

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

CIRCULAR

Session 2020-21

Redressal of Student Grievance including sexual harassment and ragging cases

This is to inform all members of IBMR, IPS Academy that a Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Therefore to look into the grievances, following committee is framed as per UGC norms:

Constitution of Internal Committee:-

Chairperson of the Cell:

Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Members of the Cell:

1. Dr. Satyakam Dube, Professor ,IBMR, Contact No 9755545648
2. Dr. S.P.Tripathi, Associate Professor, IBMR, Contact No. 9425964914
3. Dr. Mansi Kukreja, Associate Professor, 9977222002
4. Ms. Jaya Nema, Assistant Professor, 9826837179


Dr. Vivek Singh Kushwaha

IPS
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (M.P.)

Director, IBMR, IPS Academy,

Indore

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

Report

Session 2020-21

Redressal of Student Grievance including sexual harassment and ragging cases

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

- Grievance Redressal Committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.

- The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
- GRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The students may lodge grievance about any academic and non- academic matters related to -

- Certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- The students can lodge their grievance through mail
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents

s.no	Details	
1.	Name of the Institutions	IPSA, IBMR, INDORE
2.	Address	Knowledge Village, Rajendra Nagar, A.B. Road Indore 452012(M.P.) INDIA
3.	Redressal of Student Grievance including sexual harassment and ragging cases Committees were constituted	Yes
4.	Whether all mentions possible actions against Redressal of Student Grievance including sexual harassment and ragging cases are taken	Yes
5.	Whether names, telephone nos. of authorities to be contacted have been publicized/ made available to fresher students.	Yes
6.	Whether Seniors counselled	Yes
7.	Whether freshers counselled	Yes
8.	Encouraging the Students to express their	yes

	grievances / problems freely and frankly, without any fear of being victimized.	
9.	Anti-Ragging Squads formed for taking round in Campus	Yes
10.	Anti-ragging affidavit filled by students	Yes
11.	Whether you have informed canteen, Library, sports Ground Photocopy shop and computer lab in campus about Anti-ragging measures	Yes
12.	Whether have you put posters, hoardings at notices board, common places of your institute	Yes
13.	F.I.R. lodged by Institution	No (no cases yet)
14.	Punishment meter out.	(a) Suspension (b) Rustication (c) Expulsion
15.	Timely conducting of meetings by committee members on Redressal of Student Grievance including sexual harassment and ragging cases.	Yes
16.	Whether complaint box kept at Principal/ Director/ HOD office	Yes

Chair Person of the Cell: Dr. C. K. Goyal, Professor & HOD, IBMR, Contact No 9179098789

Seal & Signature

HOD
IPS Academy
 Institute of Business Management & Research
 Rajendra Nagar, Indore - 452012 (MP)



IPS ACADEMY

एंटी रैगिंग कमेटी के निर्देश

निम्नलिखित कोई एक अथवा अनेक कार्य रैगिंग के अंतर्गत आयेगे :-

- किसी छात्र अथवा छात्रों द्वारा नए आने वाले छात्र का मौखिक शब्दों अथवा वाणी द्वारा उत्पीड़न अथवा दुर्व्यवहार करना।
- छात्र अथवा छात्रों द्वारा उत्पात करना अथवा अनुशासन हीनता का वातावरण जिससे नए छात्र को कष्ट, आक्रोश, कठिनाई, शारीरिक अथवा मानसिक परेशानी हो।
- किसी छात्र से ऐसे कार्य को करने के लिए कहना जो वह सामान्य स्थिति तथा जिससे नए छात्र में लज्जा, पीड़ा अथवा भय की भावना उत्पन्न हो।
- वरिष्ठ छात्र द्वारा किया गया कोई ऐसा कार्य जो किसी अन्य अथवा नए हुए शैक्षणिक कार्य में बाधा पहुँचाए।
- नए छात्र का किसी भी प्रकार से आर्थिक शोषण करना।
- किसी भी नए छात्र/छात्रा को जाति, धर्म, अथवा लिंग से उदबोधित करना।
- किसी छात्र को रैगिंग का दोषी पाए जाने से संस्था द्वारा विधि अनुसार जाएगा।
- रैगिंग विरोधी समिति उचित दण्ड के संबंध में उचित निर्णय लेगी अथवा के स्वरूप एवं गंभीरता को देखते हुए रैगिंग विरोधी दल दण्ड हेतु अपनी कार्यवाही करेगी।
- कक्षा में उपस्थित होने तथा शैक्षणिक अधिकारों से निलंबन।
- छात्रवृत्ति/छात्र अध्येतावृत्ति तथा अन्य लाभों को रोकना/वंचित करना।
- छात्रावास से निष्कासित करना।
- प्रवेश रद्द करना।
- संस्था से निष्कासित और परिणाम स्वरूप किसी भी संस्था में निष्कासन।
- प्रत्येक केस की एफआईआर दर्ज होगी। कोर्ट द्वारा जटिल केस में 250 तक जुर्माना एवं कारावास अथवा दोनों।

डॉ. जी व्ही कुलकर्णी, प्राचार्य-निदेशक,
श्री रवि सक्सेना,
डॉ. जयवीर सिंह,
प्रो अशोक कुमावत
प्रो राजेश कौशल,
प्रो. नरेंद्र सिंह भदौरिया,

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प्रो मन्मथकाम दुबे,
डॉ. मन्मथ लखोटिया,
प्रो आनंद गन्धर्व,
प्रो रूपेश दुबे,
डॉ. एस. पी. त्रिपाठी,
श्री राणा हितेन्द्र सिंह,

☎ 1800-180-5522 (टोल फ्री)

IPS Acade

रैगिंग रोकिये ।

इससे संस्था का अनुशासन भंग हो
अतः रैगिंग न देखे, नही करें, न सह



Name

Dr. Prem Lata Gupta

Mr. R C Saxena

Dr. Sanjay Nagar

Dr. D K Jain

Dr. V S Kushwaha

Dr. Archana Kreeti Chow

Prof. J K Gupta

Ar. Manita Saxena

Dr. Manish Pundlik

Dr. Vaishali Sharma

Dr. Prem Lata Gupta

Dr. Vaishali Sharma

Dr. S.P.Tripathi

Dr. Vijendra Singh Solanki

Dr. Meenakshi Gaikwad

IPSA Principal Chairman 94

COC Member 70

IBMR Member 94

ISLE Member 86

COC Member 98

ANTI-RAGGING HELPL



IPS ACA

RAGGING



Dr.S.P. Tripathi - 9425964914, Dr.Vinita Parasar -
Mr. A.K. Kumawat - 9907050572, Mr. Fakhrud

ANTI-RAGGING HELPLI



IPS ACADEMY

Don't
Don't
Yes

Indulge
Tolerate
Must Stop it

RAG

Ragging is – Inhuman

Ragging is – illegal

Ragging is – Punishable

Ragging is – An evil Practice

Ragging is a crime

Do not tolerate Ragging, Report at once to the authorities for taking strict action.

Strong legal action will be taken against the guilty by the principal of the college, Registrar of the University and

1. Dr. G.V. Kulkarni - Principal, Director, IPSA
2. Prof. Satyakam Dube - HOD IBMR
3. Mr. Ravi Saxena - Registrar, IPSA
4. Dr. Rekha Lakhotia - College of Commerce
5. Dr. Jaiveer Singh - Department of Physics
6. Prof. Anand Gandhe - School of Computers
7. Prof. Ashok Kumawat - College of Law
8. Prof. Rupesh Dubey - HOD, Elex. & TC Engg.
9. Prof. Rajesh Kaushal - HOD, Chemical Engg.

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Committee and Flying Squad at Institute Level

PURPOSE: - Formation of Anti Ragging

DATE: - 28th Aug., 2020

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Formation of Anti Ragging Committee and Flying Squad
2. Anti-Ragging Squads duty charts for taking regular rounds
3. Online Affidavit Anti Ragging form from students

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Dr. Amit Kumar
7. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Formation of Anti Ragging Committee and Flying Squad	1.1 All the institutes should form their own Anti Ragging Committee as per the standard form of UGC- Anti ragging act-2009 (incorporating the representation of Faculty Members, Students and Guardian).	
2	Anti-Ragging Squads duty charts for taking regular rounds	2.1 The institutes will form their own Anti Ragging Squads and prepare their faculty duty charts for taking regular rounds in the campus or outside the campus for prevention of ragging and proper follow up of COVID-19 protocols.	
3	List of Anti Ragging Committee and Anti Ragging Squads	3.1 The list of Anti Ragging Committee and Anti Ragging Squads should be sent to Central Anti Ragging Committee at IBMR Office in hard copy & mail to antiragging@ipsacademy.org up to 02 nd Dec., 2020.	
4	Online Affidavit form	4.1 All institutes must obtain Online Affidavit form from all the students provided at UGC Website www.antiragging.in .	
5	Zero Tolerance	5.1 The institute HODs/Directors are required to conduct a	

	Policy	Faculty meeting mentioning the Zero Tolerance Policy in case of ragging activities and emphasize that it is the moral duty of each faculty member to take care of undesirable activities even if the students are not of their institute.	
6	Flexes regarding anti- ragging	6.1 Flexes regarding anti- ragging will be given to each institute by Central anti ragging committee as per requirement of the institute. Please send the requirement & paste flexes on each floor and in more number so that the impact will be strong on the students.	
7	Complaint / Suggestion	7.1 The complaint / suggestion boxes should be checked daily and can be send to the Central Anti ragging committee in case of emergency.	
8	ID cards	8.1 ID cards should be issued to all the students as soon as possible. Students without uniform should not be allowed in the campus.	
9	Anti-ragging and discipline related issues	9.1 It was decided that institutes will be responsible for any undesired situation. They must take care Anti ragging and discipline related issues within their institute. Central Anti ragging Committee will take action during interinstitute issues.	


