



Details of Statutory Committees for session 2021-22

1. Grievance Redressal Committee

- a. Dr Rohit Kumar Jain
- b. Dr Roshan Issrani
- c. Shri Gajendra Kansara

2. Internal Complaint Committee

- a. Dr G K Singh
- b. Dr Vaibhav Gupta
- c. Shri Mahendra Roop Rai

3. Committee for SC/ST

- a. Dr V K Bansal
- b. Mrs Rajni Verma

4. Minority Cell

- a. Dr Priyadarshi Patni
- b. Dr Noel Rahul Shaw
- c. Dr Seema Loonker

5. Anti Ragging Committee -

- a. Dr Uma Pillai
- b. Dr Lokesh Mathur
- c. Dr Vandana Gupta
- d. Dr Deepak Mathur II
- e. Dr Anil Pareek
- f. Mrs Nisha Mathur
- g. Shri Manish Mathur
- h. Mr Raman Vyas (Student Representative)
- i. Ms Tanishqa (Student Representative)
- j. Shri Abhishek Jain (Parent Representative)
- k. Shri Trilok Jindal (society representative)

6. OBC Cell

- a. Dr Prashant Desai
- b. Dr Prem Kishore Choudhary

Principal



1. Grievances Redressal Committee

To address the grievances and complaints of the students, parents and others Grievance Redressal Committee (GRC) is formed in the college. The committee addresses the grievances related to academic matters (issues related to assessment, attendance, marks, examination related matters etc.), financial matters (issues related to charging of fees, scholarships and payments), administration matters (issues related to infrastructure, basic amenities, sanitation, transport or) and harassment or victimization by teachers etc.

Aims and Objectives of Grievances Redressal Committee

- To provide responsive, accountable and easily accessible machinery for settlement of grievances.
- To take measures to ensure expeditious settlement of grievances of students in order to maintain a harmonious educational atmosphere in the institute.
- To support, those students who have been deprived of the services offered by the college, for which he/she is entitled.
- To make officials of the college responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

Principal



Grievance Redressal Committee

Minutes of Meeting

Date: 6 January 2020

- Dr Vandana Gupta, Mr Pradeep Mathur and MR Ravi Mathur are special invitees and Ms Payal Sain is student representative.
- Principal mentioned that some of the students faced difficulties in the process of deposit of fee through online mode and he asked Mr. Pradeep Mathur for helping/guiding the students for the online process of fee deposit.
- Mr Ravi Mathur was instructed for maintenance of drinking water facilities, wash rooms, GCR, college auditorium and audio visual system

Principal



Grievance Redressal Committee

Minutes of Meeting

Date: 15 December 2020

- Due to Covid, examinations were delayed. It was decided to guide the central office to make necessary arrangements for hand sanitizers, masks, hand gloves etc. available to the students for the conduct of final examination and contact government agencies for fumigation of the campus.

Principal



Grievance Redressal Committee

Minutes of Meeting

Date: 07 September 2021

- Mr Ashok Patel was nominated as student representative.
- He expressed about the students' request for regular maintenance of classroom infrastructure, shortage of water in the washrooms and improper lighting in some of the classrooms.
- Mr. Ravi Mathur, was instructed to keep a regular watch on the maintenance of basic infrastructure of the college.

Principal



GRIEVANCE REDRESSAL COMMITTEE REPORT 2019-2020

College is having a defined mechanism to file the any Grievance. As per the policy, grievance can be reported at three different levels i.e. at class level, at departmental level and at college level along with the method of online submission.

In order to provide suitable educational environment, the members of committee were actively engaged to collect the grievance related to academic and non-academic areas. The relevant grievances were reported to the principal for proper disposal.

For the disposal of grievance related to student facility, principal instructed relevant authority for time bound remediation.

Principal



GRIEVANCE REDRESSAL COMMITTEE REPORT 2020-2021

Grievance Redressal Committee meeting was held on 15 December 2020. As the college is having a defined mechanism to file the any Grievance at different levels. Due to the resurgence of COVID pandemic the members were actively involved to adopt proactive measures to spread the awareness towards the protection. The committee ensured the availability of sterilizing agents and protective protocols as per COVID guidelines. Committee adequately proposed and ensured the sanitization of college building to provide the safe environment during the examinations.

