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# 1. Mechanisms for submission of online/offline students' grievances

## Guidelines of statutory/regulatory bodies

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99



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विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 6 मई, 2019

फा. सं. 14-4/2012 (सीपीपी-II).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 26 की उप-धारा (1) के खंड (छ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और विश्वविद्यालय अनुदान आयोग (शिकायत निवारण) विनियम, 2012 का अधिक्रमण करते हुए विश्वविद्यालय अनुदान आयोग एतद्वारा निम्नलिखित विनियम बनाता है, नामतः—

**1. संक्षिप्त नाम, विनियोग और प्रारंभ :**

(क) इन विनियमों को विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) विनियम, 2019 कहा जाएगा।

(ख) वे ऐसे सभी उच्चतर शिक्षा संस्थानों पर लागू होंगे, जिन्हें किसी केन्द्रीय अधिनियम अथवा राज्य अधिनियम के तहत स्थापित अथवा निगमित किया गया हो, और विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के तहत मान्यता प्राप्त सभी संस्थानों तथा ऐसे सभी सम विश्वविद्यालय संस्थानों पर लागू होंगे जिन्हें तत्संबंध की धारा 3 के तहत विश्वविद्यालय घोषित किया गया हो।

(ग) यह विनियम, भासकीय राजपत्र में प्रकाशित होने की तिथि से प्रभावी होंगे।

**2. उद्देश्य:**

किसी संस्थान में पहले से नामांकित छात्रों और साथ ही ऐसे संस्थानों में प्रवेश चाहने वाले छात्रों की कतिपय शिकायतों के निवारण के लिए अवसर प्रदान करना और इस संबंध में एक तंत्र स्थापित करना।

**3. परिभाषा: जब तक कि इन विनियमों के संदर्भ में अन्यथा अपेक्षित न हो:**

(क) "अधिनियम" का अभिप्राय विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) से है,

(ख) "पीड़ित छात्र" से अभिप्राय किसी ऐसे छात्र से है जिसे इन विनियमों के तहत परिभाषित शिकायतों के संबंध में किसी मामले अथवा तत्संबंध किसी मामले में कोई शिकायत हो।

2366 GI/2019

(1)

- (ग) "महाविद्यालय" से अभिप्राय अधिनियम की धारा 12क की उपधारा (1) के खंड (ख) में इस प्रकार से परिभाषित किसी संस्थान से है।
- (घ) "महाविद्यालयी छात्र शिकायत निवारण समिति" (सीएसजीआरसी) से अभिप्राय इन विनियमों के तहत किसी संस्थान के स्तर पर, जोकि महाविद्यालय हो, गठित किसी समिति से है।
- (ङ) "आयोग" से अभिप्राय विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 4 के तहत स्थापित आयोग से है।
- (च) "घोषित प्रवेश नीति" का अभिप्राय संस्थान द्वारा पेशकश किए जा रहे किसी पाठ्यक्रम या अध्ययन कार्यक्रम में प्रवेश के लिए संस्थान की विवरणिका में प्रकाशित की गई किसी ऐसी नीति से है, जिसमें उसके अंतर्गत आने वाली प्रक्रियाएँ भी शामिल हैं।
- (छ) "विभागीय छात्र शिकायत निवारण समिति" (डीएसजीआरसी) से अभिप्राय इन विनियमों के तहत किसी विश्वविद्यालय के किसी विभाग, विद्यालय या केंद्र के स्तर पर गठित किसी समिति से है।
- (ज) "शिकायत" का अभिप्राय, और इसमें निम्नवत् के संबंध में किसी पीड़ित छात्र द्वारा की गई शिकायत(तें) शामिल हैं, नामतः-
- i. संस्थान की घोषित प्रवेश नीति के अनुरूप निर्धारित की गई योग्यता के विपरीत प्रवेश दिया जाना;
  - ii. संस्थान की घोषित प्रवेश नीति के तहत प्रक्रिया में अनियमितताएँ;
  - iii. संस्थान की घोषित प्रवेश नीति के अनुरूप प्रवेश देने से इन्कार किया जाना;
  - iv. इन विनियमों के उपबंधों के अनुरूप, संस्था द्वारा विवरणिका का प्रकाशन न किया जाना;
  - v. संस्थान द्वारा विवरणिका में ऐसी कोई जानकारी देना जोकि झूठी या भ्रामक हो, और तथ्यों पर आधारित नहीं हो;
  - vi. किसी छात्र द्वारा ऐसे संस्थान में प्रवेश लेने के प्रयोजन से जमा किए गए किसी दस्तावेज जोकि उपाधि, डिप्लोमा या किसी अन्य पुरस्कार के रूप में हो, को अपने पास रख लेना या वापस करने से इन्कार करना ताकि ऐसे किसी पाठ्यक्रम या अध्ययन कार्यक्रम के संबंध में छात्र को किसी शुल्क अथवा शुल्कों का भुगतान करने हेतु तैयार किया जा सके अथवा मजबूर किया जा सके जिसमें छात्र अध्ययन नहीं करना चाहता हो;
  - vii. संस्था की घोषित प्रवेश नीति में निर्धारित राशि से अधिक धनराशि की मांग करना;
  - viii. छात्रों की विभिन्न श्रेणियों के लिए प्रवेश में सीटों के आरक्षण के संबंध में वर्तमान में लागू किसी कानून का संस्थान द्वारा उल्लंघन किया जाए;
  - ix. ऐसे किसी संस्थान की घोषित प्रवेश नीति के तहत, अथवा आयोग द्वारा विहित किन्ही शर्तों, यदि कोई हों तो, के तहत किसी भी छात्र हेतु ग्राह्य छात्रवृत्ति या वित्तीय सहायता का भुगतान नहीं किया जाना अथवा विलम्ब से भुगतान किया जाना;
  - x. संस्थान के शैक्षणिक कैलेंडर में, अथवा आयोग द्वारा विहित ऐसे किसी कैलेंडर में विनिर्दिष्ट अनुसूची से इतर परीक्षाओं के आयोजन में, अथवा परीक्षा के परिणामों की घोषणा में विलम्ब करना;
  - xi. विवरणिका में यथा उल्लिखित, अथवा संस्थान द्वारा लागू किसी कानून के किसी उपबंध के तहत यथा अपेक्षित छात्रों की सुविधा प्रदान करने में संस्थान द्वारा विफल रहना;
  - xii. छात्रों के मूल्यांकन के लिए संस्थान द्वारा अपनाई गई गैर- पारदर्शी अथवा अनुचित पद्धतियाँ;
  - xiii. ऐसे किसी छात्र को शुल्क के प्रतिदाय में विलंब करना, अथवा इन्कार करना जोकि विवरणिका में उल्लिखित समय के भीतर, अथवा जैसा की आयोग द्वारा अधिसूचित किया जाए, के भीतर प्रवेश त्याग देता है;
  - xiv. अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, महिला, अल्पसंख्यक अथवा निश्चिंत श्रेणियों के छात्रों के कथित भेदभाव की शिकायत;
  - xv. प्रवेश दिए जाने के समय जैसा भरोसा दिलाया गया था अथवा प्रदान किए जाने अपेक्षित था के अनुरूप गुणवत्तापूर्ण शिक्षा प्रदान नहीं किया जाना; तथा