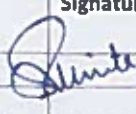

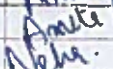

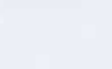


Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.1 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Sunita Jatav	
2.	Dr. Satyakam Dube				
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Dr. Amit Kumar				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -05th Jan.,2021

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Online Affidavit Anti Ragging form from students
2. List of hostel students
3. Inspections in hostel

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Dr. Amit Kumar
7. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Senior students	1.2 It is decided that senior students specially (II Year) will be counseled by HOD's/Director's related to definition and Consequences of ragging.	
2	Guidelines of AICTE	2.1 It is decided that as per guidelines of AICTE fresher students must be counseled by Professional Counselor.	
3	Online affidavit	3.1 It is also decided that all institutes/colleges will get filled online affidavit of all the students. It is necessary to keep the hard copy of declaration in the offices.	
4	Records of the students	4.1 It is also decided that all Colleges/Institutes should maintain the records of the students who are residing in the hostels in the campus as well as outside Campus. The entire details of such students and hostels must be obtained in the prescribed format.	
5	List of hostel	5.1 All the institutes should take the information regarding the	

	students	hostels where students are residing. They will also prepare the list of hostels which will be sent to the Collector and Superintendent of Police, Indore.	
6	CCTV cameras	6.1 As per the direction of Vice-Chancellor CCTV cameras will have been installed at vital points.	
7	Surprise inspection	7.1 It is decided that surprise inspection at hostel, students accommodation, canteens, rest cum recreation rooms, toilets and any other measure which would prevent ragging shall be undertaken.	


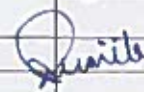


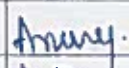

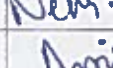

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.2 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Sunita Jatav	
2.	Dr. Satyakam Dube				
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Dr. Amit Kumar				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -28th May, 2021

TIME: 03:30 PM

VENUE: Online Zoom Meeting

AGENDA: 1. ID cards & Uniform, Complaint / suggestion boxes and Internal register for records

CHAIR: Dr. C.K. Goyal

Members Present:


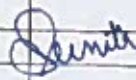


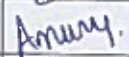



8. Dr. Satyakam Dube
9. Dr. S.P.Tripathi
10. Mr. Anurag Dilraj
11. Dr. Anita Ahuja
12. Ms. Neha Sahu
13. Dr. Amit Kumar
14. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Online Classes	1.1 Due to Covid 19 Cases and government guidelines remaining session went for online classess. 1.2 During online classes no disciplinary and ragging issues found.	

The meeting was adjourned at 03:30PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Sunita Jatav	
2.	Dr. Satyakam Dube				
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Dr. Amit Kumar				

Anti - Ragging Time-Table

Day	9:45-10:45	10:45-11:45	11:45-12:45	12:45-1:30	1:30-2:30	2:30-3:30
Mon	ASH, KVJ	SST, PY	SR, RTM	AD, DS	GT, KG	SS, HU
Tue	JN, AA	MS, SR	GB, SST	JJ, KS	PY, SA	MM, BPS
Wed	KG, TN	SPT, HK	SR, NS	ASH, KVJ	KM, BPS	PT, SCJ
Thur	AT, HK	SPT, JS	SST, TN	KM, TS	RM, JS	KCM, NJ
Fri	KM, TS	KCM, SA	RTM	HU, RM	BA, AA	SJ, MK
Sat	AK, NS	MS, GT	JN, JJ	SM, AT	GB, SCJ	PMU, BPS

Faculty Code:

Faculty Name:

SPT	Dr. S.P. Tripathi
MK	Dr. Mansi Kukreja
MS	Dr. Manish Sharma
AD	Mr. Anurag Dilraj
SM	Mr. Sanju Mahawar
KCM	Dr. Kalicharan Modak
GB	Dr. Gagan Bhati
NS	Dr. Neha Sahu
SJ	Dr. Sunita Jatav
NJ	Ms. Nidhi Jhawar
JS	Ms. Jolly Sustuna
ASH	Mr. Arpan Shrivastava
AA	Dr. Anita Ahuja
TN	Dr. Tanika Nandedkar
AK	Dr. Amit Kumar
HU	Dr. Heena Upadhyay
JN	Dr. Jaya Nema
PMU	Ms. Pallabi Mukherjee
SST	Dr. Shailesh S. Thakur
SCJ	Mr. S.C. Jaiswal

Faculty Code:

Faculty Name:

GT	Ms. Gunja Thakur
BA	Ms. Barkha Agrawal
TS	Dr. Tarannum Syed
KM	Dr. Ketan Mulchandani
AT	Ms. Ashima Talwar
RM	Dr. Ruchi Mehra
DS	Ms. Deepti Shastri Gupta
KG	Ms. Kiran Gehani
PT	Ms. Priyanka Tanwar
SR	Mr. Saket Rathii
KS	Ms. Kshema Shrivastava
BPS	Mr. Bhanu Pratap Singh
JJ	Ms. Jaya Jaisinghani
KVJ	Ms. Kavita Jaimini
PY	Ms. Priyanka Yadav
RTM	Ms. Ritu Mishra
MM	Ms. Madhuri Mehtani
SS	Ms. Shailini Singh
HK	Mr. Hemant Karna
SA	Mr. Shalokram Ahirwar

Dr. S.P. Tripathi

Incharge Anti- Ragging Squad
IPS Academy, IBMR

Dr. C.K. Goyal

Incharge Anti- Ragging committee
IPS Academy, IBMR

Dr. Vivek S. Kushwaha

Director
IPS Academy, IBMR

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, PRANSHI NIGAM s/o | d/o MR. ARVIND KUMAR NIGAM, having been admitted to INDORE PROFESSIONAL STUDIES ACADEMY, 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 for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. 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 penallaw or any law for the time being in force. 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 canceled.

Declared on

11/9/20

Signature of deponent

Name : PRANSHI NIGAM

VERIFICATION

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

Verified at

on

11/9/20

Signature of deponent

Pranshi

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, PRANSHI NIGAM s/o | d/o MR. ARVIND KUMAR NIGAM, having been admitted to INDORE PROFESSIONAL STUDIES ACADEMY, 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 for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. 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 penallaw or any law for the time being in force. 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 canceled.

Declared on

11/9/20

Signature of deponent

Name : PRANSHI NIGAM

VERIFICATION

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

Verified at

on

11/9/20

Signature of deponent

Pranshi

Reference Number 1359798

UNDERTAKING BY PARENT/GUARDIAN

1. I, MR. ARVIND KUMAR NIGAM father/mother/guardian of, PRANSHI NIGAM, having been admitted to INDORE PROFESSIONAL STUDIES ACADEMY, 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 behavior 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 on _____

Signature of deponent

Name : MR. ARVIND KUMAR NIGAM


Address : MAHARISHI VED VIGYAN VIDYA PEETH DERI ROAD CHHATARPUR

VERIFICATION

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

Verified at _____ on _____

Signature of deponent



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

CIRCULAR

Session 2019-20

Redressal of Student Grievance including sexual harassment and ragging cases

This is to inform all members of IBMR, IPS Academy that a Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Therefore to look into the grievances, following committee is framed as per UGC norms:

Constitution of Internal Committee:-

Chairperson of the Cell:

Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Members of the Cell:

1. Dr. Satyakam Dube, Professor, IBMR, Contact No 9755545648
2. Dr. S.P.Tripathi, Associate Professor, IBMR, Contact No. 9425964914
3. Dr. Mansi Kukreja, Associate Professor, 9977222002
4. Ms. Jaya Nema, Assistant Professor, 9826837179
5. Mr. Kali CharanModak, Assistant Professor, 9981574946



Dr. Vivek Singh Kushwaha

Director, IPS Academy,

Indore
IPS Academy
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

Report

Session 2019-20

Redressal of Student Grievance including sexual harassment and ragging cases

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

- Grievance Redressal Committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.

- The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
- GRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The students may lodge grievance about any academic and non- academic matters related to -

- Certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- The students can lodge their grievance through mail
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents

s.no	Details	
1.	Name of the Institutions	IPSA, IBMR, INDORE
2.	Address	Knowledge Village, Rajendra Nagar, A.B. Road Indore 452012(M.P.) INDIA
3.	Redressal of Student Grievance including sexual harassment and ragging cases Committees were constituted	yes
4.	Whether all mentions possible actions against Redressal of Student Grievance including sexual harassment and ragging cases are taken	yes
5.	Whether names, telephone nos. of authorities to be contacted have been publicized/ made available to fresher students.	yes
6.	Whether Seniors counselled	yes
7.	Whether freshers counselled	yes
8.	Anti Ragging Squads formed for taking round in	Yes

	Campus	
9.	Anti ragging affidavit filled by students	Yes
10.	Whether you have informed canteen, Library, sports Ground Photocopy shop and computer lab in campus about Anti-ragging measures	yes
11.	Whether have you put posters, hoardings at notices board, common places of your institute	yes
12.	F.I.R. lodged by Institution	No (no cases yet)
13.	Punishment meter out.	(a) Suspension(b) Rustication (c) Expulsion
14	Timely conducting of meetings by committee members on Redressal of Student Grievance including sexual harassment and ragging cases .	Yes
15	Whether complaint box kept at Principal/ Director/ HOD office	Yes
16	The Committee deals with Grievances received in writing or in suggestion box from the students	Yes
17	Indisciplinary attitudes in any form is strictly prohibited in the institution. Any violation of disciplinary rules should be urgently brought to the notice.	Yes

Chair Person of the Cell: Dr. C. K. Goyal, Professor & HOD, IBMR, Contact No 9179098789


HOD
IPS Academy
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Committee and Flying Squad at Institute Level

PURPOSE: - Formation of Anti Ragging

DATE: - 27th Aug., 2019

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Formation of Anti Ragging Committee and Flying Squad
2. Anti-Ragging Squads duty charts for taking regular rounds
3. Online Affidavit Anti Ragging form from students

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Ms. Neha Sahu
5. Mr. Arpan Shrivastava
6. Dr. Amit Kumar
7. Dr. Sunita Jatav
8. Ms. Gunja Thakur

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Formation of Anti Ragging Committee and Flying Squad	1.1 All the institutes should form their own Anti Ragging Committee as per the standard form of UGC- Anti ragging act-2009 (incorporating the representation of Faculty Members, Students and Guardian).	
2	Anti-Ragging Squads duty charts for taking regular rounds	2.1 The institutes will form their own Anti Ragging Squads and prepare their faculty duty charts for taking regular rounds in the campus or outside the campus for prevention of ragging.	
3	List of Anti Ragging Committee and Anti Ragging Squads	3.1 The list of Anti Ragging Committee and Anti Ragging Squads should be sent to Central Anti Ragging Committee at IBMR Office in hard copy & mail to antiragging@ipsacademy.org up to 03 rd Sep., 2019.	
4	Online Affidavit form	4.1 All institutes must obtain Online Affidavit form from all the students provided at UGC Website www.antiragging.in .	

