



स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ़

(संचालित मनु सोशियल वेल्फेयर एण्ड एज्युकेशन सोसायटी, जयपुर)

राई का बाग, परबतसर रोड, रूपनगढ़, अजमेर-305814

E-Mail Id: - svmmcollege.roopangarh@gmail.com



Swami Vivekanand Mahila Mahavidhyalaya, Roopangarh

Rai Ka Bagh, Parbatsar Road, Roopangarh, Ajmer-305814

Website-www.svmmcollege.in

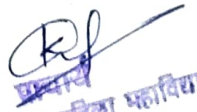
DVV Clarification

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

DVV Asked:

1. Provide the English translation of all the supporting documents
2. Provide circular/web-link/ committee report justifying the objective of the metric.
3. Provide minutes of the meetings / Report of grievances from the concerned committee is essential.
4. statutory regulations/norms of UGC/SRA to be provided.




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10. Suggestion And Complaint Form Web Link.




प्रिन्सिपल
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ZERO TOLERANCE POLICY

1. Implementation of guidelines of statutory/regulatory bodies.

The college adheres the guidelines of statutory/regulatory bodies for timely redressal of student's grievances including sexual harassment and ragging cases.

The complete campus is under CCTV monitoring.

Following committees are formed –

- Internal complaint committees
- Grievances redressal cell
- women cell
- Anti ragging committees


1. Internal complaint committees

There is a separate committees for prevention of sexual harassment for women work which addresses the issue pertaining to sexual harassment the committee files complaints regarding sexual harassment cases if there is any case reported necessary action is immediately taken by the committee

2. Grievance redressal cell

There is a grievance box kept near principal chamber where is students can put their suggestions on and grievances it is opened on the working day of the month by the committee members of women cell in presence of the principal




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3. Women cell


There is a woman cell in the college in orders to make the students aware about the social legal and constitutional rights to women the order to prevent the exploitation based on gender the committee members instil positive self esteem and confidence in students so that they can take the right decision in and for their lives.

4. Anti ragging committees

There is an Anti ragging committee in the college. Committee works handbook established peace and order in the promises of the College posters regarding anti ragging are displayed at prominent place of the college.

- Various committees along with the contact number and email ID of the committee members are displayed on the notice board of each floor on the college and also provided on the Whats App group of the students.
- The possible cases of women sexual harassment inside the campus are addressed according to the rules of handbook sexual harassment of women at workplace ACT 2015.
- The possible cases of ragging in college are addressed according to the rules of UGC regulations on curbing the menace of ragging in higher education institutions 2009". Besides their the students can complaint on UGC helpline number.




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Awareness and undertakings on policy with zero tolerance

The college has a transparent policy and mechanism of timely redressal of student's grievance including sexual harassment and ragging cases. The students can submit their grievance through offline /online mode as well as from grievance box of the campus .All issues of the student's grievance are redressed by the grievance redressal committee and women cell.

Awareness

In the starting of the session a common meeting of the students and the committee members is organised to introduce them about various rules and regulations of the college which they should follow. The students are informed about various policies followed by the college for zero tolerance campus.

A. Maintenance of discipline among students of the college

Policy

The college has well constituted students grievance redressal cell and physical instructor carrying power to enforce discipline and taking disciplinary action in the interest of maintaining discipline ,as may seem to be appropriate.

Mechanism

The college celebrates National /international commemorative days festival etc to instil patriotic spirit and to foster unity among students and faculty. The college also organises various activity that deepen the values, rights, duties and responsibilities of good citizen committed to nation and society.

B. Prohibition of Ragging among Student of the college

Policy

Any act that affect the mental health and self confidence of rational of any other students is considered as ragging. The college has well constituted Anti- Ragging committee to strictly prohibit ragging in and outside the campus of the college. For surveillance and security purpose the whole campuses monitored by CCTV.




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MECHANISM

The college includes individual or collective acts of practices against ragging such as. The principle of the college or Anti-ragging committee will take immediate action on any information of the occurrence of ragging. If the principal and anti ragging committee is satisfied that ragging has taken place then direct order of rustication of the responsible student.

