



VIVEKANANDA COLLEGE

UNIVERSITY OF DELHI

Criterion 5- Student Support and Progression Key Indicator- 5.1.5 Student Support (50)

CONTENT

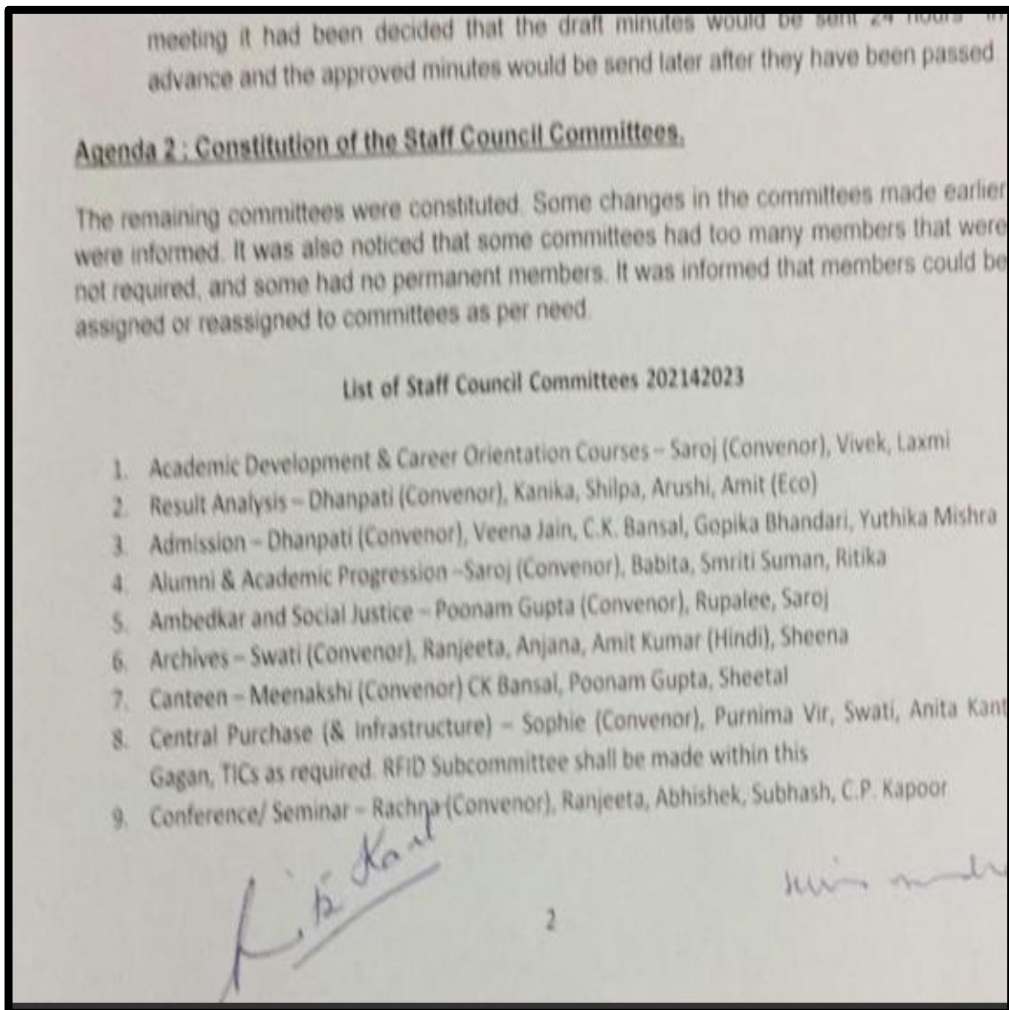
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1. Constitution of Grievance Redressal and ICC Committee under the Staff Council

For smooth and peaceful education in the college, rules are implemented under Section 26 (1)(g) of the University Grants Commission Act, 1956) the UGC Regulation 2012, in view of this, Grievance Redressal Committee and ICC Committee have been constituted in the college. The objectives of committees are as under:

1. Action will be taken against physical and mental abuse with any student.
2. Students can register their complaints orally and in writing to any key person in the college.
3. Hearing and action will be taken immediately when the case is registered.

