



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)



Criteria 5 **Supporting Document** **(Academic Year 2023-2024)**

5.1.5 Minutes of meetings of student redressal committee, sexual harassment committee and Anti ragging committee.


NOTICE - 77/AR/2024

14.02.2024

Meeting of the "Anti-Ragging" committee

The meeting of the Anti-Ragging committee will be held in the conference room at 14.30 hrs on 16.02.2024. The following members of committee are required to attend the meeting.

1. Dr. Anuj Verma, Chair person, Director- JIMS Kalkaji
2. Dr. Ruchi Srivastava, HoD, BBA Department
3. Dr. Prashant Kumar, HoD, B.Com Department
4. Ms. Jasleen Rana, Assistant Professor, Member
5. Dr. Niti Saxena, Associate Professor, Member
6. Mr. Amit Kamra, (Manager admin), Member
7. Ms. Sunita Kaistha, (NGO), Member


Dr. Ruchi Srivastava
HOD- BBA Dept

CC
Director
Secretary, Chairman
Committee Members

NOTICE - 76/AR/2023

15.11.2023

Meeting of the “Anti-Ragging” committee

The meeting of the Anti-Ragging committee will be held in the conference room at 14.30 hrs on 17.11.2023. The following members of committee are required to attend the meeting.

1. Dr. Anuj Verma, Chair person, Director- JIMS Kalkaji
2. Dr. Prashant Kumar, HoD, B.Com Department
3. Ms. Jasleen Rana, Assistant Professor, Member
4. Dr. Niti Saxena, Associate Professor, Member
5. Mr. Amit Kamra, (Manager admin), Member
6. Ms. Sunita Kaistha, (NGO), Member

Prashant Kumar

**Dr. Prashant Kumar
HOD- BBA-BCom Dept**

CC

Director

Secretary, Chairman

Committee Members

20.02.2024

NOTICE – 95/SH/2023

Meeting of the “ICC” Internal Complaint Committee

The meeting of the ICC will be held in the Conference Room at 10:00 AM on 23.02.2024. All the following members of the committee are required to attend the meeting.

(c) Presiding Officer :Dr. Niti Saxena, Associate Professor

(d) Members:

1. Ms. Jasleen Rana, Assistant Professor JIMS Kalkaji
2. Ms. Kanika Parashar, Assistant Professor JIMS Kalkaji
3. Ms. Shalini, Librarian JIMS Kalkaji
4. Mr. Vikram Rawat, Manager Admin JIMS Kalkaji
5. Ms. Sunita Kaisth, NGO member

Prashant Kumar

Dr. Prashant Kumar

HOD

For information

Chairman
All faculty members

Session 2023-24

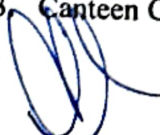
Minutes of Meeting of the Grievance Redressal Committee Held on 07.06.2024(April-June 2024)

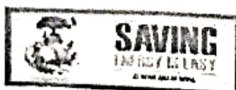
A meeting of Grievance Redressal Committee was held on 07th June 2024 at 1300 hours in the HOD's room. The following members and student representatives were present for the meeting:

S.No.	Name	Role
1	Dr.Anuj Verma	Chairman
2	Dr.Prashant Kumar	Member
3	Dr.Ruchi Shrivastava	Member
4	Dr.Pallavi Ahuja	Member
5	Ms.Dolly Sharma	Member
6	Dr.Anuj Gupta	Medical Practitioner
7	Ms. Shriya Upadhyay	Student Counsellor
8	Dr.Sunita Kaistha (NGO)	Psychologist
9	Ms.Harshita Malhotra	Student Representative
10	Mr. Dev Juneja	Student Representative

