

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR
Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

| Criterion 5 – Student support and progression (140) | | |
|--|---|-----------------|
| Key Indicator – 5.1 Student Support | | |
| 5.1.5. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases | | |
| Sr. No. | List of Documents | Page No. |
| 1 | Policy Document, Notices and Minutes of Meetings of Anti Ragging Committee | 1 |
| 2 | Policy Document, Notices and Minutes of Meetings of Internal Complaints Committee | 21 |
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◀AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ▶INST.CODE NO. C001863

Ref. No

Date 18/07/2017

ANTI RAGGING COMMITTEE
POLICY DOCUMENT

Introduction:

For every institute it is necessary to have healthy environment and good interpersonal relations among the students in college campus. The institute has established an Anti Ragging Committee in the year 2013 – 14, according to the guidelines issued by 'UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009'.

Objectives:

1. To establish mechanism to ensure a ragging free campus.
2. To create awareness among the students about anti ragging rules and regulations.
3. To take necessary measures to prevent ragging in the campus.

Functions:

1. The anti-ragging committee comprising of Principal and faculty members shall ensure the procedure of obtaining undertaking from the students is followed strictly
2. Take preventive measures to prohibit, prevent and eliminate the menace of ragging in the campus of the institute.
3. Anti-ragging squad shall take rounds in the campus to maintain vigil at all times of the days by rotation.
4. To consider the complaints received from the students and take necessary actions according to the provision in the act.



I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001
Hotel Management & Catering Technology
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◀ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ▶ ID. No. PU/MGT/AH-12/97

Ref. No.:

Date : / / 201

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **19th July 2019** at **2:30 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)

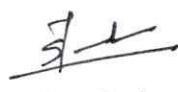
The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2018.
- Item no. 2.** Review the work during the academic year 2018 - 19
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 15th July 2019

Place: Ahmednagar




I/c. Principal
Institute of

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Lal Taki Road, AHMEDNAGAR-414 001


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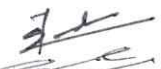
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Ref. No.:


Date : / /20

MINUTES OF THE MEETING

A meeting of Anti Ragging Committee of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **19th July 2019** at **2:30 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman) 

2. Prof. B. R. Shendage (Member) 

3. Prof. G. T. Sonawane (Member) 

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2018.

Recorded: Committee confirmed the minutes of meetings.

Item no. 2. Review the work during the academic year 2018 – 19

Recorded: The review of the work was discussed for the period July 2018 to May 2019. During this period a complaint was received regarding ragging incidence.

| Name of Student | Class | Complaint | Action Taken |
|-------------------|----------------------------|---|--|
| Mr. Tushar Borude | 3 rd Year BHMCT | Mental and Physical Abuse and Threatening by his two classmates | The students were called, incidence was verified, the parents of concerned students were informed, apology was sought by accused and they submitted affidavit promising that such event will not happen in future. |

The committee noted the incidence.



Item no. 3. Items for discussion with permission of the Chairman
Recorded: There were no other items for discussion, the meeting was thus concluded.



Prof. Mrs. Y. S. Sadre
Chairman

Anti Ragging Committee
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **11th July 2018 at 2:00 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)


The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2017.
- Item no. 2.** Review the work during the academic year 2017 – 18
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 6th July 2018

Place: Ahmednagar




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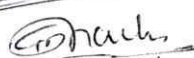
Date : / /20

MINUTES OF THE MEETING

A meeting of Anti Ragging Committee of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **11th July 2018** at **2:00 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman) 

2. Prof. B. R. Shendage (Member) 

3. Prof. G. T. Sonawane (Member) - 

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2017.

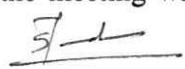
Recorded: Committee confirmed the minutes of meetings.

Item no. 2. Review the work during the academic year 2017 – 18

Recorded: The review of the work was discussed for the period July 2017 to May 2018. During this period no complaint was received from the students or parents regarding ragging incidences. The review of activities of anti ragging squad was considered.