List of staff council committees 2022-23



10. COVID-19 Task Force – Sukhneet (Convenor), Vinay Trehan, Jaspertap, Vishakha, Meena, Students
11. Counselling Cell – Anita (Convenor), Salma, Saif, Arpana, Kamini
12. Discipline/ Code of Conduct – Dr. Meera Sood (Convenor/Proctor), Yuthika, Kamini Taneja, Veda Nidhi
13. EOC – Sophia (Convenor) Mukesh, Arabind, Sunita, Smriti
14. Ethical Clearance – Sunil Verma (Convenor), Sandhya Sharma, Shubhashri Bose, Saif
15. Exams – Yojana (Convenor), Meenakshi, Babita, Lalit, Shilpa, Preeti Srivastava, Gargi, Muskaan
16. Fee Concession/ Student Aid/ Scholarship – Pavan Gupta (Convenor), Anju Nagpal, Seema Taneja, Preeti Chhachia, Pratibha
17. Gandhi Study Circle – Anita Bakshi (Convenor), Deepa, Amit English, Dilip Jaiswal
18. Garden – Shubhashri (Convenor), Dr. Amit, Omveer, Ritu Saluja, Uday Meena
19. Grievance Redressal – Ranjeeta (Convenor), Vanita, Arunabha, Ritu
20. Health and Wellness Committee – Pavan (Convenor), Nalini, Veda Nidhi, Tulsii
21. ICC – Vinay Trehan (Convenor), Arunabha, Muskan
22. IQAC – Vanita (Convenor), Salma Co-Convenor, Jaspertap, Subhash, Preeti Srivastava, Shafaq, Renu Garg, Sheena, Vandana. Extended Committee – Mukesh Burnwal, Neeta Mathur, Tulsii, Charu, Timsi, Ritika Nagpal, Arushi Jain
23. Journal Committee – Sunil (Convenor), Shubhashri, Shivantika, Charu
24. Mentoring – Arpana (Convenor), Shivantika, Shivani
25. NEP Committee: Sukhneet (Convenor), Priya Sharma, Avaneesh, Vivek, Ratish
26. Placement & Career Guidance & Internship – Veena Jain (Convenor) Rocky, Vishakha, Vandana
27. Publication – Nalini (Convenor), Kanika, Meena, Rocky, Kamini
28. Skill Enhancement – Sushma Aggarwal (Convenor), Isha, Shivani, Amit (Eco), Seema Sharma, Devender, Chandra Prakash
29. Social Outreach & Community Development – Sandhya Jain (Convenor), Rocky, Laxmi, Shafaq, Gargi, Uday Singh Meena (some members of older committee allowed to continue as this was a new committee)
30. NSS Assistance – Sandhya Jain (Nodal Officer), Gopika, Dilip, Vivek
31. Sports – Meera Sood (Convenor), Gagan, Jaspertap, Arabind
32. Student Union Advisory – Seema Taneja (Convenor), Anju Nagpal, Rajni Jindal, Sushma Aggarwal, Raman, Anjana, Chaandreyi, Shahnaz
33. Unnat Bharat Abhiyan – Rachna (Convenor), Vishakha, Pratibha, students
34. Vidya Vistar Scheme (V2 Scheme) – Sukhneet (Convenor), Rachna, Meena, Vandana, students
35. Vivekananda – Neeta (Convenor), Anita Bakshi, Vivek, Rupalee, Preeti Chhachia
36. WDC – Sandhya Sharma (Convenor), Anchala, Chaandreyi, Shikha, Sunita
37. Workload & Timetable – Purnima Vir (Convenor), Yojana, Abhishek, Devendra, Amit English, Avaneesh, Ratish, TICs in extended committee.
38. Website – Rajni (Convenor), Isha Lalit, Anchala

Cultural Societies/ Clubs:

- | | |
|---------------------------------|--------------------------|
| 1. Western Dance | Renu |
| 2. Indian Classical Dance | Sheetal |
| 3. Indian Folk Dance | Ritu Saluja |
| 4. Creative Writing/ Recitation | Omveer/ Arunabha/ Ratish |
| 5. Wall Magazine | Yojana |
| 6. Quiz Society | Priya |
| 7. Photography | Amit (English) |

R. M. Kaul

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M. S. D. S.

