस्था की वेबसाइट पर भी डाला जाएगा।

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- (3) रजिस्ट्री में आवेदन प्राप्त होने पर, इसका प्रभारी-कर्मचारी इसके बारे में लोकपाल को सूचित करेगा तथा सात दिन के अंदर इसका उत्तर देने हेतु इसकी प्रति तुरंत संस्था को उपलब्ध करवायेगा।
- (4) लोकपाल शिकायत की सुनवाई के लिए तारीख निश्चित करेगा, जिसकी सूचना पीड़ित व्यक्ति को तथा संस्थान को लिखित अथवा इलेक्ट्रॉनिक माध्यम से (जैसा भी संभव हो) दी जाएगी।
- (5) पीड़ित व्यक्ति अपना पक्ष रखने के लिए स्वयं उपस्थित हो सकता है अथवा अधिकृत किये गये प्रतिनिधि के माध्यम से अपना पक्ष रख सकता है।
- (6) लोकपाल नैसर्गिक न्याय के सिद्धान्तों के निदेशन अनुसार शिकायत की सुनवाई करेगा।
- (7) शिकायतों के शीघ्र निवारण हेतु लोकपाल प्रत्येक आवेदन की प्राप्ति के एक माह के अंदर इसका निपटारा करना सुनिश्चित करेगा।
- (8) तकनीकी संस्था से यह अपेक्षा की जाती है कि वह शिकायतों के निवारण हेतु लोकपाल के साथ सहयोग करेगी। यदि वे ऐसा नहीं करती हैं, तो इस बारे में लोकपाल द्वारा अभातशिप को सूचित किया जाएगा।
- (9) शिकायत के निवारण तथा प्रभावित पक्ष को आवश्यक राहत देने के लिए, लोकपाल अपनी कार्यवाही के निष्कर्ष के तौर पर, कारणों सहित उचित समझे जाने वाले आदेश पारित कर सकेगा।
- (10) खण्ड (9) के अन्तर्गत प्रत्येक आदेश, लोकपाल के हस्ताक्षर से पीड़ित व्यक्ति तथा संस्था को दिया जाएगा तथा ऐसे आदेश तकनीकी संस्था की वेबसाइट पर भी डाले जाएंगे।
- (11) तकनीकी संस्था के लिए यह अपेक्षित होगा कि वह लोकपाल के आदेशों का अनुपालन करे।
- (12) लोकपाल के ऐसे किसी आदेश का संस्था द्वारा अनुपालन न किये जाने पर, परिषद् द्वारा उपयुक्त समझी जाने वाली कार्रवाई हेतु, अभातशिप को सूचित किया जाएगा।
- (13) शिकायत पीड़ित विद्यार्थी, उसके माता-पिता अथवा लोकपाल की विशेष अनुमति प्राप्त करके किसी अन्य व्यक्ति द्वारा की जा सकती है।
- (14) झूठी/निराधार शिकायत के मामले में लोकपाल शिकायतकर्ता के विरुद्ध उपयुक्त कार्रवाई हेतु आदेश दे सकता है।
- (15) सिद्धान्तों एवं प्रक्रिया की उपरोक्त रूप रेखा, निम्नलिखित को छोड़कर, तकनीकी संस्थान में शिकायत निवारण समिति की कार्य प्रणाली पर लागू होगी :—
 - (क) एकमतता के अभाव में, शिकायत समिति बहुमत के आधार पर निर्णय ले सकती है;
 - (ख) शिकायत समिति शिकायत प्राप्त होने के दस दिन के भीतर अपना निर्णय सूचित करेगी।

6. विश्वविद्यालय तथा संबंधित तकनीकी संस्था अपनी विवरणिका में शिकायत निवारण तंत्र के प्रावधानों, लोकपाल तथा विद्यार्थियों के अधिकारों और कर्तव्यों के विषय में प्रमुखता से विस्तृत जानकारी उपलब्ध करवाएगी।

7. अनुपालन न किये जाने के परिणाम :

परिषद् द्वारा ऐसी किसी भी तकनीकी संस्था के संबंध में निम्नलिखित में से कोई एक अथवा अधिक कार्रवाई शुरू की जा सकती हैं, जो जानबूझकर लोकपाल के आदेशों का अनुपालन नहीं करती अथवा अनुपालन करने में बार-बार असफल रहती है, यथा :

- (क) अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं का अनुमोदन) विनियम, 2010 तथा परिषद् द्वारा इसमें समय-समय पर संशोधित अथवा परिवर्तित किए गए प्रावधानों के अधीन तकनीकी संस्था को प्रदान किए गए अनुमोदन की वापसी अथवा कोई अन्य कार्रवाई अथवा जुर्माना ;
- (ख) परिषद् द्वारा प्रदान की गई फिटनेस की घोषणा को वापस लेना अथवा अनुदान प्राप्त करने हेतु पात्रता अथवा परिषद् द्वारा दिए जाने वाली वित्तीय सहायता को वापस लेना ;
- (ग) तकनीकी संस्था को आबंटित किए गए किसी अनुदान को रोकना ;
- (घ) परिषद् के वित्तीय सहायता प्रदान करने वाले किसी भी सामान्य अथवा विशिष्ट कार्यक्रमों हेतु विचार करने के लिए तकनीकी संस्था को अपात्र घोषित करना ;
- (ङ) प्रवेश के लिए संभावित विद्यार्थियों सहित जन साधारण को समाचार पत्रों में प्रमुख रूप से नोटिस प्रकाशित करके अथवा अन्य उपयुक्त संचार माध्यम से तथा परिषद् की वेबसाइट/वेबपोर्टल पर घोषणा करके यह सूचित करना कि तकनीकी संस्था के पास शिकायत निवारण हेतु न्यूनतम मानक उपलब्ध नहीं हैं ;
- (च) संबद्धता प्रदान करने वाले विश्वविद्यालय को संस्था की संबद्धता वापस लेने हेतु सिफारिश करना ;
- (छ) राज्य अधिनियम के अधीन स्थापित अथवा निगमित तकनीकी विश्वविद्यालय के मामले में संगत राज्य सरकार को उसके द्वारा प्रदान किए गए उक्त विश्वविद्यालय के दर्जे को वापस लेने की सिफारिश करना ;
- (ज) परिषद् को प्रदत्त शक्तियों के अंतर्गत, इन विनियमों के प्रावधानों के अनुपालनार्थ, परिषद् तकनीकी संस्था पर उपयुक्त समझी जाने वाली ऐसी ही अन्य कोई कार्रवाई कर सकती है तथा उस विशिष्ट समयावधि के दौरान अभातिशिप अधिनियम में दिए गए प्रावधानों के अधीन ऐसे ही अन्य जुर्माने लगा सकती है :

परंतु संस्था को अपनी स्थिति स्पष्ट करने हेतु अनुरोध किये बिना तथा संस्था को सुनवाई का अवसर दिये बिना, अभातिशिप द्वारा इस खंड के अंतर्गत कोई कार्रवाई नहीं की जाएगी।

8. ये विनियम, तकनीकी, चिकित्सा शिक्षा संस्थाओं एवं विश्वविद्यालयों में अनुचित कार्यों पर रोक लगाने हेतु अधिनियम के लागू होने पर उपलक्षित रूप में निरसित होंगे।

डॉ. के. पी. आईजैक, सदस्य सचिव

[विज्ञापन III/4/131/12/असा.]

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**NOTIFICATION**

New Delhi, the 25th May, 2012

All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012

F. No. 37-3/Legal/2012.—In order to ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, In exercise of the power conferred under Clause 1 of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987), the All India Council for Technical Education makes the following Regulations, namely :

1. SHORT TITLE, APPLICATION AND COMMENCEMENT :

- (1) These regulations may be called the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every Technical Institution recognized or approved by the All India Council for Technical Education under the All India Council for Technical Education Act, 1987.
- (3) They shall come into force from the date of its publication in the Official Gazette.

2. DEFINITION :

- (1) In these regulations unless the context otherwise requires –
 - a) "Act" means the All India Council for Technical Education Act, 1987;
 - b) 'Aggrieved student' means a student who has any complaint in the matters concerned with the grievances as defined under these regulations;
 - c) "College" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
 - d) "Council" means the All India Council for Technical Education;
 - e) "Declared Admission Policy" means such policy for admission to a course or programme of study as may be approved or recognized by

the Council and offered by the institution and published in such manner as the council may specify;

- f) 'Grievances' may include the following complaints of the aggrieved students namely -
- (i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;
 - (ii) irregularity in the admission process adopted by the institute;
 - (iii) refusing admission in accordance with the declared admission policy of the institute;
 - (iv) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
 - (v) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
 - (vi) breach of the policy for reservation in admission as may be applicable;
 - (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
 - (viii) non payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
 - (ix) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
 - (x) on provision of student amenities as may have been promised or required to be provided by the institution;
 - (xi) denial of quality education as promised at the time of admission or required to be provided;
 - (xii) non transparent or unfair evaluation practices;
 - (xiii) harassment and victimization of students including sexual harassment; and
 - (xiv) refund of fees on withdrawal of admissions as per AICTE instructions from time to time.
- g) 'Grievance Redressal Committee' means a Committee constituted under these Regulations;
- h) "institution" for the purposes of these Regulations, means, college or institution as the case may be;
- i) "Ombudsman" means such Ombudsman appointed under sub-clause (1) of clause (3) of these Regulations;

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- j) "Technical education" means programs of education as defined under section 2[g] of the All India Council for Technical Education, Act, 1987;
- k) "Technical Institution" means an Institution as defined under section 2[h] of the All India Council for Technical Education, Act, 1987;
- l) "University" means a university established or incorporated by or under a Central Act or State Act and includes an institution deemed to be university declared as such under section 3 of the UGC Act 1956.

3. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES UNDER REDRESSAL MECHANISM

- 1. i) Each Technical University shall appoint an Ombudsman for redressal of grievances of students under these regulations.
- ii) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least 10 years experience.
- iii) The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.
- iv) The Ombudsman, or any member of his immediate family shall not :
 - a) hold or have held at any point in the past, any post, employment in office of profit in the University,
 - b) have any significant relationship including personal, family, professional or financial, with the university,
 - c) hold any university position, called by whatever name, under the administration or governance structure of the university.
- v) The Ombudsman in a State Technical University shall be appointed by the University on a part time basis from a panel of three names suggested by the search committee consisting of the following members :
 - a) Nominee of the Governor of concerned State - Chairman
 - b) Two Vice Chancellors by rotation from Public Universities of the State concerned
 - c) One Vice Chancellor by rotation from Private Universities of the State concerned
 - d) Secretary (Higher Technical Education) of the State concerned- Convenor
- vi) The Ombudsman in a Central Technical University shall be appointed by the Central Technical University concerned on a part time basis

from a panel of three names suggested by the search committee consisting of the following members:

- a) Chairman AICTE - Chairman
 - b) One Vice Chancellor from Central Technical Universities by rotation
 - c) Joint Secretary Higher Technical Education, MHRD, Government of India
 - d) Member Secretary AICTE - Convenor
- vii) The Ombudsman shall be a part time officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the office and may be reappointed for another one term in the same university.
- viii) Ombudsman shall be paid a consolidated fees of Rs. 3000 to 5000 per hearing, in addition to the conveyance
- ix) The Ombudsman may be removed on charges of proven misconduct or misbehavior by the concerned appointing authority:
- x) Provided that no order of removal shall be passed except after an inquiry made in this regard by a person not below the rank of High Court Judge in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

2. In case of Technical Institution, the Vice Chancellor of the affiliating university shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned.

4. **POWERS AND FUNCTIONS OF OMBUDSMAN :**

- (1) The Ombudsman shall exercise its powers to hear any grievance -
- (i) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - (ii) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

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5. PROCEDURE IN REDRESSAL OF GRIEVANCES :

- (1) Each Technical institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide, where an aggrieved student or person may make an applicant seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.
- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman and shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
- (6) The Ombudsman shall be guided by principles of natural justice while hearing the grievance.
- (7) The Ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.
- (8) The Technical institution shall be expected to co-operate with the Ombudsman in redress of grievances and failure to do so may be reported by the Ombudsman to AICTE.
- (9) On the conclusion of proceedings, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under clause (9), under the signature of the Ombudsman, shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
- (11) The Technical institution shall comply with the order of the Ombudsman.
- (12) Any order of the Ombudsman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
- (13) A complaint shall be filed by the aggrieved student, his / her parent or with a special permission from the ombudsman, by any other person.
- (14) In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complainant.
- (15) The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except
 - (a) in case of lack of unanimity, the Grievance Committee shall take decisions by majority;
 - (b) the Grievance Committee shall communicate its decisions within ten days of receipt of complaint.

