



VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

Affiliated to University of Rajasthan & Govt. of Rajasthan
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Reference no- UPQM/2026/727213

Date-16/01/2026

Circular

A 9th meeting of the internal complaint committee will be held on 26th January 2026 at 2:00 p.m. in the conference room.

All the members are requested to attend the meeting.

Agendas

- 1- The confirmation of minutes of the meeting held on 08/07/2025.
- 2- Replacement of a committee member.



- 1- Director
- 2- Principal
- 3- IQAC
- 4- All community members

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Minutes of Meeting

The minutes of the meeting of the Internal Complaint Committee meeting held on 16-01-2026.

S.No.	Agenda's	Discussion
1	The confirmation of minutes of the meeting held on 08-07-2025.	The minutes of the previous meeting held on 08-07-2025. were read and confirmed by all the committee members. No corrections or modifications were suggested.
2	Replacement of a committee member.	The committee discussed the replacement of Mr Babu Lal Jat due to his unavailability. It was decided that her position would be filled by Mr Tulsi Ram Choudhary new committee member.

The Meeting ended with a vote of thanks to the chair.



Chaudhary
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Attendance

S.no.	Members	Positions	Signature
1	Dr. Saroj Choudhary	Presiding Officer	<i>Saroj</i>
2	Ms Sunita Didal	Member	<i>Sunita</i>
3	Ms. Manisha Sharma	Member	<i>Manisha</i>
4	Mr Tulsi Ram Choudhary	Member	<i>T.R. Choudhary</i>
5	Mr Sandeep Kumar	Member	<i>SK</i>
6	Aditi Maheshwari	Member	<i>Aditi</i>
7	Ms Neha Sharma	Student Representative	<i>Neha Sharma</i>
8	Ms Ankita Dhayal	Student Representative	<i>Ankita Dhayal</i>



Principal
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Action Taken Report

S.No.	Agenda	Action Taken
1	The confirmation of minutes of the meeting held on 08-07-2025.	The minutes of the previous meeting held on 08-07-2025. were read and confirmed by all the committee members. No corrections or modifications were suggested.
2	Replacement of a committee member Mr Babu Lal Jat.	Mr Tulsi Ram Choudhary has been replaced Mr Babu Lal Jat, as approved by the committee. The updated committee list has been circulated to all members.



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Reference no- *VPGM/2025/6848-B*

Date-02/07/2025

Circular

An 8th meeting of the internal complaint committee will be held on 08th July 2025 at 2:00 p.m. in the conference room.

All the members are requested to attend the meeting.

Agendas

- 1- The confirmation of minutes of the meeting held on 18/01/2025.
- 2- Replacement of a committee member.
- 3- Organise an awareness program for UG and PG students.
- 4- Planning a self-defence activity for UG and PG female students by Nirbhaya Squad.



Presiding officer

Copy to

- 1- Internal Complaint Committee
- 2- Director
- 3- Principal
- 4- IQAC
- 5- All community members


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Minutes of Meeting

The minutes of the meeting of the Internal Complaint Committee meeting held on 10/ 07 /24.

S.No.	Agenda's	Discussion
1	The confirmation of minutes of the meeting held on 18 Jan 2025.	The minutes of the previous meeting held on 18 January 2025 were read and confirmed by all the committee members. No corrections or modifications were suggested.
2	Replacement of a committee member.	The committee discussed the replacement of Dr Urmila Yadav due to her unavailability. It was decided that her position would be filled by Ms. Sunita Didal who will now take responsibility as the new committee member.
3	Organise an awareness program for UG and PG students.	The committee proposed to organise an awareness program for undergraduate and postgraduate students on the topic of the principle of natural justice.
4	Planning a self-defence activity for UG and PG female students by Nirbhaya Squad.	It was decided to organise a self-defence activity for female students of UG and PG courses in collaboration with the Nirbhaya Squad. The committee discussed the need for such initiatives to promote safety awareness and empowerment among girl students. The tentative schedule and arrangements will be coordinated with local authorities.