Principal



GRIEVANCE REDRESSAL COMMITTEE REPORT 2021-2022

Grievance Redressal Committee meeting was held on 07 September 2021. As the college is having a defined mechanism to file the any Grievance at different levels. Due to the resurgence of COVID pandemic the members were actively involved to adopt proactive measures to spread the awareness towards the protection. The committee ensured the availability of sterilizing agents and protective protocols as per COVID guidelines. Committee adequately proposed and ensured the sanitization of college building to provide the safe environment during the examinations. Committee members ensure the safeguard the students by providing suitable guidelines to staff members through circulation and online platforms.

Principal



2. INTERNAL COMPLIANT COMMITTEE/ANTI-SEXUAL HARASSMENT COMMITTEE

POLICY GUIDELINES:

Internal Complaint Committee (ICC), has been established by Lachoo Memorial College of Science & Technology (Autonomous), Jodhpur on 12th November 2020 to provide a healthy and favourable atmosphere to the Staff and students of the college. The cell has a guidelines and norms to advocate zero tolerance towards sexual harassment. The College has entrusted the task of developing principles and procedures to prevent sexual harassment to this cell. The Cell develops measures for achieving gender equality, removal of gender discrimination, sexual harassment and other acts of gender-based violence in the college by organizing different awareness programmes and campaigns etc. the detail guideline of the Cell has been given below:

GUIDELINE:

Composition of Anti- Sexual Harassment Cell/ Internal Complaint Committee:

1. The Committee shall be headed by the Principal of the college.
2. The Cell shall have IQAC coordinator, three female faculty of the college, one female student and one parent of female student as nominated members

OBJECTIVES:

The objectives of the committee are:

1. To ensure a harassment-free environment in the institution.
2. To address any harassment complaint.
3. Prevent discrimination and sexual harassment against women.
4. To ensure overall wellbeing of students and staff of the college.
5. To organize gender sensitization awareness programmes.
6. To organize gender related legal awareness programmes.

POWERS OF THE COMMITTEE:

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. The Committee shall have the power to recommend the action to be taken against any person found guilty of sexually harassing, retaliating against/victimizing and making false charges of sexual harassment against the accused person.



FUNCTIONS OF THE COMMITTEE:

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquires, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support to the victim if so desires.

Principal



Minutes of Internal Complaints Committee-2020-2021

The meeting of Internal Complaints Committee was held on 01/12/2020 at 2.30 pm in Principal's office. The following members were present in the meeting

Chairperson welcomed all the participants.

Prof. Dr. G.K. Singh expressed that there is a smooth and friendly relationship among boys and girls in International women's day celebration.

The chairperson appreciated and congratulated all the members for involving both boys and girls in the both the Annual Function celebrations and International women's day celebration organized by the women cell.

Dr. Vaibhav Gupta suggested that the women's cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

Principal



Minutes of Internal Complaints Committee

The meeting of Internal Complaints Committee was held on 13/08/2021 at 2.30 pm in Principal's office. The following members were present in the meeting

Following points were discussed:

Prof. Dr. R.K. Jain welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2021-22.

Prof. Dr. G.K. Singh submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year 2021-22.

It was decided to conduct programs and activities about gender equity and gender sensitization.

It was decided to install more CCTV cameras for safety purposes.

The meeting was concluded with a vote of thanks by Prof. Dr. G.K. Singh.

Principal



INTERNAL COMPLAINT CELL REPORT 2020-2021

The meeting of Internal Complaint cell was held on 01 December 2020. The Committee investigates complaints of any instance of sexual harassment happening on campus, online sessions as well as co-curricular activities and extra-curricular activities organized by the college. This includes any behavior whether physical, verbal or non-verbal of a sexual nature, either by fellow students, faculty or non-teaching staff.

The complainant can connect with the Internal Committee through many ways. Email the complaint or request for a meeting with the Committee via the telephone operator or approach any of the members while on campus.

Principal



INTERNAL COMPLAINT CELL REPORT 2021-2022

The meeting of Internal Complaint cell was held on 13 August 2021. The Committee investigates complaints of any instance of sexual harassment happening on campus, online sessions as well as co-curricular activities and extra-curricular activities organized by the college. This includes any behavior whether physical, verbal or non-verbal of a sexual nature, either by fellow students, faculty or non-teaching staff.

The complainant can connect with the Internal Committee through many ways. Email the complaint or request for a meeting with the Committee via the telephone operator or approach any of the members while on campus.

Principal



3. SC/ST Committee

AIM: SC/ST committee has been constituted in the college as per the statutory requirements. The primary focus of SC/ST committee is to resolve all the affairs and problems related to SC/ST students and faculties. The committee provides special inputs in the areas where the students experience difficulties. The committee addresses academic and non-academic issues and complaints of students from reserved categories. The committee also strives to maintain an environment where all communities can participate in academic and research activities without any sort of discrimination with respect to caste or creed. The committee also aims to ensure that anti-discrimination laws in the context of caste and creed are followed.