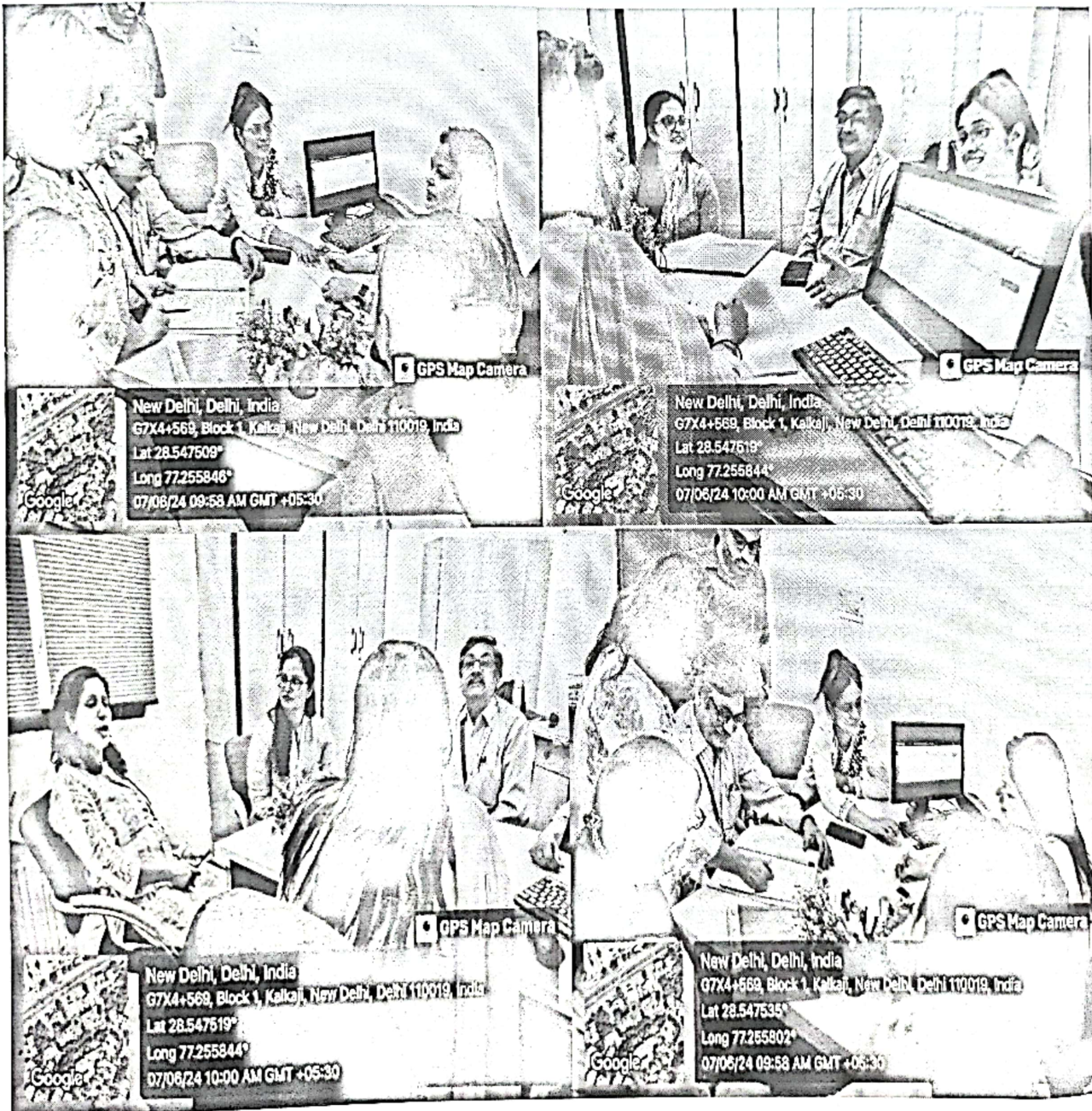
After discussing the Agenda, the committee unanimously resolved the following:

1. The library committee to try to extend the reissue time for reference books by a few days.
2. Attendance issues will be conveyed to HODs, however the 75 percent attendance threshold cannot be modified because it is a university rule.
3. Canteen Committee to be suggested to include beverages in the canteen.


