



GOVERNMENT MOHINDRA COLLEGE PATIALA

(Affiliated to Punjabi University, Patiala)

NAAC ACCREDITED GRADE A+ CYCLE-I

NAAC REACCREDITED GRADE A (CGPA 3.86) CYCLE-II

AISHE CODE: C-22146

INTERNAL QUALITY ASSURANCE CELL (IQAC)

AMARJIT SINGH (PES-I)
Principal

LOVELEEN PARMAR
IQAC Coordinator

MOHAMMAD SOHAIL
IQAC Co-Coordinator

Contact:

Telephone: 0175-2321695

Website: <https://govtmohindracollege.in/>

email: gcmohindrapatiala@gmail.com



**INTERNAL QUALITY ASSURANCE
CELL**

IQAC



GOVERNMENT MOHINDRA COLLEGE, PATIALA

Supporting Documents/Additional Information

**Title-5.1.4 Annual report of the committee motioning
the activities**

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Grievance Committee Report (2018-23)

Composition of Grievance Committee (2018-19)

The composition of the Grievance Committee for the year 2018-19 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1.	Dr. Harpreet Kaur	Convener
2.	Prof. K.S. Bhatti	Member
3.	Dr. Harvinderjit Kaur Kaler	Member
4.	Dr Narjeet Kaur Bains	Member
5.	Prof. Rupinder Kaur	Member
6.	Prof. Manju Midda	Member

The following students rendered their services as student volunteers in the committee:

1. Ms. Nisha, 4318
2. Ms. Manpreet Kaur, 18065
3. Ms. Ashmita Bali, 474

Composition of Grievance Committee (2019-20)

The composition of the Grievance Committee for the year 2019-20 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

7.	Dr. Rupinder Kaur	Convener
8.	Dr Narjeet Kaur Bains	Member
9.	Dr Manju Midda	Member

The following students rendered their services as student volunteers in the committee:

4. Ms.Jyoti, 11941
5. Ms. Harpreet Kaur, 14481
6. Ms. Kavita, 16024

Composition of Grievance Committee (2020-21)

The composition of the Grievance Committee for the year 2020-21 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

10.	Dr. Rupinder Kaur	Convener
11.	Dr Manju Midda	Member
12.	Dr Gurmeet Singh Sekhon	Member
13.	Prof. Jaspreet Kaur	Member

The following students rendered their services as student volunteers in the committee:

7. Ms. Kamaljeet kaur, 4440

8. Ms. Manjot Kaur, 21067
9. Ms. Rupinder Kaur, 18202

Composition of Grievance Committee (2021-22)

The composition of the Grievance Committee for the year 2021-22 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

- | | | |
|-----|----------------------|----------|
| 14. | Prof. Charanjit Kaur | Convener |
| 15. | Prof. Jaspreet Kaur | Member |
| 16. | Prof. Ravinder Singh | Member |
| 17. | Prof. Amrit Samra | Member |

The following students rendered their services as student volunteers in the committee:

10. Ms. Jyoti, 6309
11. Ms. Preety 6212
12. Ms. Anjali, 4503

Composition of Grievance Committee (2022-23)

The composition of the Grievance Committee for the year 2022-22 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

- | | | |
|-----|----------------------|----------|
| 18. | Prof. Amrit K Samra | Convener |
| 19. | Prof. Ravinder Singh | Member |
| 20. | Prof. Jaspreet Kaur | Member |

The following students rendered their services as student volunteers in the committee:

13. Ms. Damanpreet Kaur, 4301
14. Ms. Kashish, 5313
15. Ms. Nikita Gogia, 6309

2. Objectives of the Committee:

The major objectives of the committee are to look into complaints pertaining to:

- admission process;
- assessment and evaluation process;
- examination process;
- discrimination with students from the Scheduled Castes, the Other Backward Classes, Women, Minority or persons with disabilities categories;
- any other grievance

Besides this the Committee looks after receiving suggestions from students for improving the academic environment and administration in the college and advising students to maintain rightful conduct in the college.