Roles & Responsibilities:

Roles & Responsibilities of SC/ST Committee are to -

- Ensure equal opportunity and social justice to the scheduled caste and scheduled tribes students by providing them equal opportunities in the field of education.
- To create a platform where students can point out their problems, regarding academic and non academic matters.
- Ensure that students belonging to the category should get their due scholarship and other benefit from the various schemes of the government
- To extend support in the form of learning opportunities by organizing extra coaching, remedial classes so as to bring them in par with good performers.
- To ensure equality among all the staff and students by counseling and sensitizing the stakeholders.
- To bring the students belongs to SC/ST community at par with the main stream student body.
- The Committee regularly organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems
- Function as a grievances redressal cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.

Principal



SC/ST Committee

Minutes of Meeting

Date: 5 December 2020

Minutes of Meeting

- Minutes of last meeting held were presented by the Convener of the committee
- The Convener put forth the aims and objectives of this committee.
- Committee discussed about various scholarships given to the students.
- It was decided to give information about competitive examination and related facilities to the students of SC and ST categories.

Principal



Minutes of Meeting of SC/ST Committee held on 11 August 2021

Minutes of Meeting

- Dr K. K. Bohra as coordinator for portal of scholarship.
 - Minutes of last meeting held were presented by the Convener of the committee
 - Committee discussed about various scholarships given to the students.
- It was decided to organize a program on Personality Development for the SC/ST students.

Principal



Minutes of Meeting of SC/ST Committee held on 29.04.2022

Minutes of Meeting

- Ensure that the reservation policy is implemented as per the government directives.
- Encourage the students falling in this category to get their certificates updated according to the regulations issued by the government.
- Awareness about the various scholarship programs for OBC students by State/ Central govt.
- Make them aware about the website / portals where they can apply for such scholarships.
- Committee discussed about various scholarships given to the students.

Principal



SC/ST CELL REPORT 2019-2020

The constituted SC/ST CELL was actively involved to ensure the admission of SC/ST students in accordance to the reservation policy as per the government directives.

During the session the members of cell along with the mentor of different sections in the college helped the students for certificates updating according to the regulations issued by the government.

The members of cell were instrumental for the students in order to creating awareness among the SC/ST Students regarding the various Government and Non-Government scholarship schemes. Counseling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming.

Principal



SC/ST CELL REPORT 2021-2022

The first meeting of SC/ST cell was held on 11 August 2021. The constituted CELL analyzed the admission number of students under SC/ST category.

As an adoption of previous protocol members of cell along with the mentor of different sections in the college helped the students for certificates updating according to the regulations issued by the government.

The second meeting of SC/ST cell was held on 29 April 2022. As per the feedback received by students to fill the online scholarship form related to the various schemes. Dr K K Bohra conducted classroom awareness to solve the issues.

Cell also collated the data related to the disbursement of scholarship during the academic session.

Principal



4. Minority Cell

Minority Cell at Lachoo Memorial college of Science and Technology *aims* at facilitating and providing equal opportunities of education for minority students and also emphasizes in creating a healthy environment among students belonging to different faiths. The cell encourages minority students to enroll themselves for career orientation programs and to equip them with necessary skill set to choose career option.

This includes financial support to minority students by guiding them for various scholarships schemes by state and centre government. It also works towards solving various problems of minority students in the college and strives for maintaining a cohesive environment in the college campus.

Objectives of minority cell

- To make minority students aware of various scholarship program by centre and state Government from time to time.
- Counselling and guidance to minority students in their academic activities.
- Career guidance and placement activities

Functions

- Assist minority students regarding scholarships and other similar matters pertaining to education.
- Circulate orders by the State/ central government from time to time.
- Coordinating with government agencies for scholarship/ other financial benefits declared by government from time to time for the benefit of minority students.
- Maintaining database of minority students.
- Grievance redressal, if any of minority students pertaining to academic and administration.
- Guidance to minority students for higher studies.

Principal



Minutes of the meeting of Minority Cell held on 12 December 2020

1. All the members were present.
2. Following decisions were taken.
 - a. Make students aware about the procedure for obtaining non-creamy layer certificate.
 - b. Make student aware the certification of minority and process to get it.
 - c. Describe various scholarship program for minority students by state/ central govt.
 - d. Such details should be shared to students in the various WhatsApp groups of students so that information spreads quickly.
 - e. Dr K K Bohra was nominated as member of the cell. He is working as coordinator for scholarships for the students.
 - f. Mr Shubham Jain was nominated as student member in the committee.