5	Zero Tolerance Policy	5.1 The institute HODs/Directors are required to conduct a Faculty meeting mentioning the Zero Tolerance Policy in case of ragging activities and emphasize that it is the moral duty of each faculty member to take care of undesirable activities even if the students are not of their institute.	
6	Flexes regarding anti- ragging	6.1 Flexes regarding anti- ragging will be given to each institute by Central anti ragging committee as per requirement of the institute. Please send the requirement & paste flexes on each floor and in more number so that the impact will be strong on the students.	
7	Complaint / Suggestion	7.1 The complaint / suggestion boxes should be checked daily and can be send to the Central Anti ragging committee in case of emergency.	
8	ID cards	8.1 ID cards should be issued to all the students as soon as possible. Students without uniform should not be allowed in the campus.	
9	Anti-ragging and discipline related issues	9.1 It was decided that institutes will be responsible for any undesired situation. They must take care Anti ragging and discipline related issues within their institute. Central Anti ragging Committee will take action during interinstitute issues.	




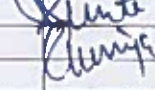
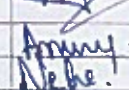
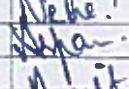
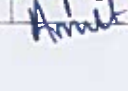


Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.1 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Sunita Jatav	
2.	Dr. Satyakam Dube		9.	Ms. Gunja Thakur	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Ms. Neha Sahu				
6.	Mr. Arpan Shrivastava				
7.	Dr. Amit Kumar				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -10th Sep.,2019

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Online Affidavit Anti Ragging form from students
2. List of hostel students
3. Inspections in hostel

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Ms. Neha Sahu
5. Mr. Arpan Shrivastava
6. Dr. Amit Kumar
7. Dr. Sunita Jatav
8. Ms. Gunja Thakur

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Senior students	1.2 It is decided that senior students specially (II Year) will be counseled by HOD's/Director's related to definition and Consequences of ragging.	
2	Guidelines of AICTE	2.1 It is decided that as per guidelines of AICTE fresher students must be counseled by Professional Counselor.	
3	Online affidavit	3.1 It is also decided that all institutes/colleges will get filled online affidavit of all the students. It is necessary to keep the hard copy of declaration in the offices.	
4	Records of the students	4.1 It is also decided that all Colleges/Institutes should maintain the records of the students who are residing in the hostels in the campus as well as outside Campus. The entire details of such students and hostels must be obtained in the prescribed format.	

5	List of hostel students	5.1 All the institutes should take the information regarding the hostels where students are residing. They will also prepare the list of hostels which will be sent to the Collector and Superintendent of Police, Indore.	
6	CCTV cameras	6.1 As per the direction of Vice-Chancellor CCTV cameras will have been installed at vital points.	
7	Surprise inspection	7.1 It is decided that surprise inspection at hostel, students accommodation, canteens, rest cum recreation rooms, toilets and any other measure which would prevent ragging shall be undertaken.	


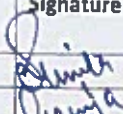


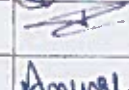
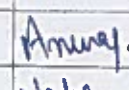
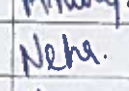
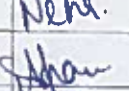

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.2 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

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2.	Dr. Satyakam Dube		9.	Ms. Gunja Thakur	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Ms. Neha Sahu				
6.	Mr. Arpan Shrivastava				
7.	Dr. Amit Kumar				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Students' Uniform & ID cards

DATE: - 05th Feb., 2020

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. ID cards & Uniform

2. Complaint / suggestion boxes

3. Internal register for records

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Ms. Neha Sahu
5. Mr. Arpan Shrivastava
6. Dr. Amit Kumar
7. Dr. Sunita Jatav
8. Ms. Gunja Thakur

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	ID cards & Uniform	1.3 ID cards should be compulsory for all the students, without ID card and proper uniform of IPSA, entry will be restricted from the main gate of IPSA.	
2	Complaint / suggestion boxes	2.1 The complaint / suggestion boxes can be checked daily and can be send to the central Anti ragging committee in emergency.	
3	Records	3.1 Institute must maintain an internal register to record minutes of meeting and other anti-ragging activities performed by them.	

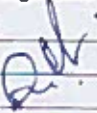
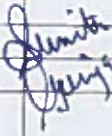

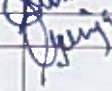





Committee Review Report

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1.	Discipline Committee	1.3 No disciplinary action taken on students was reported	
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The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi




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Faculty Members

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4.	Mr. Anurag Dilraj				
5.	Ms. Neha Sahu				
6.	Mr. Arpan Shrivastava				
7.	Dr. Amit Kumar				

IPS Academy , IBMR Indore			Date: 27.08.2019			
Anti - Ragging Time-Table						
Day	9:45-10:45	10:45-11:45	11:45- 12:45	12:45-1:30	1:30- 2:30	2:30 - 3:30
Mon	AD, DS	GT, KG	SS, HU	ASH, KVJ	SST, PY	SR, RTM
Tue	JJ, KS	PY, SA	MM, BPS	JN, AA	MS, SR	GB, SST
Wed	ASH, KVJ	KM, BPS	PT, SCJ	KG, TN	SPT, HK	SR, NS
Thur	KM, TS	RM, JS	KCM, NJ	AT, HK	SPT, JS	SST, TN
Fri	HU, RM	BA, AA	SJ, MK	KM, TS	KCM, SA	RTM
Sat	SM, AT	GB, SCJ	PMU, BPS	AK, NS	MS, GT	JN, JJ

Faculty Code:	Faculty Name:	Faculty Code:	Faculty Name:
SPT	Dr. S.P.Tripathi	GT	Ms. Gunja Thakur
MK	Dr. Mansi Kukreja	BA	Ms. Barkha Agrawal
MS	Dr. Manish Sharma	TS	Dr. Tarannum Syed
AD	Mr. Anurag Dilraj	KM	Dr. Ketan Mulchandani
SM	Mr. Sanju Mahawar	AT	Ms. Ashima Talwar
KCM	Dr. Kalicharan Modak	RM	Dr. Ruchi Mehra
GB	Dr. Gagan Bhati	DS	Ms. Deepti Shastri Gupta
NS	Dr. Neha Sahu	KG	Ms. Kiran Gehani
SJ	Dr. Sunita Jataw	PT	Ms. Priyanka Tanwar
NJ	Ms. Nidhi Jhawar	SR	Mr. Saket Rathi
JS	Ms. Jolly Sushma	KS	Ms. Kshema Shrivastava
ASH	Mr. Arpan Shrivastava	BPS	Mr. Bhanu Pratap Singh
AA	Dr. Anita Ahuja	JJ	Ms. Jaya Jaisinghani
TN	Dr. Tarika Nandedkar	KVJ	Ms. Kavita Jaimini
AK	Dr. Amit Kumar	PY	Ms. Priyanka Yadav
HU	Dr. Heena Upadhyay	RTM	Ms. Ritu Mishra
JN	Dr. Jaya Nema	MM	Ms. Madhuri Mehtani
PMU	Ms. Pallabi Mukherjee	SS	Ms. Shailini Singh
SST	Dr. Shailesh S. Thakur	HK	Mr. Hemant Karma
SCJ	Mr. S.C.Jaiswal	SA	Mr. Shalokram Ahirwar

		
Dr. S.P. Tripathi	Dr. C.K. Goyal	Dr. Vivek S. Kushwaha
Incharge Anti- Ragging Squad	Incharge Anti- Ragging committee	Director
IPS Academy, IBMR	IPS Academy, IBMR	IPS Academy, IBMR

Reference Number 994790

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, SHUBHAM RAGHUVANSHI s/o | d/o MR. MUKESH RAGHUVANSHI, having been admitted to IBMR IPS ACADEMY, 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
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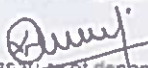
Declared on 16/03/2019

Signature of deponent

Name: SHUBHAM RAGHUVANSHI

VERIFICATION

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

Verified at Indore on 16/03/2019

Signature of deponent

Reference Number 994790

UNDERTAKING BY PARENT/GUARDIAN

1. I, MR. MUKESH RAGHUVANSHI father/mother/guardian of, SHUBHAM RAGHUVANSHI, having been admitted to IBMR IPS ACADEMY, 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.
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Declared on 16/09/2019Mukesh

Signature of deponent

Name : MR. MUKESH RAGHUVANSHI

Address : SULAWAD PITHAMPUR DIST DHAR

VERIFICATION

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

Verified at Indore on 16/09/2019

Signature of deponent

Mukesh

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

CIRCULAR

Session 2018-19

Redressal of Student Grievance including sexual harassment and ragging cases

This is to inform all members of IBMR, IPS Academy that a Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Therefore to look into the grievances, following committee is framed as per UGC norms:

Constitution of Internal Committee: -

Chairperson of the Cell:

Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Members of the Cell:

1. Dr. Satyakam Dube, Professor, IBMR, Contact No 9755545648
2. Dr. S.P.Tripathi, Associate Professor, IBMR, Contact No. 9425964914
3. Dr. Anita Ahuja, Assistant Professor, Contact No. 9893027101
4. Ms. Jaya Nema, Assistant Professor, Contact No. 9826837179
5. Mr. Kali Charan Modak, Assistant Professor Contact No., 9981574946



Dr. Vivek Singh Kushwaha

Director, IBMR, IPS Academy,

Indore IPS Academy
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

Report

Session 2018-19

Redressal of Student Grievance including sexual harassment and ragging cases

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

- Grievance Redressal Committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- The GRC may mediate between complainant and defendant against who the complaint has been made, if required.
- GRC shall consider redressing of grievances within a reasonable time.

- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The students may lodge grievance about any academic and non- academic matters related to -


- Certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- The students can lodge their grievance through mail
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents

s.no	Details	
1.	Name of the Institutions	IPSA, IBMR, INDORE
2.	Address	Knowledge Village, Rajendra Nagar, A.B. Road Indore 452012(M.P.) INDIA
3.	Redressal of Student Grievance including sexual harassment and ragging cases Committees were constituted	yes
4.	Whether all mentions possible actions against Redressal of Student Grievance including sexual harassment and ragging cases are taken	yes
5.	Whether names, telephone nos. of authorities to be contacted have been publicized/ made available to fresher students.	yes
6.	Whether Seniors counselled	yes
7.	Whether freshers counselled	yes
8.	Anti-Ragging Squads formed for taking round in Campus	Yes
9.	Anti-ragging affidavit filled by students	Yes

10.	Whether you have informed canteen, Library, sports Ground, Photocopy shop and computer lab in campus about Anti-ragging measures	yes
11.	Whether have you put posters, hoardings at notices board, common places of your institute	yes
12.	F.I.R. lodged by Institution	No (no cases yet)
13.	Punishment meter out.	(a) Suspension (b) Rustication (c) Expulsion
14	Timely conducting of meetings by committee members on Redressal of Student Grievance including sexual harassment and ragging cases.	Yes
15	Whether complaint box kept at Principal/ Director/ HOD office	Yes
16	The Committee deals with Grievances received in writing or in suggestion box from the students	Yes
17	Indisciplinary attitudes in any form is strictly prohibited in the institution. Any violation of disciplinary rules should be urgently brought to the notice.	Yes

Chair Person of the Cell: Dr. C. K. Goyal, Professor & HOD, IBMR, Contact No 9179098789


HOD
 Seal & Signature
 Institute of Business Management & Research
 Rajendra Nagar, Indore - 452012 (MP)

**IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH,
INDORE**

Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

Date : 12th April 2019

Agenda : Application received requesting Wall Mirror in all washrooms

Discussion : All the Washroom doesn't have the wall mirrors, an application has been received from students regarding to arrange wall mirrors in all washrooms. Student Grievance redressal cell called a meeting and discussed the request of students and students were ensured that there request will be forwarded and necessary action will be taken soon.

1. Dr S. P. Tripathi (Chairperson)

2. Dr. Anita Ahuja (Member)

3. Dr. Jaya Nema (Member)

4. Ms. Madhuri Gehi (Member)



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE : -Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

DATE: - 12th April 2019

TIME: 3.30 pm

VENUE: Room No. 104

AGENDA: 1.Application received requesting Wall Mirror in all washrooms

CHAIR: Dr S. P. Tripathi

Members Present:

1. Dr S. P. Tripathi,
2. Dr. Anita Ahuja,
5. Ms. Madhuri Gehi
6. Dr. Jaya Nema,

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Request for Mirror in Washroom	1. An application has been received from students regarding Wall Mirrors in all washrooms	IBMR, IPS Academy.


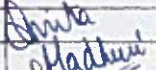
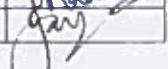

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Request for Mirror in Washroom	Students were ensured that there request will be forwarded and necessary action will be taken.	

The meeting was adjourned at 4.00 PM by Dr. S. P. Tripathi and the minutes were recorded by Ms. Madhuri Gehi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature
1.	Prof. Dr S. P. Tripathi,	
2.	Prof. Dr. Anita ahuja	
3.	Ms. Madhuri gehi	
4.	Prof. Ms. Jaya Nema,	



Date ____/____/____

Saathi

To,

12 April 2019

Students Grievance Committee
IPS IBMR Academy

Sub - Application for wall mirror in all
washrooms

Respected faculty members,

I would like to state that my name is
Harsh Sharma and study in Section F
- MBA Core (FTI)

I beg to state that due to the non quality
of mirror in our washroom all students
cannot check them selves & cannot feel
confident. I request you to kindly provide
some mirrors in washroom

Kindly, consider this as a genuine request
and provide a positive response as early
as possible

Thanking you

Yours obediently
Harsh Sharma
MBA Core Sec F

Harsh

**IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH,
INDORE**

Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

Date: 10th January 2020

Agenda : Application received on 8th January 2020 from students regarding slow wifi network in campus

Discussion : Students were facing problem in accessing internet in the campus. IPS Academy, IBMR has wifi facilities on every floor. Internet was very important for students in collecting e-content , increasing knowledge on particular subjects and accessing case study on particular topic. A General regular meeting was held where members discussed the working of Cell and with respect to above application of students; IT department employee were called and asked to look for the reason of slow wifi. Recommendation for increasing speed and access point was given.

1. Dr. S.P. Tripathi (Chairperson)
2. Dr. Mansi Kukreja (Member)
3. Dr. Jaya Nema (Member)
4. Ms. Madhuri Gehi (Member)



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE : -Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

DATE: - 10th January 2020

TIME: 12:45 pm

VENUE: Board Room

AGENDA: 1.Regular General meeting of Members of Gender Sensitivity Cell.
2.Application received on 8th January 2020 from students regarding slow wifi network

CHAIR: Dr. S.P. Tripathi

Members Present:





1. Dr. S.P. Tripathi
2. Dr. Mansi Kukreja
3. Dr. Jaya Nema
4. Ms Madhuri Gehi

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	General Meeting	1. A General regular meeting was held where members discussed the working of Cell. 2. With respect to above application of students; IT department employee were called , asked to look for the reason of slow wifi. 3. Recommendation for increasing access point was given. 4. There were no other problems/complaints registered by any students. 5. Finally date for next meeting was finalized	IBMR, IPS Academy.

1. The meeting was adjourned at 1.05PM by Dr. S.P. Tripathi and the minutes were recorded by Dr. Jaya Nema

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature
1	Dr. Anita Ahuja	
2	Dr. S.P. Tripathi	
3	Dr. Jaya Nema	
4	Ms. Madhuri Gehi	



Date: _____

P. No: _____

10 Jan 2020

To

Student Grievance Committee
IBMR IPS Academy Indore

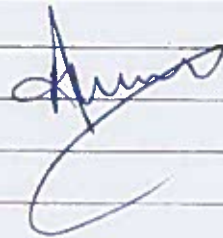
Subject:- Having problem in accessing Internet in the campus.

Respected Faculty member,

I am a student of IBMR (MBA) 1st Batch. I requested you to please resolve the issue of Internet problem and increase the range of wi-fi because it is very important for student in collecting e-content, increasing knowledge on particular subject and accessing case study on particular topic so please member resolve this issue.

Thank you

Yours Sincerely
Anurag
MBS (Core)



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Committee and Flying Squad at Institute Level

PURPOSE: - Formation of Anti Ragging

DATE: - 20th Aug., 2018

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Formation of Anti Ragging Committee and Flying Squad
2. Anti-Ragging Squads duty charts for taking regular rounds
3. Online Affidavit Anti Ragging form from students

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Formation of Anti Ragging Committee and Flying Squad	1.1 All the institutes should form their own Anti Ragging Committee as per the standard form of UGC- Anti ragging act-2009 (incorporating the representation of Faculty Members, Students and Guardian).	
2	Anti-Ragging Squads duty charts for taking regular rounds	2.1 The institutes will form their own Anti Ragging Squads and prepare their faculty duty charts for taking regular rounds in the campus or outside the campus for prevention of ragging.	
3	List of Anti Ragging Committee and Anti Ragging Squads	3.1 The list of Anti Ragging Committee and Anti Ragging Squads should be sent to Central Anti Ragging Committee at IBMR Office in hard copy & mail to antiragging@ipsacademy.org up to 27th Aug., 2018.	
4	Online Affidavit form	4.1 All institutes must obtain Online Affidavit form from all the students provided at UGC Website www.antiragging.in .	

5	Zero Tolerance Policy	5.1 The institute HODs/Directors are required to conduct a Faculty meeting mentioning the Zero Tolerance Policy in case of ragging activities and emphasize that it is the moral duty of each faculty member to take care of undesirable activities even if the students are not of their institute.	
6	Flexes regarding anti- ragging	6.1 Flexes regarding anti- ragging will be given to each institute by Central anti ragging committee as per requirement of the institute. Please send the requirement & paste flexes on each floor and in more number so that the impact will be strong on the students.	
7	Complaint / Suggestion	7.1 The complaint / suggestion boxes should be checked daily and can be send to the Central Anti ragging committee in case of emergency.	
8	ID cards	8.1 ID cards should be issued to all the students as soon as possible. Students without uniform should not be allowed in the campus.	
9	Anti-ragging and discipline related issues	9.1 It was decided that institutes will be responsible for any undesired situation. They must take care Anti ragging and discipline related issues within their institute. Central Anti ragging Committee will take action during interinstitute issues.	


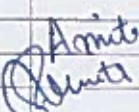

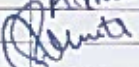
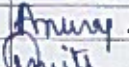
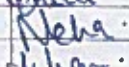


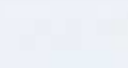
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.1 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the Institute	

The meeting was adjourned at 03:30 PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Arnit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -03rd Sep.,2018

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Online Affidavit Anti Ragging form from students
2. List of hostel students
3. Inspections in hostel

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Senior students	1.2 It is decided that senior students specially (II Year) will be counseled by HOD's/Director's related to definition and Consequences of ragging.	
2	Guidelines of AICTE	2.1 It is decided that as per guidelines of AICTE fresher students must be counseled by Professional Counselor.	
3	Online affidavit	3.1 It is also decided that all institutes/colleges will get filled online affidavit of all the students. It is necessary to keep the hard copy of declaration in the offices.	
4	Records of the students	4.1 It is also decided that all Colleges/Institutes should maintain the records of the students who are residing in the hostels in the campus as well as outside Campus. The entire details of such students and hostels must be obtained in the prescribed format.	
5	List of hostel	5.1 All the institutes should take the information regarding the	

	students	hostels where students are residing. They will also prepare the list of hostels which will be sent to the Collector and Superintendent of Police, Indore.	
6	CCTV cameras	6.1 As per the direction of Vice-Chancellor CCTV cameras will have been installed at vital points.	
7	Surprise inspection	7.1 It is decided that surprise inspection at hostel, students accommodation, canteens, rest cum recreation rooms, toilets and any other measure which would prevent ragging shall be undertaken.	

