



VIVEK P.G. COLLEGE KALWAR, JAIPUR

(Affiliated to University of Rajasthan & Govt. of Rajasthan)

F4(179/60)AAKASHI/ANU/2003/89

Tel: 0141-2589596, 2589665

Mob.: +91-9928144609

E-mail: info@vivekpgcollege.com

VIVEK PG COLLEGE, KALWAR

NOTICE

08 Jul 2019

This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members wef 08 Jul 2019:-

| Ser No | Name of the Member | Position |
|--------|--------------------------|----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Amit Singh | Student |
| 8. | Geeta Dhayal | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer) |


Dr Indu Bala Choudhary

Chairperson




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VIVEK PG COLLEGE
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Tel: 0141-2589596, 2589665

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VIVEK PG COLLEGE, KALWAR

NOTICE

A Internal Complaint Committee Meeting will be held on 15 Jul 2019 at 2.00 PM in the Conference room.

All the members are requested to attend the meeting.

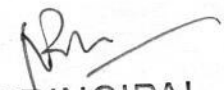


Dated : 15 July 2019

AGENDA

- Welcome and Introduction
- To decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute.
- Organization of awareness programs for both girls and boys on gender equity and gender sensitization.




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VIVEK PG COLLEGE, KALWAR,

NOTICE

Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 15 July 2019 at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 15 July 2019

| Ser No | Name of the Member | Signature |
|--------|--------------------------|-----------|
| 1. | Dr Indu Bala Choudhary | |
| 2. | Dr Sunita Bedwal | |
| 3. | Dr Urmila Yadav | |
| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Amit Singh | |
| 9. | Geeta Dhayal | |
| 10. | Aditi Maharshri | |

| Ser No | Agenda | Description |
|--------|---|---|
| 1. | Welcome and Introduction | Coordinator of the ICC welcomed the Chairperson and all the members for the first meeting. The chairperson expressed her thanks to coordinator and the members of Internal Complaint Committee |
| | to decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute. | It was discussed to decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute. After discussing all the possibilities it was decided to work in the following manner. Working of Internal |



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| | | |
|----|--|--|
| | | <p>Complaint Committee: The cell will look into complaints lodged by any staff or student and judge its Merit.</p> <ol style="list-style-type: none">1. All complaints will be dealt with confidentially.2. Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.3. Complaints can be received either in written or in the form of the mail to the ICC in charge.4. Interview with the complainant and the accused will be conducted separately |
| 3. | Organization of awareness programs for both girls and boys on gender equity and gender sensitization | It was discussed that to make aware the students about the sensitive issues like gender equity and gender sensitization it was necessary to conduct online or offline programs. |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chairperson,

Dr Sunita Bedwal



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ACTION TAKEN REPORT

1. Welcome program completed successfully
2. Procedures were decided to solve any complaint were successfully followed
3. Successfully conduct awareness programs for both girls and boys on gender equity and gender sensitization

Copy to

1. Principal, Vivek PG College, Kalwar, Jaipur
2. All members of Internal Complaint Committee
3. All Department HODs
4. IQAC




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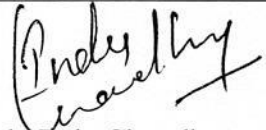
NOTICE

25 July 2020

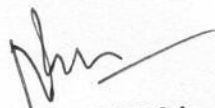
This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f. 25-07.2020.

| Ser No | Name of the Member | Position |
|--------|--------------------------|----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Dinesh Kumar Chaudhary | Student |
| 8. | Swati Mittal | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer) |




Dr Indu Bala Choudhary

Chairperson


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VIVEK PG COLLEGE, KALWAR

NOTICE

A Internal Complaint Committee Meeting will be held on 03.08.2020 at 1.00 PM in the Conference room.

All the members are requested to attend the meeting.

Dr Sunita Bedwal

Dated: 03.08.2020



AGENDA

1. Strategies for Raising Awareness
2. Discussion on training programme and awareness campaign for students
3. Discussion on resources for Committee Members



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NOTICE

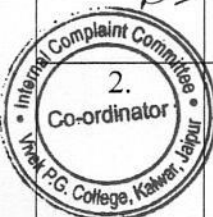
Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 03.08.2020
at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 03.08.2020

| Ser No | Name of the Member | Signature |
|--------|--------------------------|-----------|
| 1. | Dr Indu Bala Choudhary | |
| 2. | Dr Sunita Bedwal | |
| 3. | Dr Urmila Yadav | |
| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Dinesh Kumar Chaudhary | |
| 9. | Swati Mittal | |
| 10. | Aditi Maharshri | |