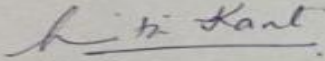
8. Eco Club	Seema, Shikha
9. Fashion Society (Alluring Dazzlers)	Timsi
10. Nukkad Natak (Buniyaad)	Raman
11. Indian Music Society	Deepa
12. Art & Craft	Shahnaaz
13. Debate	Chaandreyi/ Amit (Hindi)
14. SPICMACAY	Neeta Mathur


The cultural societies will function independently. Student Union committee will coordinate their activities as per requirement for functions and Pallavi.

Agenda 3 : Any other matter with the permission of the Chair

- Dr. Anita Kant enquired about the fresh appointment in the college as to when they would take place. Ms. Sophia Pde also added that her department was facing a lot of difficulty due to shortage of teaching faculty. Dr. Hina responded that everyone knows that interviews were going to be held but the DUTA stopped them from taking place. It was decided that a meeting would be held again with the TICs and Liaison Officers to decide the future course of action.
- Mrs. Vinay Trehan and Sophia Pde complained regarding the weak internet connection in the college and requested that teachers be allowed to take classes from home. Dr. Hina responded and said that the college would look for solutions.

The meeting ended with a vote of thanks.


Dr. Anita Kant
(Secretary, Staff Council)


Dr. Hina Nandrajog
(Officiating Principal)

Although all the committees of the college do their work by following all the rules of the university under the UGC and law but still, for the settlement of disputes Enabling Committee(Equal Opportunity cell) Anti- Ragging Committee, Internal Complaints Committee (against sexual harassment and ragging Grievance Redressal Committee were formed mainly. Which do their work smoothly throughout the year.

Names and contact details of the members working in the above mentioned committees (2022-23)

ENABLING COMMITTEE / EQUAL OPPORTUNITY CELL (2022-2023)			
Name	Designation	Mobile No.	E-mail Id
Ms. Sophia Pde	Convenor	9903092226	sophia_pde@hotmail.com
Mr. Mukesh Burnwal	Member	9810418613	mukesh0341@gmail.com
ANTI- RAGGING COMMITTEE (2022-2023)			
Name	Designation	Mobile No.	E-mail Id
Mrs. Seema Taneja	Member	9311131024	tanejaseema2009@gmail.com
Dr. Raman Kumar Singh	Member	8826826413	rksinghdu@gmail.com
INTERNAL COMPLAINTS COMMITTEE (AGAINST SEXUAL HARASSMENT AND RAGGING,UNIVERSITY ORDINANCE XV (D))(2022-2023)			
Name	Designation	Mobile No.	E-mail Id
Ms. Vinay Trehan	Convenor	9911159530	vinaytrehan@hotmail.com
GRIEVANCE COMMITTEE REGARDING ADMISSIONS (2022-2023)			
Name	Designation	Mobile No.	E-mail Id
Dr. Ranjeeta Phukan	Convenor	9315057631	phukan r@rediffmail.com
Dr. Vanita Sondhi	Member	9810522486	vanitasondhi@yahoo.com

2 . Awareness and undertakings on policies with zero tolerance

Anti-Ragging form (under Section 26 (1)(g) of the University Grants Commission Act, 1956) compulsory fill by students

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, _____ (*full name of student with admission/registration/enrolment number*)
s/o d/o Mr./Mrs./Ms. _____, having
been admitted to _____ (*name of the institution*), have
received a copy of the 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 and 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 aver 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; and 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.

