



## **DVV CLARIFICATION**

### **Criterion 5: Student Support and Progression**

#### **Key Indicator - 5.1 Student Support**

#### **Metric Number: 5.1.4**

*Submitted to*



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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

## **MOM LIST:**

1. STUDENT GRIEVANCE REDRESSAL COMMITTEE
2. ANTI-RAGGING COMMITTEE
3. 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:**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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. Chitralekha 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 **20<sup>th</sup> 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. Chitraklekha 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 20<sup>th</sup> November 2021**

Present members are as under:

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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 **17<sup>th</sup> 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. 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 on 17th December 2020 at 12:30 PM.**

**Present:**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
1	Dr. Narshi Sherasia	Principal	Chairperson
2	Prof. Mahendrabhai Patel	Principal - Diploma	Head
3	Prof. Chitralekha 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 19<sup>th</sup> September 2019 in the Conference Room**

The following members attended the meeting :

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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 6<sup>th</sup> 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. Chitrlekha 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 **12<sup>th</sup> 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. Chitralekha 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 12<sup>th</sup> October 2018 in the Conference Room**

The following members were present:

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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

**ANTI-RAGGING COMMITTEE**  
**MOM**



**S.P.B. PATEL ENGINEERING COLLEGE**  
**Circular**

Date: 12<sup>th</sup> June 2022

Dear Members,

This is to inform you that the Anti-Ragging Committee of our college convened a meeting on **15<sup>th</sup> 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 15<sup>th</sup> June 2022**

The following members present in the meeting:

<b>Sr.No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
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. Chitralkha  
Member Secretary  
Anti-Ragging Committee

## **Action Taken Report for the previous meeting held on 12<sup>th</sup> 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: 9<sup>th</sup> 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. Chitralkha  
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:

<b>Sr.No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
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. Chitrakha  
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. Chitrarekha  
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 :

<b>Sr.No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
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. Chitralekha  
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 25<sup>th</sup> February, 2019 in the Conference Room, S.P.B Patel Engineering College**

The following members were present in the meeting:

<b>Sr.No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
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 22<sup>nd</sup> 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 22<sup>nd</sup> October 2018 in the Conference Room, S.P.B Patel Engineering College**

The following members were present in the meeting:

<b>Sr.No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
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.



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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.



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Mahesh Doshi  
Member Secretary  
Anti-Ragging Committee

**INTERNAL COMPLAINT  
COMMITTEE  
MOM**

**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 14<sup>th</sup> July 2022 at 12:00AM. 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 12:00 AM on 14<sup>th</sup> July 2022 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.**

#### **Attendees:**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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: 14<sup>th</sup> July 2022

Subject: Action Taken Report - Internal Complaint Committee Meeting

In response to the Internal Complaint Committee Meeting held on 14<sup>th</sup> 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: 30<sup>th</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> August 2021 on the Zoom Platform**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
1	Prof. Chitralkha 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: 2<sup>nd</sup> August 2021

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 2<sup>nd</sup> 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. Chitralekha Nahar  
Head  
Internal Complaint Committee

**S.P.B. PATEL ENGINEERING COLLEGE**

**Circular**

Date: 17<sup>th</sup> 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 20<sup>th</sup> 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 12:00 AM on 20<sup>th</sup> September 2020 on the Zoom Platform.**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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: 20<sup>th</sup> September 2020

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 20<sup>th</sup> 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: 13<sup>th</sup> 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 16<sup>th</sup> August 2019 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
1	Prof. Mahendrabhai Patel	Principal	Chairperson
2	Prof. Chitralkha 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: 16<sup>th</sup> August 2019

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 16<sup>th</sup> 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: 12<sup>th</sup> 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 15<sup>th</sup> 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 AM on 15<sup>th</sup> September 2018 in the Conference Room, S.P.B Patel Engineering College, At & Post : Linch District : Mehsana – 384435.**

<b>Sr.No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position</b>
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: 15<sup>th</sup> September 2018

Subject: Action Taken Report - Internal Complaint Committee Meeting

Dear Committee Members,

In response to the Internal Complaint Committee Meeting held on 15<sup>th</sup> 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