6. The University and the Technical Institution concerned shall provide detailed information regarding provisions of grievance redressal mechanism, ombudsman and the duties and rights of students in their prospectus prominently.

7. CONSEQUENCES OF NON-COMPLIANCE :

The Council shall in respect of any Technical Institution that willfully contravenes or repeatedly fails to comply with orders of the Ombudsman, may proceed to take one or more of the following actions, namely;

- (a) Withdraw the approval granted to the Technical Institution or any other action or penalty as provided under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulation, 2010 as modified or amended by the Council from time to time;
- (b) withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- (c) withholding any grant allocated to the Technical institution;
- (d) declaring the Technical institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council;
- (e) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website/web portal of the Council, declaring that the Technical Institution does not possess the minimum standards for redressal of grievances;
- (f) recommend to the affiliating university for withdrawal of affiliation;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a Technical university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Council may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the Technical institution complies with the provisions of these Regulations :

Provided that no action shall be taken by AICTE under this clause unless the technical institution has been asked to explain its position and opportunity of being heard has been provided to it.

8. These regulations shall stand impliedly repealed on coming into force of the Prohibition of Unfair Practices in Technical, Medical Educational Institutions and Universities Act.

Dr. K. P. ISAAC, Member Secy.

[ADVT. III/4/131/12/Exty.]

POLICY DOCUMENT
ON
GRIEVANCE REDRESSAL MECHANISM

To address both individual and collective complaints, which may range from general matters to ragging and sexual harassment of students and faculty members devised a Grievance Redressal System. This has been done in adherence to clause (1) section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987) and in suppression of the All India Council of Technical Education (Establishment of Mechanism for Grievance Redressal) regulation 2012

INTRODUCTION

The Grievance Redressal Cell recognizes that any form of discontent, dissatisfaction, or negative sentiment, whether expressed or internalized, regarding the Institute, falls under the purview of grievances. These may encompass perceptions of unfairness, injustice, or inequality as perceived by students or personnel. Serving as a dedicated forum, the Cell facilitates the resolution of grievances concerning the Institute, its departments, staff members, or students. It upholds principles of fairness and impartiality, safeguarding confidentiality where required, and provides recommendations for corrective actions.

OBJECTIVE:

The objective of a grievance redressal mechanism:

1. To Provide a structured process for individuals to address and resolve grievances promptly and fairly.
2. To Ensure that grievances related to any aspect of the organization, such as policies, procedures, or interpersonal conflicts, are addressed effectively.
3. To Enhance transparency and accountability within the organization by providing a platform for individuals to voice their concerns.
4. To Promote a positive organizational culture by demonstrating a commitment to addressing and resolving issues promptly.
5. To Improve employee or stakeholder satisfaction and morale by demonstrating responsiveness to their concerns and grievances.
6. To Identify systemic issues or recurring problems within the organization and implement corrective measures to prevent their recurrence.
7. To Foster trust and confidence among stakeholders, including employees, students, or members of the community, by demonstrating a commitment to addressing their grievances fairly and transparently.

The Committee comprises of:

- (1) Grievance Redressal Cell
- (2) Anti-Women Harassment Committee
- (3) Anti-Ragging Committee

Mechanism:

These committees will be subordinate to the principal. Grievances, serious in nature can be forwarded to the highest authority- the institute management or governing body via the principal. Common issues are best addressed by committees at that level instead of being referred up to higher-bodied for consideration. Issues about departments are to be resolved at the committee level.

Grievances can be submitted through complaint boxes stationed at multiple locations across the campus, in person, or via email. Additionally, cases identified through the committee's surveillance efforts will be documented in a dedicated record maintained by the committee. This record will include notifications of any convened meetings along with detailed minutes and resolutions adopted during those sessions. The committee is mandated to convene at least once per academic year but retains the flexibility to hold additional meetings in urgent situations.

COMMITTEE:

- (1) Grievance Redressal Cell
- (2) Anti-Women Harassment Committee(Internal Complaint Committee)
- (3) Anti-Ragging Committee

ANTI-RAGGING COMMITTEE

Office Order

Ref: AICTE, New Delhi, Notification, Dated 01st July, 2009

Subject: Formation of Anti Ranging Committee of the Institute.

As per the AICTE notification, Anti Ranging Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitralekha Nahar	9924347776	I/c Principal	Head
2	Prof. Mahendra Patel	9979124049	Principal	Head
3	Mr. Mahesh Doshi	9925028638	Campus Manager	Member
4	Mr. Mukesh Doshi	9825213097	Local Media	Member
5	Prof. Kamlesh Samadhiya	9879037415	Ass. Prof.	Member
6	Prof. Malay Bhatt	8128452348	Ass. Prof.	Member
7	Prof. S.T Patel	8140013510	Ass. Prof.	Member
8	Kantilal Patel	9979058702	Rector	Member
9	Lilaben Patel	9979058702	Rector	Member
10	Naman Vyas	7041275266	Student	Member
11	Poorva Barva	9909914074	Student	Member
12	Nitin Gupta	7383088430	Parent	Member
13	Indiraben Soni	9426505376	Parent	Member
14	Prof. Amrutbhai Patel	9913264409	Lecturer	Member
15	Prof. Ramprakash Inani	9998563406	Lecturer	Member
16	Jaimin Joshi	9157381288	Student	Member
17	Iliyas Malek	7359768400	Student	Member

Committee shall also constitute a smaller body to be known as the Anti Ragging Squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

The Anti-Ragging Squad is constituted with the following members for maintaining discipline in the campus. The Squad in full or parts may be called upon to make surprise raids on hostels and other hot spots and will be empowered to inspect places of potential ragging. The Squad will work under the overall guidance of Anti-Ragging committee. The organization of the Squad is as under:

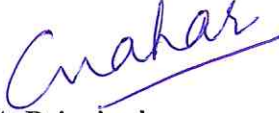
Sr. No.	Name of the member	Contact No.	Authority	Position
1	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
2	Prof. Akshay Kansara	9925516674	Asst. Prof.	Member
3	Prof. Sagar Patel	9825269320	Asst. Prof.	Member
4	Prof. Kanu Patel	9924240598	Asst. Prof.	Member
5	Dr. Vishnu Awasthi	9303496175	Asst. Prof.	Member

6	Prof. Parimal Patel	9428505805	Ass. Prof.	Member
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It shall be the duty of the Anti Ragging Committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force. Concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institute and institute hostel.

The copy of detailed notification of AICTE is enclosed herewith for reference and further action. This committee will be in force from the date of the issued of this order till further orders.

This committee will be come into force from the date of the issue of this order until further orders.


I/c Principal
SPBPEC


Principal
SPBPEC (Diploma)

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. Personal Concerned
5. All Concerned Members

Office Order

Ref: AICTE, New Delhi, Notification, Dated 01st July, 2009

Subject: Formation of Anti Ranging Committee of the Institute.

As per the AICTE notification, Anti Ranging Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal - Degree	Chair Person
2.	Prof. Mahendrabhai Patel	9979124049	Principal - Diploma	Head
3.	Prof. Chitralekha Nahar	9924347776	Assistant Professor	Member Secretary
4.	Prof. Kamlesh Samadhiya	9879037415	Assistant Professor	Member
5.	Prof. Malay Bhatt	8128452348	Assistant Professor	Member
6.	Dr. Shailesh Patel	8140013510	Assistant Professor	Member
7.	Mr. Amrutbhai Patel	9913264409	Lecturer	Member
8.	Prof. Ramprakash Inani	9998563406	Lecturer	Member
9.	Mr. Kantilal Patel	9979058702	Rector	Member
10.	Ms. Lilaben Patel	9979058702	Rector	Member
11.	Mr. Nitin Gupta	7383088430	Business	Member
12.	Ms. Indiraben Soni	9426505376	Housewife	Member
13.	Naman Vyas	9924344263	Student	Member
14.	Poorva Barva	9909914074	Student	Member
15.	Pratham jain	9664322682	Student	Member
16.	Ayush Khokhani	7435092969	Student	Member

Committee shall also constitute a smaller body to be known as the Anti Ragging Squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

The Anti-Ragging Squad is constituted with the following members for maintaining discipline in the campus. The Squad in full or parts may be called upon to make surprise raids on hostels and other hot spots and will be empowered to inspect places of potential ragging. The Squad will work under the overall guidance of Anti-Ragging committee. The organization of the Squad is as under:

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Dr. Gulab Bambhaniya	9725997567	Assistant Professor	Member
2	Prof. Akshay Kansara	9925516674	Assistant Professor	Member
3	Prof. Sagar Patel	9825269320	Assistant Professor	Member
4	Prof. Kanu Patel	9924240598	Assistant Professor	Member
5	Dr. Vishnu Awasthi	9303496175	Assistant Professor	Member
6	Prof. Parimal Patel	9428505805	Assistant Professor	Member

It shall be the duty of the Anti Ragging Committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force. Concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institute and institute hostel.

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SPBPEC**



**Principal
SPBPEC (Diploma)**

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Office Order

Ref: AICTE, New Delhi, Notification, Dated 01st July, 2009

Subject: Formation of Anti Ranging Committee of the Institute.

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Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendra Patel	9979124049	Principal	Head
3.	Prof. Chitrlekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Prof. Kamlesh Samadhiya	9879037415	Ass. Prof.	Member
5.	Prof. Mehul Patel	9925193402	Ass. Prof.	Member
6.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
7.	Prof. Dharmendra Kandoi	9913264409	Lecturer	Member
8.	Prof. Ramprakash Inani	9998563406	Lecturer	Member
9.	Mr. Kantilal Patel	9979058702	Rector	Member
10.	Smt. Lilaben Patel	9979058702	Rector	Member
11.	Mr. Pratap Pomal	9924304014	Parent	Member
12.	Mrs. Anandiben Chauhan	7990841522	Parent	Member
13.	Naman Vyas	9924344263	Student	Member
14.	Riya Prajapati	9904204686	Student	Member
15.	Pratham Jain	9664322682	Student	Member
16.	Aayush Khokhani	7435092969	Student	Member

Committee shall also constitute a smaller body to be known as the Anti Ragging Squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

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Sr. No.	Name of the member	Contact No.	Authority	Position
1	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
2	Prof. Akshay Kansara	9925516674	Asst. Prof.	Member
3	Prof. Kunalsinh Kathia	9898800401	Asst. Prof.	Member
4	Dr. Rasik Patel	9725275515	Asst. Prof.	Member
5	Dr. Vishnu Awasthi	9303496175	Asst. Prof.	Member
6	Prof. Parimal Patel	9428505805	Ass. Prof.	Member

It shall be the duty of the Anti Ragging Committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force. Concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institute and institute hostel.

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**Principal
SPBPEC**



**Principal
SPBPEC (Diploma)**

Copy to:

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2. Notice Board
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4. Personal Concerned
5. All Concerned Members

Office Order

Ref: AICTE, New Delhi, Notification, Dated 01st July, 2009

Subject: Formation of Anti Raging Committee of the Institute.