- xvi. छात्र के उत्पीड़न के अन्य मामले के अलावा जिन पर वर्तमान में लागू किसी कानून के दंडात्मक उपबंधों के तहत कार्रवाई की जानी हो, छात्र का उत्पीड़न किया जाना अथवा उसे निशाना बनाया जाना।
- (झ) "संस्थान" से अभिप्राय है, जैसा कि संदर्भ हो, अधिनियम के तहत किसी विश्वविद्यालय अथवा महाविद्यालय अथवा किसी सम विश्वविद्यालय संस्थान से है, अथवा किसी विशिष्ट विधा अथवा क्रियाकलाप हेतु किसी विश्वविद्यालय के तहत स्थापित किए गए किसी संस्थान से है।
- (ञ) "संस्थागत छात्र शिकायत निवारण समिति" (आईएसजीआरसी) का अभिप्राय इन विनियमों के तहत किसी विश्वविद्यालय के स्तर पर, ऐसी शिकायतों पर कार्यवाही करने के लिए गठित की गई समिति से है जो विश्वविद्यालय के किसी भी विभाग से संबंधित नहीं हो, उदाहरण के लिए छात्रावास और सामान्य सुविधाएं।
- (ट) "लोकपाल" का अभिप्राय इन विनियमों के तहत नियुक्त लोकपाल से है;
- (ठ) "विवरणिका" का अभिप्राय और इसमें ऐसा कोई भी प्रकाशन शामिल है, चाहे वह मुद्रित स्वरूप में अथवा अन्यथा हो, जिसमें जनसाधारण (जिसमें ऐसे संस्थान में प्रवेश पाने के इच्छुकों सहित) को एक संस्था से संबंधित निष्पक्ष और पारदर्शी जानकारी प्रदान करने के लिए ऐसे संस्थान अथवा किसी प्राधिकरण अथवा ऐसे संस्थान द्वारा ऐसा करने के लिए प्राधिकृत किए गए किसी व्यक्ति द्वारा जारी किया गया हो।
- (ड) "क्षेत्र" का अभिप्राय एक भौगोलिक क्षेत्र, जिसमें राज्य शामिल हैं, जिन्हें इन विनियमों को लागू करने हेतु चुकर बनाने के प्रयोजनार्थ ऐसा निर्धारित किया गया हो नामतः, दक्षिण-पूर्वी क्षेत्र जिसमें आंध्र प्रदेश, तेलंगाना, पुदुचेरी, अरुमांन और निकोबार और तमिलनाडु शामिल हैं; दक्षिण-पश्चिम क्षेत्र में केरल, कर्नाटक और लक्षद्वीप शामिल हैं; पश्चिमी क्षेत्र में महाराष्ट्र, गुजरात, गोवा, दादर और नगर हवेली, दमन और दीव शामिल हैं, मध्य क्षेत्र में छत्तीसगढ़, मध्य प्रदेश और राजस्थान शामिल हैं; उत्तरी क्षेत्र में जम्मू और कश्मीर, दिल्ली, हिमाचल प्रदेश, पंजाब, हरियाणा, दिल्ली, उत्तराखण्ड, उत्तर प्रदेश, उत्तराखण्ड और चंडीगढ़ शामिल हैं, पूर्वोत्तर क्षेत्र में असम, मेघालय, मिजोरम, मणिपुर, त्रिपुरा, अरुणाचल प्रदेश, सिक्किम और नागालैंड शामिल हैं, और पूर्वी क्षेत्र में पश्चिम बंगाल, बिहार, झारखण्ड और ओडिशा शामिल हैं।
- (द) "राज्य" का अभिप्राय संविधान की प्रथम अनुसूची में विनिर्दिष्ट किसी राज्य से है जिसमें सघ राज्य क्षेत्र भी शामिल है;
- (ण) "छात्र" से अभिप्राय किसी ऐसे संस्थान, जिसमें यह विनियम लागू होते हैं, में नामांकित किसी व्यक्ति, अथवा नामांकित होने के लिए प्रवेश प्राप्त के इच्छुक व्यक्ति से है;
- (त) "विश्वविद्यालय" से अभिप्राय अधिनियम की धारा 2 की खंड (च) में यथा परिभाषित किसी विश्वविद्यालय से है, अथवा जहां संदर्भ के अनुसार, तत्संबंध की धारा 3 के तहत इस प्रकार घोषित किए जाने वाला कोई सम विश्वविद्यालय संस्थान हो।
- (थ) "विश्वविद्यालय छात्र शिकायत निवारण समिति" (यूएसजीआरसी) से अभिप्राय विश्वविद्यालय के स्तर पर डीएसजीआरसी, आईएसजीआरसी अथवा सीएसजीआरसी के निर्णय के परिणामस्वरूप उपरजी शिकायतों पर कार्रवाई करने के लिए इन विनियमों के तहत गठित किसी समिति से है।

#### 4. विवरणिका का अनिवार्य प्रकाशन. इसकी विषयवस्तु तथा मूल्य निर्धारण:

1. प्रत्येक संस्थान, अपने पाठ्यक्रम या अध्ययन के किसी भी कार्यक्रम में प्रवेश आरंभ करने की तिथि से कम से कम साठ दिन की समाप्ति से पूर्व अपनी वेबसाइट पर एक विवरणिका प्रकाशित और/अथवा अपलोड करेगा, जिसमें इस तरह के संस्थान में प्रवेश लेने के इच्छुक व्यक्तियों और आम जनता की जानकारी के लिए निम्नवत् जानकारी अतिरिक्त होगी, नामतः:
  - (क) प्रत्येक पाठ्यक्रम अथवा अध्ययन के कार्यक्रम के लिए, शिक्षण के घंटों, व्यावहारिक सत्रों और अन्य कार्य के साथ-साथ अध्ययन के कार्यक्रमों और पाठ्यक्रमों की सूची सहित उपयुक्त सांविधिक प्राधिकरण अथवा संस्थान, जैसा मामला हो, द्वारा विनिर्दिष्ट पाठ्यक्रम की व्यापक रूपरेखा;
  - (ख) जिस शिक्षा वर्ष हेतु प्रवेश दिए जाने का प्रस्ताव हो, उसके प्रत्येक पाठ्यक्रम अथवा अध्ययन के कार्यक्रम के संबंध में, उपयुक्त सांविधिक प्राधिकरण द्वारा अनुमोदित सीटों की संख्या;
  - (ग) संस्थान द्वारा विनिर्दिष्ट किसी विशेष पाठ्यक्रम अथवा अध्ययन कार्यक्रम में छात्र के रूप में प्रवेश के लिए व्यक्तियों की न्यूनतम और अधिकतम आयु सीमा सहित शैक्षिक योग्यता और प्रावृत्ता की शर्तें;

