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**MINUTES OF THE
MEETINGS OF STUDENT
REDRESSAL COMMITTEE,
PREVENTION OF SEXUAL
HARASSMENT
COMMITTEE AND ANTI
RAGGING COMMITTEE**

**Minutes of Students Grievance Redressal Committee
(including Prevention of Sexual Harassment Committee and Anti Ragging
Committee)**

Academic Year 2014-15

Date : 03/07/2014

All the committee members are informed that the meeting of SGRC for the current academic year would be held in the IQAC at 11:00 am on 5th July, 2014. The agenda of the meeting is

AGENDA:

- (1) To read the proceeding of the last meeting
- (2) To redress the grievances received from the Suggestion Box and also by the students
- (3) To discuss about issues related to the students discipline and counselling

Date: 05/07/2014









PROCEEDING:

The meeting of Student Grievance Redressal Committee (including PSHC and ARC) was held on 05/07/2014 at 11.00 am in the IQAC room. All the issues raised by the students were discussed in detail after reading the proceeding of the last meeting. It was resolved that...


MINUTES/REDRESSAL:

- (1) All the complaints regarding the presence of the students and evaluation/internal pattern would be addressed properly and immediately.
- (2) All the grievances/suggestions received from the Suggestion Box would be solved within a week.
- (3) Discipline would be maintained, proper steps would be taken.
- (4) The needy students would be counselled properly and if required, they would be counselled by an expert
- (5) No issue regarding sexual harassment or ragging has been occurred in the institute up to today.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

1. Dr. B.S.Patel	Co-ordinator, Department of English	
2. Prof V.H. Parmar	Co-ordinator, Department of Gujarati	
3. Dr. R.R.Joshi	HOD, Department of English	
4. Dr. M.A.Patel	HOD, Department of Sanskrit	
5. Dr. K.S.Jadav	HOD, Department of Hindi	
6. Prof V.K.Pagi	HOD, Department of Sociology	
7. Dr. B. K Prajapat	Ass. Professor, Department of Sanskrit	
8. Prof. D.G.Patel	Department of Sports	




PRINCIPAL
Smt. R. M. Prajapati Arts College
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Pin: 384330. (N. Gujarat)

**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2014-15**

Date: 15/02/2015

The meeting of Student Grievance Redressal Committee was held on 15/02/2015 at 11.30 am with the members of the committee in the Principal Office.

AGENDA:

Water and cleanliness in Toilets, restart the dead telephone

MINUTES:


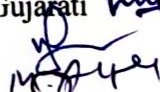
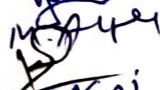


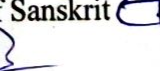


1. The girl students raised the complaints stating that there is scarcity of sufficient water in toilets.
2. The students also raised the complaints stating that the cleanliness is not properly done in the toilets so there is the necessity of proper cleanliness in ladies toilets.
3. The students demanded to start the dead telephone in front of the office

REDRESSAL:

The committee members have decided that:

1. The plumbing contractor on the campus must be instructed to mend the plumbing problems
 2. The sweepers are strictly instructed to keep the cleanliness properly.
 3. Letter to the Telephone department would be given immediately for maintaining the public telephone in the institute regularly.
- The above mentioned points were discussed in the meeting.
4. No issue regarding sexual harassment or ragging has been occurred in the institute up to today.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | | |
|----------------------|--|---|
| 1. Dr. B.S.Patel | Co-ordinator, Department of English |  |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |  |
| 3. Dr. R.R.Joshi | HOD, Department of English |  |
| 4. Dr. M.A.Patel | HOD, Department of Sanskrit |  |
| 5. Dr. K.S.Jadav | HOD, Department of Hindi |  |
| 6. Prof V.K.Pagi | HOD, Department of Sociology |  |
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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2015-16**

Date : 03/08/2015

The meeting of Student Grievance Redressal Committee was held on 03/08/2015 at 11.30 am with the members of the committee in the Principal Office.

AGENDA:

Cleanliness and Electricity Wirings in Classrooms

MINUTES:

1. The students raised the complaints stating that appropriate cleanliness has not been done in several classrooms for last few days.
2. The students of Semester II raised the complaints stating that the electricity switchboard and fans are not working properly in their classroom.



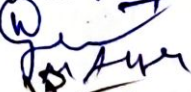


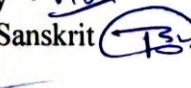


REDRESSAL:

The committee members have decided that:

1. The electricity contractor on the campus must be instructed to solve the electrical problems immediately.
2. The sweepers are strictly instructed to keep the cleanliness properly.
3. We haven't received any issue regarding sexual harassment or ragging in the institute up to today.

The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | | |
|----------------------|--|---|
| 1. Dr. B.S.Patel | Co-ordinator, Department of English |  |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |  |
| 3. Dr. R.R.Joshi | HOD, Department of English |  |
| 4. Dr. M.A.Patel | HOD, Department of Sanskrit |  |
| 5. Dr. K.S.Jadav | HOD, Department of Hindi |  |
| 6. Prof V.K.Pagi | HOD, Department of Sociology |  |
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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2015-16**

Date : 07/01/2016

The meeting of Student Grievance Redressal Committee was held on 07/01/2016 at 11.30 am with the members of the committee in the Principal Office.