Procedure Adopted by the Committee:

The information regarding the Grievance Committee is displayed at a prominent place in the college along with contact details of members. A complaint/suggestion box has been affixed at a same place to receive written complaints and suggestions. The box is opened fortnightly by the convener and members of the committee. Once the written complaint is received from the student, the Committee ensures its timely disposal.

Complaints/Suggestions Received during the year 2018-19

A total of two complaints and one suggestion were received during the year, details of which are given in the following table:

Issue Raised	Action Taken
Lack of proper hygiene in the canteen	Caretaker of the college was instructed to ensure proper hygiene and do regular checks and same was reported to canteen contactor.
A fan is not working in classroom No. 82	Electrician of the college was asked to do the needful

Suggestion Received	Action Taken
College shall hold regular talent hunt competitions to identify and promote students with special skills	The college already conducts wide range of talent hunt activities for selecting students for teams participating in extra co-curricular and cultural activities during the youth festivals.

Complaints/Suggestions Received during the year 2019-20

One complaint was received during the year, details of which are given in the following table:

Issue Raised	Action Taken
Water filter was not working properly in the HEIS block	Water filter was replaced.

Complaints/Suggestions Received during the year 2020-21

No written complaint was received during the year. However the members of the committee received calls from students and their queries were dealt with.

Special Intervention by the Committee during spread of Corona Virus

In the wake of spread of corona virus, an advisory was issued by the Committee and shared with students by their class teachers through whatsapp regarding contacting the members of the Grievance Committee in case they face any difficulty especially in the teaching-learning process.

As the admission process was made fully online through portal, admission help committee was also constituted to help students in the application process.

Complaints/Suggestions Received during the year 2019-20

A number of complaints were received by the Principal regarding results of students nor declared by the Punjabi University, Patiala pertaining to corona period. The Registrar Branch of the college did not send their awards to the University owing to non-submission of answer-sheets by the students as per the instructions. The records were checked again. The Registrar office took necessary actions to resolve the issue and concerned University officials were contacted.

Complaints/Suggestions Received during the year 2022-23

No complaints/suggestions were received.

Special Initiatives undertaken by the Committee during 2022-23

Dr Simrat Kaur, (Principal) proposed to the Grievance Committee to provide students online mechanism to register their complaints besides putting their complaints/suggestions in the affixed box.

Online grievance redressal portal was hosted on the college website and information in this regard was also spread amongst students.

The Government of Punjab decided to launch a centralized admission portal for public and private colleges for the next academic sessions 2023-24. In this regard special help desk were provided during the session 2022-23 so that students do not face any problems pertaining to admission process.

Report of Anti Sexual Harassment Committee (2022-2023)

The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 provides for constitution of the Internal Complaints Committee (ICC) to deal with complaints of sexual harassment at workplace. Similarly the college has Anti Sexual Harassment Committee for the said purpose. The composition of the Committee over the years is mentioned below:

Composition of Committee (2018-19)

The composition of the Anti Sexual Harassment Committee for the year 2018-19 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Tripti Sharma	Convener
2. Prof. Harwinderjit Kaur	Member
3. Prof. Manju Midda	Member
4. Prof. Kamla Sharma	Member
5. Prof. Renu	Member
6. Prof. Rachna Bhardwaj	Member
7. Prof. Suksham Bala	Member

Following students acted as student volunteers in the Committee:

1.	Ms. Karamjeet Kaur, 445
2.	Ms. Babneet Kaur, 18120
3.	Ms. Simran Kaur, 18088

Composition of the Committee (2019-20)

The composition of the Anti Sexual Harassment Committee for the year 2019-20 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Tripti Sharma	Convener
2. Prof. Harwinderjit Kaur	Member
3. Prof. Manju Midda	Member
4. Prof. Kamla Sharma	Member
5. Prof. Renu	Member
6. Prof. Rachna Bhardwaj	Member
7. Prof. Suksham Bala	Member

Following students acted as student volunteers in the Committee:

1. Ms. Jyoti, 4301
2. Ms. Kavita, 6315
3. Ms. Simran, 4225

Composition of Committee (2020-21)

The composition of the Anti Sexual Harassment Committee for the year 2020-21 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

- | | |
|--------------------------|----------|
| 1. Prof. Tripti Sharma | Convener |
| 2. Prof. Manju Midda | Member |
| 4. Prof. Renu | Member |
| 6. Prof. Rachna Bhardwaj | Member |

Following students acted as student volunteers in the Committee:

- | | |
|----|----------------------|
| 4. | Ms. Neha, 4315 |
| 5. | Ms. Komal Jain, 5310 |
| 6. | Ms. Tamanna, 6312 |

Composition of Committee (2021-22)

The composition of the Anti Sexual Harassment Committee for the year 2021-22 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

- | | |
|--------------------------|----------|
| 1. Prof. Charanjit Kaur | Convener |
| 5. Prof. Renu | Member |
| 6. Prof. Jaspreet Kaur | |
| 6. Prof. Rachna Bhardwaj | Member |
| 7. Prof. Navjot Singh | Member |
| 8. Prof. Gurpreet Sandhu | Member |
| 9. Prof. Meena Goyal | Member |

Following students acted as student volunteers in the Committee:

Ms. Arti Noori, 4301

Ms. Neha, 6305

Ms. Sakshi, 4236

Composition of Committee (2022-23)

The composition of the Anti Sexual Harassment Committee for the year 2022-23 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Renu	Convener
2. Prof. Bahadur Singh	Member
3. Prof. Jaspreet Kaur	Member
4. Prof. Rachna Bhardwaj	Member
5. Prof. Gurpreet Sandhu	Member
6. Prof. Meena Goyal	Member

Following students acted as student volunteers in the Committee:

Ms. Jyoti Rani, 5436

Ms. Anita Kaur, 6412

Ms. Pooja, 4503

2. Objectives of the Committee:

The committee has an umbrella objective of undertaking necessary actions to provide safe and healthy environment for learning and to stop sexual harassment in any form. The major objectives of the Committee include:

- Providing suitable mechanism for filing complaints of sexual harassment and timely disposal of such complaints in a just manner;
- Organizing various programme sensitizing students and staff about facets of sexual harassment and remedies available in this regard;
- Promote gender equity and women empowerment through various means/

3. Procedure/Mechanism for Lodging Complaint:

- An aggrieved person can submit a formal complaint addressed to the convener of the committee or the Principal.
- The complaint can also be emailed at gcmohindrapatiala@gmail.com i.e. official email id of the college.
- The committee is mandated to take necessary action and dispose of the complaint to the satisfaction of the complainants in a month's time.
- The committee can make use of the legal clinic available in the college for seeking any legal advice in any matter.
- The students are also entitled to seek legal advice from the legal clinic for filing the complaint or on any matter connected herewith.
- The complainant has to support the complaint with available proofs.

Status of Complaints (2018-2023)

No complaint of sexual harassment has been submitted to either the committee or on the email id of the college.

Activities/Initiatives/Facilities made possible with support from Members of Anti-Sexual Harassment Committee:

- The college has always been sensitive towards issues faced by female students and staff members at the workplace and has zero tolerance policy for any untoward incident against women.
- The constitution of committees such as Anti Sexual Harassment Committee, Free Legal Clinic, Welfare Committee for Women have been constituted since long showcasing its commitment for resolving women issues.
- The infrastructure exclusively for female students such as hostel, common room, canteen, parking etc has provided girl students with space of their own which has contributed significantly in their seamless learning process as well.
- For ensuring security and safety of students and curbing any untoward incident, the college has employed number of security staff including female security staff member. The Punjab Police regularly patrols in the area as well inside the college. CCTV cameras are also installed at prominent places.
- Installment of Display Boards regarding composition of Anti Sexual Harassment Committee, ways of contacting the committee; advisory against sexual harassment and information about women and child helpline.
- Holding self-defense training for girl students;
- Organizing academic events sensitizing students about issues faced by women, celebrating the gender and empowering women.
- Promoting gender equity through curriculum of various courses

Report of Disciplinary and Anti Ragging Committee (2022-2023)

The college has been undertaking necessary measures to sensitize the students about the ills of ragging and providing institutional mechanism to stop ragging or take cognizance of any instance related to ragging. In this regard, every year Disciplinary and Anti Ragging Committee is constructed for this specific purpose.