- (घ) इस प्रकार के प्रवेश के लिए आवेदन करने वाले योग्य उम्मीदवारों के चयन की प्रक्रिया, जिसमें प्रत्येक पाठ्यक्रम अथवा अध्ययन कार्यक्रम में प्रवेश के लिए ऐसे अभ्यर्थियों के चयन के लिए परीक्षा या इम्तहान के विवरण के संबंध में सभी संगत जानकारी और प्रवेश परीक्षा के लिए निर्धारित शुल्क की राशि शामिल है;
- (ङ) किसी पाठ्यक्रम या अध्ययन कार्यक्रम में अध्ययन करने के लिए ऐसे संस्थान में भर्ती किए गए छात्रों द्वारा दिये शुल्क, जमा राशियों और अन्य प्रभारों के प्रत्येक घटक और ऐसे भुगतानों की अन्य निबन्धन और शर्तें;
- (च) शास्ति लगाए जाने और सग्रहण किए जाने हेतु नियम/विनियम, विनिर्दिष्ट शीर्ष अथवा श्रेणियां, लगाए जाने वाली शास्ति की न्यूनतम और अधिकतम राशि;
- (छ) ऐसे संस्थानों में दाखिला लेने वाले छात्रों द्वारा यदि पाठ्यक्रम या अध्ययन कार्यक्रम के पूरा होने से पहले अथवा के बाद दाखिला छोड़ दिया जाता है तो छात्रों को प्रतिदाय किए जाने वाले शिक्षण शुल्क और अन्य प्रभारों का प्रतिशत, तथा समय सीमा जिसके भीतर तथा पद्धति जिससे छात्रों को ऐसा प्रतिदाय किया जाएगा;
- (ज) उनकी शैक्षिक योग्यता शिक्षण संकाय का विवरण, उनकी नियुक्ति का स्वरूप (नियमित/अस्थायित/अतिथि) और उसके प्रत्येक सदस्य के शिक्षण अनुभव के साथ;
- (झ) भौतिक और शैक्षणिक बुनियादी ढांचे और छात्रावास और इसके शुल्क, पुस्तकालय, अस्पताल अथवा उद्योग, जहां छात्रों को व्यावहारिक प्रशिक्षण दिया जाना हो, सहित अन्य सुविधाओं के संबंध में जानकारी और विशेषरूप से छात्रों द्वारा संस्थान में प्रवेश प्राप्त करने पर प्राप्त होने वाली सुविधाओं का ब्योरा अंतर्विष्ट हो;
- (ञ) संस्थान के परिसर के भीतर अथवा बाहर छात्रों द्वारा अनुशासन बनाए रखने के संबंध में सभी संगत निर्देश, और, विशेषरूप से किसी छात्र अथवा छात्रों की रैगिंग निषिद्ध करने संबंधी ऐसे अनुशासन को बनाए रखने और उनका उल्लंघन किए जाने के परिणामों और संगत सांविधिक विनियामक प्राधिकरण द्वारा इस संबंध में तैयार किए गए किसी विनियम के उपबन्धों का उल्लंघन किए जाने के परिणामों का ब्योरा अंतर्विष्ट होगा; तथा
- (ट) आयोग द्वारा यथा विनिर्दिष्ट कोई अन्य जानकारी:

बशर्ते कि, प्रत्येक संस्थान इस विनियम के खंड (क) से (ट) में उल्लिखित जानकारी को अपनी वेबसाइट पर प्रकाशित/अपलोड करेगा, और विभिन्न समाचारपत्रों और अन्य मीडिया के माध्यम से प्रमुखता से प्रदर्शित करते हुए विज्ञापनों के माध्यम से इच्छुक छात्रों और आम जनता का ध्यान वेबसाइट पर इस तरह के प्रकाशन की ओर दिलाया जाएगा।

2. प्रत्येक संस्थान अपनी विवरणिका की प्रत्येक मुद्रित प्रति का मूल्य निर्धारित करेगा, जोकि विवरणिका के प्रकाशन और वितरण की उचित लागत से अधिक नहीं होगी और विवरणिका के प्रकाशन, वितरण या बिक्री से कोई लाभ अर्जित नहीं किया जाएगा।

#### 5. छात्र शिकायत निवारण समितियां (एसजीआरसी):

##### क. महाविद्यालयी छात्र शिकायत निवारण समिति (सीएसजीआरसी)

- (i) किसी भी पीड़ित छात्र की महाविद्यालय से संबंधित किसी भी शिकायत को निम्नलिखित संरचना वाली महाविद्यालयी छात्र शिकायत निवारण समिति (सीएसजीआरसी) को भेजा जाएगा:
- (क) महाविद्यालय का प्राचार्य—सभापति;
- (ख) प्राचार्य द्वारा शिक्षण संकाय से तीन वरिष्ठ सदस्यगणों को नामनिर्दिष्ट किया जाएगा—सदस्यगण;
- (ग) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे प्राचार्य द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा—विशेष आमंत्रित।
- (ii) सदस्यगणों तथा विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा।
- (iii) बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होंगी।
- (iv) शिकायतों पर विचार करते हुए सीएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।

- (v) सीएसजीआरसी रिपोर्ट को अपनी सिफारिशों, यदि कोई हो तो, के साथ संबद्ध करने वाले विश्वविद्यालय के कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

**ख. विभागीय छात्र शिकायत निवारण समिति (डीएसजीआरसी)**

- (i) किसी भी पीड़ित छात्र की विश्वविद्यालय के किसी भी विभाग, अथवा विद्यालय, अथवा केन्द्र से संबंधित किसी भी शिकायत को विभाग, विद्यालय अथवा केन्द्र, जैसा भी मामला हो, द्वारा गठित की जाने और निम्नलिखित संरचना वाली विभागीय छात्र शिकायत निवारण समिति (डीएसजीआरसी) को भेजा जाएगा, नामतः-
- (क) विभाग, विद्यालय, अथवा केन्द्र का अध्यक्ष, चाहे उसे किसी भी पदनाम से जाना जाए- सभापति;
- (ख) विभाग/विद्यालय/केन्द्र के बाहर से कुलपति द्वारा नामनिर्दिष्ट किए जाने वाले दो आचार्य-सदस्य;
- (ग) संकाय का सदस्य, जो शिकायत निवारण की प्रणाली से भली-भांति परिचित हो, को सभापति द्वारा नामनिर्दिष्ट किया जाएगा- सदस्य;
- (घ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा- विशेष आमंत्रित
- (ii) सभापति, समिति के सदस्यों और विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा।
- (iii) डीएसजीआरसी की बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष प्रस्तुत शिकायतों पर विचार करते हुए डीएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) डीएसजीआरसी अपनी रिपोर्ट को सिफारिशों, यदि कोई हो तो, के साथ संस्थान के मुखिया/ कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