As per the AICTE notification, Anti Raging Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendra Patel	9979124049	Principal	Head
3.	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Prof. Kunalsinh Kathia	9898800401	Ass. Prof.	Member
5.	Prof. Mehul Patel	9925193402	Lecturer	Member
6.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
7.	Prof. Dharmendra Kandoi	9913264409	Lecturer	Member
8.	Prof. Ramprakash Inani	9998563406	Lecturer	Member
9.	Mr. Kantilal Patel	9979058702	Rector	Member
10.	Smt. Lilaben Patel	9979058702	Rector	Member
11.	Mr. Pratap Pomal	9924304014	Parent	Member
12.	Mrs. Anandiben Chauhan	7990841522	Parent	Member
13.	Krishna Agambare	9156289608	Student	Member
14.	Charmi Patel	9974025950	Student	Member
15.	Pratham Jain	9664322682	Student	Member
16.	Aayush Khokhani	7435092969	Student	Member

Committee shall also constitute a smaller body to be known as the Anti Ragging Squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

The Anti-Ragging Squad is constituted with the following members for maintaining discipline in the campus. The Squad in full or parts may be called upon to make surprise raids on hostels and other hot spots and will be empowered to inspect places of potential ragging. The Squad will work under the overall guidance of Anti-Ragging committee. The organization of the Squad is as under:

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
2	Prof. Akshay Kansara	9925516674	Asst. Prof.	Member
3	Prof. Tausif Shaikh	9898449201	Asst. Prof.	Member
4	Dr. Rasik Patel	9725275515	Asst. Prof.	Member
5	Dr. Vishnu Awasthi	9303496175	Asst. Prof.	Member

6	Prof. Jaimin Jani	9925725066	Ass. Prof.	Member
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It shall be the duty of the Anti Ragging Committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force. Concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institute and institute hostel.

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SPBPEC**



**Principal
SPBPEC (Diploma)**

Copy to:

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5. All Concerned Members

Office Order

Ref: AICTE, New Delhi, Notification, Dated 01st July, 2009

Subject: Formation of Anti Ranging Committee of the Institute.

As per the AICTE notification, Anti Ranging Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendra Patel	9979124049	Principal	Head
3.	Prof. Chitrlekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Prof. Kunalsinh Kathia	9898800401	Ass. Prof.	Member
5.	Prof. Mehul Patel	9925193402	Lecturer	Member
6.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
7.	Prof. Dharmendra Kandoi	9913264409	Lecturer	Member
8.	Prof. Ramprakash Inani	9998563406	Lecturer	Member
9.	Mr. Kantilal Patel	9979058702	Rector	Member
10.	Smt. Lilaben Patel	9979058702	Rector	Member
11.	Mr. Pratap Pomal	9924304014	Parent	Member
12.	Mrs. Anandiben Chauhan	7990841522	Parent	Member
13.	Mr. Madhav Karavadiya	9624840244	Student	Member
14.	Ms. Drashtiben Patel	8799455645	Student	Member
15.	Ms. Grishma Parmar	6355311339	Student	Member
16.	Mr. Mahesh Patel	7984428060	Student	Member

Committee shall also constitute a smaller body to be known as the Anti Ragging Squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the times.

The Anti-Ragging Squad is constituted with the following members for maintaining discipline in the campus. The Squad in full or parts may be called upon to make surprise raids on hostels and other hot spots and will be empowered to inspect places of potential ragging. The Squad will work under the overall guidance of Anti-Ragging committee. The organization of the Squad is as under:

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2	Prof. Akshay Kansara	9925516674	Asst. Prof.	Member
3	Prof. Tausif Shaikh	9898449201	Asst. Prof.	Member
4	Dr. Rasik Patel	9725275515	Asst. Prof.	Member
5	Dr. Vishnu Awasthi	9303496175	Asst. Prof.	Member
6	Prof. Chetan Chauhan	8866100217	Ass. Prof.	Member

It shall be the duty of the Anti Ragging Committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force. Concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institute and institute hostel.

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SPBPEC (Diploma)**

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2. Notice Board
3. Website of the Institute
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5. All Concerned Members

INTERNAL COMPLAINT COMMITTEE

Office Order

Subject: Constitution of committee for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitralkha Nahar	9924347776	Asst. Prof.	Chair Person
2	Mr. Dipak Patel	9924349933	I/c Registrar	Member
3	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
4	Prof. Ekta Joshi	9427032497	Asst. Prof.	Member
5	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member
6	Ms. Sunita Nayi	9327198603	Clerk	Member
7	Ms. Devki Hansalia	7359915799	Student	Member
8	Ms. Heenaba Zala	6354630095	Student	Member
9	Ms. Purna Prajapati	6353626757	Student	Member

In case of any complaint, women employees and students in the institute will submit directly to the committee Chair Person or Member Secretary her grievance. Committee should immediately look in to the complaint and conduct an enquiry and submit its detailed report to the undersigned within 15 days.

This committee will be come into force from the date of the issue of this order until further orders.


Principal
SPBPEC

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. Personal Concerned
5. All Concerned Members

GRIEVANCE REDRESSAL COMMITTEE

Office Order

Ref: 1. 101/DGP/AICTE/Ombudsman/2012, Dated 09th July, 2012
 2. AICTE/PG/2012/20/SRO/06/1503, Dated 25th May, 2012

Subject: Formation of Grievance Redressal Committee of the Institute and appointment of ombudsman at institute level.

As per the AICTE notification F.No.37-3/legal/2012 dated 25/5/2012, Grievance Redressal Committee is constituted in the Institute for the purpose of redressal of grievances of the students, parents and other. The committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitrlekha Nahar	9924347776	I/c Principal	Head
2	Prof. Mahendrabhai Patel	9979124049	Principal	Head
3	Mr. Dipak Patel	9924349933	I/C Registrar	Member
4	Mr. Mahesh Doshi	9925028638	Campus Manager	Member
5	Prof. Rajat Mishra	9510982884	Ass. Prof.	Member
6	Prof. Kanu Patel	9924240598	Ass. Prof.	Member
7	Prof. Hardik Trivedi	9925075009	Lecturer	Member
8	Prof. Ramprakash Inani	9998563406	Lecturer	Member

Prof. Chitrlekha Nahar will also act as "Ombudsman" of the institute.

This committee will be come into force from the date of the issue of this order until further orders.



**I/c Principal
SPBPEC**



**Principal
SPBPEC (Diploma)**

Copy to:

1. Managing Trustee
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5. All Concerned Members

Office Order

Ref: 1. 101/DGP/AICTE/Ombudsman/2012, Dated 09th July, 2012
 2. AICTE/PG/2012/20/SRO/06/1503, Dated 25th May, 2012

Subject: Formation of Grievance Redressal Committee of the Institute and appointment of ombudsman at institute level.

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Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendrabhai Patel	9979124049	Principal	Head
3.	Prof. Chitrlekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
5.	Prof. Rajat Mishra	9510982884	Ass. Prof.	Member
6.	Prof. Kanu Patel	9924240598	Ass. Prof.	Member
7.	Prof. Hardik Trivedi	9925075009	Lecturer	Member
8.	Prof. Ramprakash Inani	9998563406	Lecturer	Member

Dr. Narshi Sherasia will also act as "Ombudsman" of the institute.

This committee will be come into force from the date of the issue of this order until further orders.



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SPBPEC**



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Office Order

Ref: 1. 101/DGP/AICTE/Ombudsman/2012, Dated 09th July, 2012
 2. AICTE/PG/2012/20/SRO/06/1503, Dated 25th May, 2012

Subject: Formation of Grievance Redressal Committee of the Institute and appointment of ombudsman at institute level.

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3.	Prof. Chitralkha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
5.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
6.	Prof. Rajat Mishra	6355632102	Ass. Prof.	Member
7.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
8.	Prof. Hardik Trivedi	9925075009	Lecturer	Member
9.	Prof. Ramprakash Inani	9998563406	Lecturer	Member

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Office Order

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 2. AICTE/PG/2012/20/SRO/06/1503, Dated 25th May, 2012

Subject: Formation of Grievance Redressal Committee of the Institute and appointment of ombudsman at institute level.

As per the AICTE notification F.No.37-3/legal/2012 dated 25/5/2012, Grievance Redressal Committee is constituted in the Institute for the purpose of redressal of grievances of the students, parents and other. The committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendrabhai Patel	9979124049	Principal	Head
3.	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
5.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
6.	Prof. Avani Dedhia	9773050881	Ass. Prof.	Member
7.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
8.	Prof. Hardik Trivedi	9925075009	Lecturer	Member
9.	Prof. Ramprakash Inani	9998563406	Lecturer	Member

Dr. Narshi Sherasia will also act as "Ombudsman" of the institute.

This committee will be come into force from the date of the issue of this order until further orders.



**Principal
SPBPEC**



**Principal
SPBPEC (Diploma)**

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. Personal Concerned
5. All Concerned Members

Office Order

Ref: 1. 101/DGP/AICTE/Ombudsman/2012, Dated 09th July, 2012
2. AICTE/PG/2012/20/SRO/06/1503, Dated 25th May, 2012

Subject: Formation of Grievance Redressal Committee of the Institute and appointment of ombudsman at institute level.


As per the AICTE notification F.No.37-3/legal/2012 dated 25/5/2012, Grievance Redressal Committee is constituted in the Institute for the purpose of redressal of grievances of the students, parents and other. The committee members are as follows.

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4.	Dr. Gulab Bambhaniya	9725997567	Asst. Prof.	Member
5.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
6.	Prof. Avani Dedhia	9773050881	Ass. Prof.	Member
7.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
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SPBPEC


Principal
SPBPEC (Diploma)

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COMMITTEES

1. PHYSICAL DISABILITY GRIEVANCES REDRESSAL

2. SEXUAL HARASSMENT COMMITTEE

Subject: Formation of Physical Disability Grievances Redressal Committee of the Institute.

As per the notification, Physically Disability Grievances Redressal Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendra Patel	9979124049	Principal	Head
3.	Prof. Chitralkha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
5.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
6.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
7.	Prof. Kunalsinh Kathia	9898800401	Ass. Prof.	Member
8.	Prof. Avani Dedhia	9773050881	Ass. Prof.	Member
9.	Prof. Mehul Patel	9925193402	Lecturer	Member
10.	Prof. Sarthak Thakar	9974358041	Lecturer	Member
11.	Dr. Parthiv Malde	9924304014	Physician	Member
12.	Avinashhai Gosai	9924349694	Advocate	Member
13.	Dr. Chetan Shah	9824381311	MD (Phychiatric)	Member
14.	Mr. Dipan Shah	9825479047	NGO	Member

This committee will be come into force from the date of the issue of this order until further orders.



Principal
SPBPEC



Principal
SPBPEC (Diploma)

Copy to:

1. Managing Trustee
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Office Order

Subject: Constitution of committee for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Chair Person
2	Mr. Dipak Patel	9924349933	I/c Registrar	Member
3	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
4	Prof. Ekta Joshi	9427032497	Asst. Prof.	Member
5	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member
6	Ms. Sunita Nayi	9327198603	Clerk	Member
7	Ms. Devki Hansalia	7359915799	Student	Member
8	Ms. Heenaba Zala	6354630095	Student	Member
9	Ms. Prerna Prajapati	6353626757	Student	Member

In case of any complaint, women employees and students in the institute will submit directly to the committee Chair Person or Member Secretary her grievance. Committee should immediately look in to the complaint and conduct an enquiry and submit its detailed report to the undersigned within 15 days.

This committee will be come into force from the date of the issue of this order until further orders.


Principal
SPBPEC

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Office Order

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3.	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
4.	Prof. Ekta Joshi	9427032497	Asst. Prof.	Member
5.	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member
6.	Miss. Sunita Nayi	9327198603	Clerk	Member
7.	Miss. Devki Hansalia	7359915799	Student	Member
8.	Miss. Zala Heenaba	6354630095	Student	Member
9.	Miss. Namrata Makwana	9687864269	Student	Member

In case of any complaint, women employees and students in the institute will submit directly to the committee Chair Person or Member Secretary her grievance. Committee should immediately look in to the complaint and conduct an enquiry and submit its detailed report to the undersigned within 15 days.

This committee will be come into force from the date of the issue of this order until further orders.



Principal
SPBPEC (Diploma)

Copy to:

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4. Personal Concerned
5. All Concerned Members

Subject: Formation of Physical Disability Grievances Redressal Committee of the Institute.

As per the notification, Physically Disability Grievances Redressal Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
2.	Prof. Mahendra Patel	9979124049	Principal	Head
3.	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Member Secretary
4.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
5.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
6.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
7.	Prof. Kunalsinh Kathia	9898800401	Ass. Prof.	Member
8.	Prof. Avani Dedhia	9773050881	Ass. Prof.	Member
9.	Prof. Mehul Patel	9925193402	Lecturer	Member
10.	Prof. Sarthak Thakar	9974358041	Lecturer	Member
11.	Dr. Parthiv Malde	9924304014	Physician	Member
12.	Avinashhai Gosai	9924349694	Advocate	Member
13.	Dr. Chetan Shah	9824381311	MD (Phychiatric)	Member
14.	Mr. Dipan Shah	9825479047	NGO	Member

This committee will be come into force from the date of the issue of this order until further orders.