PRINCIPAL

| Ser No | Agenda | Description |
|--------|--|---|
| 1. | Strategies for Raising Awareness | The Committee discussed the strategies for raising awareness among s and developed targeted awareness campaign for students. |
| 2. | Discussion on training programme and awareness campaign for students | The committee discusses the development of training programs and awareness campaigns for students. They explore topics such as harassment prevention, conflict resolution, and understanding their rights and responsibilities. |



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| | | |
|----|---|--|
| | | The committee considers different formats for delivering these programs, including workshops, seminars, and online resources. The goal is to empower students with knowledge and skills to navigate challenging situations and contribute to a positive campus environment |
| 3. | Discussion on resources for Committee Members | Identifying training needs for committee members to better handle complaints Discussing any additional resources or support required |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chair.

Dr Sunita Bedwal



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ACTION TAKEN REPORT

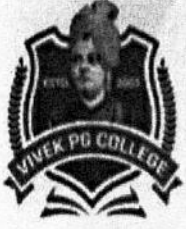
- Successfully development of training programme and awareness campaigns for students
- Developed training plan, launched awareness campaign, and evaluated impact.
- Reviewed resource needs, allocated materials, and scheduled distribution for members.

Copy to

- Principal, Vivek P..G College, Kalwar, Jaipur
- All members of Internal Complaint Committee
- All Department HODs
- IQAC




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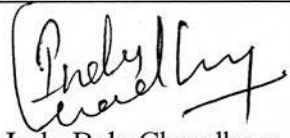
NOTICE

05 July 2021


This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f. 05-07.2021

| Ser No | Name of the Member | Position |
|--------|--------------------------|----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Abhishek jangir | Student |
| 8. | Jyoti Balotia | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer) |




Dr Indu Bala Choudhary

Chairperson


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Mob.: +91-9928144609

E-mail: info@vivekpgcollege.com

VIVEK PG COLLEGE, KALWAR

NOTICE

A Internal Complaint Committee Meeting will be held on 15.08.2021 at 1.00 PM in the Conference room.

All the members are requested to attend the meeting.

Dr Sunita Bedwal



Dated: 15.08.2021

AGENDA

1. Exploring strategies for raising awareness about the complaint process and students' rights
2. Planning for workshops or sessions on harassment prevention and conflict resolution
3. Ensuring students are aware of the complaint procedures.



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E-mail: info@vivekpgcollege.com

VIVEK P.G. COLLEGE, KALWAR,

NOTICE

Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 15.08.2021
at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 15.08.2021

| Ser No | Name of the Member | Signature |
|--------|--------------------------|-----------|
| 1. | Dr Indu Bala Choudhary | |
| 2. | Dr Sunita Bedwal | |
| 3. | Dr Urmila Yadav | |
| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Abhishek jangir | |
| 9. | Jyoti Balotia | |
| 10. | Aditi Maharshri | |

| Ser No | Agenda | Description |
|--------|---|--|
| 1 | Exploring Strategies for Raising Awareness About the Complaint Process and Students' Rights | The Committee discussed the strategies to enhance student awareness regarding the complaint process and their rights. Proposed methods include organizing workshops that provide detailed explanations and practical examples of the complaint process. A digital campaign will be launched using social media and college websites to reach a broader audience. Additionally, posters and |



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| | | flyers will be strategically placed around campus for easy reference. Peer education will be implemented by training student leaders to actively inform and support their peers |
| 2. | Planning for workshops or sessions on harassment prevention and conflict resolution | Planning for workshops or sessions on harassment prevention and conflict resolution entails designing informative and interactive sessions. The committee selects topics, speakers, and formats tailored to student needs and preferences. Workshop materials and resources are prepared to facilitate learning and engagement. The goal is to empower students with skills and knowledge to recognize, address, and prevent instances of harassment and conflict on campus. |
| 3. | Ensuring students are aware of the complaint procedures. | Ensuring students are aware of the complaint procedures involves providing clear information and guidance on how to report grievances. Regular reminders and updates are sent to students to reinforce their understanding of the complaint procedures. |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chair.

Dr Sunita Bedwal



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ACTION TAKEN REPORT

1. Orientation sessions were conducted to educate new students about the complaint procedures, and reminders were sent periodically to all students.
2. Topics, speakers, and formats were carefully selected to suit student needs and preferences.