C. Prohibitions for sexual harassment of women at college


Policy

The college has well constituted women cell. It aware the student about the social, legal and constitutional rights of women in order to prevent the exploitation based on gender.

MECHANISM

The women cell conducts gender sensitization programmes by organising lectures and seminars. The women cell organises programmes on legal assistant women's Health and self-defence training which help in boosting the state of women. It also organises various awareness programmes on gender equality, women literacy Beti hai Anmol, Betipadao-Betibachao etc. To discourage the sexual imbalance in the society. The committee time to time visits to each department and enquires about the student's problems complaints/grayvuans with almost seriousness and takes appropriate it action. Not a single case of sexual harassment is reported in the college to till date




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3. Mechanism for submission of online/ offline students grievances

The grievance redressal mechanism is constituted to be implemented in the institute to address the grievance related to students, women harassment ragging maintenance and other related issues the grievance committee members in investigate the case through following mechanism:

- Suggestions/ complaint boxes fixed near the principal office in which the students job their grievance and their suggestions for improving the academic administration in the college it is opened on the last working day of the month by the members of the women cell and in presence of the principal
- Students can also directly approach the convener of the approach committee or the principal with a return application
- Complaints are categories and then discussed with the related committee members to take April sheet action within time
- If required emergency meeting can be held by the principal
- The concerned section will Den tag action and submit the report to the grievance committee for the glorious of grievance within stipulated time
- The information about the action taken is communicated to the individual/ class who has put up the grievance
- For online submission email ID of the committee members is provided to the student displayed on the notice board.




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Policy of Grievances Redressal Cell

- The Grievance Redressal Cell listen, record and accept oral/written grievances submitted by the students and take necessary steps immediately.
- The committee continuously strives to take the best efforts possible to create a harmonious and conductive atmosphere to everyone in question.
- Students can state their grievances regarding any academic or non-academic matter within the campus.
- Contact number and email ID of the college is provided to the students.
- Students can also directly approach the convener of the appropriate committee or the principal with the written complaint.
- The complaint box/ suggestion box is opened at the end of every month by the Women Cell in presence of the principal.
- Periodic meetings are held to discuss whether the grievances have been settled.








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Statutory regulations/norms of UGC/SRA to be provided

UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.




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Anti Ragging Policy

- Anti- Ragging committee has been formed for monitoring the activities of students within the campus and ensure that the students are feeling friendly and are cooperate with each other.
- Name and contact number of Anti- Ragging committee is displayed in all prominent places and entry points along with UGC Anti Ragging Helpline number and email ID of the college.
- Every new student admitted in the college is informed about various committees to whom she has to turn for help and guidance for concerned purposes so as to enable the student to contact concerned person at any time if and when required.
- The freshers are informed that they can report incidents of ragging to the authorities concerned.
- It is ensured that students can complaint in oral /written form and her or their name is not disclosed or kept secret if required.
- Various activities are conducted to introduce the freshers with the senior students in presence of committee members and the principal.
- The committee review the facts and figures relevant to the complaints and give the decision within the limited time.
- If required cross examination will be held to know the exact situation whereby the complainant and the accused will be given an opportunity of being heard.
- The punishment is decided by the committee members and the principal depending upon the nature and the gravity of the act.





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04/10/21

WOMEN CELL

The following the details of the women cell which have constituted for the session 2021-2022.

S.NO.	NAME	MOBILE NO.	SIGNATURE
1.	MS. VIJAY LAXMI KUMAWAT	7976731169	
2.	MS. RENUKA	9588902849	

Function & responsibilities:-

- To encourage students to be self-reliant.
- To install positive esteem and confidence into students so that can take the right decision in and for their lives.
- Spread awareness among the students about the social legal and constitutional right of women in order to prevent exploitation based on gender.



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05/08/2022

WOMEN CELL

The following the details of the women cell which have constituted for the session 2022-2023.

S.NO.	NAME	MOBILE NO.	SIGNATURE
1.	MS VIJAY LAXMI KUMAWAT	7976731169	
2.	DR. MADHU RANI CHOUHAN	8963051011	

Function & responsibilities:-

- To encourage students to be self-reliant.
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03/08/2023

WOMEN CELL

The following the details of the women cell which have constituted for the session 2023-2024.