Principal
SPBPEC


Principal
SPBPEC (Diploma)

Copy to:

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5. All Concerned Members

Subject: Formation of Physical Disability Grievances Redressal Committee of the Institute.

As per the notification, Physically Disability Grievances Redressal Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Dr. Narshi Sherasia	9106780869	Principal	Chair Person
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5.	Dr. Shailesh Patel	8140013510	Ass. Prof.	Member
6.	Prof. Akshay Kansara	9925516674	Ass. Prof.	Member
7.	Prof. Kamlesh Samadhiya	9879037415	Ass. Prof.	Member
8.	Prof. Rajat Mishra	6355632102	Ass. Prof.	Member
9.	Prof. Mehul Patel	9925193402	Ass. Prof.	Member
10.	Prof. Sarthak Thakar	9974358041	Lecturer	Member
11.	Dr. Parthiv Malde	9924304014	Physician	Member
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14.	Mr. Dipan Shah	9825479047	NGO	Member

This committee will be come into force from the date of the issue of this order until further orders.



Principal
SPBPEC



Principal
SPBPEC (Diploma)

Copy to:

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2. Notice Board
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5. All Concerned Members

Office Order

Subject: Constitution of committee for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Chair Person
2	Mr. Dipak Patel	9924349933	I/c Registrar	Member
3	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
4	Prof. Ekta Joshi	9427032497	Asst. Prof.	Member
5	Miss. Mansi Pomal	7383189054	Student	Member
6	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member
7	Miss. Foram Soni	9998214307	Asst. Prof.	Member
8	Miss. Namrata Makwana	9687864269	Student	Member
9	Miss. Sunita Nayi	9327198603	Clerk	Member

In case of any complaint, women employees and students in the institute will submit directly to the committee Chair Person or Member Secretary her grievance. Committee should immediately look in to the complaint and conduct an enquiry and submit its detailed report to the undersigned within 15 days.

This committee will be come into force from the date of the issue of this order until further orders.



**Principal
SPBPEC**

Copy to:

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2. Notice Board
3. Website of the Institute
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Office Order


Subject: Constitution of committee for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention, prohibition and redressal of sexual harassment of women employee and students in the institute.

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2	Prof. Chitralekha Nahar	9924347776	Asst. Prof.	Member Secretary
3	Mr. Dipak Patel	9924349933	I/c Registrar	Member
4	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
5	Prof. Komal Patel	9723349025	Asst. Prof.	Member
6	Prof. Dipal Patel	9726639494	Asst. Prof.	Member
7	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member
8	Miss. Sunita Nayi	9327198603	Clerk	Member

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Principal
SPBPEC

Copy to:

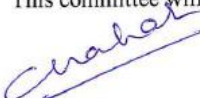
1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. Personal Concerned
5. All Concerned Members

Subject: Formation of Physical Disability Grievances Redressal Committee of the Institute.

As per the notification, Physically Disability Grievances Redressal Committee is constituted in the Institute and committee members are as follows.

Sr. No.	Name of the member	Contact No.	Authority	Position
1.	Prof. Chitralekha Nahar	9924347776	I/c Principal	Head
2.	Prof. Mahendrabhai Patel	9979124049	Principal - Diploma	Head
3.	Mr. Maheshbhai Doshi	9925028638	Campus Manager	Member Secretary
4.	Prof. Kamlesh Samadhiya	9879037415	Assistant Professor	Member
5.	Prof. Akshay Kansara	9925516674	Assistant Professor	Member
6.	Mr. Rajat Mishra	9510982885	Department Head	Member
7.	Mr. Kanubhai A Patel	9924240598	Department Head	Member
8.	Prof. Malay Bhatt	8128452348	Lecturer	Member
9.	Mr. Shaileshbhai Patel	8140013510	Department Head	Member
10.	Mr. Dipak Patel	9924349933	I/c Registrar	Member
11.	Prof. Ajay Kumbhar	9879070973	Lecturer	Member
12.	Dr. Parthiv Malde	9924343423	Physician	Member
13.	Adv. Arvindbhai Gosai	9924349694	Advocate	Member
14.	Dr. Chetan Shah	9824381311	MD Physician	Member

This committee will be come into force from the date of the issue of this order until further orders.


Principal
SPBPEC


Principal
SPBPEC (Diploma)

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. Personal Concerned
5. All Concerned Members

Office Order


Subject: Constitution of committee for prevention of sexual harassment of women employee in the institute. (Women Cell)

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention of sexual harassment of women employees in the institute.

Sr. No.	Name of the member	Contact No.	Authority	Position
1	Prof. Chitralekha Nahar	9924347776	I/c Principal	Head
2	Mahendrabhai Patel	9979124049	Principal	Head
3	Mr. Mahesh Doshi	9925028638	Campus Manager	Member
4	Lilaben Patel	9979058702	Rector	Member
5	Prof. Avani Dedhia	9773050881	Asst. Prof.	Member
6	Prof. Komal Patel	9723349025	Asst. Prof.	Member
7	Prof. Dipal Patel	9726639494	Asst. Prof.	Member
8	Mrs. Mary Stanly	7600959346	Clerk	Member
9	Dr. Pooja Mehta	9737665717	Asst. Prof.	Member

In case of any complaint, women employees in the institute will submit directly to the committee Chairperson or Member Secretary her grievance. Committee should immediately look in to the complaint and conduct an enquiry and submit its detailed report to the undersigned within 15 days.

This committee will be come into force from the date of the issue of this order until further orders.


I/c Principal
SPBPEC


Principal
SPBPEC (Diploma)

Copy to:

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2. Notice Board
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4. Personal Concerned
5. All Concerned Members

S.P.B. PATEL ENGINEERING COLLEGE
Circular

Date: 12th June 2022

Dear Members,

This is to inform you that the Anti-Ragging Committee of our college convened a meeting on **15th June 2022 at 11:00 AM** in the Conference Room.

The Agenda of the meeting is as under:

Anti-Ragging Awareness Drives:

Departmental Briefing Sessions:

Incident Reporting:



Prof. Chitrakha

Member Secretary

Anti-Ragging Committee

To: Members of the committee

Minutes of the Meeting of Anti Ragging Committee of S.P.B Patel Engineering College held at 11:00 AM on 15th June 2022

The following members present in the meeting:

Sr.No	Name of Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendra Patel	Principal	Head
3	Prof. Chitralkha Nahar	Asst. Prof	Member Secretary
4	Prof. Kunalsinh Kathia	Asst. Prof	Member
5	Prof. Mehul Patel	Lecturer	Member
6	Dr. Shailesh Patel	Asst. Prof	Member
7	Prof. Dharmendra Kandoi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member
9	Mr. Kantilal Patel	Rector	Member
10	Smt. Lilaben Patel	Rector	Member
11	Mr. Pratap Pomal	Parents	Member
12	Mrs. Anandiben Chauhan	Parents	Member
13	Mr. Madhav Karavadiya	Student	Member
14	Ms. Drashtiben Patel	Student	Member
15	Ms. Grishma Parmar	Student	Member
16	Mr. Mahesh Patel	Student	Member

The meeting was chaired by Dr. Narshi Sherasia, Chairman of the ARC. The primary agenda was to discuss and implement measures to prevent ragging on campus.

The following key points were deliberated upon:

1. Anti-Ragging Awareness Drives:

S.P.B Patel Engineering College is committed to promoting awareness about the adverse effects of ragging among its student body. Various measures will be taken, including display of posters and banners with the message “SAY NO TO RAGGING” throughout the campus. Also, short films and documentary screenings to be done during the induction program for first-year students.

2. Departmental Briefing Sessions:

Heads of departments (HOD) will actively participate in student briefing sessions to raise awareness about the prevention of ragging. These sessions will address various issues related to ragging, emphasizing a zero-tolerance policy within the college.

3. Incident Reporting:

As of now, no incidents of ragging have been reported to the concerned authorities. The college community remains vigilant in ensuring a safe and conducive environment for all students.

The meeting concluded with a vote of thanks extended to the Chairman.



Prof. Chitrakha
Member Secretary
Anti-Ragging Committee

Action Taken Report for the previous meeting held on 12th April 2021

Agenda:

1. Creating a peaceful and ragging-free atmosphere on campus.
2. Vigilance on strangers and outsiders on the college campus.
3. Display of posters and Banners to communicate the prohibition of ragging.
4. No ragging found in the campus.

ATR :

1. To ensure a peaceful and ragging-free environment on campus, the faculty members have been counselling the students not to indulge in any kind of activities that promote Ragging.
2. A register has been kept to capture details of all outsiders/visitors entering the campus, for ensuring the safety of students, especially around the hostel premises.
3. The use of posters and Banners are displayed.
4. No action needed as there was no incident of ragging.



Prof. Chitrakha
Member Secretary
Anti-Ragging Committee

S.P.B. PATEL ENGINEERING COLLEGE
Circular

Date: 9th April 2021

Subject: Notice and Agenda for Meeting of the Anti-Ragging Committee

Time: 03:00 pm

Date: 12.4.2021

Venue: Zoom Platform

Dear Committee Members,

The next meeting of the ARC is convened as per the above schedule.

All are requested to attend the meeting.

The Agenda of the meeting is as under:

1. Creating a Peaceful and Ragging-Free Atmosphere
2. Vigilance on Strangers and Outsiders
3. Display of Posters and PowerPoint Presentations
4. Any other item with the permission of the Chair



Prof. Chitrakha
Member Secretary
Anti-Ragging Committee

To: All Members of the ARC

Minutes of the Meeting of the Anti Ragging Committee of S.P.B Patel Engineering College held at 03:00 PM on 20.10.2020.

The following members were present in the meeting:

Sr.No	Name of Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendra Patel	Principal	Head
3	Prof. Chitralkha Nahar	Asst. Prof	Member Secretary
4	Prof. Kunalsinh Kathia	Asst. Prof	Member
5	Prof. Mehul Patel	Lecturer	Member
6	Dr. Shailesh Patel	Asst. Prof	Member
7	Prof. Dharmendra Kandoi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member
9	Mr. Kantilal Patel	Rector	Member
10	Smt. Lilaben Patel	Rector	Member
11	Mr. Pratap Pomal	Parents	Member
12	Mrs. Anandiben Chauhan	Parents	Member
13	Krishna Agambare	Student	Member
14	Charmi Patel	Student	Member
15	Pratham Jain	Student	Member
16	Ayush Khokhani	Student	Member

Agenda:

1. Creating a peaceful and ragging-free atmosphere on campus.
2. Vigilance on strangers and outsiders on the college campus.
3. Display of posters and Banners to communicate the prohibition of ragging.
4. No ragging found in the campus.

Proceedings:

1. The committee unanimously agreed for a peaceful and ragging-free environment on campus. The committee emphasized the importance of continued vigilance and to encourage students to report any incidents promptly.
2. Emphasis was placed on vigilance towards strangers and outsiders, ensuring the safety of students, especially around the hostel premises.
3. The use of posters and banners, displaying the strict prohibition of ragging, was discussed and approved.
4. The Chairperson congratulated the committee and the college community for maintaining a ragging-free environment. Members noted with satisfaction that our campus has remained ragging free.

The meeting concluded with a vote of thanks to the Chairman.



Prof. Chitrlekha
Member Secretary
Anti-Ragging Committee

Action Taken Report (ATR) for the previous meeting held on 12th April 2021.

1. Welcome and Opening Remarks:

No action is required

2. Review and Approval of Previous Meeting Minutes:

No action required

3. Updates on Campus Incidents:

No action is required as there were no incidents.

4. Creating Ragging-Free Atmosphere on Campus:

The awareness campaigns were done, an orientation program organised wherein the importance of ragging-free campus was emphasised, and vigilance by the Squad is continued.