**ग. संस्थागत छात्र शिकायत निवारण समिति (आईएसजीआरसी)**

- (i) जब शिकायत किसी विश्वविद्यालय के किसी शैक्षणिक विभाग, विद्यालय अथवा केन्द्र, जैसा भी मामला हो, से संबद्ध नहीं हो तो मामले को कुलपति महोदय द्वारा निम्नवत संरचना के साथ गठित की जाने वाली एक संस्थागत छात्र शिकायत निवारण समिति (आईएसजीआरसी) को भेजा जाएगा; नामतः-
- (क) संस्थान का सम-कुलपति/संकाय अध्यक्ष/वरिष्ठ आचार्य- सभापति;
- (ख) छात्र संकाय अध्यक्ष/संकाय अध्यक्ष, छात्र कल्याण- सदस्य;
- (ग) सभापति के अलावा एक वरिष्ठ शिक्षाविद्- सदस्य;
- (घ) कुलानुशासक/वरिष्ठ शिक्षाविद्- सदस्य
- (ङ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा- विशेष आमंत्रित।
- (ii) समिति के सदस्यों का कार्यकाल दो वर्षों का होगा।
- (iii) आईएसजीआरसी की बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष प्रस्तुत शिकायतों पर विचार करते हुए आईएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) आईएसजीआरसी अपनी रिपोर्ट को सिफारिशों, यदि कोई हो तो, के साथ कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

**घ. विश्वविद्यालय छात्र शिकायत निवारण समिति (यूएसजीआरसी)**

- (i) एक संबद्ध विश्वविद्यालय के कुलपति, उतनी संख्या में विश्वविद्यालय छात्र शिकायत निवारण समितियों (यूएसजीआरसी) का गठन करेंगे, जैसा कि एक या एक से अधिक सीएसजीआरसी या डीएसजीआरसी या आईएसजीआरसी द्वारा अनसुलझी शिकायतों पर विचार करने के लिए आवश्यक हो और प्रत्येक यूएसजीआरसी, महाविद्यालयों/विभागों/संस्थानों से उत्पन्न होने वाली शिकायतों पर, कुलपति द्वारा उसे प्रदत्त किए गए क्षेत्राधिकार क्षेत्र के आधार पर कार्यवाही कर सकता है।
- क) विश्वविद्यालय का एक वरिष्ठ आचार्य— सभापति,
- ख) संकाय अध्यक्ष, छात्र कल्याण अथवा समकक्ष — सदस्य;
- ग) संबद्ध महाविद्यालयों से लिए गए दो प्राचार्य, जो कि समीक्षाधीन सीएसजीआरसी की रिपोर्टों से न जुड़े हों, कुलपति द्वारा नामित किए जाने वाले हैं— सदस्य;
- घ) विश्वविद्यालय का एक आचार्य — सदस्य;
- ङ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा— विशेष आमंत्रित।
- (ii) सभापति तथा समिति के सदस्यों और विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा।
- (iii) बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष शिकायतों पर विचार करते हुए यूएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) यूएसजीआरसी अपनी रिपोर्ट और सिफारिशें, यदि कोई हों तो, के साथ शिकायत से संबंधित महाविद्यालय के प्राचार्य/विभागाध्यक्ष/विद्यालय/संस्थान को शिकायत प्राप्ति की तिथि से 15 दिनों की अवधि के भीतर भेजेगी तथा इसकी एक प्रति पीडित छात्र को भी भेजी जाएगी।
- (vi) विश्वविद्यालय छात्र शिकायत निवारण समिति के निर्णय से व्यथित कोई भी छात्र, इस तरह के निर्णय की प्राप्ति की तिथि से पंद्रह दिनों की अवधि के भीतर, लोकपाल के समक्ष अपील कर सकता है।

**8. लोकपाल की नियुक्ति, सेवाकाल, उसे पद से हटाया जाना और सेवा की शर्तें:**

- (i) यूएसजीआरसी के निर्णयों के विरुद्ध सुनवाई करने और निर्णय देने और अपील करने के लिए एक या एक से अधिक अशकालिक पदाधिकारियों को लोकपाल के रूप में नामित किया जाएगा,  
बशर्त कि, उस राज्य में स्थित सभी राज्य विश्वविद्यालयों (सार्वजनिक के साथ— साथ निजी विश्वविद्यालयों) के संबंध में एक राज्य के लिए एक से अधिक लोकपाल नहीं होंगे, जिन्हें राज्य सरकार द्वारा नियुक्त किया जाएगा;  
बशर्त आगे कि, एक क्षेत्र में स्थित केंद्रीय विश्वविद्यालयों और सम विश्वविद्यालय संस्थानों के लिए एक से अधिक लोकपाल नहीं होंगे, जिन्हें केंद्र सरकार द्वारा नियुक्त किया जाएगा।
- (ii) लोकपाल, शिक्षा अथवा अनुसंधान के क्षेत्र में प्रख्यात व्यक्ति होंगे, जो किसी विश्वविद्यालय के कुलपति रह चुके हों।
- (iii) किसी राज्य में राज्य विश्वविद्यालयों के लिए लोकपाल, उस राज्य के किसी भी विश्वविद्यालय के साथ हितों के टकराव में नहीं होगा; और उस क्षेत्र में स्थित केंद्रीय विश्वविद्यालयों और सम विश्वविद्यालयों हेतु लोकपाल, इस तरह की नियुक्ति से पहले अथवा उसके पश्चात्, उस क्षेत्र में स्थित विश्वविद्यालय अथवा सम विश्वविद्यालय संस्थान के साथ किसी भी तरह के हितों के टकराव में नहीं होंगे।
- (iv) एक राज्य सरकार इस प्रयोजनार्थ गठित एक खोज समिति द्वारा सूझाए गए तीन नामों के पैनल में से लोकपाल की नियुक्ति करेगी, जिसमें निम्नलिखित शामिल होंगे, नामतः
- (क) राज्यपाल या उपराज्यपाल का एक नामित, जैसा भी मामला हो, जो उच्चतर शिक्षा के क्षेत्र में प्रतिष्ठित व्यक्ति हो— सभापति;
- (ख) राज्य के राज्यपाल/संघ भासित राज्य के उपराज्यपाल द्वारा नामित किया जाने वाला राज्य सार्वजनिक विश्वविद्यालय का कुलपति— सदस्य;