The Meeting ended with a vote of thanks to the chair.



Presiding officer


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Attendance

S.no.	Members	Positions	Signature
1	Dr. Saroj Choudhary	Presiding Officer	<i>Saroj</i>
2	Ms. Sunita Didal	Member	<i>Sunita</i>
3	Ms. Manisha Sharma	Member	<i>Manisha</i>
4	Mr. Babu Lal Jat	Member	<i>Bab</i>
5	Mr. Sandeep Kumar	Member	<i>Sandeep</i>
6	Ms. Aditi Maheshwari	(Advocate)	<i>Aditi</i>
7	Ms. Neha Sharma	Student Representative	<i>Neha Sharma</i>
8	Ms. Ankita Dhayal	Student Representative	<i>Ankita Dhayal</i>



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Action Taken Report

S.No.	Agenda	Action Taken
1	The confirmation of minutes of the meeting held on 18 th Jan. 2025.	The minutes of the previous meeting held on 18 th Jan. 2025 were reviewed and confirmed by all committee members without any modification.
2	Replacement of committee member Dr Urmila Yadav.	Dr. Urmila Yadav has been replaced by Ms Sunita Didal, as approved by the committee. The updated committee list has been circulated to all members.
3	Organise an awareness program for UG and PG students.	An awareness program for UG and PG students has been successfully organised on 11-07-2025. The program covered the topic of the principle of natural justice.
4	Planning a self-defence activity for UG and PG female students by Nirbhaya Squad.	A self-defence training session for UG and PG female students was planned and conducted in collaboration with the Nirbhaya Squad on [insert date]. The session was well-received by participants.




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Reference no- *VPNM/2025/6538*

Date-15/01/2025

Circular

A 7th meeting of the internal complaint committee will be held on 18 Jan. 2025 at 2:00 p.m. in the conference room.

All the members are requested to attend the meeting.

Agendas-

1. The confirmation of minutes and meeting head on 18 Jan. 2025.
2. Replacement of one committee member, Mr. Ratan Lal Sharma, with Mr. Sandeep Kumar.
3. Planning of activities based on women's welfare and self-defence.
4. Awareness among the students and faculty members regarding government guidelines for filing complaints and protections.
5. Plan a session with a lawyer on the Posh Act.
6. Discussion if any complaint filed.

Sneha
Presiding officer

Copy to...



1. Internal Complaint Committee
2. Director
3. Principal
4. IQAC
5. All community members

Dr.
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Minutes of Meeting

The minutes of the meeting of the Internal Complaint Committee meeting held on 18 Jan. 2025.

S.No.	Agenda's	Discussion
1	The confirmation of minutes and the meeting head on 13 July 2024.	Confirmation of Minutes: All members reviewed and approved the minutes of the last meeting conducted on 13 July 2024. The head of the meeting for that session was also confirmed.
2	Replacement of one faculty member with Sandeep Kumar.	Faculty Replacement: It was agreed to replace one current faculty member with Mr. Sandeep Kumar, subject to departmental needs.
3	Planning of activities based on women's welfare and self-defence	Women Welfare Activities: Suggested different activities for women's welfare and self-defence, such as workshops and awareness drives.
4	Awareness among the students and faculty members regarding government guidelines for filing complaints and protections.	Complaint Guidelines Awareness: Focus on making students and staff aware of the official procedures and safeguards for registering complaints.
5	Plan a session with a lawyer on the Posh Act.	POSH Act Session: A legal session regarding the POSH (Prevention of Sexual Harassment) Act will be arranged, led by a trained lawyer.
6	Discussion on the importance of any complaint filed.	Discussion of Complaint Importance: Emphasised the importance of each complaint, making sure that each one is heard, dealt with, and treated seriously.

The Meeting ended with a vote of thanks to the chair.