AGENDA:

To Change the time of bus route, to stop express bus at college bus stop, separate parking for the students

MINUTES:

1. The students raised the complaints stating that buses of several routes are not going at their convenient time.
2. Several students of Palanpur/Ambaji route demanded that express bus must stop at college bus stop.
3. The students of Semester IV and VI raised the complaints stating that there is a need for the separate parking of students' vehicle.

REDRESSAL:

The committee members have decided that:

1. The Depot Manager of Mehsana/Kheralu/Ambaji would be given the request letter for change in bus route and also to stop express bus at college bus stop.
2. The institutional management would be informed regarding the students' demand for separate students' parking.
3. No complain regarding sexual harassment or ragging has been noticed up to today.

The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|----------------------|--|
| 1. Dr. B.S.Patel | Co-ordinator, Department of English |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |
| 3. Dr. R.R.Joshi | HOD, Department of English |
| 4. Dr. M.A.Patel | HOD, Department of Sanskrit |
| 5. Dr. K.S.Jadav | HOD, Department of Hindi |
| 6. Prof V.K.Pagi | HOD, Department of Sociology |
| 7. Dr. B. K Prajapat | Ass. Professor, Department of Sanskrit |
| 8. Prof. D.G.Patel | Department of Sports |



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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2016-17**

Date : 11/07/2016

The meeting of Student Grievance Redressal Committee was held on 11/07/2016 at 11.30 am with the members of the committee in the IQAC Office.

AGENDA:

Cleanliness in Library Reading Room, broken water taps in the water room, cleanliness of benches in the campus, permission for more xerox copies

MINUTES:

1. The students raised the complaints stating that appropriate cleanliness is not done in the library reading room buses of several routes are not going at their convenient time.
2. Several students raised the issue of broken water taps in the water room.
3. The students also raised the issue of dirty benches in the premises
4. The students of Semester IV and VI raised the complaints stating that there is a need for more than 2 xerox copies of any document at a time.

REDRESSAL:

The committee members have decided that:

1. The sweeper on duty in the library is strictly instructed to keep the library building properly cleaned.
2. The plumbing contractor on the campus must be instructed to mend the plumbing problems especially to change the broken water taps in the water rooms.
3. The sweeper on duty of the campus is strictly instructed to keep the premises properly cleaned and also to clean benches in the garden, lobby etc.
4. The committee decided to grant permission to the students to have maximum 5 xeroxes of the documents if required.
5. No complain regarding sexual harassment or ragging in the campus has been noted during this period.

The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
| 1. Dr. V.G. Chaudhari | Co-ordinator, Department of Hindi |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |
| 3. Dr. R.R.Joshi | HOD, Department of English |
| 4. Dr. M.A.Patel | HOD, Department of Sanskrit |
| 5. Dr. K.S.Jadav | HOD, Department of Hindi |
| 6. Prof V.K.Pagi | HOD, Department of Sociology |
| 7. Dr. Shailesh Joshi | Department of Sanskrit |
| 8. Prof. D.G.Patel | Department of Sports |
| 9. Dr. B. S. Patel | Department of English |
| 10. Dr. M.B. Chaudhari | Department of Gujarati |



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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2016-17**

Date : 05/01/2017

The meeting of Student Grievance Redressal Committee was held on 05/01/2017 at 11.00 am with the members of the committee in the staff room.

AGENDA:

Cleanliness in Library Reading Room, broken water taps in the water room, cleanliness of benches in the campus, permission for more xerox copies

MINUTES:

1. The students raised the complaints stating that appropriate cleanliness is not done in the library reading room.
2. Several students raised the issue of broken water taps in the water room.
3. The students also raised the issue of dirty benches in the premises
4. The students of Semester IV and VI raised the complaints stating that there is a need for more than 2 xerox copies of any document at a time.

REDRESSAL:

The committee members have decided that:

1. The sweeper on duty in the library is strictly instructed to keep the library building properly cleaned.
2. The plumbing contractor on the campus must be instructed to mend the plumbing problems especially to change the broken water taps in the water rooms.
3. The sweeper on duty of the campus is strictly instructed to keep the premises properly cleaned and also to clean benches in the garden, lobby etc.
4. The committee decided to grant permission to the students to have maximum 5 xeroxes of the documents if required.
5. No complain regarding sexual harassment or ragging in the campus has been noted during this period.

The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
| 1. Dr. V.G. Chaudhari | Co-ordinator, Department of Hindi |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |
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| 5. Dr. K.S.Jadav | HOD, Department of Hindi |
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| 7. Dr. Shailesh Joshi | Department of Sanskrit |
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| 9. Dr. B. S. Patel | Department of English |
| 10. Dr. M.B. Chaudhari | Department of Gujarati |



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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2017-18**

Date:05/07/2017

The meeting of Student Grievance Redressal Committee was held on 05/07/2017 at 11.30 am with the members of the committee in the staff room.