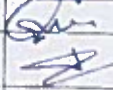
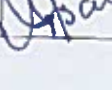
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.2 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Students' Uniform & ID cards

DATE: - 06th Feb., 2019

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. ID cards & Uniform

2. Complaint / suggestion boxes

3. Internal register for records

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	ID cards & Uniform	1.3 ID cards should be compulsory for all the students, without ID card and proper uniform of IPSA, entry will be restricted from the main gate of IPSA.	
2	Complaint / suggestion boxes	2.1 The complaint / suggestion boxes can be checked daily and can be send to the central Anti ragging committee in emergency.	
3	Records	3.1 Institute must maintain an internal register to record minutes of meeting and other anti-ragging activities performed	

	by them.	
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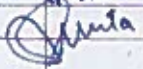


Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.3 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Session end anti ragging meeting

DATE: - 07th May, 2019

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Discussion and Suggestions

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Monthly report	1.4 Every institute should send their monthly report regarding ragging to the central anti ragging committee.	
2	New posters	2.1 New posters regarding preventing ragging will be given to each institute by Central anti ragging committee.	


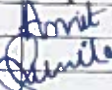
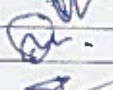
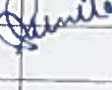
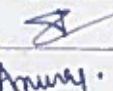
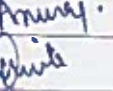
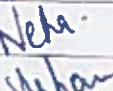
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.4 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute.	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS Academy, IBMR Indore

Date: 20.08.2018

Anti - Ragging Time-Table

Day	9:45-10:45	10:45-11:45	11:45- 12:45	12:45-1:30	1:30- 2:30	2:30 - 3:30
Mon	SR, RTM	SST, PY	ASH, KVJ	AD, DS	GT, KG	SS, HU
Tue	GB, SST	MS, SR	JN, AA	JJ, KS	PY, SA	MM, BPS
Wed	SR, NS	SPT, HK	KG, TN	ASH, KVJ	KM, PH	PG, SCJ
Thur	SST, TN	SPT, JS	AT, PG	KM, TS	RM, JS	KCM, NJ
Fri	RTM, PG	KCM, SA	KM, TS	HU, RM	BA, AA	SJ, MK
Sat	JN, JJ	MS, GT	AK, NS	SM, AT	GB, SCJ	PMU, PH

Faculty Code:

Faculty Name:

SPT Dr. S.P.Tripathi
 MK Dr. Mansi Kukreja
 MS Dr. Manish Sharma
 AD Mr. Anurag Dilraj
 SM Mr. Sanju Mahawar
 KCM Dr. Kalicharan Modak
 GB Dr. Gagan Bhati
 NS Dr. Neha Sahu
 SJ Dr. Sunita Jatav
 NJ Ms. Nidhi Jhavar
 JS Ms. Jolly Sushma
 ASH Mr. Arpan Shrivastava
 AA Dr. Anita Ahuja
 TN Dr. Tarika Nandedkar
 AK Dr. Amit Kumar
 HU Dr. Heena Upadhyay
 JN Dr. Jaya Nema
 PMU Ms. Pallabi Mukherjee
 SST Dr. Shailesh S. Thakur
 SCJ Mr. S.C. Jaiswal

Faculty Code:

Faculty Name:

GT Ms. Gunja Thakur
 BA Ms. Barkha Agrawal
 TS Dr. Turannum Syed
 KM Dr. Ketan Mulchandani
 AT Ms. Ashima Talwar
 RM Dr. Ruchi Mehra
 DS Ms. Deepthi Shastri Gupta
 KG Ms. Kiran Gehani
 PG Ms. Priya Gijre
 SR Mr. Saket Rathi
 KS Ms. Kshema Shrivastava
 PH Mr. Pratik Hardiya
 JJ Ms. Jaya Jaisinghani
 KVJ Ms. Kavita Jainini
 PY Ms. Priyanka Yadav
 RTM Ms. Ritu Mishra
 MM Ms. Madhuri Mehtani
 SS Ms. Shailini Singh
 HK Mr. Hemant Karma
 SA Mr. Shalokram Ahirwar

Dr. S.P. Tripathi
 Incharge Anti- Ragging Squad
 IPS Academy, IBMR

Dr. C.K. Goyal
 Incharge Anti- Ragging committee
 IPS Academy, IBMR

Dr. Vivek S. Kushwaha
 Director
 IPS Academy, IBMR

Reference Number 8904637

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, AASHI KALA s/o | d/o MR. ASHOK KALA, having been admitted to IPS ACADEMY I.B.M.R, 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 for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. 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 penallaw or any law for the time being in force. 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 canceled.

Declared on 7/9/18

Signature of deponent

Name : AASHI KALA

VERIFICATION

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

Verified at INDORE on 7/9/18


Signature of deponent

Reference Number 8904637

UNDERTAKING BY PARENT/GUARDIAN

1. I, MR. ASHOK KALA father/mother/guardian of, AASHI KALA, having been admitted to IPS ACADEMY I.B.M.R, 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 behavior 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 on 7/9/18



Signature of deponent

Name : MR. ASHOK KALA

Address : 212, A SUDAMA NAGAR INDORE

VERIFICATION

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

Verified at INDORE on 7/9/18



Signature of deponent

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

CIRCULAR

Session 2016-17

Redressal of Student Grievance including sexual harassment and ragging cases

This is to inform all members of IBMR, IPS Academy that a Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Therefore to look into the grievances, following committee is framed as per UGC norms:

Constitution of Internal Committee: -

Chairperson of the Cell:

Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Members of the Cell:

1. Dr.Satyakam Dube, Professor, IBMR,Contact No 9755545648
2. Dr.S.P.Tripathi, Associate Professor, IBMR,Contact No. 9425964914
3. Dr. Mansi Kukreja, Associate Professor, Contact No. 9977222002.
4. Dr. Anita Ahuja, Assistant Professor, Contact No.9893027101.
5. Dr.Neeru Joshi, Assistant Professor, 7987712656.
6. Ms. Barkha Agarwal, Assistant Professor, 9826061100



Dr. Vivek Singh Kushwaha

Director, IBMR, IPS Academy,
Indore
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

Report

Session 2016-17

Redressal of Student Grievance including sexual harassment and ragging cases

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

- Grievance Redressal Committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.

- The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
- GRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The students may lodge grievance about any academic and non- academic matters related to -

- certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- The students can lodge their grievance through mail
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents

s.no	Details	
1.	Name of the Institutions	IPSA, IBMR, INDORE
2.	Address	Knowledge Village, Rajendra Nagar, A.B. Road Indore 452012(M.P.) INDIA
3.	Redressal of Student Grievance including sexual harassment and ragging cases Committees were constituted	Yes
4.	Whether all mentions possible actions against Redressal of Student Grievance including sexual harassment and ragging cases are taken	Yes
5.	Whether names, telephone nos. of authorities to be contacted have been publicized made available to fresher students.	Yes
6.	Whether Seniors counselled	Yes
7.	Whether freshers counselled	Yes
8.	Anti-Ragging Squads formed for taking round in Campus	Yes

9.	Anti-ragging affidavit filled by students	Yes
10.	Whether you have informed canteen, Library, sports Ground Photocopy shop and computer lab in campus about Anti-ragging measures	Yes
11.	Whether have you put posters, hoardings at notices board, common places of your institute	Yes
12.	F.I.R. lodged by Institution	No (no cases yet)
13.	Punishment meter out.	(a) Suspension(b) Rustication (c) Expulsion
14	Timely conducting of meetings by committee members on Redressal of Student Grievance including sexual harassment and ragging cases.	Yes
15	Whether complaint box kept at Principal/ Director/ HOD office	Yes

Chair Person of the Cell: Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Seal & Signature

HOD

IPS Academy
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

S.1.5

**IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH,
INDORE**

Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

Date: 1st Nov 2016

Agenda: Increasing timings for lunch break

Discussion : Students requested to increase the break time. Previously schedule time for break was 30 minutes but after receiving request lunch time was increased to 45 mins. Student Grievance Redressal Cell informed academic admin for the same and Necessary measures were taken and rescheduling done for the classes.

1. Dr S. P. Tripathi (Chairperson)

S. P. Tripathi

2. Dr. Anita Ahuja (Member)

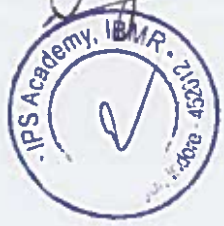
Anita

3. Dr. Kali Charan Modak (Member)

K. Charan Modak

4. Ms. Jaya Nema (Member)

Jaya Nema



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE :- Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

DATE: - 1st November, 2016

TIME: 3.00 pm

VENUE: Room No. 104

AGENDA: 1. Increasing timings for Lunch Breaks.

CHAIR: Dr. S. P. Tripathi

Members Present:

1. Dr S. P. Tripathi,
2. Dr. Anita Ahuja
3. Dr. Kali Charan Modak,
4. Ms. Jaya Nema

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Increase break Time	1. An application has been received from students to increase the break time during lunch.	IBMR, IPS Academy.



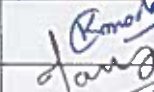

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Increase break Time	The concerned admin personnel was informed in order to cater the same.	

