

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		
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		
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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
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INST. CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE

A meeting of the **Anti Ragging Committee** will be held on **Saturday, 29th October 2022** at **2:45 pm** in the Principal's office. The following members are requested to kindly attend the meeting.

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 14th December 2021.
- Item no. 2.** To discuss ragging cases during the academic year 2021 – 2022
- Item no. 3.** To consider circulars issued by UGC / SPPU during the A.Y. 2022-23
- Item no 4.** Items for discussion with permission of the Chairman

Date: 22nd October 2022

Place: Ahmednagar



Prof. Mrs. Y. S. Sadre


Chairman
I/c. Principal
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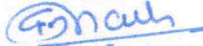
Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Anti Ragging Committee** of the A.J.M.V.P.S Institute of Hotel Management and Catering Technology, Ahmednagar was held on **Saturday, 29th October 2022 at 2:45 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 14th December 2021.

Recorded: Committee confirmed the minutes of meetings held on 14th December 2021.

Item no. 2. To discuss ragging cases during the academic year 2021 – 2022

Recorded: The committee noted that no complaint was received either from the students or parents regarding ragging incidences during the academic year 2021 – 2022.

Item no. 3. To consider circulars issued by UGC / SPPU during the A. Y. 2022-23

Recorded: Circulars issued by SPPU dated 03/10/2022 and 21/10/2022 was placed before committee for discussion. Committee noted that, the institute has board in place stating the anti-ragging clause at prominent place. Prof. Gokul Sonawane informed the committee that, during the orientation program of the first year students are informed about aspects of ragging and its consequences and guided them the students to stay away from any kind



of ragging incidences in the campus. Also every year the poster of anti-ragging shared by govt. is displayed in the institute.

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

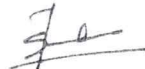
Recorded: There were no other items for discussion, the meeting was thus concluded.

Date: 29th October 2022

Place: Ahmednagar




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Prof. Mrs. Y. S. Sadre

Chairman
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.




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INST. CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE

A meeting of the **Internal Complaint Committee** will be held on **Tuesday, 10th October 2022 at 3:00 pm** in the Principal's office. The following members are requested to kindly attend the meeting.

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 31st January 2022.
- Item no. 2.** To review the complaints during the academic year 2021 – 2022
- Item no. 3.** To consider circulars issued by UGC/University/Govt./Higher Education
- Item no. 4.** Items for discussion with permission of Chairman

Date: 3rd October 2022

Place: Ahmednagar




Prof. Mrs. Y. S. Sadre

Chairman
I/c. Principal
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INST. CODE NO. C001863

Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Internal Complaint Committee** of the A.J.M.V.P.S Institute of Hotel Management and Catering Technology, Ahmednagar was held on **Tuesday, 10th October 2022 at 3:00 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 31st January 2022.

Recorded: Committee confirmed the minutes of previous meeting.

Item no. 2. To review the complaints during the academic year 2021 – 2022

Recorded: No complaints were received during the academic year 2021 – 2022. Committee noted the same.

Item no. 3. To consider circulars issued by UGC/University/Govt./Higher Education

Recorded: No new circulars were issued by UGC/University/Govt./Higher Education. Committee took the note of the same.

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

Recorded: No additional item was discussed and hence meeting concluded.

Date: 10th October 2022

Place: Ahmednagar



Prof. Mrs. Y. S. Sadre

Chairman
I/c. Principal
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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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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

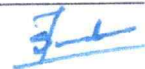
Grievance Redressal Procedure:

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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INST. CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE

A meeting of the **Grievance Redressal Committee** will be held on **Monday, 12th September 2022 at 2:30 pm** in the Principal's office. The following members are requested to kindly attend 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. Ms. Vaishnavi Adigopul (Student Representative)
6. Mr. Atharv Kulkarni (Student Representative)

The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the minutes of previous meeting held on 9th September 2021.
- Item no. 2.** To discuss grievances of students, if any
- Item no. 3.** To approve new members added as student representatives in the committee.

Date: 5th September 2022

Place: Ahmednagar



Prof. Mrs. Y. S. Sadre

Chairman
I/c. Principal
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Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **Grievance Redressal Committee** of the A.J.M.V.P.S Institute of Hotel Management and Catering Technology, Ahmednagar was held on **Monday, 12th September 2022 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. Ms. Vaishnavi Adigopul (Student Representative) 
6. Mr. Atharv Kulkarni (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 9th September 2021.