Presiding officer


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Attendance

S.no.	Members	Positions	Signature
1	Dr. Saroj Choudhary	Presiding Officer	<i>Saroj</i>
2	Dr. Urmila Yadav	Member	<i>Urmil</i>
3	Ms. Manisha Sharma	Member	<i>manishy</i>
4	Mr. Babu Lal Jat	Member	<i>Bab</i>
5	Mr. Sandeep Kumar	Member	<i>Sandeep</i>
6	Ms. Aditi Maheshwari	(Advocate)	<i>Aditi</i>
7	Ms. Neha Sharma	Student Representative	<i>Neha Sharma</i>
8	Ms. Ankita Dhayal	Student Representative	<i>Ankita Dhayal</i>



Neha
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Action Taken Report

S.No.	Agenda	Action Taken
1	The confirmation of minutes and meeting head on 13 July 2024.	Minutes for the last meeting were officially documented and sent to all members. The head of the meeting was noted accordingly.
2	Replacement of one faculty member with Sandeep Kumar.	Mr. Sandeep Kumar has been officially welcomed into the committee/faculty role. Documentation and handover processes were done accordingly.
3	Planning of activities based on women's welfare and self-defence	A calendar for women's welfare and self-defence training was planned. Coordination with NGOs and trainers is in progress.
4	Awareness among the students and faculty members regarding government guidelines for filing complaints and protections.	Posters of information and digital notices were circulated. A briefing session was organised to discuss complaint procedures and protection mechanisms.
5	Plan a session with a lawyer on the Posh Act.	POSH Act Session: A session with a certified lawyer was conducted successfully. Attendance was noted, and feedback was gathered from participants.
6	Discussion on the importance of any complaint filed.	No complaint filed.

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Reference no- *VPGM/2024/6868-B*

Date-10/07/2024

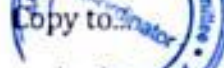
Circular

A 6th meeting of the internal complaint committee will be held on 13 July 2024 at 2:00 p.m. in the conference room.

All the members are requested to attend the meeting.

Agendas

- 1- The confirmation of minutes of the meeting held on 18 Aug. 2023.
- 2- Replacement of the presiding officer, students, and one faculty member.
- 3- To add a female lawyer in the community to provide Legal importance to the internal complaint committee.
- 4- To plan an awareness program for internal complaints among students (UG and PG) and faculty members.
- 5- To organise a women's Self-defence Program through the Government of Rajasthan.


Presiding Officer
Copy to: 

1. Internal Complaint Committee
2. Director
3. Principal
4. IQAC
5. All community members


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Minutes of Meeting

The minutes of the meeting of the Internal Complaint Committee meeting held on 10/ 07 /24.

S.No.	Agenda's	Discussion
1	The confirmation of the minutes of the meeting held on 18 Aug. 2023	The minutes of the meeting of the Internal Complaint Committee Meeting held on 18/08/2023 are verified.
2	Replacement of the presiding officer, students, and one faculty member.	The Replacement of Presiding Officer Dr. Indu Bala Choudhary by Dr. Saroj Choudhary, Dr. Sunita Bedwal to Ms. Manisha Sharma, and Student- Amit Singh and Geeta Dhayal to Neha Sharma and Ankita Dhayal.
3	To add a female lawyer in the community to provide Legal importance to the internal complaint committee.	Agreed to add a female lawyer, Ms Aditi Maheshwari, to provide legal guidance to the ICC.
4	To plan an awareness program for internal complaints among students (UG and PG) and faculty members.	Planned a one-day ICC awareness session for UG & PG Students and faculty.
5	To organise a women's Self-defence through the Government of Rajasthan.	Proposed organizing a women's self-defence training with support from the Govt of Rajasthan.

The Meeting ended with a vote of thanks to the chair.