Prof. Chitrakha
Member Secretary
Anti-Ragging Committee

S.P.B. PATEL ENGINEERING COLLEGE
Circular

Date: 16.10.2020

Subject: Notice for Anti-Ragging Committee Meeting

Dear Committee Members,

We hope this circular finds you well. Please be informed that a meeting of the Anti-Ragging Committee is scheduled to be held on **20.10.2020 at 02:00 PM** on the Zoom platform at S.P.B Patel Engineering College. The agenda for the meeting is as follows:

- Welcome and Opening Remarks
- Review and Approval of Previous Meeting Minutes
- Updates on Campus Incidents
- Creating a Peaceful and Ragging-Free Atmosphere on Campus

Your active participation in this meeting is crucial to ensure the effective implementation of anti-ragging measures on our campus. Kindly make the necessary arrangements to attend the meeting.



Prof. Chitralkha
Member Secretary
Anti-Ragging Committee

Minutes of the Meeting of Anti Ragging Committee of S.P.B Patel Engineering College held at 02:00 PM on 20.10.2020.

The following members were present in the meeting :

Sr.No	Name of Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendra Patel	Principal	Head
3	Prof. Chitralekha Nahar	Asst. Prof	Member Secretary
4	Prof. Kunalsinh Kathia	Asst. Prof	Member
5	Prof. Mehul Patel	Lecturer	Member
6	Dr. Shailesh Patel	Asst. Prof	Member
7	Prof. Dharmendra Kandoi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member
9	Mr. Kantilal Patel	Rector	Member
10	Smt. Lilaben Patel	Rector	Member
11	Mr. Pratap Pomal	Parents	Member
12	Mrs. Anandiben Chauhan	Parents	Member
13	Krishna Agambare	Student	Member
14	Charmi Patel	Student	Member
15	Pratham Jain	Student	Member
16	Ayush Khokhani	Student	Member

1. Welcome and Opening Remarks:

The meeting was chaired by Dr. Narshi Sherasia who welcomed all members and provided opening remarks stressing the importance of the committee's role in ensuring a safe campus environment.

2. Review and Approval of Previous Meeting Minutes:

The minutes of the previous meeting were reviewed and unanimously approved by the committee members.

3. Updates on Campus Incidents:

No incident of Ragging was found at the institute.

4. Creating Ragging-Free Atmosphere on Campus:

Strategies and initiatives to create a peaceful and ragging-free atmosphere on campus were discussed, including awareness campaigns, orientation programs, and continued vigilance.

The meeting concluded with a vote of thanks to all.



Prof. Chitralkha
Member Secretary
Anti-Ragging Committee

Action Taken Report for the previous meeting held on 25th February 2019.

Agenda:

Welcome, and Opening Remarks:

No Action required

Circulation of Promotional Anti-Ragging Awareness Drive:

As decided posters are displayed on Notice Boards across the campus to create awareness among students about the ill effects of ragging. The short film will be incorporated into the induction program for first-year students.

Student Briefing Sessions on Ragging Prevention:

Head of Departments (HODs) have conducted awareness sessions during student briefings to educate students about preventing ragging.

Updates on Reported Incidents:

NO incident of ragging was reported as such no action was needed.



Prof. Chitralkha
Member Secretary
Anti-Ragging Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: February 23, 2019

Dear Committee Members,

All members are requested to note that a meeting of the Anti-Ragging Committee is scheduled to be held on February 25, 2019, at 3:30 PM in the Conference Room, S.P.B Patel Engineering College.

The agenda for the meeting is as follows:

1. Welcome and Opening Remarks
2. Circulation of Promotional Anti-Ragging Awareness Drive
3. Student Briefing Sessions on Ragging Prevention
4. Updates on Reported Incidents

Your active participation is crucial to addressing and preventing ragging incidents on our campus. Please make necessary arrangements to attend.

Thank you for your dedication to maintaining a safe and respectful environment for all students.

Best regards,



Prof Chitralkha
Member Secretary
Anti-Ragging Committee

To: All Members of the Anti-Ragging Committee

Minutes of the Meeting of Anti Ragging Committee of S.P.B Patel Engineering College held at 03:30 PM on 25th February, 2019 in the Conference Room, S.P.B Patel Engineering College

The following members were present in the meeting:

Sr.No	Name of Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairman
2	Prof. Mahendra Patel	Principal	Head
3	Prof. Chitralekha Nahar	Asst. Prof	Member Secretary
4	Prof. Kunalsinh Kathia	Asst. Prof	Member
5	Prof. Mehul Patel	Lecturer	Member
6	Dr. Shailesh Patel	Asst. Prof	Member
7	Prof. Dharmendra Kandoi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member
9	Mr. Kantilal Patel	Rector	Member
10	Smt. Lilaben Patel	Rector	Member
11	Mr. Nitin Gupta	ABSENTIA	Member
12	Ms. Indiraben Soni	Parents	Member
13	Naman Vyas	Student	Member
14	Poorva Barva	Student	Member
15	Pratham Jain	Student	Member
16	Ayush Khokhani	Student	Member

Agenda:**Welcome and Opening Remarks:**

The meeting was chaired by Dr. Narshi Sherasia, who welcomed all committee members and initiated the discussions.

Circulation of Promotional Anti-Ragging Awareness Drive:

It was decided that various promotional materials like posters, banners etc., are to be displayed appropriately across the campus to create awareness among students about the ill effects of ragging. Also, materials including short films & documentaries will be incorporated into the induction program for first-year students.

Student Briefing Sessions on Ragging Prevention:

Head of Departments (HODs) will conduct awareness sessions during student briefings to educate students about preventing ragging and address related issues.

Updates on Reported Incidents:

The member secretary informed that NO incidents of ragging have been reported to the concerned authorities. The committee members noted this with satisfaction.

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

Prof Chitralkha
Member Secretary
Anti-Ragging Committee



To: All Members of the Anti-Ragging Committee

Action Taken Report for the previous meeting of ARC held on 22nd October 2018

Circulation of Promotional Anti-Ragging Awareness Drive:

Promotional materials to raise awareness about the ill effects of ragging have been displayed at various locations across the campus. Short films and documentaries will be included in the induction program for first-year students.

Student Briefing Sessions on Ragging Prevention:

Briefing sessions were conducted to educate students on ragging prevention and address related issues during the student briefing sessions.

Updates on Reported Incidents:

No further action needed as no incidents of ragging have been reported to the concerned authorities.



Prof Chitralkha
Member Secretary
Anti-Ragging Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 17.10.2018

Dear Committee Members,

A crucial meeting of the Anti-Ragging Committee of our institute is to be held on 22.10.2018 at 01:00 pm in the Conference Room.

The agenda for the meeting includes the following:

1. Welcome and Opening Remarks
2. Review and Approval of Previous Meeting Minutes
3. Student Briefing Sessions on Ragging Prevention
4. Updates on Reported Incidents

Your active participation is crucial for effective anti-ragging measures on our campus. Please make arrangements to attend the meeting.

Best regards,



Mahesh Doshi
Member Secretary
Anti-Ragging Committee

To: All Members of the Anti-Ragging Committee

Minutes of the Meeting of Anti Ragging Committee held at 01:00 PM on 22nd October 2018 in the Conference Room, S.P.B Patel Engineering College

The following members were present in the meeting:

Sr.No	Name of Member	Designation	Position
1	Prof. Chitralkha Nahar	I/C Principal	Chairperson
2	Prof. Mahendra Patel	Principal	Head
3	Mr. Mahesh Doshi	Campus Manager	Member Secretary
4	Mr. Mukesh Doshi	Local Media	Member
5	Prof. Kamlesh Samadhiya	Ass. Prof	Member
6	Prof. S.T. Patel	Asst. Prof	Member
7	Prof. Malay Bhatt	Ass. Prof	Member
8	Poorva Barva	Student	Member
9	Naman Vyas	Student	Member
10	Mr. Kantilal Patel	Rector	Member
11	Smt. Lilaben Patel	Rector	Member
12	Mr. Nitin Gupta	Parents	Member
13	Ms. Indiraben Soni	Parents	Member
14	Prof. Amrutbhai Patel	Lecturer	Member
15	Prof. Ramprakash Inani	Lecturer	Member
16	Jaimin Joshi	Student	Member
17	Iliyas Malek	Student	Member

Agenda:

1. Welcome and Opening Remarks:

- Prof. Chitralekha Nahar welcomed all committee members and initiated the discussions. She reiterated that the institute has ZERO TOLERANCE for any kind of activities prescribed under “Ragging”. Also, she highlighted the importance of mentoring and counseling of students for awareness and to ensure that our campus remains ragging-free.

2. Review and Approval of Previous Meeting Minutes:

- The minutes of the previous meeting were reviewed and unanimously approved by the committee members.

3. Student Briefing Sessions on Prevention of Ragging:

- It was decided that HODs would conduct briefing sessions to educate students on prevention of ragging and related issues during student briefings.

4. No Ragging Found:

- The committee members noted with satisfaction that no instance of ragging has been reported or found on campus.

The meeting concluded with a vote of thanks to the Chair for leading the discussions, and the committee reiterated its commitment to ensure that the campus remains ragging-free.



Mahesh Doshi
Member Secretary
Anti-Ragging Committee

Action Taken Report

Agenda:

1. Circulation of Promotional Anti-Ragging Awareness Drive:

- As decided by the committee, various promotional materials were distributed to raise awareness about the adverse effects of ragging. Short film was included in the induction program for first-year students.

2. Student Briefing Sessions on Ragging Prevention:

- HODs have conducted briefing sessions to educate students on ragging prevention and address related issues during the briefing sessions.

3. Updates on Reported Incidents:

- Currently, no incidents of ragging have been reported to the concerned authorities.



Mahesh Doshi
Member Secretary
Anti-Ragging Committee

S.P.B. PATEL ENGINEERING COLLEGE
Circular

Date: 11.07.2022

Dear Committee Members,

I trust this message finds you well. We would like to notify you of an upcoming meeting of the Internal Complaint Committee, scheduled on 14th July 2022 at 12:00PM . The agenda for the meeting is as follows:

Agenda:

- Update on Recent Awareness and Training Programs:
- Review of the Internal Complaint Mechanism:
- Minutes of the Previous Meeting Review:
- To Discuss the Complaint Received (if any):

Your active participation in this meeting is essential for fostering a safe and respectful workplace environment.

Best Regards,



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

Minutes of Meeting (MoM):

Minutes of the Meeting of Internal Complaint Committee of S.P.B Patel Engineering College held at 12:00PM on 14th July 2022 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Attendees:

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralkha Nahar	Assistant Professor	Chair person
2	Mr. Dipak Patel	I/C Registrar	Member
3	Pro. Avani Dedhia	Assistant Professor	Member
4	Pro. Ekta Joshi	Assistant Professor	Member
5	Dr. Pooja Mehta	Ass. Prof	Member
6	Ms. Sunita Nayi	Clerk	Member
7	Ms. Devki Hansalia	Student	Member
8	Ms. Hansaba Zala	Student	Member
9	Ms. Prerna Prajapati	Student	Member

Agenda for the Meeting:

1. Update on Recent Awareness and Training Programs:
 - The committee provided updates on recent awareness and training programs.
 - Discussed feedback and participation levels from employees.
2. Review of the Internal Complaint Mechanism:
 - Conducted a comprehensive review of the internal complaint mechanism.
 - Identified areas for improvement and discussed potential enhancements.
3. Minutes of the Previous Meeting Review:
 - Reviewed and discussed the minutes of the previous meeting.
 - Addressed any outstanding items or corrections.
4. To Discuss the Complaint Received (if any):
 - Discussed any complaints received.
 - No complaint received.

Thank you for your active participation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chitralekha Nahar', with a horizontal line underneath.

Prof. Chitralekha Nahar
Head
Internal Complaint Committee

Action Taken Report Internal Complaint Committee

Date: 14th July 2022

Subject: Action Taken Report - Internal Complaint Committee Meeting

In response to the Internal Complaint Committee Meeting held on 14th July 2022, the following actions have been taken:

1. Update on Recent Awareness and Training Programs:

- Feedback from employees regarding recent awareness and training programs has been noted.
- Further initiatives will be planned based on the identified areas for improvement.

2. Review of the Internal Complaint Mechanism:

- Identified areas for improvement in the internal complaint mechanism are being addressed.
- Enhanced processes will be implemented to improve the effectiveness of the mechanism.

3. Minutes of the Previous Meeting Review:

- Corrected minutes of the previous meeting have been updated and distributed to all committee members.

4. To Discuss the Complaint Received (if any):

- A fair and confidential examination of each matter is being conducted.
- Committed to creating a safe and respectful workplace environment.