Item no. 3. Items for discussion with permission of the Chairman

Recorded: There were no other items for discussion, the meeting was thus concluded.


Prof. Mrs. Y. S. Sadre
Chairman

Anti Ragging Committee
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001




I/c. Principal
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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **18th July 2017** at **2:00 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)

The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2016.
- Item no. 2.** Review the work during the academic year 2016 – 17
- Item no. 3.** Discussion regarding policy formulation for effective functioning of Anti Ragging Committee
- Item no. 4.** Items for discussion with permission of the Chairman

Date: 13th July 2017

Place: Ahmednagar




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Date : / /20

MINUTES OF THE MEETING

A meeting of Anti Ragging Committee of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **18th July 2017** at **2:00 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2016.

Recorded: Committee confirmed the minutes of meetings.

Item no. 2. Review the work during the academic year 2016 – 17

Recorded: The review of the work was discussed for the period July 2016 to May 2017. During this period no complaint was received from the students or parents regarding ragging incidences. The review of activities of Anti Ragging squad was considered.


Item no. 3. Discussion regarding policy formulation for effective functioning of Anti Ragging Committee

Recorded: The purpose of the committee was discussed; and based on it the policy document for Anti Ragging was framed and finalized.

Item no. 4. Items for discussion with permission of the Chairman

Recorded: There were no other items for discussion, the meeting was thus concluded.




Prof. Mrs. Y. S. Sadre
Chairman
Anti Ragging Committee
I/c. Principal
Institute of Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001
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Lal Taki Road, AHMEDNAGAR-414 001

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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **12th July 2016 at 2:00 pm** in the Principal's office. The following members should remain present.

1. Dr. N. R. Jagtap (Chairman)
2. Prof. Mrs. Y. S. Sadre (Member)
3. Prof. B. R. Shendage (Member)

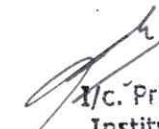
The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2015.
- Item no. 2.** Review the work during the academic year 2015 – 16
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 8th July 2016

Place: Ahmednagar



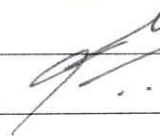

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I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001

PAGE No. _____
DATE _____

A meeting of the Anti-Ragging Committee of the A.J.M.V.P.S., Institute of Hotel Management and Catering Technology, Ahmednagar was held on Tuesday, 12th July 2016 at 2:00 pm in the Principal Office. The following members attended the meeting,

1. Dr. N. R. Jagtap
Chairman



2. Prof. Mrs. Y. S. Sadre



3. Prof. Mr. B. R. Shendage




The minutes of the meeting are recorded as follow:

Item No:1. To consider and approve the minutes of the meeting held on 29th June 2015.

Recorded :- The minutes of the meeting held on 29th June 2015 was considered and confirmed.




I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001


Item No 2 :- To consider the work done during academic year 2015-16

Recorded :- The workdone for prevention of Ragging during 2015-16 was reviewed. During this period no complaints were received from parents or students regarding ragging issues. The activities of the anti-ragging squad was considered. The committee expressed satisfaction with the work of the squads. The item was approved by the committee.

Item No3: To consider the visits by the Anti-Ragging squads in the hostels.

Recorded:- In order to boost the confidence and security of the students residing in hostels it was approved that anti-ragging squads should visit the hostel and discuss any difficulties faced by the students and thus initiate appropriate measures.

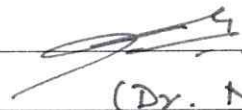



I/c. Principal
Institute of

Item No 4 :- Any other, with the permission
of the Chairman.

Recorded :- No other items were discussed.

The meeting was thus concluded.



(Dr. N. R. Jagtap)

Chairman

Anti-Ragging Committee.



I/c. Principal
Institute of

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Lal Taki Road, AHMEDNAGAR-414 001



I/c. Principal
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Date : / /201

Ref. No.:

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **29th June 2015** at **2:30 pm** in the Principal's office. The following members should remain present.