Principal



Minutes of the meeting of minority cell held on 23.05.2022

1. All the members were present.
2. Following points were discussed.
 - a. Dr K K Bohra apprised that about the online portals used for the scholarship schemes. Aadhar verification is mandatory now.
 - b. A thumb impression scanner is necessary for the purpose of verifying the online applications submitted the college students.
 - c. To have various cultural activities in the college to promote harmony among students belonging to different faiths. Such activities may be organised as group activities.

Principal



MINORITY CELL REPORT 2020-2021

The meeting of minority cell was held on 12 December 2020. Minority cell helped students obtain financial support from minority communities from governmental agencies. These Minority students were guided to enhance equal opportunities for education of minorities.

The members of cell were instrumental for the students in order to creating awareness among the minority Students regarding the various Government scholarship schemes. The aim of the Minority Cell is to empower the minority communities in the College and assist them in their curricular, co-curricular and extra-curricular activities.

Principal



MINORITY CELL REPORT 2021-2022

The meeting of MINORITY cell was held on 23 May 2022. Minority cell helped students obtain financial support from minority communities from governmental agencies. These Minority students were guided to enhance equal opportunities for education of minorities.

The members of cell were instrumental for the students in order to aware the minority students regarding various scholarships program of Centre/State Government and UGC. The aim of the Minority Cell is to empower the minority communities in the College and assist them in their curricular, co-curricular and extra-curricular activities.

Dr K K Bohra conducted classroom awareness to solve the issues.

Principal



5. Anti Ragging Committee

Introduction

Ragging of any college student(s) by any other student in any form within or outside the premises of the college is strictly prohibited. Ragging of the students is banned by the government and is punishable offence under the Indian Penal Code.

To prevent the menace of ragging and foster healthy interpersonal relations among students in the campus Anti Ragging Committee has been constituted.

Objectives

1. To ensure ragging free campus.
2. To enforce anti-ragging measures such as –
 - Orientation of students by the Principal/ Director
 - Undertaking by the students and parents
 - Display of posters
3. To ensure cordial and healthy relationship among senior and junior students
4. To promptly and stringently deal with the incidents of ragging brought to our notice
5. To monitor for proper functioning of the Anti-Ragging Squads.

Functions of Committee

1. Evolve procedure of receiving and handling the complaint, taking appropriate corrective measures and reporting.
2. To create awareness among the students about Anti-ragging.
3. Conduct enquiry on the complaints received from the students regarding ragging, and submit report to the Anti-Ragging Committee along with the actions recommended for the offenders.
4. Supervise the procedure of obtaining undertaking from the students about Anti-ragging in accordance with the legal provisions.
6. Provide students the contact details of committee persons to submit their complaints regarding ragging.
7. Take all necessary measures for the prevention of ragging inside the college campus.



Minutes of Meeting of Anti Ragging Committee held on 20 December 2020

A meeting of anti-ragging committee was held in the office of Principal. Following members were present for the meeting.

Following point were discussed

1. Ms. Manisha Patel and Mr. Vaibhav Chaturani as students representatives, Mr. Hanuman Ram Patel as Parent, and Mr. Trilok Jindal as Society Representative were co-opted as members of committee.
2. There was no case regarding ragging of student reported.
3. Anti-ragging squads visited the campus regularly to maintain discipline and guide the students regarding anti-ragging.
4. Format and content of the form for taking undertaking regarding Anti-Ragging by the students and parents were reviewed.

Principal



Minutes of Meeting of Anti Ragging Committee on 30 August 2021

Following members were present in the meeting.

Following point were discussed

1. Mr Raman Vyas and Ms Tanishqa as Student Representatives, Shri Abhishek Jain as Parent and shri Trilok Jindal as society representative were co-opted as members of the committee.
2. There was no case regarding ragging of student reported.
3. Anti-ragging squads were formed to visit the campus regularly to maintain discipline and guide the students regarding anti-ragging.
4. Dr. Anil Pareek suggested to conduct a lecture for students to explain them about Anti-Ragging measures.