Best Regards,



Prof. Chitrlekha Nahar
Head
Internal Complaint Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 30th July 2021

Dear Internal Complaint Committee Members,

I trust this message finds you well. We would like to bring to your attention the upcoming Internal Complaint Committee (ICC) meeting, scheduled on 2nd August 2021 on the Zoom Platform. Your presence and active participation are vital for the success of this meeting.

Agenda for the Meeting:

1. Status updates on any pending investigations or complaints if any.
2. Minutes of the Previous Meeting Review:
3. Discussion on Responsibility of the Committee:
4. Any other (if any):

Your input and insights are valuable in ensuring the continued success of our internal complaint mechanisms. In light of recent events, let's reiterate our dedication to maintaining a safe and respectful environment for all members of our institute.

Best Regards,



Prof. Chitrlekha Nahar
Head
Internal Complaint Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of Internal Complaint Committee of S.P.B Patel Engineering College held at 11:30 AM on 2nd August 2021 on the Zoom Platform

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralekha Nahar	Assistant Professor	Chair person
2	Prof. Dipal Patel	I/c Registrar	Member
3	Pro. Avani Dedhia	Assistant Professor	Member
4	Prof. Ekta Joshi	Assistant Professor	Member
5	Dr. Pooja Mehta	Assistant Professor	Member
6	Miss. Sunita Nayi	Clerk	Member
7	Miss. Devki Hansalia	Student	Member
8	Mrs. Zala Heenaba	Student	Member
9	Miss. Namrata Makwana	Student	Member

Agenda:

1. Status updates on any pending investigations or complaints if any:
 - There was no pending investigation or complaint to discuss.
2. Minutes of the Previous Meeting Review:
 - Review of the minutes from the previous meeting, highlighting action items and resolutions.
3. Discussion on Responsibility of the Committee:
 - Gender Sanitization.
4. Any other (if any):
 - As no other points are there for discussion the meeting ended with a vote of thanks to the Chair.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all ICC members for review, corrections, and approval.



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

**Action Taken Report
Internal Complaint Committee**

Date: 2nd August 2021

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 2nd August 2021, the following actions have been taken:

1. Status updates on any pending investigations or complaints if any:
 - There was no pending investigation or complaint to discuss.
2. Minutes of the Previous Meeting Review:
 - Review of the minutes from the previous meeting, highlighting action items and resolutions.
3. Discussion on Responsibility of the Committee:
 - Gender Sanitization – Training workshop and awareness campaign.
4. Any other (if any):
 - As no other points are there for discussion the meeting ended with a vote of thanks to the Chair.

Best Regards,



Prof. Chitrlekha Nahar
Head
Internal Complaint Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 17th September 2020

Dear Internal Complaint Committee Members,

I trust this message finds you well. We would like to bring to your attention the upcoming Internal Complaint Committee (ICC) meeting, scheduled on 20th September 2020 on the Zoom platform. Your presence and active participation are vital for the success of this meeting.

Agenda for the Meeting:

1. Welcome and Opening Remarks
2. Minutes of the Previous Meeting Review:
3. Discussion on the Responsibility of the Committee:
4. Complaints and Suggestions Received (if any):

Your input and insights are valuable in ensuring the continued success of our internal complaint mechanisms. In light of recent events, let's reiterate our dedication to maintaining a safe and respectful environment for all members of our institute.

Best Regards,



Prof. Chitrarekha Nahar
Head
Internal Complaint Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of Internal Complaint Committee of S.P.B Patel Engineering College held at 12:00PM on 20th September 2020 on the Zoom Platform.

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralkha Nahar	Assistant Professor	Chairperson
2	Prof. Dipal Patel	I/c Registrar	Member
3	Pro. Avani Dedhia	Assistant Professor	Member
4	Prof. Ekta Joshi	Assistant Professor	Member
5	Miss. Mansi Pomal	Student	Member
6	Dr. Pooja Mehta	Assistant Professor	Member
7	Miss, Foram Soni	Assistant Professor	Member
8	Mrs. Namrata Makwana	Student	Member
9	Miss. Sunita Nayi	Clerk	Member

Agenda:

1. Welcome and Opening Remarks:

- The meeting was called to order by Dr. Chitralekha Nahar, who welcomed all committee members and initiated the discussions.

2. Minutes of the Previous Meeting Review:

- Review of the minutes from the previous meeting, highlighting action items and resolutions.

3. Discussion on Responsibility of the Committee:

- Gender Sanitization.

4. Complaints and Suggestions Received (if any):

- No complaint received from last meeting to till date.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all ICC members for review, corrections, and approval.



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

**Action Taken Report
Internal Complaint Committee**

Date: 20th September 2020

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 20th September 2020, the following actions have been taken:

1. Minutes of the Previous Meeting Review:

- Corrected minutes of the previous meeting have been updated and distributed to all committee members.

2. Discussion on Responsibility of the Committee:

- Gender Sanitization.

3. Complaints and Suggestions Received (if any):

- No complaint received from the last meeting to till date.

Best Regards,



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 13th August 2019

Dear Internal Complaint Committee Members,

This is to inform you that an Internal Complaint Committee (ICC) meeting has been scheduled on 16th August 2019 to address various concerns and ensure a safe and inclusive work environment. Please find below the agenda for the upcoming meeting:

Agenda for the Meeting:

1. Minutes of the Previous Meeting Review:
2. Employee Feedback Mechanisms:
3. Training and Awareness Programs:
4. Discussion on Received Complaints (if any):

Your input and insights are valuable in ensuring the continued success of our internal complaint mechanisms. In light of recent events, let's reiterate our dedication to maintaining a safe and respectful environment for all members of our institute.

Best Regards,



Prof. Mahendrabhai Patel
Chairperson
Internal Complaint Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of Internal Complaint Committee of S.P.B Patel Engineering College held at 11:30 AM on 16th August 2019 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Sr.No	Name of the Member	Designation	Position
1	Prof. Mahendrabhai Patel	Principal	Chairperson
2	Prof. Chitralekha Nahar	Assistant Professor	Member Secretary
3	Prof. Dipal Patel	I/c Registrar	Member
4	Pro. Avani Dedhia	Assistant Professor	Member
5	Prof. Komal Patel	Assistant Professor	Member
6	Prof. Dipal Patel	Assistant Professor	Member
7	Dr. Pooja Mehta	Assistant Professor	Member
8	Mrs. Sunita Nayi	Clerk	Member

Agenda:

1. Minutes of the Previous Meeting Review:

- Review of the minutes from the previous meeting, highlighting action items and resolutions.

2. Employee Feedback Mechanisms:

- Discuss the effectiveness of current channels for employees to provide feedback on workplace culture and suggest improvements.

3. Training and Awareness Programs:

- It was noted that the recent training sessions received positive feedback from employees. Suggestions were made to enhance the interactive elements of future sessions.

4. Discussion on Received Complaints (if any):

- "No cases or complaints have been reported regarding this matter."

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all ICC members for review, corrections, and approval.



Prof. Mahendrabhai Patel
Chairperson
Internal Complaint Committee

Action Taken Report Internal Complaint Committee

Date: 16th August 2019

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 16th August 2019, the following actions have been taken:

1. Minutes of the Previous Meeting Review:

- Corrected minutes of the previous meeting have been updated and distributed to all committee members.

2. Employee Feedback Mechanisms:

- Introduced anonymous feedback channels to encourage open communication and ensure all voices are heard.
- Implemented regular surveys and focus group discussions to gather employee insights on workplace culture and identify areas for improvement.
- Established a dedicated committee to review and address feedback received through various channels.

3. Training and Awareness Programs:

- It was noted that the recent training sessions received positive feedback from employees. Suggestions were made to enhance the interactive elements of future sessions.

4. To Discuss the Complaint Received (if any):

- A fair and confidential examination of each matter is being conducted.
- Committed to creating a safe and respectful workplace environment.

Best Regards,



Prof. Mahendrabhai Patel
Chairperson
Internal Complaint Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 12th September 2018

Dear Internal Complaint Committee Members,

I trust this message finds you well. We would like to bring to your attention the upcoming Internal Complaint Committee (ICC) meeting, scheduled on 15th September 2018. Your presence and active participation are vital for the success of this meeting.

Agenda for the Meeting:

1. Welcome and Opening Remarks
2. Minutes of the Previous Meeting Review:
3. Feedback and Suggestions:
4. Discussion on Received Complaints (if any):

Your input and insights are valuable in ensuring the continued success of our internal complaint mechanisms. In light of recent events, let's reiterate our dedication to maintaining a safe and respectful environment for all members of our institute.

Best Regards,



Prof. Chitrlekha Nahar
Head
Internal Complaint Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of Internal Complaint Committee of S.P.B Patel Engineering College held at 12:00 P.M. on 15th September 2018 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralkha Nahar	I/C Registrar	Head
2	Mahendrabhai Patel	Principal	Head
3	Pro. Avani Dedhia	Assistant Professor	Member
4	Mr. Mahesh Doshi	Campus Manager	Member
5	Lilaben Patel	Rector	Member
6	Prof. Avani Dedhia	Assistant Professor	Member
7	Prof. Dipal Patel	Assistant Professor	Member
8	Mrs. Mary Stanly	Clerk	Member
9	Dr. Pooja Mehta	Assistant Professor	Member

Minutes of Meeting

1. Welcome and Opening Remarks:

- The meeting was called to order by Prof. Chitralekha Nahar, who welcomed all committee members and initiated the discussions.

2. Minutes of the Previous Meeting Review:

- Review of the minutes from the previous meeting, highlighting action items and resolutions.

3. Feedback and Suggestions:

- Summary of feedback received from members and suggestions for improvement on it.

4. Discussion on Received Complaints (if any):

- Not received any cases or complaints of it.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all ICC members for review, corrections, and approval.



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

**Action Taken Report
Internal Complaint Committee**

Date: 15th September 2018

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 15th September 2018, the following actions have been taken:

1. Review of the Internal Complaint Mechanism:

- Identified areas for improvement in the internal complaint mechanism are being addressed.
- Enhanced processes will be implemented to improve the effectiveness of the mechanism.

2. Minutes of the Previous Meeting Review:

- Corrected minutes of the previous meeting have been updated and distributed to all committee members.

3. To Discuss the Complaint Received (if any):

- A fair and confidential examination of each matter is being conducted.
- Committed to creating a safe and respectful workplace environment.

Conclusion:

"The Internal Complaint Committee actively discussed and decided on strategies to prevent sexual harassment. Including 'No Cases Found' as an agenda item aims to recognize and document instances where the campus remains free from sexual harassment."

Best Regards,



Prof. Chitralekha Nahar
Head
Internal Complaint Committee

**STUDENT GRIEVANCES REDRESSAL
COMMITTEE
MOM**

S.P.B. PATEL ENGINEERING COLLEGE
Circular

Date: 31st October 2022

Dear Committee Members,

A meeting of the Student Grievances Redressal Committee is scheduled for **05th November 2022 at 03:00 PM**. The primary agenda for the meeting includes:

1. Welcome address.
2. Review of grievances received
3. Any other item with the permission of the Chairperson.

Your active participation in addressing these issues is crucial. Please make sure to be present at the meeting on time.



Prof. Chitralekha Nahar

Member Secretary
Student Grievances Redressal Committee

To: All Members of the Student Grievances Redressal Committee

Minutes of the Meeting of Student Grievances Redressal Committee of S.P.B Patel Engineering College held on 05th November 2022 at 12:30 PM.

Present:

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendrabhai Patel	Principal - Diploma	Head
3	Prof. Chitrlekha Nahar	Asst. Prof	Member Secretary
4	Dr. Gulab Bambhaniya	Asst. Prof	Member
5	Mr. Dipak Patel	I/c Registrar	Member
6	Prof. Avani Dedhia	Asst. Prof	Member
7	Prof. Akshay Kansara	Asst. Prof	Member
8	Prof. Hardik Trivedi	Lecturer	Member
9	Prof. Ramprakash Inani	Lecturer	Member

1. Welcome address:
The Chairperson welcomed members.
2. Discussion on Received Grievances:
It was informed that No Grievance has been received. Members noted this with satisfaction.
3. Any other item with the permission of the Chairperson
No member suggested any additional item for discussion

The meeting concluded with a vote of thanks to all attendees for their participation.