The meeting was adjourned at 3.45:00PM by the Dr. S. P. Tripathi and the minutes were recorded by Ms. Jaya Nema

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature
1.	Prof. Dr S. P. Tripathi,	
2.	Prof. Dr. Anita ahuja	
3.	Prof. Dr. Kali Charan Modak	
4.	Prof. Ms. Jaya Nema,	



Date ____ / ____ / ____

Saathi

To,
Student Grievance committee,
IPSA, IBMR, Indore.

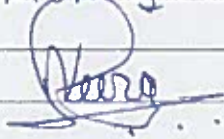
1 NOV 2016

Subject \Rightarrow To Increase time for lunch Break.

Respected faculty Members,

I wish to say that I am the student of M.B.A (core) requested to increase the time for lunch break from 30 mins to 45 mins. As this is a request from all the students as it is difficult for us to go out and have lunch in mess within 30 mins. So please consider our request and increase the time for lunch.

Thanking you
yours sincerely
Neeraj Raut
MBA 1st Sem (core).



**IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH,
INDORE**

Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

Date: 15th June 2017

Agenda: Received a complaint regarding hygiene in both male and female washrooms

Discussion : Students of IPS Academy, IBMR, complaints that hygiene are not maintaining in washrooms and washrooms were not be cleaned on daily basis as this would be prone to students health. Committee taken steps against the issue and instructed the concerned supervisor to take necessary actions to ensure the cleanliness of washrooms four times on daily basis. He was also instructed to maintain the attendance record for cleaning washrooms and get it checked by the administrative authority.

1. Dr S. P. Tripathi (Chairperson)

2. Dr. Anita Ahuja (Member)

3. Dr. Kali Charan Modak (Member)

4. Ms. Jaya Nema (Member)



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE : -Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

DATE: - 15th June 2017

TIME: 3.00 pm

VENUE: Room No. 104

AGENDA: 1.Received a complaint regarding hygiene in both male and female washrooms

CHAIR: Dr. S. P. Tripathi

Members Present:

1. Dr S. P. Tripathi,
2. Dr. Anita Ahuja
3. Dr. Kali Charan Modak,
4. Ms. Jaya Nema

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Complaint regarding washroom hygiene.	1. An application has been received from students regarding cleanliness of washrooms.	IBMR, IPS Academy.



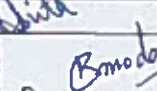

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Complaint regarding washroom hygiene.	The concerned supervisor was instructed to take necessary actions to ensure the cleanliness of washrooms on daily basis.	
2.		He was instructed to maintain the record and get it checked by the administrative authority.	

The meeting was adjourned at 3.45:00PM by the Dr. S. P. Tripathi and the minutes were recorded by Ms. Jaya Nema

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature
1.	Prof. Dr S. P. Tripathi,	
2.	Prof. Dr. Anita ahuja	
3.	Prof. Dr. Kali Charan Modak	
4.	Prof. Ms. Jaya Nema,	



Date:

P. No:

To,

Student Grievance Committee
IPS IBM R Academy Indore

SUBJECT:- Application regarding hygiene in both
male and female washrooms.

Respected Faculty member,

I am Abhijeet Singh Mukati, student of IPS Academy IBM R and there's a complaint regarding male and female washrooms. Please make sure that the washrooms should be clean on daily basis as this would be a concern to students health. I request you to take some steps to ensure the cleanliness of washrooms four times on daily basis. Kindly consider this application.

Date:- 15/06/2017

Your Sincerely

Abhijeet Singh Mukati
MBA MM 3rd SEM



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Committee and Flying Squad at Institute Level

PURPOSE: - Formation of Anti Ragging

DATE: - 8th Aug., 2016

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Formation of Anti Ragging Committee and Flying Squad
2. Anti-Ragging Squads duty charts for taking regular rounds
3. Online Affidavit Anti Ragging form from students

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Mr. Sanju Mahawar
8. Ms. Pallabi Mukherjee

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Formation of Anti Ragging Committee and Flying Squad	1.1 All the institutes should form their own Anti Ragging Committee as per the standard form of UGC- Anti ragging act-2009 (incorporating the representation of Faculty Members, Students and Guardian).	
2	Anti-Ragging Squads duty charts for taking regular rounds	2.1 The institutes will form their own Anti Ragging Squads and prepare their faculty duty charts for taking regular rounds in the campus or outside the campus for prevention of ragging.	
3	List of Anti Ragging Committee and Anti Ragging Squads	3.1 The list of Anti Ragging Committee and Anti Ragging Squads should be sent to Central Anti Ragging Committee at IBMR Office in hard copy & mail to antiragging@ipsacademy.org up to 16th Aug., 2016.	
4	Online Affidavit	4.1 All institutes must obtain Online Affidavit form from all the	

	form	students provided at UGC Website www.antiragging.in .	
5	Zero Tolerance Policy	5.1 The institute HODs/Directors are required to conduct a Faculty meeting mentioning the Zero Tolerance Policy in case of ragging activities and emphasize that it is the moral duty of each faculty member to take care of undesirable activities even if the students are not of their institute.	
6	Flexes regarding anti- ragging	6.1 Flexes regarding anti- ragging will be given to each institute by Central anti ragging committee as per requirement of the institute. Please send the requirement & paste flexes on each floor and in more number so that the impact will be strong on the students.	
7	Complaint / Suggestion	7.1 The complaint / suggestion boxes should be checked daily and can be send to the Central Anti ragging committee in case of emergency.	
8	ID cards	8.1 ID cards should be issued to all the students as soon as possible. Students without uniform should not be allowed in the campus.	
9	Anti-ragging and discipline related issues	9.1 It was decided that institutes will be responsible for any undesired situation. They must take care Anti ragging and discipline related issues within their institute. Central Anti ragging Committee will take action during inter/institute issues.	



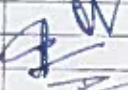
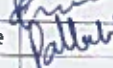

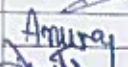
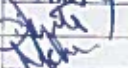


Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.1 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Mr. Sanju Mahawar	
2.	Mr Satyakam Dube		9.	Ms. Pallabi Mukherjee	
3.	Dr. S.P.Tripathi				
4.	Mr.Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -25th Aug.,2016

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Online Affidavit Anti Ragging form from students
2. List of hostel students
3. Inspections in hostel

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Mr. Sanju Mahawar
8. Ms. Pallabi Mukherjee

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Senior students	1.2 It is decided that senior students specially (II Year) will be counseled by HOD's/Director's related to definition and Consequences of ragging.	
2	Guidelines of AICTE	2.1 It is decided that as per guidelines of AICTE fresher students must be counseled by Professional Counselor.	
3	Online affidavit	3.1 It is also decided that all institutes/colleges will get filled online affidavit of all the students. It is necessary to keep the hard copy of declaration in the offices.	
4	Records of the students	4.1 It is also decided that all Colleges/Institutes should maintain the records of the students who are residing in the hostels in the campus as well as outside Campus. The entire details of such students and hostels must be obtained in the prescribed format.	

5	List of hostel students	5.1 All the institutes should take the information regarding the hostels where students are residing. They will also prepare the list of hostels which will be sent to the Collector and Superintendent of Police, Indore.	
6	CCTV cameras	6.1 As per the direction of Vice-Chancellor CCTV cameras will have been installed at vital points.	
7	Surprise inspection	7.1 It is decided that surprise inspection at hostel, students accommodation, canteens, rest cum recreation rooms, toilets and any other measure which would prevent ragging shall be undertaken.	


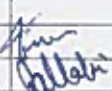

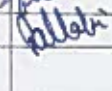
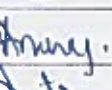
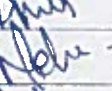
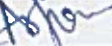

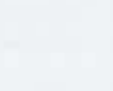
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.2 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Mr. Sanju Mahawar	
2.	Dr. Satyakam Dube		9.	Ms. Pallabi Mukherjee	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Students' Uniform & ID cards

DATE: - 21st Feb., 2017

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. ID cards & Uniform

2. Complaint / suggestion boxes

3. Internal register for records

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Mr. Sanju Mahawar
8. Ms. Pallabi Mukherjee

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	ID cards & Uniform	1.3 ID cards should be compulsory for all the students, without ID card and proper uniform of IPSA, entry will be restricted from the main gate of IPSA.	
2	Complaint / suggestion boxes	2.1 The complaint / suggestion boxes can be checked daily and can be send to the central Anti ragging committee in emergency.	
3	Records	3.1 Institute must maintain an internal register to record minutes of meeting and other anti-ragging activities performed by them.	






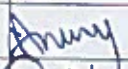


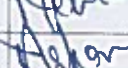
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.3 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the Institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Mr. Sanju Mahawar	
2.	Dr. Satyakam Dube		9.	Ms. Pallabi Mukherjee	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Session end anti ragging meeting

DATE: - 22nd May, 2017

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Discussion and Suggestions

CHAIR: Dr. C.K. Goyal

Members Present:

1. Mr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Mr. Sanju Mahawar
8. Ms. Pallabi Mukherjee

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Monthly report	1.4 Every institute should send their monthly report regarding ragging to the central anti ragging committee.	
2	New posters	2.1 New posters regarding preventing ragging will be given to each institute by Central anti ragging committee.	