S.NO.	NAME	MOBILE NO.	SIGNATURE
1.	MS. VIJAY LAXMI KUMAWAT	7976731169	
2.	MS. FARAH	7976314121	

Function & responsibilities:-

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- Spread awareness among the students about the social legal and constitutional right of women in order to prevent exploitation based on gender.



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24.09.2021

Internal complaint committee

The following are the details of the internal complaint committee which have constituted for the sessions 2021-2022.

S.NO.	NAME	MOBILE NO.	SIGNATURE
1.	MS .VIJAY LAXMI KUMAWAT	7976731169	
2.	MS RENUKA	9588902849	
3.	MR. SHAHAID KHAN	9251510773	

Function & responsibilities:-

1. To facilitate a safe environment that 'is free of sexual harassment and gender bias.
2. Spread awareness about gender equality among the entire stakeholder through appropriate programs.
3. Work towards maintaining the dignity and comfort of female stakeholders on the campus.
4. To deal with cases of sexual harassment in a time bound manner.



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02.01.2023

Internal complaint committee

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S.NO.	NAME	MOBILE NO.	SIGNATURE
1.	MS VIJAY LAXMI KUMAWAT	7976731169	
2.	DR. HEMRAJ BAIRWA	8769761791	
3.	DR. MADHURANI CHOUHAN	8963051011	

Function & responsibilities:-

1. To facilitate a safe environment that is free of sexual harassment and gender bias.
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01-08-2023

Internal complaint committee

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2.	MS .FARAH	7976314121	
3.	DR. HEMRAJ BAIRWA	8769761791	

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Anti-Ragging Cell (ENGLISH TRANSLATION)


Date: 23/9/2021

CIRCULAR

All the lecturers are informed that on 4.10.2021 a meeting will be organised in the Principal's office for the formation of anti-ragging cell. Presence of all the lecturers is mandatory.

Serial No.	Name
1.	Dr.ShyamsundarDudi
2.	Miss Vijaylaxmikumawat
3.	Miss Renuka
4.	Mr.Shaid Khan




प्राचार्य
स्वामी विवेकानन्द महिला महाविद्यालय
रूपनगढ़ (अजमेर) राज.



स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ़

(संचालित मनु सोशियल वेलफेयर एण्ड एज्युकेशन सोसायटी, जयपुर)

राई का बाग, परबतसर रोड, रूपनगढ़, अजमेर-305814

E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 4.10.2021

Minutes of the meeting


On 4.10.2021 at 1:30 pm, Anti-ragging committee was constituted in Swami VivekanandMahilaMahavidyalaya and the following members were present. The meeting was chaired by the college principal.

S.NO	NAME
1	.Dr.Shyam sunder dudi
2.	Dr. Anil kumarmishra
3.	Mr.Rajeshkumar
4.	Miss Renuka

With the unanimous consent of some of the members present, the following persons were entrusted with the responsibility of the Anti-Ragging Committee.

S.NO.	Post
1.	principal (Dr.Anilkumarmishra)
2.	The concerned police station officer
3.	Senior assistant professor (Dr.Shyam sunder Dudi)
4.	student (Rinkuchawla)
5.	student(Shabnam)




प्रधान्या
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E-Mail Id: - svmmcollege.roopangarh@gmail.com


Date:25.1.2022

CIRCULAR

All the lecturers are informed that a meeting of the anti-ragging cell will be held on 28.1.2022. The presence of all the lecturers is mandatory.

S.NO	NAME
1.	Dr. Anil kumarmishra
2.	Miss Renuka
3.	Mrs.Sumankumari
4.	Mr.Shaid Khan




प्रचार्य
स्वामी विवेकानन्द महिला महाविद्यालय
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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 28.01.2022


Minutes of the meeting

Date:28/1/2022, Time 12:00 PM Anti Ragging Cell meeting was held in Swami VivekanandMahilaMahavidyalaya Campus, in which information was taken about all the problems related to ragging of girl students. But no problem of any kind came to light regarding any problem related to ragging. The following members mainly participated in it.