- (ग) राज्य सरकार द्वारा नामित किया जाने वाला एक राज्य निजी विश्वविद्यालय का कुलपति- सदस्य;
- (घ) राज्य उच्चतर शिक्षा परिषद् का अध्यक्ष अथवा परिषद के शैक्षणिक सदस्यों में से उनका नामिति-सदस्य;
- (ङ) उच्चतर शिक्षा के लिए उत्तरदायी राज्य सरकार के प्रधान सचिव/सचिव- सदस्य सचिव;
- (v) केंद्र सरकार इस प्रयोजनार्थ गठित एक खोज समिति द्वारा सुझाए गए तीन नामों के पैनल में से लोकपाल की नियुक्ति करेगी, जिसमें निम्नलिखित शामिल होंगे, नामतः
- (क) विश्वविद्यालय अनुदान आयोग के अध्यक्ष महोदय अथवा उनके नामिति-समापति;
- (ख) किसी केन्द्रीय विश्वविद्यालय का कुलपति जिसे केंद्र सरकार द्वारा नामनिर्दिष्ट किया जाएगा-सदस्य;
- (ग) किसी सम विश्वविद्यालय संस्थान का कुलपति जिसे केंद्र सरकार द्वारा नामनिर्दिष्ट किया जाए-सदस्य;
- (घ) केंद्र सरकार का नामिति जोकि संयुक्त सचिव के पद से नीचे न हो- सदस्य;
- (ङ) विश्वविद्यालय अनुदान आयोग के सचिव महोदय- सदस्य सचिव;
- (vi) लोकपाल को पद ग्रहण करने की तिथि से तीन वर्ष की अवधि अथवा सत्तर वर्ष की आयु होने तक, इनमें से जो भी पहले हो, के लिए नियुक्त किया जाएगा, और वह समान राज्य या क्षेत्र के लिए, जैसा कि मामला हो, एक और कार्यकाल के लिए पुनर्नियुक्ति होने के लिए पात्र होगा।
- (vii) सुनवाई का संचालन करने के लिए, लोकपाल को, यात्रा पर हुए किए गए व्यय की प्रतिपूर्ति सहित विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित किए गए मानदंडों के अनुसार, प्रति दिन, प्रति बैठक के आधार पर शुल्क का भुगतान किया जाएगा।
- (viii) राज्य के लोकपाल के मामले में राज्य सरकार द्वारा और किसी क्षेत्र के लोकपाल के मामले में केंद्र सरकार द्वारा लोकपाल को इन विनियमों के तहत यथा परिभाषित कदाचार या दुर्व्यवहार के आरोप सिद्ध होने पर पद से हटाया जा सकता है।
- (ix) कम से कम उच्च न्यायालय के न्यायाधीश के पद पर आसीन न्यायमूर्ति द्वारा की गई जांच के अलावा लोकपाल को पदच्युत करने हेतु कोई आदेश जारी नहीं किया जाएगा, और इस प्रकार की गई जांच में लोकपाल को सुनवाई का एक उचित अवसर भी प्रदान किया जाएगा।

#### 7. लोकपाल के कार्यकरण :

- (i) लोकपाल, छात्र द्वारा इन विनियमों के तहत उपबंधित सभी विकल्पों को अपनाने के पश्चात् ही पीड़ित छात्र की अपील की सुनवाई करेंगे।
- (ii) यद्यपि, परीक्षा के संचालन में अथवा मूल्यांकन की प्रक्रिया में गड़बड़ी के मुद्दों को लोकपाल के संदर्भित किया जा सकता है, तथापि, लोकपाल द्वारा उत्तर पुस्तिकाओं के पुनर्मूल्यांकन अथवा अंकों को पुनः योग करने हेतु कोई अपील अथवा आवेदन पर लोकपाल द्वारा सुनवाई नहीं की जाएगी, जब तक कि भेदभाव की किसी विशिष्ट घटना के परिणामों को प्रभावित करने वाली किसी विशिष्ट अनियमितता को इंगित नहीं किया जाता है।
- (iii) लोकपाल, कथित रूप से किए गए भेदभाव की शिकायतों की सुनवाई करने के लिए, न्याय-मित्र के रूप में किसी भी व्यक्ति की सहायता प्राप्त कर सकता है।
- (iv) लोकपाल पीड़ित छात्र(त्रों) से अपील प्राप्त होने के 30 दिनों के भीतर शिकायतों का समाधान के लिए सभी प्रयास करेगा।

#### 8. लोकपाल तथा छात्र शिकायत निवारण समितियों द्वारा शिकायतों के निवारण हेतु प्रक्रिया:

- (i) प्रत्येक संस्थान, इस अधिसूचना के जारी होने की तिथि से तीन माह की अवधि के भीतर एक ऑनलाइन पोर्टल तैयार करेगा, जहां कोई भी पीड़ित छात्र अपनी शिकायत के निवारण के लिए आवेदन कर सकता है।
- (ii) ऑनलाइन शिकायत प्राप्त होने पर संस्थान, ऑनलाइन शिकायत की प्राप्ति के 15 दिनों के भीतर अपनी टिप्पणियों सहित शिकायत को उपर्युक्त छात्र शिकायत निवारण समिति को भेजेगा।

- (iii) छात्र शिकायत निवारण समिति, जैसा भी मामला हो, शिकायत की सुनवाई के लिए एक तिथि निर्धारित करेगी जिसकी जानकारी संस्थान और पीड़ित छात्र को दी जाएगी।
- (iv) पीड़ित छात्र या तो व्यक्तिगत रूप से पेश हो सकता है अथवा अपना पक्ष रखने के लिए अपने किसी प्रतिनिधि को अधिकृत कर सकता है।
- (v) विश्वविद्यालय छात्र शिकायत निवारण समिति द्वारा समाधान नहीं की गई शिकायतों, को इन विनियमों में उपबंधित समयावधि के भीतर लोकपाल को भेजा जाएगा।
- (vi) संस्थान, शिकायतों के शीघ्र निपटान हेतु, लोकपाल अथवा छात्र शिकायत निवारण समिति(यों), जैसा भी मामला हो, सहयोग करेगा, और ऐसा नहीं किए जाने पर लोकपाल द्वारा आयोग को जानकारी दी जा सकती है जो इन विनियमों के उपबंधों के अनुरूप कार्रवाई करेगा।
- (vii) लोकपाल, दोनों पक्षों को सुने जाने का एक उचित अवसर प्रदान करने के बाद, कार्यवाहियां समाप्त होने पर तत्संबंधी कारणों सहित, इस प्रकार का आदेश पारित करेगा, जैसा वह उपयुक्त समझे, ताकि शिकायत का समाधान हो सके और पीड़ित छात्र को जैसा उपयुक्त हो, राहत प्रदान की जा सके।
- (viii) संस्थान के साथ ही साथ पीड़ित छात्र को लोकपाल के हस्ताक्षर के तहत जारी की गई आदेश की प्रतियां उपलब्ध कराई जाएगी और संस्थान, आदेश की प्रति को सामान्य जानकारी के लिए इसे अपनी वेबसाइट पर भी डालेगा।
- (ix) संस्थान, लोकपाल की सिफारिशों का अनुपालन करेगा और संस्थान द्वारा सिफारिशों का अनुपालन नहीं किए जाने के संबंध में लोकपाल, आयोग को जानकारी प्रदान करेगा।
- (x) जहां शिकायत झूठी या तुच्छ पाई जाती है उस स्थिति में लोकपाल शिकायतकर्ता के विरुद्ध उपयुक्त कार्रवाई किए जाने की सिफारिश कर सकता है।