1. Dr. N. R. Jagtap (Chairman)
2. Prof. Mrs. Y. S. Sadre (Member)
3. Prof. B. R. Shendage (Member)

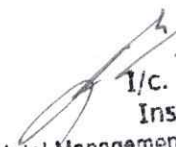
The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the meetings of previous meeting of the Anti-Ragging Committee held on July 2014.
- Item no. 2.** Review the work during the academic year 2014 - 15
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 25th June 2015


Place: Ahmednagar






I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001


I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

A meeting of the Anti Ragging Committee constituted in the A.J.M.V.P.S., Institute of Hotel Management and Catering Technology was held on Monday, 29th June 2015, at 2:30 pm in the Principal Office. The following members attended the meeting.

1. Dy. N. R. Jagtap (I/c Principal) - 

2. Prof. Y. S. Sadre (Associate Prof) - 


3. Prof. S. R. Shendage (Assistant Prof) - 

The minutes of the meeting are recorded as below,

Item No 1: To consider and confirm the minutes of the previous meeting of the committee held on 10th April 2014

Recorded : The minutes of the meeting held on 10th April 2014 was considered by the committee, approved and confirmed.




I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001

Item No 2 : To review the work done for
'prevention of ragging during
2014-2015

Recorded :- The work done by the Anti-
Ragging squads during academic
year 2014-15 was submitted to the
committee. The committee appreciated
the work done and the same were
approved

Item No 3 :- To consider the complaints and
action there-on the ragging incidents.

Recorded :- No complaints regarding ragging
was received from either the students
or parents. The committee was satisfied
with the good inter-personal relations
among all stake holders. The same
was approved.

Item No 4 :- Any other items with reference
to Anti-ragging notices / Ragging
incidents for discussion with
due approval of the Chairman.



I/c. Principal
Institute of

Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

2014-15.


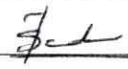

Item No 4 : Formation of Anti Ragging squad.

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Recorded : The Anti Ragging squad should monitor the daily progress by visiting classrooms, practical laboratories, library, reading hall, corridors and the campus as well as hostel. The squad should maintain proper records and submit them to the Principal regularly. They should counsel the students and obtain feed back from the students.

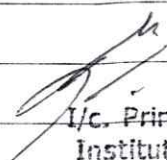
No other items were discussed. The meeting was thus concluded.

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of Ragging
2 and

- 1. Dr. N. R. Jagtap (I/c Principal) 
- 2. Prof. Y. S. Sadre 
- 3. Prof. B. R. Shendage. 




I/c. Principal
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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **10th April 2014 at 2:00 pm** in the Principal's office. The following members should remain present.

1. Dr. N. R. Jagtap (Chairman)
2. Prof. Mrs. Y. S. Sadre (Member)
3. Prof. B. R. Shendage (Member)

The agenda of the meeting is as follows:

Item no. 1. Review of Ragging incidences and overall status of relation among students

Item no. 2. Planning for the Academic year 2014 – 15


Item no. 3. Develop harmonious environment

Item no. 4. Formation of Anti Ragging Squad

Date: 10th April 2014


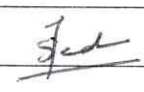
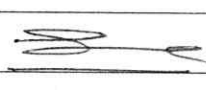
Place: Ahmednagar




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I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001

A meeting of the Anti Ragging Committee of the A.J.M.V.P.S., Institute of Hotel Management and Catering Technology, Ahmednagar was held on Thursday, 10th April²⁰¹⁴ at 2:00 pm in the Principal's Office. The following member attended the meeting.

1. Dr. N.R. Jagtap (I/c Principal) 
2. Prof. Y.S. Sadre (Asso. Prof.) 
3. Prof. B.R. Shendage (Asst. Prof.) 

The minutes of the meeting are recorded as below,

Item No 1 : Review of Ragging incidences and overall status of relation amongst students.

Recorded : No cases of ragging was referred to the Anti-Ragging committee either by the students or the parents. The overall relations among the students was observed to be harmonious.