S.NO	NAME
1.	Principal(Dr.Anilkumarmishra)
2.	Police Station officer
3.	Senior assistant professor (missVijaylaxmikumawat)
4.	Student(ArchanaKanwar)
5.	Student (Lakshmi devi)

Everyone participated in the committee work. They learned about the problems of the students, were made aware of the work of the anti-ragging cell and were told how the students can take advantage of it.




प्राचार्य
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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 26.08.2022


Minutes of the meeting

Today on 26/8/2022 at 12:00 pm a meeting of the Anti-Ragging Cell was held in the meeting room, which was attended by the following members.

S.NO	NAME
1.	Principal(Dr.Shyam Sunder)
2.	Police Station officer
3.	Senior assistant professor (Mr.Pradeep Kumar)
4.	Student (Beena Mali)
5.	Student (NeeruRaika)

The meeting was attended by the main members of the committee. No problem was raised by the students regarding anti-ragging. The students were made aware of the benefits of the anti-ragging cell by the Principal.




 प्राचार्य
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 रूपनगढ़ (अजमेर) राज.



स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ

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Grievance Redressal Committee (English Translation)


Date:23.09.2021

CIRCULAR

All the lecturers are informed that a meeting will be organised in the Principal's office on 24/09/2021 for the formation of the Grievance Redressal Committee, in which the presence of all the lecturers is mandatory.

S.NO	NAME
1.	DR ANIL KUMAR MISHRA
2.	MS. VIJAYLAXMI KUMAWAT
3.	MS. RENUKA
4.	MR. SHAHIAD KHAN




प्राध्यापिका
स्वामी विवेकानन्द महिला महाविद्यालय
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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 24.09.2021

Minutes of the meeting


On 24/9/2021 at 1:30 pm, a Grievance Redressal Committee was constituted at Swami Vivekananda Mahila Mahavidyalaya, in which the following members were present. The meeting was chaired by the college principal.

S.NO	NAME
1.	DR ANIL KUMAR MISHRA
2.	MS. VIJAYLAXMI KUMAWAT
3.	MS. RENUKA
4.	MR. SHAHIAD KHAN

With the unanimous consent of the members present, the following persons were entrusted with the responsibility of the Grievance Redressal Committee.

S.NO	NAME
1.	DR ANIL KUMAR MISHRA
2.	MS. RENUKA
3.	MR. SHAHIAD KHAN




 प्रिन्सिपल
 स्वामी विवेकानन्द महिला महाविद्यालय
 रूपनगढ़ (अजमेर) राज.



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E-Mail Id: - svmmcollege.roopangarh@gmail.com


Date:25.01.2022

CIRCULAR

All the lecturers are informed that a meeting of the Grievance Redressal Committee will be held on 28/1/2022, in which the presence of all the lecturers is mandatory.

S.NO	NAME
1.	DR ANIL KUMAR MISHRA
2.	MRS. SUMAN KUMARI
3.	MS. RENUKA
4.	MR. SHAHIAD KHAN




प्राचार्य
स्वामी विवेकानन्द महिला महाविद्यालय
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स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ़

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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 28.01.2022


Minutes of the meeting

On 28/01/2022 Time 3:00 A meeting of the Grievance Redressal Committee was held at Swami Vivekananda Mahila Mahavidyalaya, in which all the students were informed about the problems related to grievance redressal. The following committee members were present.

S.NO	NAME
1.	DR ANIL KUMAR MISHRA
2.	MS. VIJAYLAXMI KUMAWAT
3.	MR. SHAHIAD KHAN

All the members participated in the committee work. They were made aware of the problems of the students and the functions of the Grievance Redressal Committee and how the students can take advantage of it. Complete information was given about this.




प्रधान्या
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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date:22.08.2022

CIRCULAR

All the lecturers are informed that a meeting will be organized in the college principal's room on 26/08/2022 at 2:00 pm, in which the presence of all the lecturers is mandatory.