Recorded: Committee confirmed the minutes of previous meeting held on 9th September 2021.

Item no. 2. To discuss grievances of students if any

Recorded: No grievances were recorded during the academic year 2021 – 2022.

Item no. 3. To approve new members nominated as student representatives in the committee.

Recorded: Committee approved the new names of student representatives as the earlier student representatives graduated from the institute in the AY 2021-



2022. New members nominated are Mr. Atharv Kulkarni (3rd year B.Sc.HS) and Ms. Vaishnavi Adigopul (4th year BHMCT).

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

Date: 12th September 2022

Place: Ahmednagar



Prof. Mrs. Y. S. Sadre

Chairman
I/c. Principal
Institute of
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SC/ST COMMITTEE

POLICY DOCUMENT

Introduction:

The institute has constituted SC/ST committee as per the guidelines of AICTE/UGC/SPPU and the Scheduled Caste and Scheduled Tribes (Prevention of Atrocities) act 1989, No.33 of 1989 and dated 11.09.1989 to promote the special interests of students in the SC/ST category.

The students of Scheduled Castes (SC) and Scheduled Tribes (ST) include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and empower these students in the college.

Objectives:

1. To ensure that the reservation policy for admissions for SC/ST category is implemented in the College
2. To keep SC/ST students informed regarding various scholarships program of Central and State Govt. and UGC
3. To counsel and guide SC/ST students for academic & non-academic issues effectively

Functions:

1. Ensure to provide safe and secure environment for all students from SC/ST Category
2. Provide the mechanism to redress the grievance of SC/ST students, if any
3. Analyze information on admissions, education and training of SCs and STs; prepare reports for the same
4. Communicate with the students and motivate them for their future career




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INST. CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE

A meeting of the **SC/ST Committee** will be held on **Thursday, 19th October 2022** at **3:00 pm** in the Principal's office. The following members are requested to kindly attend the meeting.

1. Prof. Dr. A. L. More (Chairman)
2. Prof. Mrs. N. M. Kadale (Member)
3. Prof. Mrs. S. P. Salve (Member)


The agenda of the meeting is as follows:

- Item no. 1.** To read and confirm the minutes of previous meeting held on 18th November 2021
- Item no. 2.** To discuss the status of scholarships and freships received by the students in previous year
- Item no. 3.** To take review of seats filled under SC/ST quota for both programs
- Item no. 4.** To discuss grievances of SC/ST students if any

Date: 12th October 2022

Place: Ahmednagar




Prof. Mrs. Y. S. Sadre

I/Principal
Institute of
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Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of **SC/ST Committee** of the A.J.M.V.P.S Institute of Hotel Management and Catering Technology, Ahmednagar was held on **Thursday, 19th October 2022 at 3:00 pm** in the Principal's office.

The following members attended the meeting.

1. Prof. Dr. A. L. More (Chairman) 
2. Prof. Mrs. N. M. Kadale (Member) 
3. Prof. Mrs. S. P. Salve (Member) 

The minutes of the meeting are recorded as below:

Item no. 1. To read and confirm the minutes of previous meeting held on 18th November 2021.

Recorded: Committee confirmed the minutes of previous meeting 18th November 2021.

Item no. 2. To discuss the status of scholarships and freships received by the students in previous year

Recorded: The committee has taken review for status of scholarships and free ships received by the students. The committee checked the records of the same.

Item no. 3. To take review of admissions under SC/ST quota for both programs

Recorded: The committee was provided with following information of the students enrolled -

Sr. No.	Category	BHMCT	B.Sc.HS
1.	SC	01	17
2.	ST	--	02



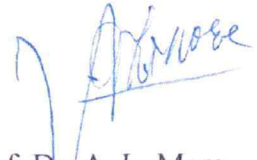
Item no. 4. Discuss grievances of SC/ST students if any

Recorded: No grievances were recorded during the year. Discipline in the institute was found satisfactory.

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

Date: 19th October 2022

Place: Ahmednagar



Prof. Dr. A. L. More
Chairman



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