Prof. (Dr.) Anuj Verma
Director



Glimpses of the Grievance Redressal Committee Meeting held on 7th June 2024



Minutes of Meeting of the Grievance Redressal Committee Held on 22.12.2023(October-December 2023)

A meeting of Grievance Redressal Committee was held on 22nd December 2023 at 1300 hours in the Conference Room. The following members and student representatives were present for the meeting:

S.No.	Name	Designation
1	Dr.Anuj Verma	Professor and Director
2	Dr.Prashant Kumar	Professor and HOD
3	Dr.Pallavi Ahuja	Assistant Professor
4	Ms.Dolly Sharma	Assistant Professor
5	Dr.Anuj Gupta	Medical Practitioner
6	Ms. Shriya Upadhyay	Student Counsellor
7	Dr.SunitaKaistha (NGO)	Psychologist
8	Ms.Harshita Malhotra	Student Representative
9	Mr. Dev Juneja	Student Representative

No complaints were received and it was duly informed to all members of the committee present and meeting was concluded.



Prof. (Dr.) Anuj Verma
Director



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Date: 16th Feb, 2024

Anti-Ragging Committee Meeting

Session: 2023-24

Minutes of the Meeting

The bi-annual Anti-Ragging committee meeting was held on 16th Feb, 2024 in the conference room, JIMS Kalkaji at 14:30 hours under the chairmanship of Dr. Anuj Verma, Director, JIMS Kalkaji to discuss and approve the agenda. The meeting started with the welcome of all members by the chair.

The following members were present & attended the meeting.

(a) **Chairperson:** Dr. Anuj Verma, Director, JIMS Kalkaji

(b) **Members:**

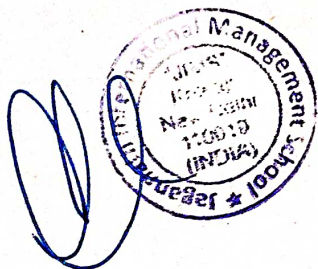
1. Dr. Prashant Kumar, HOD B.COM(H) Dept
2. Dr. Ruchi Srivastava, HOD BBA Dept.
3. Dr. Niti Saxena, Associate Professor
4. Ms. Jasleen Rana, Assistant Professor
5. Mr. Vikram Singh Rawat, Manager Administration
6. Dr. Sunita Kaistha, NGO Representative

Points of discussion were as follows:-

1. The meeting started with a discussion on the guidelines given out by UGC and GGSIPU which state that ragging is prohibited in campus and is also an unacceptable offence.
2. The institution has identified, properly illuminated, and kept a close watch on all locations inside the premises known to be vulnerable to ragging incidents.

3. The institution will tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Flying Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
4. The members decided that for awareness of anti-ragging among the students the poster and videos will be circulated through WhatsApp class group
5. In the meeting it was decided that Mentors will personally interact with the students regarding any ragging issues and if any case is identified, it has to be immediately informed the HOD / Director of the institute.
6. Monitoring through CCTVs is also being done
7. No incident of ragging has been reported till date.
8. The Chairperson conveyed his thanks to the members for attending the meeting and the members agreed that the Committee will meet regularly or earlier if needed.

Meeting ended with vote of thanks to the Chair



Dr Anuj Verma
Chairperson

Minutes of the Meeting of the Anti-Ragging Committee held on **17.11.2023**

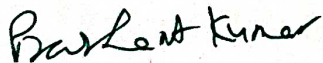
Agenda:

To discuss the ragging related issues of the students, if any.

1. A meeting of Anti-Ragging committee was held on 17.11.2023 at 14.30 hrs in the conference room. The following members were present for the meeting

S. No	Name of the member	Designation
1	Dr. Prashant Kumar	Presiding officer
2	Ms. Jasleen Rana	Member
3	Dr. Niti Saxena	Member
4	Mr. Vikram Singh Rawat	Member (Manager admin)
5	Ms. Sunita Kaistha	Member (NGO)

2. No complaints were received and it was duly informed to all the members of the committee present and the meeting was concluded.



Dr. Prashant Kumar
HOD- BBA-BCom

For information

Chairman

All faculty members

Minutes of the Meeting of the Anti-Ragging Committee held on 14.7.2023

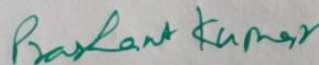
Agenda:

To discuss the ragging related issues of the students, if any.