Copy to

- Principal, Vivek P.G College, Kalwar, Jaipur
- All members of Internal Complaint Committee
- All Department HODs
- IQAC




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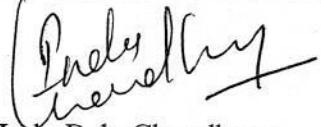
VIVEK P.G. COLLEGE, KALWAR

NOTICE

06 July 2022


This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f. 06 July 2022.

| Ser No | Name of the Member | Position |
|--------|--------------------------|-----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Vishal Sharma | Student |
| 8. | Suman Meena | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer)* |


Dr Indu Bala Choudhary

Chairperson




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VIVEK PG COLLEGE, KALWAR

NOTICE

A Internal Complaint Committee Meeting will be held on 18.07.2022 at 1.00 PM in the Conference room.

All the members are requested to attend the meeting.

Dr Sunita Bedwal



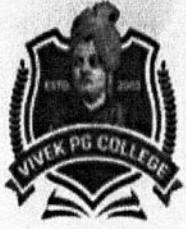
Dated: 18.07.2022

AGENDA

1. Discuss training initiatives for committee members and and relevant stakeholders on handling complaints effectively and sensitively.
2. Events and program to be organized.
3. Plan and carry out the programs for Gender sensitization



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VIVEK P.G. COLLEGE, KALWAR,

NOTICE

Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 18.07.2022
at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 18.07.2022

| Ser No | Name of the Member | Signature |
|--------|--------------------------|-----------|
| 1. | Dr Indu Bala Choudhary | |
| 2. | Dr Sunita Bedwal | |
| 3. | Dr Urmila Yadav | |
| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Vishal Sharma | |
| 9. | Suman Meena | |
| 10. | Aditi Maharshri | |

| Ser No | Agenda | Description |
|--------|--|---|
| 1. | Discuss training initiatives for committee members and and relevant stakeholders on handling complaints effectively and sensitively. | Training initiatives for committee members and relevant stakeholders should focus on enhancing their communication skills, emphasizing empathy and active listening to address complaints effectively and sensitively. These programs should include role-playing scenarios to practice conflict resolution and stress management techniques. Additionally, training should |



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| | | |
|----|--|---|
| | | cover the company's policies, procedures, and escalation processes to ensure consistent and fair handling of complaints. Continuous education and feedback sessions will help refine these skills and adapt to evolving customer needs. |
| 2. | Events and programe to be organised | It was decided to conduct program about women empowerment |
| 3. | Plan and carry out the programs for Gender sensitization | The committee member decided to organize an awareness talk on gender sensitization, what are the women rights and a workshop on self – defense technique. It was decided to celebrate international women's day |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chair.

Dr Sunita Bedwal



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ACTION TAKEN REPORT

Action has been taken to implement the suggestions made by the Members of the Internal Complaints Committee to protect the interest of the female employees and students at work place in the campus.

Copy to

- Principal, Vivek P.G College, Kalwar, Jaipur
- All members of Internal Complaint Committee
- All Department HODs
- IQAC




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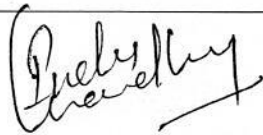
NOTICE

06 July 2022


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|--------|--------------------------|----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Vishal Sharma | Student |
| 8. | Suman Meena | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer) |




Dr Indu Bala Choudhary

Chairperson


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All the members are requested to attend the meeting.

Dr Sunita Bedwal



Dated: 18.07.2022

AGENDA

1. Discuss training initiatives for committee members and relevant stakeholders on handling complaints effectively and sensitively.
2. Events and program to be organized.
3. Plan and carry out the programs for Gender sensitization



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VIVEK P.G. COLLEGE, KALWAR,

NOTICE

Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 18.07.2022

at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 18.07.2022

| Ser No | Name of the Member | Signature |
|--------|--------------------------|-----------|
| 1. | Dr Indu Bala Choudhary | |
| 2. | Dr Sunita Bedwal | |
| 3. | Dr Urmila Yadav | |
| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Vishal Sharma | |
| 9. | Suman Meena | |
| 10. | Aditi Maharshri | |

| Ser No | Agenda | Description |
|--------|--|---|
| 1. | Discuss training initiatives for committee members and relevant stakeholders on handling complaints effectively and sensitively. | Training initiatives for committee members and relevant stakeholders should focus on enhancing their communication skills, emphasizing empathy and active listening to address complaints effectively and sensitively. These programs should include role-playing scenarios to practice conflict resolution and stress management techniques. Additionally, training should |