Composition of Committee (2018-19)

The composition of the Disciplinary and Anti Ragging Committee for the year 2018-19 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Joginder Pal	Convener
2. Prof. Nishtha Tirpathi	Member
3. Prof. Sunil Jain	Member
4. Prof. Barjinder Singh	Member
5. Prof. Jarnail Singh	Member
6. Prof. Navjot Singh	Member
7. Prof. Suveer	Member
8. Prof. Usha	Member

Composition of Committee (2019-20)

The composition of the Disciplinary and Anti Ragging Committee for the year 2019-20 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Nishtha Tirpathi	Convener
2. Prof. Sunil Jain	Member
3. Prof. Barjinder Singh	Member
4. Prof. Jarnail Singh	Member
5. Prof. Navjot Singh	Member
6. Prof. Suveer	Member
7. Prof. Usha	Member

Composition of Committee (2020-21)

The composition of the Disciplinary and Anti Ragging Committee for the year 2020-21 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Barjinder Singh	Convener
2. Prof. Charanjit Kaur	Member
3. Prof. Jarnail Singh	Member
4. Prof. Bahadur Singh	Member
5. Prof. Navjot Singh	Member
6. Prof. Jagdev Singh	Member
7. Dr. Manmohan Sammi	Member
8. Prof. Usha	Member
9. Dr. Gurpreet Kaur Sandhu	Member
10. Dr. Suveer Singh	Member
11. Prof. Puneet	Member
12. Prof. Karan Sharma	Member
13. Prof. Rituparan Kaushal	Member

Composition of Committee (2021-22)

The composition of the Disciplinary and Anti Ragging Committee for the year 2021-22 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Barjinder Singh	Convener
2. Prof. Charanjit Kaur	Member
3. Prof. Jarnail Singh	Member
4. Prof. Bahadur Singh	Member
5. Prof. Navjot Singh	Member
6. Prof. Jagdev Singh	Member
7. Dr. Manmohan Sammi	Member

8. Prof. Usha	Member
9. Dr Gurpreet Kaur Sandhu	Member
10. Dr Suveer Singh	Member
11. Prof. Puneet	Member
12. Prof. Karan Sharma	Member
13. Prof. Rituparan Kaushal	Member

Composition of Committee (2022-23)

The composition of the Disciplinary and Anti Ragging Committee for the year 2022-23 as per the records available in the Annual List of Committees constituted at the beginning of each academic session is as under:

1. Prof. Barjinder Singh	Convener
2. Prof. Bahadur Singh	Member
3. Prof. Navjot Singh	Member
4. Prof. Jagdev Singh	Member
5. Jagdish Singh	Member
6. Dr. Manmohan Sammi	Member
7. Prof. Usha	Member
8. Dr Gurpreet Kaur Sandhu	Member
9. Dr Suveer Singh	Member
10. Prof. Puneet	Member
11. Prof. Karan Sharma	Member
12. Prof. Rituparan Kaushal	Member

Objectives of the Committee:

The major objectives of the Committee include:

- Providing suitable mechanism for filing complaints of ragging and timely disposal of such complaints in a just manner;
- Organizing various programme sensitizing students about what constitute ragging and remedies available in this regard;
-
- Undertake necessary measures to stop ragging related activities in the college;

• **Procedure/Mechanism for Lodging Complaint:**

- An aggrieved person can submit a formal complaint addressed to the convener of the committee or the Principal.
- The complaint can also be emailed at gcmohindrapatiala@gmail.com i.e. official email id of the college.
- The committee is mandated to take necessary action and dispose of the complaint to the satisfaction of the complainants in a month's time.
- The committee can make use of the legal clinic available in the college for seeking any legal advice in any matter.
- The complainant has to support the complaint with available proofs.