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Attendance

S.no.	Members	Positions	Signature
1	Dr. Saroj Choudhary	Presiding Officer	<i>Saroj</i>
2	Dr. Urmila Yadavs	Member	<i>Urmil</i>
3	Ms. Manisha Sharma	Member	<i>Manishay</i>
4	Mr Babu Lal Jat	Member	<i>Bh</i>
5	Mr Ratan Lal Sharma	Member	<i>Ratan</i>
6	Ms. Aditi Maheshwari	(Advocate)	<i>Aditi</i>
7	Ms. Neha Sharma	Student Representative	<i>Neha Sharma</i>
8	Ms. Ankita Dhayal	Student Representative	<i>Ankita Dhayal</i>



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Action Taken Report

S.No.	Agenda	Action Taken
1	The contribution of minutes of the meeting held on 18 Aug. 2023	Previous meeting minutes confirmed and recorded.
2	Replacement of the presiding officer, students, and one faculty member.	The presiding officer replaced one faculty member successfully appointed ICC committee.
3	To add a female lawyer to the community to provide Legal expertise on the internal complaint committee.	A female lawyer was successfully appointed ICC committee.
4	To plan an awareness program for internal complaints among students (UG and PG) and faculty members.	Awareness programs for UG and PG students are successfully organised by the presiding officer.
5	To organise a one-day activity on women's Self-defence through the Government of Rajasthan.	One-day activity on women's self-defence program by Ms Premlata Head Constable Kalwar, Jaipur.


 Presiding officer
 Kalwar, Jaipur


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ANNUAL REPORT OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

I

Academic Year 2024-25

Introduction:

The Vivek P.G. College, Kalwar, Internal Complaints Committee (ICC) has continued to strive for a safe and inclusive learning and working environment for all the students and employees throughout the academic year 2024-2025. The committee was proactive in addressing complaints regarding gender sensitivity, sexual harassment, and safety at work through preventive measures, awareness campaigns, and capacity-building initiatives. The committee has persistently stood for gender justice and facilitated reporting of grievances in a supportive environment.

Observation:

No instances of sexual harassment or complaints related to it were reported in the academic year 2024-25. This result is a testament to the success of the ICC's proactive steps, frequent sensitization programs, and the college's culture of respect and safety for all.

Awareness Programs:

Posters, banners, and notices were put up all over the campus to create awareness among students and faculty regarding the functions and grievance redressal mechanism of the ICC. An awareness program on the "Importance of ICC and Gender Sensitization" was held for UG and PG students and faculty members for one day. The committee also arranged for a self-defence workshop in collaboration with the Government of Rajasthan, Jaipur, to empower girls.

Agenda Compliance:

The ICC committee effectively carried out all scheduled agendas such as the committee restructuring, inclusion of a female legal advisor, and conducting of scheduled awareness campaigns. All measures were taken to ensure the college community was adequately informed about their rights and obligations pertaining to gender-based concerns and grievance redressal.




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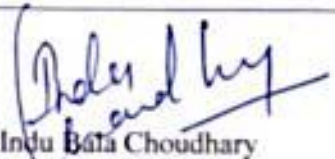
VIVEK PG COLLEGE, KALWAR

NOTICE

08 Jul 2024

This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members wef 08 Jul 2024: -

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.	Lokendra Singh	Student
8.	Sangeeta Sharma	Student
9.	Aditi Maharshri	Additional Member (Lawyer)


Dr Indu Bala Choudhary

Chairperson




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NOTICE

A Internal Complaint Committee Meeting will be held on 15 Jul 2024 at 2.00 PM in the Conference room.

All the members are requested to attend the meeting.

Dr Sunita Bedwal

Coordinator



Dated: 15 Jul 2024

AGENDA

1. Opening Remark

Welcome by the chairperson

Review of the agenda and approval

2. Review of previous meeting minutes

Confirmation and follow-up on action taken

3. Awareness and training initiative

Plan workshop or training sessions for employees.