Prof. Chitrlekha Nahar
Member Secretary
Student Grievances Redressal Committee

Action Taken Report for the meeting held on 05.11.2021

In response to the discussions and decisions made during the Students Grievance Committee Meeting held on 05.11.2021 the following actions have been taken:

1. Welcome address – No action required.
2. Encouraging Students to Express Grievances, IF ANY

The HoDs confirmed counselling of students in the briefing sessions to represent if there are any issues or if they have any concerns. The idea was to provide prompt attention to the issues of students and provide immediate assistance and solutions.

3. No agenda was raised by any member hence no action was required.



Prof. Chitrallekha Nahar
Member Secretary
Student Grievances Redressal Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 16.11.2021

Dear Committee Members,

A meeting of the Student Grievances Redressal Committee is scheduled for **20th November 2021 at 03:00 PM on the Zoom platform.** The primary agenda for the meeting includes:

1. Welcome address.
2. Encouraging students to express their grievances freely, if any.
3. Any other item with the permission of the Chairperson.

Your active participation in addressing these issues is crucial. Please make sure to be present at the meeting on time.



Prof. Chitrlekha Nahar
Member Secretary
Student Grievances Redressal Committee

To: All Members of the Student Grievances Redressal Committee

**Minutes of the Meeting of Student Grievances Redressal Committee of
S.P.B Patel Engineering College held at 03:00 PM on 20th November 2021**

Present members are as under:

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendrabhai Patel	Principal - Diploma	Head
3	Prof. Chitralekha Nahar	Assistant Professor	Member Secretary
4	Dr. Gulab Bambhaniya	Assistant Professor	Member
5	Prof. Akshay Kansara	Assistant Professor	Member
6	Mr. Dipak Patel	I/C Registrar	Member
7	Prof. Avani Dedhia	Assistant Professor	Member
8	Prof. Hardik Trivedi	Lecturer	Member
9	Prof Ramprakash Inani	Lecturer	Member

Agenda Items:

1. Welcome address.

The Chairperson welcomed all members and informed them that there was no complaint/grievance received from any students.

2. Encouraging Students to Express Grievances, IF ANY:

- The Chairperson emphasized the importance of creating an open and welcoming environment for students to voice their concerns, if any.
- HoDs were requested to counsel students in their briefing to bring to their notice if they face any concerns/issues.

3. No member requested for discussion on additional items.

A handwritten signature in blue ink, appearing to read 'Chitralekha Nahar', with a horizontal line underneath.

Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

Action Taken Report for the meeting held on 20.11.2020

In response to the discussions and decisions made during the Students Grievance Committee Meeting held on 20.11.2020 the following actions have been taken:

1. Welcome address – No action required.
2. No grievances were received, hence, no further action was needed.
3. No agenda was raised by any member hence no action was required.



Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 12.12.2020

Dear Committee Members,

This is to inform you that a meeting of the Student Grievances Redressal Committee has been scheduled for **17th December 2020 at 12:30 PM** on Zoom Platform.

All are requested to be present at the meeting on time. Your active participation and valuable input are crucial in addressing and resolving these issues.



Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

To: All Members of the Student Grievances Redressal Committee

Minutes of the Meeting of Student Grievances Redressal Committee of S.P.B Patel Engineering College held on 17th December 2020 at 12:30 PM.

Present:

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendrabhai Patel	Principal - Diploma	Head
3	Prof. Chitrlekha Nahar	Asst. Prof	Member Secretary
4	Dr. Gulab Bambhaniya	Asst. Prof	Member
5	Mr. Dipak Patel	I/c Registrar	Member
6	Mr. Rajat Mishra	Asst. Prof	Member
7	Prof. Akshay Kansara	Asst. Prof	Member
8	Prof. Hardik Trivedi	Lecturer	Member
9	Prof. Ramprakash Inani	Lecturer	Member

Agenda Items:

1. Welcome address:
The Chairperson welcomed members and deliberated upon the role and function of the committee.
2. Discussion on Received Grievances:
It was informed that No Grievance has been received.
3. Any other item with the permission of the Chairperson

The meeting concluded with a vote of thanks to all attendees for their active participation.

A handwritten signature in blue ink, appearing to read 'Chitralekha Nahar', with a horizontal line underneath.

Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

Action Taken Report for the meeting held on 17.12.2019

In response to the discussions and decisions made during the Students Grievance Committee Meeting held on 17.12.2019, the following actions have been taken:

1. Welcome address – No action required.
2. UGC Regulations for Redressal of Grievances of Students

The new regulations were shared with the members for their perusal and understanding. The institute is committed to ensuring a fair and effective grievance resolution process for prompt disposal of the grievances of students, if any.

3. Any Other Agenda:
No agenda was raised by any member hence no action was required.



Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

S.P.B. PATEL ENGINEERING COLLEGE
Circular
Meeting of Student Grievances Redressal Committee

Date: 14.09.2019

Dear Committee Members,

We hope this circular finds you well. A meeting of the Grievance Redressal Committee has been scheduled for **19.09.2019 at 11:00 AM** in the Conference Room, S.P.B Patel Engineering College.

The agenda for the meeting is as follows:

1. Welcome address
2. UGC Regulations for Redressal of Grievances of Students
3. Any other item with the permission of the Chairperson

Your active participation is vital for effective grievance redressal on our campus. Please make the necessary arrangements to attend the meeting.



Prof. Chitrlekha Nahar
Member Secretary
Student Grievances Redressal Committee

To: All Members of the Student Grievances Redressal Committee

Minutes of the Meeting of Student Grievances Redressal Committee of S.P.B Patel Engineering College held at 11:00 AM on 19th September 2019 in the Conference Room

The following members attended the meeting :

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendrabhai Patel	Principal - Diploma	Head
3	Prof. Chitralekha Nahar	Asst. Prof	Member Secretary
4	Mr. Dipak Patel	I/c Registrar	Member
5	Mr. Rajat Mishra	Asst. Prof	Member
6	Prof. Kanu Patel	Asst. Prof	Member
7	Prof. Hardik Trivedi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member

Action Items:**1. Welcome address:**

The Chairperson welcomed all and informed that no grievance was received from students.

2. UGC Regulations for Redressal of Grievances of Students

The Chairperson briefed the members that the UGC has notified the revised regulations for the Redressal of Grievances of Students on 6th May 2019. Accordingly, we all need to understand these regulations and do our best to continue to keep our approach towards student-centric services. This will help to ensure that the concerns/issues of students, if any, are attended promptly.

The members reaffirmed the commitment to implement the process of grievance redressal as per the revised regulations of the UGC.

3. No other item was requested for discussion.

The meeting concluded with a vote of thanks to all.



Prof. Chitralekha Nahar
Member Secretary
Student Grievances Redressal Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Meeting of Student Grievances Redressal Committee

Date: 08.10.2018

Dear Committee Members,

This is to inform you that a meeting of the Student Grievances Redressal Committee has been scheduled for **12th October 2018 at 11:00 AM.**

Please make sure to be present at the meeting on time. Your active participation and valuable input are crucial in addressing and resolving issues, if any.



Prof. Chitrarekha Nahar
Head
Student Grievances Redressal Committee

To:
All Members of the Student Grievances Redressal Committee

Minutes of the Meeting of Student Grievances Redressal Committee held at 11:00 AM on 12th October 2018 in the Conference Room

The following members were present:

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralekha Nahar	I/C Principal	Head
2	Prof. Mahendrabhai Patel	Principal	Head
3	Mr. Maheshbhai Doshi	Campus Manager	Member
4	Mr. Rajat Mishra	Department Head	Member
5	Mr. Kanubhai Patel	Ass. Prof	Member
6	Mr. Dipak Patel	I/C Registrar	Member
7	Prof. Hardik Trivedi	Lecturer	Member
8	Prof. Ramprakash Inani	Lecturer	Member

The Chairperson welcomed all members and informed that no Grievance was received from any institute student. The members noted this with a sense of satisfaction.

The meeting ended with a vote of thanks to all.



Prof. Chitralekha Nahar
Head
Student Grievances Redressal Committee

SC/ST COMMITTEE
MOM

S.P.B. PATEL ENGINEERING COLLEGE

Circular

SC/ST Committee Meeting

Date: 29th July 2022

Dear SC/ST Committee Members,

This is a reminder of our upcoming SC/ST Committee meeting scheduled for 1st August 2022 at 11.00 AM. Please find attached the agenda for our discussion during the meeting. Your active participation is crucial for the success of our initiatives aimed at supporting SC/ST students.

Agenda for the Meeting:

1. Cell discussed about various scholarships given to the students.
2. Provision of necessary information to the office-staff regarding SC/ST students.
3. Follow up of scholarships
4. Prepare list of newly admitted SC/ST Student.

Your contributions and insights are highly valued as we work together to ensure equal opportunities and support for all SC/ST students in our institution.

Thank you for your attention, and we look forward to your active participation in the meeting.

Best Regards,



Dr. Narshi Sherasia
Chair Person
SC/ST Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of SC/ST Committee of S.P.B Patel Engineering College held at 11:00 AM on 1st August 2022 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal / Degree	Chair person
2	Prof. Mahendrabhai Patel	Principal / Diploma	Head
3	Prof. Chitrlekha Nahar	Assistant Professor	Member Secretary
4	Mr. Praful Paleja	Businessmen	Member
5	Mr. Hitesh Prajapati	Lecturer	Member
6	Prof. Gulab Bambhaniya	Assistant Professor	Member
7	Prof. Dipak Patel	I/C Registrar	Member
8	Mr. Mitesh Maheshwari	Businessmen	Member

Agenda:

1. Discussion on Various Scholarships:
 - The meeting commenced with a thorough discussion on the various scholarships available for students. Several options were explored to enhance financial support diversity among SC/ST students.
2. Providing Necessary Information to Office Staff:
 - It was highlighted that providing essential information to office staff regarding SC/ST students is crucial for effective support. Strategies for disseminating relevant information were discussed.
3. Follow-Up on Scholarship Disbursement:
 - The committee discussed the importance of following up on scholarship disbursement to ensure timely and efficient distribution. Members agreed to establish a systematic follow-up process.
4. Preparation of a List of Newly Admitted SC/ST Students:
 - A decision was made to prepare a comprehensive list of newly admitted SC/ST students to facilitate personalized assistance and support.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all Committee members for review, corrections, and approval.



Dr. Narshi Sherasia
Chair Person
SC/ST Committee

Action Taken Report SC/ST Committee

Date: 1st August 2022

Subject: Action Taken Report – SC/ST Committee Meeting

Dear Committee Members,

In response to the SC/ST Committee Meeting held on 1st August 2022, the following actions have been taken:

1. Discussion on Various Scholarships:
 - Researched and compiled a list of available scholarships for students.
 - The list includes details such as eligibility criteria, application deadlines, and application procedures.
2. Providing Necessary Information to Office Staff:
 - Developed a communication plan to provide necessary information to office staff regarding SC/ST students.
 - The plan includes methods for disseminating information and training sessions for staff members.
3. Follow-Up on Scholarship Disbursement:
 - This includes tracking the progress of applications, ensuring timely disbursement, and addressing any issues that arise.
4. Preparation of a List of Newly Admitted SC/ST Students:
 - Coordinated the preparation of a comprehensive list of newly admitted SC/ST students.

Best Regards,



Dr. Narshi Sherasia
Chair Person
SC/ST Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 27th July 2021

Dear SC/ST Committee Members,

This is a reminder of our upcoming SC/ST Committee meeting scheduled for 2nd August 2021 at 12:00 P.M. on the Zoom Platform. Please find attached the agenda for our discussion during the meeting. Your active participation is crucial for the success of our initiatives aimed at supporting SC/ST students.

Agenda for the Meeting:

1. Cell discussed various scholarships given to the students.
2. Necessary information to the office-staff regarding SC/ST students.
3. Follow up of scholarships
4. Prepare list of newly admitted SC/ST Students.

Your contributions and insights are highly valued as we work together to ensure equal opportunities and support for all SC/ST students in our institution.

Thank you for your attention, and we look forward to your active participation in the meeting.

Best Regards,



Dr. Narshi Sherasia
Chairperson
SC/ST Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of SC/ST Committee of S.P.B Patel Engineering College held at 12:00 P.M. on 2nd August 2021 on the Zoom Platform.