Signature of deponent
Name:

VERIFICATION

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

Verified at (place) on this the (day) of (month) , (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) ,
 (year) after reading the contents of this affidavit.

OATH COMMISSIONER

b. Undertaking form for Parents/Guardian

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)
compulsory fill by **Parents/Guardian**

**ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. _____ (*full name of parent/guardian*) father/mother/guardian of _____ (*full name of student with admission/registration/enrolment number*), having been admitted to _____ (*name of the institution*), have received a copy of the 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 and 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 my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

- My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- My ward 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, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has 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; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of ___ year.

Signature of deponent
Name:
Address:
Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.
Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

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WHOM TO CONTACT
Any faculty member of the respective staff council committee.
Or write to us at
E-mail: vivac2009@vivekanand.edu.ac.in
Ph: 014-224501100

3 . Mechanisms for submission_of_online/offline students' grievances

Important links mention in college website

a. Anti-Ragging Policy

<https://www.vivekanandacollege.edu.in/uploads/administration/proctorialcommittees/Anti-Ragging-Guidelines.pdf>

b. Grievances Policy

<https://www.vivekanandacollege.edu.in/uploads/administration/proctorialcommittees/Grievance-Policy.pdf>

c. Internal Complaints Committee Policy

<https://www.vivekanandacollege.edu.in/uploads/administration/proctorialcommittees/Prevention-of-Sexual-Harassment-policy.pdf>

4 Grievance Committee Report

1. An emergent meeting was convened on 23 February 2023 at 8:30 PM in the online mode. The convenor, Dr. Phukan informed the Teacher Members that a complaint has been received from a student about the theft of mobile phone, the student accused a fellow student of perpetrating the crime. The committee members decided that both the students would be summoned and asked to present their respective perspectives. Dr. Sondhi would represent the committee in person while Dr. Phukan and Mr. Bose would be present online to adjudicate the disputed matter. The meeting was attended by Dr. Ranjeeta Phukan, Dr. Vanita Sondhi and Mr. Arunabha Bose
2. An emergent meeting was convened on 24 February 2023 in both the online and offline mode. The Convenor, Dr. Phukan attended the meeting online while Teacher Member, Dr. Sondhi was present in the college in person. A student was accused of stealing however the complainant did not attend the meeting. The accused student defended her actions and offered a justification. The committee decided that the matter could only be resolved to the satisfaction of both students once the complainant and the accused are both present and hence a second meeting would be convened and a decision would be taken thereafter.
3. An emergent meeting was convened by the Officiating Principal on 18 April 2023 in the presence of members of Grievance Committee, Student Union Advisory Committee Convenor and the Convenor of Fashion Society, Alluring Dazzlers. The meeting was attended by Dr. Hina Nandrajog, Mrs. Seema Taneja, Dr. Sandhya Jain, Dr. Vanita Sondhi, Dr. Ranjeeta Phukan, Mr. Arunabha Bose and Ms. Archana Naresh. Students of the Fashion Society belonging to B.A. (H) English III Year complained to the Principal that money to the sum of Fifteen Hundred each was collected from the members but the money was not utilised while they were participating members of the Society and that the Society was inactive and dormant since the Pandemic was going on. The Complainants expressed their dissatisfaction with the way in which the budget and spending of the committee lacks transparency. The student bearers of the Society expressed the fact that money once spent cannot be reimbursed and that the money was utilised to purchase props including Fashion Society Tops worth Rupees Four Hundred Fifty. The Grievance Committee was of the opinion that no proper fund receipts or written documentation could be provided by the Student Bearers. Moreover, the Committee wasn't consulted while the Guidelines/Constitution of the Society was being drafted; the students chose to ignore the proper protocol which should have been to draft guidelines under the supervision of the Teacher Coordinator Ms. Timsi Bhatia or approach the Student Union Advisory Committee for directives. The Committee decided not to intervene in the

matter and asked the complainants and the Office Bearers to reach an agreement which was mutually beneficial