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NOTICE

Minutes of the meeting of the **Internal Complaint Committee Meeting** held on 15 Jul 2024 at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 15 Jul 2024

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.	Lokendra Singh	
9.	Sangeeta Sharma	
10.	Aditi Maharshri	

Ser No	Agenda	Description
1.	Presentation of any complaints submitted to the committee	The committee hears and discusses any complaints submitted by students. Each complaint is presented, providing an opportunity for the student to explain their concerns in detail. The committee listens attentively to understand the nature of the complaints and their impact on the students involved. This stage serves as the starting point for addressing student concerns and finding appropriate resolutions.



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2.	Each complaint will be presented and discussed in turn	Each complaint submitted to the committee will be presented one by one. The complainant or their representative will have the opportunity to present the details of the complaint. Following the presentation, the committee will engage in a discussion to understand the full scope of the issue, ask clarifying questions, and gather additional information if necessary. This structured approach ensures that each complaint receives the attention and consideration it deserves.
3.	Identification of key issues and areas of concern.	The committee identifies the key issues and areas of concern raised by each complaint. They analyze the details presented, looking for common themes and underlying problems. The committee discusses the impact of these issues on the students involved and the broader community. This stage is crucial for understanding the root causes of the complaints and determining appropriate actions to address them.

The meeting ended with a vote of thanks to the chair.


Dr Sunita Bedwal




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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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VIVEK P.G. COLLEGE, KALWAR

NOTICE

Minutes of the meeting of the Internal Complaint Committee Meeting held on 18.08.2023 at 02.00 PM in the Conference Room.

The agenda and outcome of the Internal Complaint Committee Meeting held on 18.08.2023

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.	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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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

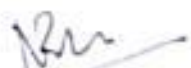


Fig: Captain Swati Sharma felicitating the students



Copy to

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- All members of Internal Complaint Committee
- All Department HODs
- IQAC


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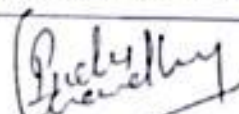
NOTICE

06 July 2022

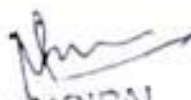
This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f. 06 July 2022.

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 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 programme 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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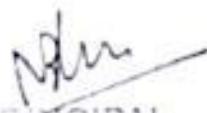
ACTION TAKEN REPORT

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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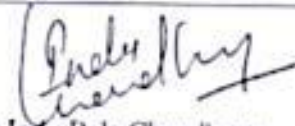
VIVEK P.G. COLLEGE, KALWAR

NOTICE

06 July 2022

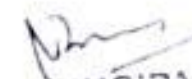
This is to inform that the Internal Complaint Committee Meeting, Vivek PG College would comprise the following members w.e.f. 06 July 2022.

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 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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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 Maharshi	

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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		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 programme 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

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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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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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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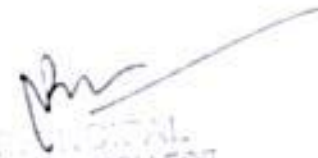
ACTION TAKEN REPORT

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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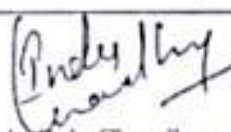
NOTICE

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 Urnila 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 Maharshi	

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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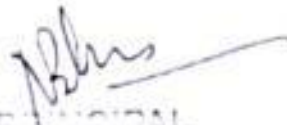
ACTION TAKEN REPORT

- 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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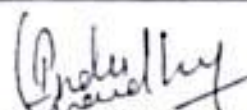
VIVEK PG COLLEGE, KALWAR

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




PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-302703



VIVEK P.G. COLLEGE KALWAR, JAIPUR

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

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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.

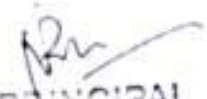


Dated : 15 July 2019

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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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
2.	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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		Complaint Committee: The cell will look into complaints lodged by any staff or student and judge its Merit. 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



Principal
PRINCIPAL
VIVEK P.G. COLLEGE
KALWAR, JAIPUR-302009