S.NO	NAME
1.	DR. SHYAM SUNDER
2.	MS. VIJAYLAXMI KUMAWAT
3.	MS. RENUKA
4.	DR. MADHURANI CHOUHAN




प्राचार्य

स्वामी विवेकानन्द महिला महाविद्यालय
रूपनगढ़ (अजमेर) राज.



स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ़

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E-Mail Id: - svmmcollege.roopangarh@gmail.com

Date: 26.08.2022


Minutes of the meeting

A meeting of the Grievance Redressal Committee was organized in the college principal's room on dated 26/08/2022 at 2:00 pm in which the following members participated.

S.NO	NAME
1.	DR. SHYAM SUNDER
2.	MS. VIJAYLAXMI KUMAWAT
3.	MS. RENUKA
4.	DR. MADHURANI CHOUHAN

The meeting was attended by the main members of the committee. No problem was raised by the students in the Grievance Redressal Committee. The students were made aware of the benefits of the Grievance Redressal Committee by the Principal.




प्रिन्सिपल
स्वामी विवेकानन्द महिला महाविद्यालय
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ANTI-RAGGING COMMITTEE

ANNUAL REPORT 2021-22

- Formal introduction between the freshers the previous students and the faculty can be done during the break period.
- Freshers can now about the activities conducted in the college.
- Committee members will aware the students about Rules, Regulations and policies of the college made to make the campus zero tolerant.
- Dr. Anil Kumar Mishra explained Acts, Law and Punishment against Ragging.
- MS. Vijaylaxmikumawat informed about various Academic, sports and cultural activities to be conducted in the college in this session.
- The principal sir motivated the students to participate in maximum activities and improve their skills as much as possible but also alert that activity against the discipline cannot be tolerated at any cost.
- Not a single complaint of Ragging is reported.




प्राचार्य
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स्वामी विवेकानन्द महिला महाविद्यालय, रूपनगढ

(संभललत डनु डुडडडडु डेलडडडु डणुडु डुडुडुडुडुडु डुडुडुडुडुडु, डुडुडुडु)

रलडु डुडुडु, डुडुडुडुडुडु डुडु, रूपनगढ, अडुडुडु-305814


E-Mail Id: - svmmcollege.roopangarh@gmail.com

ANTI-RAGGING COMMITTEE

ANNUAL REPORT 2022-23

- First on 26/08/2022 in the principal office in which principal sir and the committee members were present.
- Decided to communicate with the students and make them aware about Anti Ragging Policies, Rules & Regulation of the college.
- The principal Sir and the committee members communicated with the students and informed about evil effects of Ragging and Policies, Rules, Regulations and Punishments related to Ragging acts.
- If any student feels uncomfortable by the behaviour of other student or students, they must immediately inform to the committee members or to the principal sir.
- They were assured that appropriate action will be taken against the students who are involved in the ragging directly or indirectly.
- Contact number and email-id of the committee members were provided.
- No such complaint is reported in the session 2022-23.




डुडुडुडु
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GRIEVANCE REDRESSAL

ANNUAL REPORT 2021-22

- Suggestion boxes are installed near the college office in which the students can drop their suggestions and complaints with or without revealing their identity.
- On the College website, a new online Grievance Redressal area was created for registering complaints/ suggestions of Students.
- Principal explained the aim and relevance of the program. All the requests and suggestions from students were noted and prompt actions were taken according to the feasibility of the request. The Cell maintains a conducive and unprejudiced educational environment. . All the complaints are scrutinized by the management and the Grievance Redressal Cell.
- To create a platform for the students to voice their grievances.
- To enable the head of the institution to get first-hand information from the students regarding their expectations on the infrastructure facilities of the college.
- To take the spot remedial actions to the problems, demands, and suggestions of the students.




प्राचार्य

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GRIEVANCE REDRESSAL

ANNUAL REPORT 2022-23

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INTERNAL COMPLAINT COMMITTEE

ANNUAL REPORT 2021-22

Meeting was conducted on 24/09/2021 in the principal of office, in which the principles are in the committee members were present. Make the strategy to communicate with the students and inform them about the ICC committee, it's rules regulation and policies. Students were informed about the internal complaint committee of the college its policies, rules and requirement for the safety of the girls. Contact number of the committee members and the principal sir was already dispatched on the notice board. Students were assured that if they feel any indecent behaviour, swearing of commentary comment they must immediately inform to the committee members don't feel hesitate, an appropriate action will be taken and the name of the victim will not be disclosed. No such complaints is registered in the session.