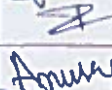
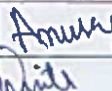
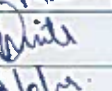
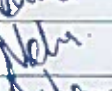
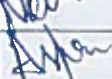
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.4 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute.	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Mr. Sanju Mahawar	
2.	Dr. Satyakam Dube		9.	Ms. Pallabi Mukherjee	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS Academy, IBMR Indore						
Anti - Ragging Time-Table						
Day	9:45-10:45	10:45-11:45	11:45-12:45	12:45-1:30	1:30-2:30	2:30-3:30
Mon	ASH, KVJ	SST, PY	SR, RTM	AD, DS	GT, KG	SS, HU
Tue	JN, AA	MS, SR	GB, SST	JJ, KS	PY, SA	MM, BPS
Wed	KG, TN	SPT, HK	SR, NS	ASH, KVJ	KM, BPS	PT, SCJ
Thur	AT, HK	SPT, JS	SST, TN	KM, TS	RM, JS	KCM, NJ
Fri	KM, TS	KCM, SA	RTM	HU, RM	BA, AA	SI, MK
Sat	AK, NS	MS, GT	JN, JJ	SM, AT	GB, SCJ	PMU, BPS
Faculty Name:						
Faculty Code:		Faculty Code:		Faculty Name:		
SPT	Dr. S.P. Tripathi	GT	Ms. Gunja Thakur			
MK	Dr. Mansi Kukreja	BA	Ms. Barkha Agrawal			
MS	Dr. Manish Sharma	TS	Dr. Tarannum Syed			
AD	Mr. Anurag Dilraj	KM	Dr. Ketan Mulechandani			
SM	Mr. Sanju Mahawar	AT	Ms. Ashima Talwar			
KCM	Dr. Kalicharan Modak	RM	Dr. Ruchi Mehra			
GB	Dr. Gagan Bhati	DS	Ms. Deepxi Shastri Gupta			
NS	Dr. Neha Sahu	KG	Ms. Kiran Gehani			
SJ	Dr. Sunita Jatav	PT	Ms. Priyanka Tanwar			
NJ	Ms. Nidhi Jhawar	SR	Mr. Saket Rathi			
JS	Ms. Jolly Sushma	KS	Ms. Kshema Shrivastava			
ASH	Mr. Arpan Shrivastava	BPS	Mr. Bhanu Pratap Singh			
AA	Dr. Anita Ahuja	JJ	Ms. Jaya Jaisinghani			
TN	Dr. Tarika Nandedkar	VKS	MR. Vikas Saxena			
AK	Dr. Amit Kumar	SN	MS. Shruti Nigam			
HU	Dr. Heena Upadhyay	ST	Mr. Santosh Tiwari			
JN	Dr. Jaya Nema	MM	Ms. Madhuri Mehtani			
PMU	Ms. Pallabi Mukherjee	SS	Ms. Shailini Singh			
SST	Dr. Shailesh S. Thakur	HK	Mr. Hemant Karma			
SCJ	Mr. S.C. Jaiswal	SA	Mr. Shalokram Ahirwar			
Dr. S.P. Tripathi		Dr. C.K. Jaiswal		Dr. Vivek S. Kushwaha		
Incharge Anti- Ragging Squad		Incharge Anti- Ragging committee		Director		
IPS Academy, IBMR		IPS Academy, IBMR		IPS Academy, IBMR		

Reference Number 1359860

UNDERTAKING BY PARENT/GUARDIAN

1. I, MR. AJAY KUMAR PIDIHA father/mother/guardian of, AKSHITA PIDIHA, having been admitted to IPS ACADEMY, 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 behavior 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 on 8/9/2016

Signature of deponent

Name : MR. AJAY KUMAR PIDIHA

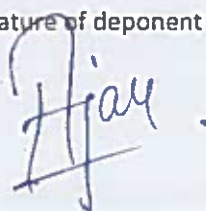
Address : VILLAGE POST BADWAR GURH DIST. REWA

VERIFICATION

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

Verified at _____ on 8/9/2016

Signature of deponent



Reference Number 1359860

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, AKSHITA PIDIHA s/o | d/o MR. AJAY KUMAR PIDIHA, having been admitted to IPS ACADEMY, 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 for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. 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 penallaw or any law for the time being in force. 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 canceled.

Declared on 8/9/2016

Signature of deponent
Name : AKSHITA PIDIHA

VERIFICATION

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

Verified at _____ on 8/9/2016

Signature of deponent



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

CIRCULAR

Session 2017-18

Redressal of Student Grievance including sexual harassment and ragging cases

This is to inform all members of IBMR, IPS Academy that a Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Therefore to look into the grievances, following committee is framed as per UGC norms:

Constitution of Internal Committee:-

Chairperson of the Cell:

Dr. C. K. Goyal, Professor and HOD, IBMR, Contact No 9179098789

Members of the Cell:

1. Dr. Satyakam Dube, Professor, IBMR, Contact No 9755545648
2. Dr. S.P. Tripathi, Associate Professor, IBMR, Contact No. 9425964914
3. Dr. Mansi Kukreja, Associate Professor, Contact No. 9977222002.
4. Ms. Jaya Nema, Assistant Professor, 9826837179
5. 5.Mr. Kali Charan Modak, Assistant Professor, 9981574946
6. Ms. Tarannum Syed, Assistant Professor,
7. Ms. Ashima Talwar, Assistant Professor,


Dr. Vivek Singh Kushwaha

Director, IBMR, IPS Academy,

Indore IPS Academy
Institute of Business Management & Research
Rajendra Nagar, Indore - 452012 (MP)

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

Report

Session 2017-18

Redressal of Student Grievance including sexual harassment and ragging cases

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

- Grievance Redressal Committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- The GRC may mediate between complainant and defendant against who the complaint has been made, if required.

- GRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The students may lodge grievance about any academic and non- academic matters related to -

- Certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- The students can lodge their grievance through mail
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents

s.no	Details	
1.	Name of the Institutions	IPSA, IBMR, INDORE
2.	Address	Knowledge Village, Rajendra Nagar, A.B. Road Indore 452012(M.P.) INDIA
3.	Redressal of Student Grievance including sexual harassment and ragging cases Committees were constituted	Yes
4.	Whether all mentions possible actions against Redressal of Student Grievance including sexual harassment and ragging cases are taken	Yes
5.	Whether names, telephone nos. of authorities to be contacted have been publicized/ made available to fresher students.	Yes
6.	Whether Seniors counseled	Yes
7.	Whether freshers counseled	Yes
8.	Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience	yes

	whenever any occasion of rift arises.	
9.	Anti Ragging Squads formed for taking round in Campus	Yes
10.	Anti-ragging affidavit filled by students	Yes
11.	Whether you have informed canteen, Library, sports Ground, Photocopy shop and computer lab in campus about Anti-ragging measures	Yes
12.	Whether have you put posters, hoardings at notices board, common places of your institute	Yes
13.	F.I.R. lodged by Institution	No (no cases yet)
14.	Punishment meter out.	(a) Suspension(b) Rustication (c) Expulsion
15.	Timely conducting of meetings by committee members on Redressal of Student Grievance including sexual harassment and ragging cases.	Yes
16.	Whether complaint box kept at Principal/Director/ HOD office	Yes

Chair Person of the Cell: Dr. C. K. Goyal, Professor & HOD, IBMR, Contact No 9179098789


HOD
 Seal & Signature
 Institute of Business Management & Research
 Rajendra Nagar, Indore - 452012 (MP)

**IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH,
INDORE**

Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

Date: 8th May 2018

Agenda: Requisitions for Sanitary napkins

Discussion : Girls requested that college should be equipped with sanitary pads and vending machine in the premises for promoting hygiene and for easy access to sanitary napkins. After requested received, vending machine installation was done in the campus at girls second floor washroom to ensure an effective, safe and convenient mode for any time access to sanitary napkins. The purpose is to promote safe and hygienic- sanitary practices among women and girls.

1. Dr S. P. Tripathi (Chairperson)

2. Dr. Anita Ahuja (Member)

3. Dr. Kali Charan Modak (Member)

4. Ms. Jaya Nema (Member)



IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE : -Redressal of Student Grievance Including Sexual Harassment and Ragging Cases

DATE: -8th May 2018

TIME: 3.00 pm

VENUE: Board room

AGENDA:Requisition for Sanitary Napkins

CHAIR:Dr S. P. Tripathi

Members Present:

1. Dr S. P. Tripathi,
2. Dr. Anita Ahuja
3. Ms. Jaya Nema,
4. Dr. Kali Charan Modak,

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Girls Special Requisition	1. Girls requested specially to equip college washrooms with sanitary pads. 2. There were no other problems/complaints registered by any students.	IBMR, IPS Academy.


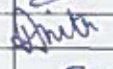
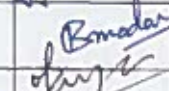
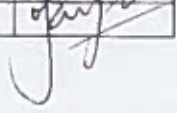
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Girls Special Requisition	Vending machine was Installed in the campus in second floor girls wasroom to ensure effective safe and convinient mode of access.	

The meeting was adjourned at 3.30PM by Dr. S. P. Tripathi and the minutes were recorded by Ms. Jaya Nema

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature
1.	Prof. Dr S. P. Tripathi,	
2.	Prof. Dr. Anita ahuja	
3.	Prof. Dr. Kali Charan Modak	
4.	Prof. Ms. Jaya Nema,	



To,

Student Grievance Committee
I.P.S. Academy, I.B.M.R.
INDORE

8 May 2018

Subject: Requisitions for Sanitary napkins

Respectfully, faculty members

Girls requested that college should be equipped with Sanitary Pads and vending machine in the premises for promoting hygiene and for easy access to Sanitary napkins. please consider our request and take actions as soon as possible in washroom to ensure an effective, safe and convenient mode for any time access to Sanitary napkins. The purpose is to promote safe and hygienic Sanitary Practices among women and girls.

Thanking you.

Yours Sincerely,

Kavita Jini

M.B.A. Sem (F.T.).

Kavita

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
Committee and Flying Squad at Institute Level

PURPOSE: - Formation of Anti Ragging

DATE: - 18th Aug., 2017

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Formation of Anti Ragging Committee and Flying Squad
2. Anti-Ragging Squads duty charts for taking regular rounds
3. Online Affidavit Anti Ragging form from students

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Formation of Anti Ragging Committee and Flying Squad	1.1 All the institutes should form their own Anti Ragging Committee as per the standard form of UGC- Anti ragging act-2009 (Incorporating the representation of Faculty Members, Students and Guardian).	
2	Anti-Ragging Squads duty charts for taking regular rounds	2.1 The institutes will form their own Anti Ragging Squads and prepare their faculty duty charts for taking regular rounds in the campus or outside the campus for prevention of ragging.	
3	List of Anti Ragging Committee and Anti Ragging Squads	3.1 The list of Anti Ragging Committee and Anti Ragging Squads should be sent to Central Anti Ragging Committee at IBMR Office in hard copy & mail to antiragging@ipsacademy.org up to 25th Aug., 2017.	
4	Online Affidavit form	4.1 All institutes must obtain Online Affidavit form from all the students provided at UGC Website www.antiragging.in .	