#### 9. लोकपाल और छात्र शिकायत निवारण समितियों के संबंध में जानकारी:

संस्थान अपनी वेबसाइट और अपनी विवरणिका में स्पष्टरूप से इसके क्षेत्राधिकार में आने वाली छात्र शिकायत निवारण समिति(यों) तथा अपील किए जाने के प्रयोजनार्थ लोकपाल के संबंध में सभी सगत जानकारियां उपलब्ध कराएगा।

#### 10. अनुपालन नहीं किए जाने के परिणाम:

आयोग, किसी भी संस्थान के संबंध में, जो जानबूझकर इन विनियमों का उल्लंघन करते हैं अथवा बार-बार लोकपाल अथवा शिकायत निवारण समिति(यों), जैसा भी मामला हो, की सिफारिशों को अनुपालन नहीं करते हैं, उनके विरुद्ध निम्नवत् एक अथवा एक से अधिक कार्यवाहियां कर सकते हैं, नामतः-

- (क) अधिनियम की धारा 12ख के तहत अनुदान प्राप्त करने के लिए उपयुक्तता की घोषणा को वापस लेना,
- (ख) संस्थान को आर्बिट्रेट किसी भी अनुदान को रोका जा सकता है;
- (ग) आयोग के किसी भी सामान्य अथवा विशेष सहायता कार्यक्रम के तहत किसी भी सहायता को प्राप्त करने हेतु विचार किए जाने के लिए संस्थान को अयोग्य घोषित करना;
- (घ) उपयुक्त मीडिया में प्रमुखता से प्रदर्शित कर और आयोग की वेबसाइट पर पोस्ट कर सभावित अभ्यर्थियों सहित जनसाधारण को सूचित करना, तथा इस बाबत घोषणा करना की संस्थान में शिकायतों के निवारण के लिए न्यूनतम मानक मौजूद नहीं हैं;
- (ङ) महाविद्यालय के मामले में, संबद्धता को वापस लेने के लिए संबद्ध विश्वविद्यालय को सिफारिश करना;
- (च) सम विश्वविद्यालय संस्थान के मामले में इस प्रकार की कार्रवाई करना, जो आवश्यक, उपयुक्त और सटीक प्रतीत हो;
- (छ) सम विश्वविद्यालय संस्थान के मामले में सम विश्वविद्यालय संस्थान के रूप में घोषणा को वापस लिखा जाने के लिए, यदि आवश्यक हो तो, केंद्र सरकार को सिफारिश करना;
- (ज) राज्य अधिनियम के तहत स्थापित अथवा निर्गमित विश्वविद्यालय के मामले में राज्य सरकार को आवश्यक और उचित कार्रवाई करने की सिफारिश करना;
- (झ) गैर-अनुपालन के लिए संस्थान के विरुद्ध ऐसी अन्य कार्रवाई करना जो आवश्यक और उचित समझी जाए।

बशर्ते कि, इस विनियमों के तहत आयोग द्वारा कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति स्पष्ट करने के लिए अवसर नहीं दिया गया हो और उसे सुने जाने का अवसर प्रदान नहीं किया गया हो।

11. इन विनियमों में उल्लिखित कोई भी शर्त, विश्वविद्यालय अनुदान आयोग (शिकायत निवारण) विनियम, 2012 के उपबंधों के तहत नियुक्त किसी पदधारी लोकपाल के कार्यकाल की अवधि के दौरान उसके पद पर बने रहने को प्रतिकूल रूप से प्रभावित नहीं करेगी, कार्यकाल समाप्त होने के पश्चात् लोकपाल, की नियुक्ति विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) सभ्धो विनियम, 2019 के अनुरूप की जाएगी।

प्रो. रजनीश जैन, सचिव

[विज्ञापन-III/4/असा./30/19]

## UNIVERSITY GRANTS COMMISSION

### NOTIFICATION

New Delhi, the 6th May, 2019

**F.No. 14-4/2012(CPP-II).**—In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations, namely -

#### 1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- These regulations shall be called as the University Grants Commission (Redress of Grievances of Students) Regulations, 2019.
- They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein.
- They shall come into force from the date of their publication in the Official Gazette.

#### 2. OBJECTIVE:

To provide opportunities for redress of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

#### 3. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- "Collegiate Student Grievance Redressal Committee" (CSGRC) means a committee constituted under these regulations, at the level of an institution, being a college.
- "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.
- "Departmental Student Grievance Redressal Committee" (DSGRC) means a committee constituted under these regulations, at the level of a Department, School or Centre of a University.
- "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the process under the declared admission policy of the institution;
  - iii. refusal to admit in accordance with the declared admission policy of the institution;
  - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
  - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
  - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
  - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
  - ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
  - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
  - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
  - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
  - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
  - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
  - xv. denial of quality education as promised at the time of admission or required to be provided; and
  - xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.
- (i) "Institution" means, as the context may be, a University or a college, or an institution declared a deemed to be a University under the Act or an institution established within a University for a particular discipline or activity;
- (j) "Institutional Student Grievance Redressal Committee" (ISGRC) means a committee constituted under these regulations at the level of the University, for dealing with grievances which do not belong to a department of the University e.g. hostels and common facilities.
- (k) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (l) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

- (m) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely, South-Eastern Region comprising Andhra Pradesh, Telengana, Puducherry, Andaman and Nicobar, and Tamil Nadu; South-Western Region comprising Kerala, Karnataka, and Lakshadweep; Western Region comprising Maharashtra, Gujarat, Goa, Dadar and Nagar Haveli, Daman and Diu; Central Region comprising Chhattisgarh, Madhya Pradesh and Rajasthan; Northern Region comprising Jammu and Kashmir, Delhi, Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand and Chandigarh; North-Eastern Region comprising Assam, Meghalaya, Mizoram, Manipur, Tripura, Arunachal Pradesh, Sikkim and Nagaland; and Eastern Region comprising West Bengal, Bihar, Jharkhand and Odisha.
- (n) "State" means a State specified in the First Schedule to the Constitution and includes a Union territory;
- (o) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution to which these regulations apply;
- (p) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.
- (q) "University Student Grievance Redressal Committee" (USGRC) means a committee constituted under these regulations, at the level of the university, for dealing with grievances arising out of decisions of the DSGRC, ISGRC or CSGRC.