I/c. Principal
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Lal Taki Road, AHMEDNAGAR-414 001

Item No 2 : Planning for the academic year 2014 - 15.

Recorded : For the year additional anti-ragging squads to be appointed to monitor daily routine. Undertaking from students and parents to be obtained at the time of admissions. Events be conducted to develop good inter-personal relations among the students. Regular meeting of the Anti-Ragging Committee should be held.

Item No 3 : Develop harmonious environment.

Recorded : For this purpose the following actions to be taken.

- a. - Display of ^{action &} punishment for cases of Ragging
- b. - Arrange events, such as Welcome and Farewell functions of students.
- c. - Display slogans in the premises.
- d. - counselling of students.



I/c. Principal
Institute of

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Lal Taki Road, AHMEDNAGAR-414 001

Recorded :- No other notices or circular from different authorities presented to the committee.

The meeting was concluded.

1. Dr. N.R. Jagtap (I/c Principal)
Chairman of Committee

2. Prof. Y. S. Sadre.

3. Prof. B.R. Shendage.



I/c. Principal
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Ref. No.:

Date : 10/08/2017

**INTERNAL COMPLAINTS COMMITTEE
POLICY DOCUMENT**

Introduction:

The 2015 UGC regulations state that Indian colleges and universities need to have an **Internal Complaints Committee** that will conduct inquiries into sexual harassment complaints from students, faculty and non-teaching staff. The institute thus has composed an **Internal Complaints Committee** as per Sexual harassment of women at workplace (Prevention and Redressal) Act and Rules that came into force in 2013.

All students, teaching faculty and administrative staff come under the purview of this policy.

Objectives:

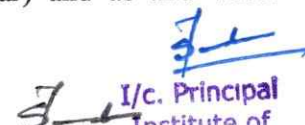
1. To prevent discrimination and provide an impartial, confidential and accommodating environment to all members of college.
2. To develop a policy against sexual harassment of women at the Institute.
3. To promote gender harmony among students and employees.

Functions:

1. Promote a respectful and safe campus environment
2. Deal with cases of discrimination and sexual harassment against women, in a timely manner, and ensure the fair resolution of sexual harassment complaints.
3. Provide information regarding counseling and support services in the campus

The Committee shall meet once in a year (beginning of academic year) and as and when necessary.




I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR.
Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to S.P. Pune University

◀ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ▶ ID. No. PU/MGT/AH-12/97

Ref. No.:

Date : / /201

NOTICE

A meeting of the **Internal Complaint Committee** will be held on **27th August 2019 at 2:30 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)

The agenda of the meeting is as follows:

Item no. 1. To read and confirm the minutes of previous meeting held on July 2018

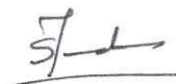
Item no. 2. Review the complaints during the academic year 2018 – 19

Item no. 3. Items for discussion with permission of the Chairman

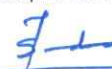
Date: 24th August 2019

Place: Ahmednagar





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◀ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ▶ INST.CODE NO. C001863

Ref. No.:

Date : / /20

MINUTES OF THE MEETING

A meeting of **Internal Complaint Committee (ICC)** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **27th August 2019 at 2:30 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the minutes of previous meeting held on July 2018

Recorded: Committee confirmed the minutes of previous meeting.

Item no. 2. Review the complaints during the academic year 2018 – 19


Recorded: The review of the work was discussed for the year 2018 – 19. During this period no complaint was received from the students and staff members.

Item no. 3. Items for discussion with permission of the Chairman

Recorded: Committee members decided to celebrate Women's Day 2020 in the institute. It was suggested that the ladies helper staff of the institute and ladies hostel shall be felicitated.

Since there were no other items for discussion, the meeting was thus concluded.