5	Zero Tolerance Policy	5.1 The institute HODs/Directors are required to conduct a Faculty meeting mentioning the Zero Tolerance Policy in case of ragging activities and emphasize that it is the moral duty of each faculty member to take care of undesirable activities even if the students are not of their institute.	
6	Flexes regarding anti- ragging	6.1 Flexes regarding anti- ragging will be given to each institute by Central anti ragging committee as per requirement of the institute. Please send the requirement & paste flexes on each floor and in more number so that the impact will be strong on the students.	
7	Complaint / Suggestion	7.1 The complaint / suggestion boxes should be checked daily and can be send to the Central Anti ragging committee in case of emergency.	
8	ID cards	8.1 ID cards should be issued to all the students as soon as possible. Students without uniform should not be allowed in the campus.	
9	Anti-ragging and discipline related issues	9.1 It was decided that institutes will be responsible for any undesired situation. They must take care Anti ragging and discipline related issues within their institute. Central Anti ragging Committee will take action during interinstitute issues.	

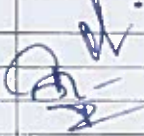
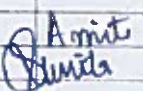
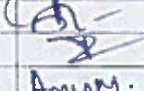
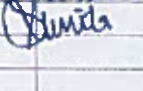
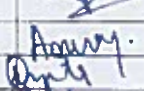
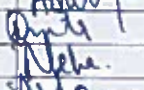



Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.1 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30PM by the Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee
inspections in hostel

PURPOSE: - Online affidavit form and

DATE: -01st Sep.,2017

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Online Affidavit Anti Ragging form from students
2. List of hostel students
3. Inspections in hostel

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Senior students	1.2 It is decided that senior students specially (II Year) will be counseled by HOD's/Director's related to definition and Consequences of ragging.	
2	Guidelines of AICTE	2.1 It is decided that as per guidelines of AICTE fresher students must be counseled by Professional Counselor.	
3	Online affidavit	3.1 It is also decided that all institutes/colleges will get filled online affidavit of all the students. It is necessary to keep the hard copy of declaration in the offices.	
4	Records of the students	4.1 It is also decided that all Colleges/Institutes should maintain the records of the students who are residing in the hostels in the campus as well as outside Campus. The entire details of such students and hostels must be obtained in the prescribed format.	
5	List of hostel	5.1 All the institutes should take the information regarding the	

	students	hostels where students are residing. They will also prepare the list of hostels which will be sent to the Collector and Superintendent of Police, Indore.	
6	CCTV cameras	6.1 As per the direction of Vice-Chancellor CCTV cameras will have been installed at vital points.	
7	Surprise inspection	7.1 It is decided that surprise inspection at hostel, students accommodation, canteens, rest cum recreation rooms, toilets and any other measure which would prevent ragging shall be undertaken.	




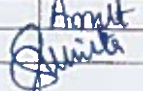

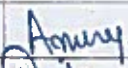
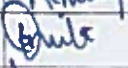
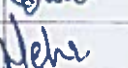
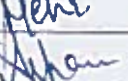
Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.2 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Students' Uniform & ID cards

DATE: - 17th Feb., 2018

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. ID cards & Uniform

2. Complaint / suggestion boxes

3. Internal register for records

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr. Satyakam Dube
2. Dr. S.P. Tripathi
3. Mr. Anurag Dilraj
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	ID cards & Uniform	1.3 ID cards should be compulsory for all the students, without ID card and proper uniform of IPSA, entry will be restricted from the main gate of IPSA.	
2	Complaint / suggestion boxes	2.1 The complaint / suggestion boxes can be checked daily and can be send to the central Anti ragging committee in emergency.	
3	Records	3.1 Institute must maintain an internal register to record minutes of meeting and other anti-ragging activities performed	

		by them.	
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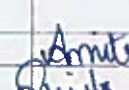

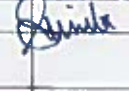
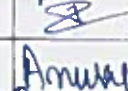
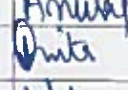
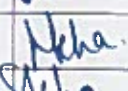
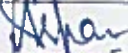

Committee Review Report

S. No.	Topic	Discussion	Comments
1.	Discipline Committee	1.3 No disciplinary action taken on students was reported	
2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute	

The meeting was adjourned at 03:30 PM by Dr. C.K. Goyal and the minutes were recorded by Dr. S.P.Tripathi

SIGNATURES

Faculty Members

S. No.	Attendee(s)	Signature	S. No.	Attendee(s)	Signature
1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Diiraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE

MINUTES OF THE FACULTY MEETING

COMMITTEE: - Anti-Ragging Committee

PURPOSE: - Session end anti ragging meeting

DATE: - 12th May, 2018

TIME: 03:30 PM

VENUE: Board Room

AGENDA: 1. Discussion and Suggestions

CHAIR: Dr. C.K. Goyal

Members Present:

1. Dr.Satyakam Dube
2. Dr. S.P.Tripathi
3. Mr.Anurag Difra)
4. Dr. Anita Ahuja
5. Ms. Neha Sahu
6. Mr. Arpan Shrivastava
7. Dr. Amit Kumar
8. Dr. Sunita Jatav

S. No	Topic	Discussion	Faculty/Dept. Responsible
1.	Monthly report	1.4 Every institute should send their monthly report regarding ragging to the central anti ragging committee.	
2	New posters	2.1 New posters regarding preventing ragging will be given to each institute by Central anti ragging committee.	



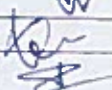
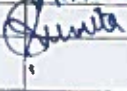
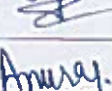

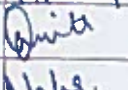
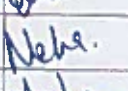
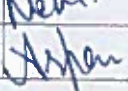
Committee Review Report

S. No.	Topic	Discussion	Comments
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2.	Anti-Ragging	2.1 There were no issues related to ragging reported in the institute.	

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SIGNATURES

Faculty Members

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1.	Dr. C.K.Goyal (IC)		8.	Dr. Amit Kumar	
2.	Dr. Satyakam Dube		9.	Dr. Sunita Jatav	
3.	Dr. S.P.Tripathi				
4.	Mr. Anurag Dilraj				
5.	Dr. Anita Ahuja				
6.	Ms. Neha Sahu				
7.	Mr. Arpan Shrivastava				

IPS Academy , IBMR Indore			Date: 18.08.2017			
Anti - Ragging Time-Table						
Day	9:45-10:45	10:45-11:45	11:45- 12:45	12:45-1:30	1:30- 2:30	2:30 - 3:30
Mon	ASH, KVJ	SST, PY	SR, RTM	AD, DS	SS, HU	GT, KG
Tue	JN, AA	GB, SST	MS, SR	JJ, AMS	MM, BPS	PY, SA
Wed	KG,TN	SR, NS	SPT, HK	ASH, KVJ	PT, SCJ	KM, BPS
Thur	AT, HK	SST, TN	SPT, JS	KM, TS	KCM, NJ	RM, JS
Fri	KM, TS	GT,AMS	KCM,SA	HU, RM	SJ, MK	AMS, AA
Sat	AK, NS	MS, NS	JN, JJ	SM, AT	PMU, BPS	GB, SCJ

Faculty Code:

Faculty Name:

SPT Dr. S.P.Tripathi
 MK Dr. Mansi Kukreja
 MS Dr. Manish Sharma
 AD Mr. Anurag Dilraj
 SM Mr. Sanju Muhawar
 KCM Dr. Kalicharan Modak
 GB Dr. Gagan Bhati
 NS Dr. Neha Sahu
 SJ Dr. Sunita Jatav
 NJ Ms. Nidhi Jhawar
 JS Ms. Jolly Sushma
 ASH Mr. Arpan Shrivastava
 AA Dr. Anita Ahuja
 TN Dr. Tanika Nandedkar
 AK Dr. Amit Kumar
 HU Dr. Heena Upadhyay
 JN Dr. Jaya Nema
 PMU Ms. Pallabi Mukherjee
 SST Dr. Shailesh S. Thakur
 SCJ Mr. S.C.Jaiswal

Faculty Code:

Faculty Name:

NTS MS. Nectu Srivas
 AMS DR. Amruta Sharma
 TS Dr. Tarannum Syed
 KM Dr. Ketan Mulchandani
 AT Ms. Ashima Talwar
 RM Dr. Ruchi Mehra
 DS Ms. Deepti Shastri Gupta
 KG Ms. Kiran Gehani
 PT Ms. Priyanka Tanwar
 SR Mr. Saket Rathi
 KS Ms. Kshema Shrivastava
 BPS Mr. Bhanu Pratap Singh
 JJ Ms. Jaya Jaisinghani
 KVJ Ms. Kavita Jaimini
 PY Ms. Priyanka Yadav
 RTM Ms. Ritu Mishra
 MM Ms. Madhuri Mehtani
 SS Ms. Shailini Singh
 HK Mr. Hemant Karma
 SA Mr. Shalakram Ahirwar

Dr. S.P. Tripathi
 Incharge Anti- Ragging Squad
 IPS Academy, IBMR

Dr. C.K. Goyal
 Incharge Anti- Ragging committee
 IPS Academy, IBMR

Dr. Vivek S. Kushwaha
 Director
 IPS Academy, IBMR

Reference Number 294978

ANTI RAGGING UNDERTAKING BY THE STUDENT

1. I, UCHIT PATEL s/o [d/o MR. KUNAL PATWARI, having been admitted to IBMR IPS ACADEMY, 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 for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that maybe constituted as ragging under clause 3 of the Regulations. 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. 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 canceled.

Declared on

10/9/2017

Signature of deponent

Name : UCHIT PATEL

VERIFICATION

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

Verified at

on

10/9/2017

Signature of deponent