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal / Degree	Chair person
2	Prof. Mahendrabhai Patel	Principal / Diploma	Head
3	Prof. Chitrlekha Nahar	Assistant Professor	Member Secretary
4	Mr. Praful Paleja	Businessmen	Member
5	Mr. Hitesh Prajapati	Lecturer	Member
6	Prof. Gulab Bambhaniya	Assistant Professor	Member
7	Prof. Dipak Patel	I/C Registrar	Member
8	Mr. Mitesh Maheshwari	Businessmen	Member

Agenda:

1. Discussion on Various Scholarships:

- The meeting commenced with a thorough discussion on the various scholarships available for students. Several options were explored to enhance financial support diversity among SC/ST students.

2. Providing Necessary Information to Office Staff:

- It was highlighted that providing essential information to office staff regarding SC/ST students is crucial for effective support. Strategies for disseminating relevant information were discussed.

3. Follow-Up on Scholarship Disbursement:

- The committee discussed the importance of following up on scholarship disbursement to ensure timely and efficient distribution. Members agreed to establish a systematic follow-up process.

4. Preparation of a List of Newly Admitted SC/ST Students:

- A decision was made to prepare a comprehensive list of newly admitted SC/ST students to facilitate personalized assistance and support.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all Committee members for review, corrections, and approval.



Dr. Narshi Sherasia
Chairperson
SC/ST Committee

Action Taken Report SC/ST Committee

Date: 2nd August 2021

Subject: Action Taken Report – SC/ST Committee Meeting

Dear Committee Members,

In response to the SC/ST Committee Meeting held on 2nd August 2021, the following actions have been taken:

1. Discussion on Various Scholarships:
 - Researched and compiled a list of available scholarships for students.
 - The list includes details such as eligibility criteria, application deadlines, and application procedures.
2. Providing Necessary Information to Office Staff:
 - Developed a communication plan to provide necessary information to office staff regarding SC/ST students.
 - The plan includes methods for disseminating information and training sessions for staff members.
3. Follow-Up on Scholarship Disbursement:
 - This includes tracking the progress of applications, ensuring timely disbursement, and addressing any issues that arise.
4. Preparation of a List of Newly Admitted SC/ST Students:
 - Coordinated the preparation of a comprehensive list of newly admitted SC/ST students.

Best Regards,



Dr. Narshi Sherasia
Chair Person
SC/ST Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 17th August 2020

Dear SC/ST Committee Members,

This is a reminder of our upcoming SC/ST Committee meeting scheduled for 20th August 2020 at 12:30 P.M. on the Zoom Platform. Please find attached the agenda for our discussion during the meeting. Your active participation is crucial for the success of our initiatives aimed at supporting SC/ST students.

Agenda for the Meeting:

1. Cell discussed about various scholarships given to the students.
2. Cell gives necessary information to the office-staff regarding SC/ST students.
3. Follow up of scholarships
4. Prepare list of newly admitted SC/ST Students.

Your contributions and insights are highly valued as we work together to ensure equal opportunities and support for all SC/ST students in our institution.

Thank you for your attention, and we look forward to your active participation in the meeting.

Best Regards,



Dr. Narshi Sherasia
Chairperson
SC/ST Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of SC/ST Committee of S.P.B Patel Engineering College held at 12:30 P.M. on 20th August 2020 on the Zoom Platform.

Sr.No	Name of the Member	Designation	Position
1	Dr. Narshi Sherasia	Principal / Degree	Chairperson
2	Prof. Mahendrabhai Patel	Principal / Diploma	Head
3	Prof. Chitrlekha Nahar	Assistant Professor	Member Secretary
4	Pro. Kamlesh Samdhiya	Assistant Professor	Member
5	Mr. Hitesh Prajapati	Lecturer	Member
6	Prof. Gulab Bambhaniya	Assistant Professor	Member
7	Prof. Dipak Patel	I/C Registrar	Member

Agenda:

1. Discussion on Various Scholarships:

- The meeting commenced with a thorough discussion on the various scholarships available for students. Several options were explored to enhance financial support diversity among SC/ST students.

2. Providing Necessary Information to Office Staff:

- It was highlighted that providing essential information to office staff regarding SC/ST students is crucial for effective support. Strategies for disseminating relevant information were discussed.

3. Follow-Up on Scholarship Disbursement:

- The committee discussed the importance of following up on scholarship disbursement to ensure timely and efficient distribution. Members agreed to establish a systematic follow-up process.

4. Preparation of a List of Newly Admitted SC/ST Students:

- A decision was made to prepare a comprehensive list of newly admitted SC/ST students to facilitate personalized assistance and support.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all Committee members for review, corrections, and approval.



Dr. Narshi Sherasia
Chairperson
SC/ST Committee

Action Taken Report SC/ST Committee

Date: 20th August 2020

Subject: Action Taken Report – SC/ST Committee Meeting

Dear Committee Members,

In response to the SC/ST Committee Meeting held on 20th August 2020, the following actions have been taken:

1. Discussion on Various Scholarships:
 - Researched and compiled a list of available scholarships for students.
 - The list includes details such as eligibility criteria, application deadlines, and application procedures.
2. Providing Necessary Information to Office Staff:
 - Developed a communication plan to provide necessary information to office staff regarding SC/ST students.
 - The plan includes methods for disseminating information and training sessions for staff members.
3. Follow-Up on Scholarship Disbursement:
 - This includes tracking the progress of applications, ensuring timely disbursement, and addressing any issues that arise.
4. Preparation of a List of Newly Admitted SC/ST Students:
 - Coordinated the preparation of a comprehensive list of newly admitted SC/ST students.

Best Regards,



Dr. Narshi Sherasia
Chairperson
SC/ST Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 13th September 2019

Dear SC/ST Committee Members,

This is a reminder of our upcoming SC/ST Committee meeting scheduled for 17th September 2019 at 11.00 AM. Please find attached the agenda for our discussion during the meeting. Your active participation is crucial for the success of our initiatives aimed at supporting SC/ST students.

Agenda for the Meeting:

1. Discussion on scholarships given to the students.
2. Provision of necessary information to the office-staff regarding SC/ST students.
3. Follow up of scholarships given.
4. Preparation of list of newly admitted SC/ST Student.

Your contributions and insights are highly valued as we work together to ensure equal opportunities and support for all SC/ST students in our institution.

Thank you for your attention, and we look forward to your active participation in the meeting.

Best Regards,



Prof. Mahendrabhai Patel
Head
SC/ST Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of SC/ST Committee of S.P.B Patel Engineering College held at 11:00 AM on 17th September 2019 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Sr.No	Name of the Member	Designation	Position
1	Prof. Narshi Sherasia	Principal / Degree	Chairperson
2	Mahendrabhai Patel	Principal / Diploma	Head
3	Prof. Chitralekha Nahar	Assistant Professor	Member Secretary
4	Pro. Kamlesh Samdhiya	Assistant Professor	Member
5	Mr. Mahesh Patel	Lecturer	Member
6	Prof. Sandipbhai Chaudhary	Assistant Professor	Member
7	Prof. Dipak Patel	I/C Registrar	Member

Agenda:**1. Discussion on Various Scholarships:**

- The meeting commenced with a thorough discussion on the various scholarships available for students. Several options were explored to enhance financial support diversity among SC/ST students.

2. Providing Necessary Information to Office Staff:

- It was highlighted that providing essential information to office staff regarding SC/ST students is crucial for effective support. Strategies for disseminating relevant information were discussed.

3. Follow-Up on Scholarship Disbursement:

- The committee discussed the importance of following up on scholarship disbursement to ensure timely and efficient distribution. Members agreed to establish a systematic follow-up process.

4. Preparation of a List of Newly Admitted SC/ST Students:

- A decision was made to prepare a comprehensive list of newly admitted SC/ST students to facilitate personalized assistance and support.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all Committee members for review, corrections, and approval.



Prof. Mahendrabhai Patel
Head
SC/ST Committee

Action Taken Report SC/ST Committee

Date: 17th September 2019

Subject: Action Taken Report – SC/ST Committee Meeting

Dear Committee Members,

In response to the SC/ST Committee Meeting held on 17th September 2019, the following actions have been taken:

1. Discussion on Various Scholarships:

- Researched and compiled a list of available scholarships for students.
- The list includes details such as eligibility criteria, application deadlines, and application procedures.

2. Providing Necessary Information to Office Staff:

- Developed a communication plan to provide necessary information to office staff regarding SC/ST students.
- The plan includes methods for disseminating information and training sessions for staff members.

3. Follow-Up on Scholarship Disbursement:

- This includes tracking the progress of applications, ensuring timely disbursement, and addressing any issues that arise.

4. Preparation of a List of Newly Admitted SC/ST Students:

- Coordinated the preparation of a comprehensive list of newly admitted SC/ST students.

Best Regards,



Prof. Mahendrabhai Patel
Head
SC/ST Committee

S.P.B. PATEL ENGINEERING COLLEGE

Circular

Date: 14th August 2018

Dear SC/ST Committee Members,

This is a reminder of our upcoming SC/ST Committee meeting scheduled for 16th August 2018 at 11.30 AM. Please find attached the agenda for our discussion during the meeting. Your active participation is crucial for the success of our initiatives aimed at supporting SC/ST students.

Agenda for the Meeting:

1. Cell discussed various scholarships given to the students.
2. Cell gives necessary information given to the office-staff regarding SC/ST students.
3. Follow up of scholarships was taken.
4. Prepare list of newly admitted SC/ST Students.

Your contributions and insights are highly valued as we work together to ensure equal opportunities and support for all SC/ST students in our institution.

Thank you for your attention, and we look forward to your active participation in the meeting.

Best Regards,



Prof. Mahendrabhai Patel
Head
SC/ST Committee

Minutes of the Meeting (MoM):

Minutes of the Meeting of SC/ST Committee of S.P.B Patel Engineering College held at 11:30 AM on 16th August 2018 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.

Sr.No	Name of the Member	Designation	Position
1	Prof. Chitralekha Nahar	I/C Registrar	Head
2	Mahendrabhai Patel	Principal / Diploma	Head
3	Pro. Kamlesh Samdhiya	Assistant Professor	Member
4	Mr. Mahesh Doshi	Campus Manager	Member
5	Prof. Sandipbhai Chaudhary	Assistant Professor	Member
6	Mr. Parth Panchal	Lecturer	Member
7	Prof. Dipak Patel	I/C Registrar	Member

Agenda:**1. Discussion on Various Scholarships:**

- The meeting commenced with a thorough discussion on the various scholarships available for students. Several options were explored to enhance financial support diversity among SC/ST students.

2. Providing Necessary Information to Office Staff:

- It was highlighted that providing essential information to office staff regarding SC/ST students is crucial for effective support. Strategies for disseminating relevant information were discussed.

3. Follow-Up on Scholarship Disbursement:

- The committee discussed the importance of following up on scholarship disbursement to ensure timely and efficient distribution. Members agreed to establish a systematic follow-up process.

4. Preparation of a List of Newly Admitted SC/ST Students:

- A decision was made to prepare a comprehensive list of newly admitted SC/ST students to facilitate personalized assistance and support.

After the meeting, detailed minutes of the proceedings will be documented. This document will be circulated among all Committee members for review, corrections, and approval.



Prof. Mahendrabhai Patel
Head
SC/ST Committee

Action Taken Report SC/ST Committee

Date: 16th August 2018

Subject: Action Taken Report – SC/ST Committee Meeting

Dear Committee Members,

In response to the SC/ST Committee Meeting held on 16th August 2018, the following actions have been taken:

1. Discussion on Various Scholarships:

- Researched and compiled a list of available scholarships for students.
- The list includes details such as eligibility criteria, application deadlines, and application procedures.

2. Providing Necessary Information to Office Staff:

- Developed a communication plan to provide necessary information to office staff regarding SC/ST students.
- The plan includes methods for disseminating information and training sessions for staff members.

3. Follow-Up on Scholarship Disbursement:

- This includes tracking the progress of applications, ensuring timely disbursement, and addressing any issues that arise.

4. Preparation of a List of Newly Admitted SC/ST Students:

- Coordinated the preparation of a comprehensive list of newly admitted SC/ST students.

Best Regards,



Prof. Mahendrabhai Patel
Head
SC/ST Committee