Prof. Mrs. Y. S. Sadre
Chairman
Internal Complaint Committee
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

I/c. Principal
Institute of
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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Internal Complaint Committee** will be held on **14th August 2018 at 2:00 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)

The agenda of the meeting is as follows:

- Item no. 1. To read and confirm the minutes of previous meeting held on July 2017
- Item no. 2. Discussion regarding grievances of girls and ladies faculty
- Item no. 3. Items for discussion with permission of the Chairman

Date: 9th August 2018

Place: Ahmednagar



[Signature]

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

[Signature]

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Ref. No.:

Date : / /20

MINUTES OF THE MEETING

A meeting of **Internal Complaint Committee (ICC)** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **14th August 2018 at 2:00 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the minutes of previous meeting held on July 2017

Recorded: Committee confirmed the minutes of previous meeting.

Item no. 2. Discussion regarding grievances of girls and ladies faculty

Recorded: Committee discussed regarding various facilities available for girls and ladies faculty within the campus. It was unanimously decided that if any problem reported to any member of committee, it should be brought to the notice of committee members immediately without any delay.

Item no. 3. Items for discussion with permission of the Chairman

Recorded: Prof. S. S. Nimbalkar highlighted the need of forming whatsapp group of only girls and ladies faculties to fearlessly discuss various issues which could be promptly attended.

Since there were no other items for discussion, the meeting was thus concluded.



Prof. Mrs. Y. S. Sadre
Chairman
Internal Complaint Committee
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Internal Complaint Committee** will be held on **10th August 2017 at 2:30 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)

The agenda of the meeting is as follows:

Item no. 1. Introduction of Committee

Item no. 2. Discussion regarding policy formulation for effective functioning of Internal Complaint Committee

Item no. 3. Meetings of the committee

Date: 5th August 2017

Place: Ahmednagar



[Signature]

I/c. Principal
Institute of
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[Signature]

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Ref. No.:

Date : / /20

MINUTES OF THE MEETING

A meeting of **Internal Complaint Committee (ICC)** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **10th August 2017 at 2:30 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. Mrs. S. S. Nimbalkar (Member)
3. Prof. B. R. Shendage (Member)



The minutes of the meeting are recorded as below:

Item no. 1. Introduction of Committee

Recorded: The Chairman introduced the committee members.

Item no. 2. Discussion regarding policy formulation for effective functioning of Internal Complaint Committee


Recorded: The purpose of the committee was discussed; and based on it the policy document for ICC was framed and finalized.

Item no. 3. Meetings of the committee

Recorded: The Committee shall meet once in a year (beginning of academic year) and as and when necessary.

Since there were no other items for discussion, the meeting was thus concluded.




Prof. Mrs. Y. S. Sadre
Chairman

Internal Complaint Committee

I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001


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Ref. No.:

Date : 23/08 /2017

GRIEVANCE REDRESSAL COMMITTEE
POLICY DOCUMENT

Introduction:

The institute has constituted Students Redressal committee as per the rules and regulations of UGC and SPPU to promote and maintain a promising, healthy and impartial educational environment. The Grievance Redressal Committee is created to look into matters of all the types of complaints, harassment, or problems faced by the students in college campus. It is ensured that any such issues are duly attended and resolved. This ensures stress free atmosphere in the College and promote cordial relationship among various entities in the college.

Objectives:

1. To develop responsible approach among all the stakeholders in order to maintain the healthy educational atmosphere in the institute.
2. To provide a strong grievance Redressal mechanism and create awareness of availability of this facility to report grievances.
3. To ensure prompt solution to the students' grievances with an unbiased and fair approach

Functions:

1. The Grievance Redressal Committee comprising of Principal and Faculty members shall frame an appropriate mechanism to address student's grievances.
2. Ensure that safe educational environment is available in the institute.




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Ref. No.:

Date : / /20

3. Attend Students' Grievances concerned with academic, administrative problems or about harassment are attended promptly.
4. The Committee shall meets once in a year to consider new circulars, gazettes and notification received from various authorities

Grievance Redressal Procedure:

1. Grievance Redressal facility is made available on institute website.
2. Students can post their grievance online or in writing or drop it in complaint box available outside the administrative office.
3. Grievances related to academic, administrative and regarding harassment / ragging are attended.
4. Names of the students posting grievances are not disclosed.
5. Committee ensures that grievances are attended at the earliest and issues are resolved.