AGENDA:

Maintenance and Electric Equipment in staffroom, cleanliness of washroom, mirror in the girls' washroom,

MINUTES:

1. The staff members raised the complaints stating that some electric fans and tube-lights need to be either repaired or replaced as they are not working.
2. The staff and the students as well raised the complaints regarding the cleanliness of washroom.
3. The girl students raised the complaint of broken mirror in their wash room.

REDRESSAL:

1. The committee members resolved after the discussion that the grievances of the staff and the students regarding electric equipments and cleanliness of washrooms must be resolved at the earliest.
 2. The electrician and the sweepers are instructed to take necessary steps for solving these issues at the earliest.
 3. We haven't received any complaint regarding sexual harassment or ragging in the premises up to today.
- The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
| 1. Dr. V.G. Chaudhari | Co-ordinator, Department of Hindi |
| 2. Prof V.H. Parmar | Co-ordinator, Department of Gujarati |
| 3. Dr. R.R.Joshi | HOD, Department of English |
| 4. Dr. M.A.Patel | HOD, Department of Sanskrit |
| 5. Dr. K.S.Jadav | HOD, Department of Hindi |
| 6. Prof V.K.Pagi | HOD, Department of Sociology |
| 7. Dr. Shailesh Joshi | Department of Sanskrit |
| 8. Prof. D.G.Patel | Department of Sports |
| 9. Dr. B. S. Patel | Department of English |
| 10. Dr. M.B. Chaudhari | Department of Gujarati |



PRINCIPAL
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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2017-18**

Date:08/01/2018

The meeting of Student Grievance Redressal Committee was held on 05/07/2017 at 11.00 am with the members of the committee in the IQAC room.

AGENDA:

Maintenance of Electric Equipment in the classrooms, cleanliness of washroom, celebration of various days,

MINUTES:

1. The students raised the complaints stating that OHP, some electric fans and tube-lights need to be either repaired or replaced as they are not working in some of the classrooms.
2. The staff and the students as well raised the complaints regarding the cleanliness of washroom.
3. The students have proposed to celebrate various days like kite-flying mahotsav in the college.

REDRESSAL:

1. The committee members resolved after the discussion that the grievances of the staff and the students regarding electric equipments and cleanliness of washrooms must be resolved at the earliest.
 2. The electrician and the sweepers are instructed strictly to take necessary steps for solving these issues at the earliest.
 3. The equipment contractor is informed to solve the problems of OHP at the earliest.
 4. The committee rejected students' proposal for kite-flying mahotsav due to security reason and also to celebrate several days, instead they were permitted to celebrate traditional day.
 3. No complain regarding sexual harassment or ragging in the premises has been noticed up to today.
- The above mentioned points were discussed in the meeting.

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
| 1. Dr. V.G. Chaudhari | Co-ordinator, Department of Hindi |
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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2018-19**

Date :10/07/2018

The meeting of Student Grievance Redressal Committee was held on 10/07/2018 at 11.00 am with the members of the committees in the staff room.

AGENDA:

1. To restart the college canteen
2. To have latest books for competitive exams and English news paper in the library
3. Cleanliness of Girls room and their washroom

MINUTES:

1. The students raised the complaints stating the issues of restarting college canteen.
2. Several students demanded latest books for the preparation of various competitive exams and English news paper as well in the library
3. The girl students raised the issue of cleanliness of girls room and their washroom

REDRESSAL:

1. The committee members after discussion resolved that the issue of restarting college canteen would be put before the principal and the management.
2. The committee decided to put on the notice of the librarian to order latest books for competitive exams and also a copy of English news paper for the students.
3. The sweeper on duty in the girls' room is strictly instructed to keep their room and the wash room properly cleaned.
4. No complain regarding sexual harassment or ragging in the campus has been received up to today.

The above mentioned points were discussed in the meeting

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
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**Minutes of Students Grievance Redressal Committee (including PSHC/ARC)
Academic Year 2018-19**

Date :04/01/2019

The meeting of Student Grievance Redressal Committee was held on 04/01/2019 at 11.00 am with the members of the committees in the IQAC room.

AGENDA:

1. Difficulty in sitting during compulsory subject's lecture
2. Cleanliness of classrooms, washroom,
3. To restart the college canteen

MINUTES:

1. The students raised the complaints stating that they are not having proper sitting space in the compulsory lecture due to lack of space.
2. The students raised the complaints stating that appropriate cleanliness is not done in their classrooms and washrooms as well.
3. The students again raised the complaints stating the issues of restarting college canteen.

REDRESSAL:

1. The committee decided to put on the notice of the principal and the management regarding the lack of enough space in the compulsory subject's lecture hall.
2. The sweepers on duty of classrooms and washrooms are strictly instructed to keep allotted classrooms and the washrooms properly cleaned.
3. The committee members after discussion resolved that the issue of restarting college canteen would be put before the principal and the management again.
4. The committee hasn't received any complaints regarding sexual harassment or ragging in the campus up to today.

The above mentioned points were discussed in the meeting

COMMITTEE MEMBERS: DESIGNATION/DEPARTMENT

- | | |
|------------------------|--------------------------------------|
| 1. Dr. V.G. Chaudhari | Co-ordinator, Department of Hindi |
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