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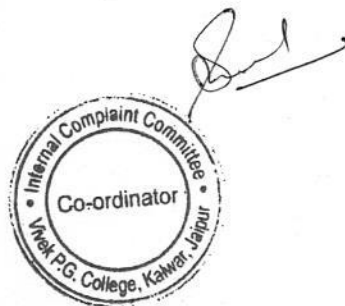
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E-mail: info@vivekpgcollege.com

| | | |
|----|--|---|
| | | cover the company's policies, procedures, and escalation processes to ensure consistent and fair handling of complaints. Continuous education and feedback sessions will help refine these skills and adapt to evolving customer needs. |
| 2. | Events and programe to be organised | It was decided to conduct program about women empowerment |
| 3. | Plan and carry out the programs for Gender sensitization | The committee member decided to organize an awareness talk on gender sensitization, what are the women rights and a workshop on self – defense technique. It was decided to celebrate international women's day |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chair.

Dr Sunita Bedwal



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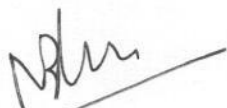
ACTION TAKEN REPORT

Action has been taken to implement the suggestions made by the Members of the Internal Complaints Committee to protect the interest of the female employees and students at work place in the campus.

Copy to

- Principal, Vivek P.G College, Kalwar, Jaipur
- All members of Internal Complaint Committee
- All Department HODs
- IQAC




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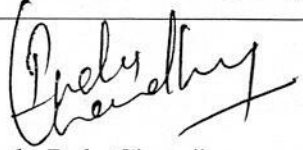
NOTICE


07.08.2023

This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f.. 07.08.2023

| Ser No | Name of the Member | Position |
|--------|--------------------------|----------------------------|
| 1. | Dr Indu Bala Choudhary | Chairperson |
| 2. | Dr Sunita Bedwal | Coordinator |
| 3. | Dr Urmila Yadav | Member Executive |
| 4. | Mrs Dhaneshwari Dhanawat | Member Executive |
| 5. | Mr Babu Lal Jat | Member Executive |
| 6. | Ratan Lal Sharma | Member Executive |
| 7. | Vijay Ashiwal | Student |
| 8. | Luckey Mishra | Student |
| 9. | Aditi Maharshri | Additional Member (Lawyer) |




Dr Indu Bala Choudhary

Chairperson

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VIVEK PG COLLEGE, KALWAR

NOTICE

A Internal Complaint Committee Meeting will be held on 18.08.2023 at 1.00 PM in the Conference room.

All the members are requested to attend the meeting.

Dr. Sunita Bedwal



Dated: 18.08.2023

AGENDA

- Dissemination of information of Internal Complaint Committee to the students and employees:
- Review of activities conducted
- Any other matter with the permission of the Chair.



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NOTICE

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| 4. | Mrs Rekha Sharma | |
| 5. | Mrs Dhaneshwari Dhanawat | |
| 6. | Mr Babu Lal Jat | |
| 7. | Ratan Lal Sharma | |
| 8. | Vijay Ashiwal | |
| 9. | Luckey Mishra | |
| 10. | Aditi Maharshri | |

| Ser No | Agenda | Description |
|--------|---|--|
| 1. | Dissemination of information of Internal Complaint Committee to the students and employees: | It was decided to upload the new committee members list with their contact numbers in the website, and all notice boards, so that all the students can easily access the details of the committee members in case of need. It is emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place posters defining sexual harassment at prominent places. |



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| | | |
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| 2. | Review of activities conducted | Review of activities conducted on women empowerment on 8th March 2023 on account of the "International Women's Day Celebration" by Capt. Swati Sharma (Retd.), a renowned feminist and social activist. |
| 3. | Any other matter with the permission of the Chair. | The committee decided to conduct more events on gender sensitization, women empowerment and self-defense techniques for the next academic year. As per the suggestions from the committee, it was decided to hold awareness program and also to introduce the Internal Complaints Committee members admitted for the academic year 2023-24. |

There is no internal complaint in this year so meeting ended with a vote of thanks to the chair.

Dr Sunita Bedwal



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ACTION TAKEN REPORT

1. Successfully conduct International Women's Day
2. Awareness sessions conducted to the students

Event Picture




Fig: Captain Swati Sharma felicitating the students



Copy to

- Principal, Vivek P.G College, Kalwar, Jaipur
- All members of Internal Complaint Committee
- All Department HODs
- IQAC


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