Complaints Received by Committee (2018-2023)

No complaint of ragging has been submitted to either the committee or on the email id of the college.

Activities/Initiatives/Facilities made possible with support from Members of Disciplinary and Committee

1. **Submitting Anti-Ragging Declaration during Admission** – As per the instructions given in the Anti-Ragging regulations, students are required to submit a signed Anti-Ragging Declaration along with the application form before admission in which they pledge not to indulge in any ragging-related activities. A copy of the concerned regulations is hosted on the website of the college and students are informed about the same.
2. **Displaying posters showcasing ills and consequences of ragging** – To better inform, various posters and display boards are affixed at prominent locations in the college.
3. **Informing students about the committee:** Information regarding the Disciplinary and Anti-Ragging Committee has also been displayed at a prominent place along with details of the contact person and email id of the college.
4. **Proctorial Duties:** Proctorial committee is formed every year to assign proctorial duties to teachers in their free lectures. The teachers on proctorial duties ensure rightful conduct of students in the campus.
5. **Tutorial Groups:** During the session tutorial sessions are organized for students in which teacher counsel students about conduct and discipline and encourage students to share their views, suggestions and complaints if any.

6. **Installation of CCTV Cameras** – Almost all the different places in the college are under CCTV surveillance. The control of CCTV and their live footage runs in the office of the Principal. CCTV surveillance has equipped the college with capacity to record any untoward incidents or make immediate intervention to stop students from indulging in any anti-student activities.

7. **Code of Conduct and Instructions:** Code of conduct and other necessary instructions for students are included in the college prospectus and have been displayed in the college as well. Not indulging in ragging and anti-social activities is part of the code of conduct.

Sr. No.	Description	Link
1.	Proof related to Various Committees	https://www.govtmohindracollege.in/wp-content/uploads/2023/10/6.1.1%20Institutional%20Vision%20and%20Leadership-1-78.pdf

A variety of feedback channels have been established in the college so as to make the experience of each and every student a very congenial one. The students can confide in their class teachers/ tutors, committee members for grievance redressal, members of welfare committees, and anti-harassment committee members, as well as on the complaint section of the college website:



Online Complaint/Suggestion Box:

NAAC AISHE RUSA FAQs EVENTS ACCOMPLISHMENTS GALLERY RECRUITMENTS ALUMNI NOTIFICATIONS

 **ਸਰਕਾਰੀ ਮਹਿੰਦਰਾ ਕਾਲਜ, ਪਟਿਆਲਾ**
Government Mohindra College, Patiala
Affiliated to Punjab University Patiala

 **0175-2321695**
gcmohindrapatiala@gmail.com

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Raise Your Complaint / Suggestion

We always welcome your feedback.

Your name

Your Mobile

Complaint Against

Staff
Management

ਰੈਗਿੰਗ ਨਾ ਕਰਨ ਸਬੰਧੀ ਸਵੈ-ਘੋਸ਼ਿਤ ਖਿਆਨ
ANTI - RAGGING DECLARATION BY THE STUDENT

- 1) I, _____ (Full name of student)
 admission/registration No. _____ enrollment no. _____
 _____, s/o. d/o. Mr./Mrs./Ms./_____
 having been admitted to (name of the institution) _____
 have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations & am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly Swear and undertake that:
- a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging & further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.
 (Date) (Month) (Year)

Signature of deponent
 Name :

VERIFICATION

Verified that the contents of this declaration are true to the best of my knowledge and no part of the declaration is false and nothing has been concealed or misstated there in.

Declared this _____ on the _____ of _____
 (Place) (Day) (Month) (Year)

Signature of Father/Mother/Guardian

Dated _____

Permanent Address _____

Contact No. _____

Signature of deponent

Note : It is mandatory to submit this declaration in the above format, if you desire to register for the forthcoming academic session.