Grievance Redressal Committee:

| No | Name | Designation | Email id and Mobile No. |
|----|------------------------|-------------|---|
| 1 | Prof. Mrs. Y. S. Sadre | Chairman | yogita_sadre@rediffmail.com 9822522733 |
| 2 | Prof. B. R. Shendage | Member | balasahebshendage@gmail.com 8149490282 |
| 3 | Prof. G. T. Sonawane | Member | gtsonawane@gmail.com 9922947640 |
| 4 | Mr. R. J. Gawali | Member | ihmctajmvps@gmail.com 9921357363 |



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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Grievance Redressal Committee** will be held on **3rd September 2019 at 2:30 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)
4. Mr. R. J. Gawali (Member)
5. Miss. Aditi Choudhary (Student Representative)
6. Mr. Chaitanya Sonar (Student Representative)

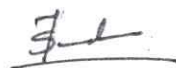
The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the minutes of previous meeting held on July 2018
- Item no. 2.** Discussion regarding grievances of students
- Item no. 3.** To review the UGC (Grievance Redressal) Regulations, 2018

Date: 30th August 2019

Place: Ahmednagar





I/c. Principal
Institute of
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Lal Taki Road, AHMEDNAGAR-414 001



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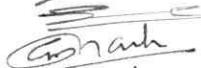

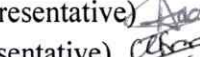


◀ AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 ▶ INST.CODE NO. C001863

Ref. No.:

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Grievance Redressal Committee** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **3rd September 2019 at 2:30 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman) 
2. Prof. B. R. Shendage (Member) 
3. Prof. G. T. Sonawane (Member) 
4. Mr. R. J. Gawali (Member) 
5. Miss. Aditi Choudhary (Student Representative) 
6. Mr. Chaitanya Sonar (Student Representative) 

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the minutes of previous meeting held on July 2018

Recorded: Committee confirmed the minutes of previous meeting. The suggestion recorded in the last meeting is accepted and two student representatives have been included in the committee.

Item no. 2. Discussion regarding grievances of the students

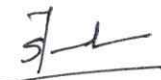
Recorded: No grievances were recorded during the academic year 2018 – 19.

Item no. 3. To review the UGC (Grievance Redressal) Regulations, 2018

Recorded: The Grievance Redressal committee should consider and review the UGC (Grievance Redressal) Regulations, 2018

Since there were no other items for discussion, the meeting was thus concluded.





Prof. Mrs. Y. S. Sadre
Chairman

Grievance Redressal Committee

I/c. Principal

Institute of

Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001


I/c. Principal
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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Grievance Redressal Committee** will be held on **11th September 2018 at 2:30 pm** in the Principal's office. The following members should remain present:

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)
4. Mr. R. J. Gawali (Member)


The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the minutes of previous meeting held on July 2017
- Item no. 2.** Discussion regarding grievances of students
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 7th September 2018

Place: Ahmednagar





I/c. Principal
Institute of

Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



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Ref. No.:

Date : / /20

MINUTES OF THE MEETING

A meeting of **Grievance Redressal Committee** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **11th September 2018 at 2:30 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)
4. Mr. R. J. Gawali (Member)

[Handwritten signatures of Prof. Mrs. Y. S. Sadre, Prof. B. R. Shendage, Prof. G. T. Sonawane, and Mr. R. J. Gawali]

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the minutes of previous meeting held on July 2017

Recorded: Committee confirmed the minutes of previous meeting.

Item no. 2. Discussion regarding grievances of students

Recorded: No grievances were recorded during the academic year 2017 – 18.

Item no. 3. Items for discussion with permission of the Chairman

Recorded: Prof. Gokul Sonawane suggested that student representatives can be included in Grievance Redressal Committee to ensure unrestricted approach of any grievances to the committee.

Since there were no other items for discussion, the meeting was thus concluded.