#### 4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
  - the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
  - the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
  - the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
  - each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
  - rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fine may be imposed.
  - the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
  - details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof.
  - information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training is

to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;

- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and

- (k) Any other information as may be specified by the Commission:

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media:

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

**5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):**

**A. Collegiate Student Grievance Redressal Committee (CSGRC)**

- (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition, namely:
- a) Principal of the college – Chairperson;
  - b) Three senior members of the teaching faculty to be nominated by the Principal – Members;
  - c) A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The term of the members and the special invitee shall be two years.
- (iii) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the CSGRC shall follow principles of natural justice.
- (v) The CSGRC shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

**B. Departmental Student Grievance Redressal Committee (DSGRC)**

- (i) A complaint by an aggrieved student relating to a Department, or School, or Centre of a University shall be addressed to the Departmental Student Grievance Redressal Committee (DSGRC) to be constituted at the level of the Department, School, or Centre, as the case may be, and with the following composition, namely:
- a) Head of the Department, School, or the Centre, by whatever designation known – Chairperson;
  - b) Two Professors, from outside the Department/School/Centre to be nominated by the Vice Chancellor – Members;
  - c) A member of the faculty, well-versed with the mechanism of grievance redressal to be nominated by the Chairperson – Member;
  - d) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

- (ii) The term of the Chairperson, members of the Committee, and the special invitee shall be of two years.
- (iii) The quorum for the meeting of DSGRC, including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the DSGRC shall follow principles of natural justice.
- (v) The DSGRC shall submit its report with recommendations, if any, to the Head of the Institution/ Vice Chancellor, with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

**C. Institutional Student Grievance Redressal Committee (ISGRC)**

- (i) Where a complaint does not relate to any academic Department, School or Centre of a University, as the case may be, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) to be constituted by the Vice Chancellor, with the following composition, namely:
  - (a) Pro-Vice Chancellor/Dean/Senior Professor of institution – Chairperson;
  - (b) Dean of students/Dean, Students Welfare – Member;
  - (c) One senior academic, other than the Chairperson – Member;
  - (d) Proctor/Senior academic – Member;
  - (e) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The term of the members of the committee shall be of two years.
- (iii) The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the ISGRC shall follow principles of natural justice.
- (v) The ISGRC shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

**D. University Student Grievance Redressal Committee (USGRC)**

- (i) The Vice Chancellor of an affiliating University shall constitute such number of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more CSGRC or DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/departments/ Institutions, on the basis of the jurisdiction assigned to it by the Vice Chancellor.
  - a) A senior Professor of the University – Chairperson;
  - b) Dean, Student Welfare or equivalent – Member;
  - c) Two Principals drawn from the affiliating colleges, other than those connected with reports of CSGRC under review, to be nominated by the Vice-Chancellor – Members;
  - d) One Professor of the University - Member;
  - e) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The Chairperson, members and the special invitee shall have a term of two years.
- (iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

- (iv) In considering the grievances before it, the USGRC shall follow principles of natural justice.
- (v) The USGRC shall send its report and recommendations, if any, to the Principal of the College relating to the grievance/Head of the department/School/Institution with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.
- (vi) Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

**6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

- (i) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the USGRCs.  
 Provided that, there shall not be more than one ombudsperson for a State, in respect of all the State universities (Public as well as Private) in that State, who shall be appointed by the State Government;  
 Provided further that, there shall not be more than one Ombudsperson for a region, in respect of the Central universities and institutions deemed to be universities in that region, who shall be appointed by the Central Government.
- (ii) The Ombudsperson shall be a person of eminence in academics or research, who had been Vice-Chancellor of a University.
- (iii) The Ombudsperson for the State universities in a State, shall not be in any conflict of interest with any University in that State; and the Ombudsperson for the Central universities and institutions deemed to be universities in a region, shall not be in any conflict of interest with any University or institution deemed to be University in that region, either before or after such appointment.
- (iv) A State Government shall appoint the Ombudsperson from a panel of three names recommended by a search committee constituted for that purpose and consisting of the following, namely:
  - (a) A nominee of the Governor or Lt. Governor, as the case may be, who is a person of eminence in the field of higher education— Chairperson;
  - (b) A Vice Chancellor from a State Public University to be nominated by the Governor/LG of the State/UT - Member;
  - (c) A Vice Chancellor from a State Private University to be nominated by the State Government – Member;
  - (d) Chairperson of the State Council of Higher Education or his/her nominee from among the academic members of the Council— Member;
  - (e) Principal Secretary/Secretary to the State Government responsible for Higher Education— Member Secretary.
- (v) The Central Government shall appoint the Ombudsperson for a region from a panel of three names recommended by a search committee to be constituted for that purpose, and consisting of the following, namely:
  - (a) Chairperson, University Grants Commission or his/her nominee – Chairperson
  - (b) A Vice Chancellor of a Central University to be nominated by the Central Government – Member
  - (c) A Vice Chancellor of an institution deemed to be University to be nominated by the Central Government— Member
  - (d) A nominee of the Central Government, not below the rank of the Joint Secretary – Member
  - (e) Secretary, University Grants Commission – Member Secretary

- (vi) The Ombudsperson shall be appointed for a period of three years or until he attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- (vii) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the University Grants Commission, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (viii) The State Government, in the case of an Ombudsperson of a State, and the Central Government, in the case of an Ombudsperson of a region, may remove the Ombudsperson from office, on charges of proven misconduct or misbehavior as defined under these regulations.
- (ix) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

#### 7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
- (ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- (iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

#### 8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the University Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these regulations.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), as the case may be, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Commission, which shall take action in accordance with the provisions of these regulations.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.

- (ix) The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Commission any failure on the part of the institution to comply with the recommendations.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:**

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

**10. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution, which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
- (f) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
- (g) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
- (h) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
- (i) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

- 11.** Nothing mentioned hereinabove in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Grievance Redressal) Regulations, 2012; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redress of Grievances of Students) Regulations, 2019.

Prof. RAJNISH JAIN, Secy.  
[ADVT.-III/4/Exty./30/19]



## Mechanism for Redressing Student's Ragging Issues

### Mechanism for Redressing Student's Ragging Issues

- Every academic year a committee of five faculty members and two students (one boy & one girl) is constituted.
- Anti-ragging placards are displayed on the notice boards and in the college campus.
- In any problematic situation students can approach teachers/mentors/HODs'/Registrar. An online complaint can also be logged on college website/ college e-mail.
- The students are also free to approach college office or Principal's office to speak about the matter or lodge written complaint.
- To facilitate students further a complaint/ suggestion box is kept lying in the administrative block which is assessed from time to time.
- If ever there is any complaint, meeting of the committee members is conducted in Principal's office.
- Both the accused and accuser are given a patient hearing and made to explain their part clearly.
- The matter is also thoroughly enquired from the witness(es) of the situation.
- The committee thrashes it properly and reconstructs the situation from every possible angle and gives a just opinion/decision within ten days.