1. A meeting of Anti-Ragging committee was held on 14.7.2023 at 14.30 hrs in the conference room. The following members were present for the meeting

S. No	Name of the member	Designation
1	Dr. Prashant Kumar	Presiding officer
2	Ms. Jasleen Rana	Member
3	Dr. Niti Saxena	Member
4	Mr. Amit Kamra	Member (Manager admin)

2. No complaints were received and it was duly informed to all the members of the committee present and the meeting was concluded.


Dr. Prashant Kumar
Programme Director

For information

Chairman

All faculty members



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Internal Complaint Committee (ICC) Meeting

Session: 2023-24

Date: 23rd Feb, 2024

Minutes of Meeting

In pursuance of the "Biannual Internal Complaint Committee Meeting" scheduled on 23rd Feb 2024 held at 10.00 am under the chairmanship of Dr. Niti Saxena, Associate Professor JIMS Kalkaji to discuss and approve the agenda.

The following members were present & attended the meeting.

(c) Presiding Officer : Dr. Niti Saxena, Associate Professor

(d) Members:

6. Ms. Jasleen Rana, Assistant Professor JIMS Kalkaji
7. Ms. Kanika Parashar, Assistant Professor JIMS Kalkaji
8. Ms. Shalini, Librarian JIMS Kalkaji
9. Mr. Vikram Rawat, Manager Admin JIMS Kalkaji
10. Ms. Sunita Kaisth, NGO member

7. At the outset, the presiding officer welcomed all the members of the Committee. She informed that as per the guidelines issued by the Ministry of Human Resource Development, UGC notified on 2 May 2016, that the institute has constituted an ICC and in this context, a committee has been instated. She gave a detailed idea about the role of ICC and said everyone has a responsibility to contribute to the cause and also readily welcomed any suggestions from the members.
8. The Committee concluded that no complaint concerning sexual harassment has been received from any employee or student. It was emphasized that to create awareness and continuous sensitization among the employees and students, it is essential to conduct an

online sensitization campaign for the female students and female employees of the institute

9. The students have been Gender sensitized by short films and interactive sessions.
10. It was discussed in the meeting that the HOD will circulate the information to the students through their respective class coordinators so that any victim of such a nature can file a complaint anonymously. And also ensure that students are aware that the campus is under CCTV surveillance to ensure safety.
11. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet regularly or earlier if needed
12. The Chairperson concluded the meeting with a vote of thanks.



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Internal Complaint Committee Composition (ICC)

Session: 2023-24

Attendance for meeting held on 23rd Feb, 2024

Sno.	Position	Name and Designation	Signature
1.	Presiding Officer	Dr. Niti Saxena Associate Professor JIMS Kalkaji	
2.	Member	Ms. Jasleen Rana, Assistant Professor JIMS Kalkaji	
3.	Member	Ms. Kanika Parashar, Assistant Professor JIMS Kalkaji	
4.	Member	Ms. Shalini, Librarian JIMS Kalkaji	
5.	Member	Mr. Vikram Rawat, Manager Admin JIMS Kalkaji	
6.	NGO Member	Ms. Sunita Kaisth	



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Minutes of meeting of the ICC- Sexual Harassment Committee Held on 8th July 2023

Agenda Points

1. Guidelines for students awareness about ICC- Sexual Harassment Committee at JIMS Kalkaji.
2. Mailing the students about the procedure to be followed in case of sexual harassment

A meeting of the Internal Complaints Committee was held on 15th July at 1300 hrs in the conference room. The following members were Present for the Meeting.

Name of the member	Designation
1. Dr. Prashant Kumar	Committee Head
2. Dr. Preeti Singh	Member
3. Ms. Chanika Goel	Member
4. Dr. Sunita Kaistha (NGO)	NGO Member
5. SHO, Kalkaji	Member (SHO, Delhi Police)

Minutes of Meeting

1. Mail to students regarding whom to approach for complaint and link of complaint form to be sent.
2. No complaints were received and it was duly informed to all the team members of the committee present and the meeting was concluded.