Principal



ANTI-RAGGING COMMITTEE REPORT 2020-2021

The meeting of Anti Ragging Committee was held on 20 December 2020. The Constituted Anti-Ragging cell revisited the policy to ensure its implementation. The members of cell were vigilant and highlighted the policy to the students and teachers. The conduction of online classes on legal awareness along with the NO RAGGING campaign in college via circulation. As a result of positive reinforcement activities and awareness no complaints were raised during academic year 2020-2021.

Principal



ANTI-RAGGING COMMITTEE REPORT 2021-2022

With the entry of newly admitted students the meeting of Anti Ragging Committee was held on 30 August 2021. Anti-Ragging committee circulated the policy related to anti-ragging for its awareness and implementation. College premises was routinely inspected by the members to provide the conducive environment for the students. Awareness for NO RAGGING in college was amplified by circulation of zero tolerance policy. As a output of awareness ZERO complaint was reported during academic year 2021-2022.

Principal



6. OBC Cell

Aim of OBC Cell

OBC Cell at Lachoo Memorial college of Science and Technology aims to educate, enlighten and empower the students of Other Backward Classes (OBC) to avail scholarships, adequate support and opportunities for the growth and development.

The OBC Cell of the college creates an environment where all employees and students belonging to the community should feel safe and secure. This includes financial support to underprivileged OBC students by guiding them for various scholarships schemes by state and centre government. It also works towards solving various problems of OBC students in the college and strives for maintaining a cohesive environment in the college campus.

Objectives of OBC cell

- To ensure equal educational opportunities for OBC students.
- To make OBC students aware about various scholarship programs offered by Central and State Government from time to time.
- Counseling and guidance to OBC students in their educational activities.
- Career guidance and placement activities.

Functions

- Assist underprivileged OBC students regarding scholarships and other similar matters pertaining to education.
- Circulate orders by the State/ Central government from time to time.
- Grievance redressal, if any of OBC students pertaining to academic and administration.
- Guidance to OBC students for higher studies.

Principal



Minutes of the meeting of OBC held on 16 December 2020

All the members were present. Following tasks were discussed.

1. Dr KK Bohra was nominated as member of the OBC Cell.
2. Ensure that the reservation policy is implemented as per the government directives.
3. Encourage the students falling in this category to get their certificates updated according to the regulations issued by the government.
4. Awareness about the various scholarship programs for OBC students by State/ Central govt.
5. Make them aware about the website / portals where they can apply for such scholarships.

Principal



Minutes of the meeting of OBC Cell held on 14 May 2021

All the members were present. Following tasks were discussed.

1. Ensure that the reservation policy is implemented as per the government directives.
2. Encourage the students falling in this category to get their certificates updated according to the regulations issued by the government.
3. Awareness about the various scholarship programs for OBC students by State/ Central govt.
4. Make them aware about the website / portals where they can apply for such scholarships.

Principal



Minutes of the meeting of OBC held on 23.05.2022

All the members were present. Following tasks were discussed.

1. Ensure that the reservation policy is implemented as per the government directives.
2. Encourage the students falling in this category to get their certificates updated according to the regulations issued by the government.
3. Awareness about the various scholarship programs for OBC students by State/ Central govt.
4. Make them aware about the website / portals where they can apply for such scholarships.

Principal



OBC CELL REPORT 2019-2020

The constituted OBC CELL was actively involved to ensure the admission of OBC students in accordance to the reservation policy as per the government directives.

During the session the members of cell along with the mentor of different sections in the college helped the students for certificates updation according to the regulations issued by the government.

The Chairman of committee suggested to explore the possibility of data collection in relation with the creamy and non creamy layer of OBC.

The members of cell were instrumental for the students in order to fill the online scholarship form related to the various schemes.

Principal



OBC CELL REPORT 2020-2021

The constituted OBC CELL was actively involved to ensure the admission of OBC students in accordance to the reservation policy as per the government directives.

During the session the members of cell along with the mentor of different sections in the college helped the students for certificates updation according to the regulations issued by the government.

Looking on the COVID pandemic the awareness about the various scholarship programs was delivered using online medium.

The members of cell were instrumental for the students in order to fill the online scholarship form related to the various schemes.

Principal



OBC CELL REPORT 2021-2022

The meeting of OBC Cell was held on 14 May 2021. The constituted OBC CELL analyzed the admission number of students under OBC category.

As an adoption of previous protocol members of cell along with the mentor of different sections in the college helped the students for certificates updation according to the regulations issued by the government.

As per the feedback received by students to fill the online scholarship form related to the various schemes Dr KK Bohra conducted classroom awareness to solve the issues.

Cell also collated the data related to the disbursement of scholarship during the academic session.

Principal