[Signature]
Prof. Mrs. Y. S. Sadre
Chairman
Grievance Redressal Committee
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

[Signature]
I/c. Principal
Institute of
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Ref. No.:

Date : / /201

NOTICE

A meeting of the **Grievance Redressal Committee** will be held on **23rd August 2017 at 2:00 pm** in the Principal's office. The following members should remain present.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)
4. Mr. R. J. Gawali (Member)

The agenda of the meeting is as follows:

- Item no. 1.** Discussion regarding policy formulation for effective functioning of Grievance Redressal Committee
- Item no. 2.** Discussion regarding issues related to Students
- Item no. 3.** Items for discussion with permission of the Chairman

Date: 19th August 2017

Place: Ahmednagar




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Ref. No.:

Date : / /20

MINUTES OF THE MEETING

A meeting of **Grievance Redressal Committee** of the AJMVPS Institute of Hotel Management and Catering Technology, Ahmednagar was held on **23rd August 2017 at 2:00 pm** in the Principal's office. The following members attended the meeting.

1. Prof. Mrs. Y. S. Sadre (Chairman)
2. Prof. B. R. Shendage (Member)
3. Prof. G. T. Sonawane (Member)
4. Mr. R. J. Gawali (Member)



The minutes of the meeting are recorded as below:

Item no. 1. Discussion regarding policy formulation for effective functioning of Grievance Redressal Committee

Recorded: The purpose of the committee was discussed; and based on it the policy document for Grievance Redressal Committee was framed and finalized.

Item no. 2. Discussion regarding issues related to Students and formulation of Grievance Redressal Mechanism


Recorded: Committee discussed various issues related to Students. It was decided that all the grievances of the students related to academics, infrastructure, office, library and Training and Placement will be addressed by this committee. The Grievance Redressal Mechanism was discussed and finalized.

Item no. 3. Items for discussion with permission of the Chairman

Recorded: As there were no issues to discuss, meeting concluded with vote of thanks.



I/c. Principal
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Prof. Mrs. Y. S. Sadre
Chairman
Grievance Redressal Committee

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

सावित्रीबाई फुले पुणे विद्यापीठ
[पूर्वीचे पुणे विद्यापीठ]



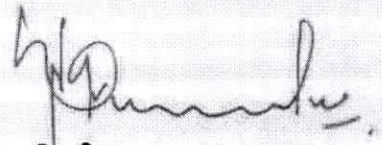
आवाहन

सावित्रीबाई फुले पुणे विद्यापीठातर्फे सर्व संलग्नित महाविद्यालयांना स्त्रियांच्या सुरक्षेच्या दृष्टीने खालील उपाययोजना तातडीने करण्याबाबत हे आवाहन केले जात आहे:

- १) स्त्रियांवर कामाच्या ठिकाणी होणाऱ्या लैंगिक छळाविरोधातील २०१३ च्या कायदानुसार महाविद्यालयांमध्ये अंतर्गत समिती स्थापन झाली आहे याची खातरजमा करण्यात यावी आणि त्याबाबतची माहिती (समिती अध्यक्ष व सदस्यांची नावे) विद्यापीठाच्या अंतर्गत समितीकडे पाठवण्यात यावीत.
- २) ही अंतर्गत समिती (स्त्रियांवर कामाच्या ठिकाणी होणाऱ्या लैंगिक छळाविरोधात) आपल्या महाविद्यालयात स्थापन झाली नसल्यास, तातडीने योग्य ती कार्यवाही करण्यात यावी.
- ३) महाविद्यालय परिसर महिलांसाठी सुरक्षित करण्याच्या दृष्टीने सी.सी.टी.व्ही. कॅमेरे, सुरक्षा व्यवस्था अशा तरतुदी तातडीने करण्यात याव्यात.

या उपाययोजनांसंदर्भात मार्गदर्शनपर अधिक माहिती विद्यापीठ अंतर्गत समिती संकेत स्थळावर http://unipune.ac.in/snc/womens_studies_centre/icc/default.htm मिळू शकेल.




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