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INTERNAL COMPLAINT COMMITTEE

ANNUAL REPORT 2022-23

Meeting was conducted on 02/01/2023 in the principal office in which principal sir and the committee members were present. Decided to communicate with the students and make them aware about Anti-Ragging Policies, Rules & Regulation of the college. The principal Sir and the committee members communicated with the students and informed about evil effects of Ragging and Policies, Rules, Regulations and Punishments related to Ragging acts. If any student feels uncomfortable by the behaviour of other student or students, they must immediately inform to the committee members or to the principal sir. They were assured that appropriate action will be taken against the students who are involved in the ragging directly or indirectly. Contact number and email-id of the committee members were provided. No such complaint is reported in the session.




प्रिन्सिपल

स्वामी विवेकानन्द महिला महाविद्यालय
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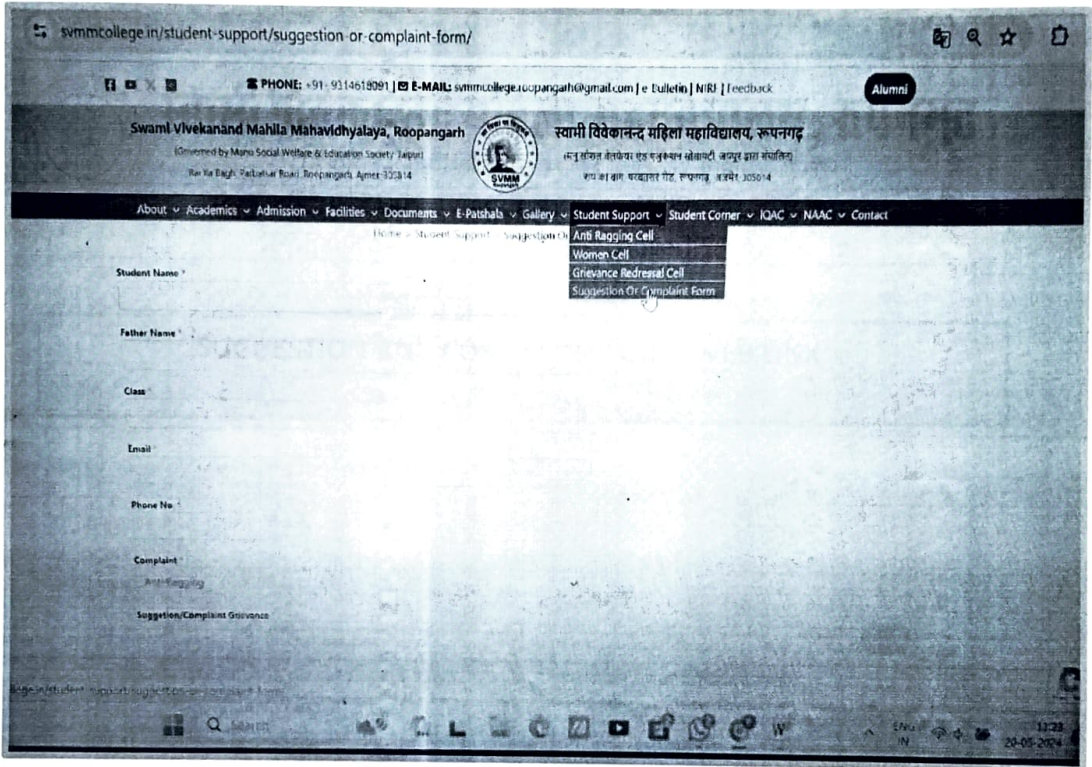
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SUGGESTION AND COMPLAINT FORM WEB LINK



<https://svmmcollege.in/student-support/suggestion-or-complaint-form/>



[Signature]
प्राचार्य
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