## Mechanism for Redressal for Sexual Harassment

### Mechanism for Redressal for Sexual Harassment

- The college has a women grievance cell comprised of three female faculty members.
- At the commencement of academic session, the head of the women cell addresses girls' students about their right for redressal against sexual harassment.
- The students can approach teachers/mentors/HODs'/ incharge women cell regarding their issues.
- The students can also lodge an oral or written complaint with college office/ Principal's office.
- In given circumstances, a committee of five faculty members including three lady teachers is constituted and a meeting is conducted in Principal's office.
- Both the parties are given equal opportunity to explain their part.
- If the matter is of deep concern parents of the students are also made to be a part of the whole process.
- The situation is trashed properly. The accused student(s) is made to realise his mistake and a written apology is sought.
- If it is a pressing issue the committee reserves its opinion and deliberates over it to give a decision within ten days' time.
- In case of some serious situation the matter could also be reported to civil police.



## Mechanism for Student's general grievances

### Mechanism for Student's general grievances

- For any and every kind of grievance student can approach their teachers/ HODs with a verbal or written complaint.
- If the matter cannot be sorted at level of department, HOD brings it to the knowledge of office or Principal and forwards the complaint.
- If required a committee of five faculty members and two student representatives is established.
- The committee discusses the issue at length and reaches out to some amicable solution.
- The matter is settled at the earliest or maximum within a span of ten days.



## 2. Implementation of guidelines of statutory/regulatory bodies

### Formation of concerned committees

*MAIL*  
**ओ३म्**

75  
01871-240800  
sfbdavc@yahoo.com



## S.L. BAWA DAV COLLEGE

*A premier Co-Educational Institute*

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, NEW DELHI

REF. NO. F-58/ DATED: 16/08/2021

Office Order  
REVISED

In continuation to this office memo issued on 12/08/2021, following organizational framework has been constituted for the session 2021-2022 after necessary revisions to facilitate college work:

<p>1. Time Table Committee: Dr. Dinesh Kumar (Coordinator) Dr. Parshotam K. Sharma Prof. Sanjeev K. Kaushal Prof. Pawan Malik</p>	<p>7. Library Committee: Prof. Sanjeev K. Kaushal (Coordinator) Dr. Gurpreet Singh All H.O.Ds</p>
<p>2. Press &amp; Public Relations Committee: Dr. Munish Yadav (Coordinator) Dr. Gurwant Singh Dr. Saroj Bala</p>	<p>8. Alumni Committee: Dr. Munish Yadav (Coordinator) Prof. Rajeev Mehta Prof. Roopkiranpreet Kaur Prof. Amandeep Singh (Eng.) Prof. Sumanpreet Kaur Dr. Saroj Bala</p>
<p>3. College Magazine: Dr. Dinesh Kumar (Commerce) (Coordinator) Prof. Sunil Jaitly (Science) Prof. Sanjeev Kaushal (Computer) Prof. Amandeep Singh (English) Dr. Gurwant Singh (Punjabi) Dr. Saroj Bala (Hindi) Dr. Naveen Chand (Sanskrit)</p>	<p>9. Prospectus/Printing Committee: Dr. Munish Yadav (Coordinator) Prof. Pawan Malik Prof. Sukhwinder Singh Dr. Gurwant Singh</p>
<p>4. Hospitality/Refreshment Committee: Prof. Rajeev Mehta (Coordinator) Prof. Sukhwinder Singh Dr. Barinderpal Singh</p>	<p>10. Computerization/Web Committee: Prof. Sanjeev Kaushal (Coordinator) Prof. Rajeev Mehta Prof. Sukhwinder Singh Dr. Naveen Chand</p>
<p>5. Scholarship Committee: Dr. P.K. Sharma (Nodal Officer) (SC/BC/ Minority/ J&amp;K Scholarship) Prof. Amandeep Singh (SC/OBC Sch.) Prof. Amandeep Singh (SC/OBC Sch.) Prof. Sumanpreet Kaur (SC/OBC Sch.) Dr. Barinderpal Singh (Minority Sch.)</p>	<p>11. Canteen Committee: Prof. Sunil Jaitly (Coordinator) Prof. Rajeev Mehta</p>
<p>6. Fee Concession Committee: Dr. Dinesh Kumar (Coordinator) Prof. Sunil Jaitly Dr. Munish Yadav Prof. Pawan Malik</p>	<p>12. Electricity Committee: Prof. Sunil Jaitly (Coordinator) Dr. Barinderpal Singh</p>

**NEAR KHAJURI GATE, ANARKALI ROAD, BATALA-143505, DISTT. GURDASPUR (PB.)**

PAGE 01 of 03



# S.L. BAWA DAV COLLEGE

*A premier Co-Educational Institute*

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, DAV W DELHI

<p>13. Arya Samaj Work: Dr. Naveen Chand (Coordinator) Dr. Saroj Bala</p>	<p>19. Anti-Ragging Committee: Dr. Dinesh Kumar (Coordinator) Prof. Sunil Jaitly Dr. Munish Yadav Prof. Roopkiranpreet Kaur Dr. Barinderpal Singh</p>				
<p>14. Discipline Committee: Dr. Dinesh Kumar (Coordinator)</p> <table border="1" data-bbox="397 766 795 892"> <tr> <td>For Boys</td> <td>For Girls</td> </tr> <tr> <td>Prof. Amandeep (His) Dr. Gurpreet Singh Dr. Barinderpal Singh Dr. Naveen Chand</td> <td>Prof. Sumanpreet Kaur Dr. Saroj Bala</td> </tr> </table>	For Boys	For Girls	Prof. Amandeep (His) Dr. Gurpreet Singh Dr. Barinderpal Singh Dr. Naveen Chand	Prof. Sumanpreet Kaur Dr. Saroj Bala	<p>20. Human Resource Development Centre: Prof. Pawan Malik (Coordinator) Prof. Roopkiranpreet Kaur Dr. Gurwant Singh Dr. Naveen Chand</p>
For Boys	For Girls				
Prof. Amandeep (His) Dr. Gurpreet Singh Dr. Barinderpal Singh Dr. Naveen Chand	Prof. Sumanpreet Kaur Dr. Saroj Bala				
<p>15. College Building Development &amp; Maintenance Committee: Dr. Munish Yadav (Coordinator) Prof. Pawan Malik Prof. Rajeev Mehta</p>	<p>21. Fund Raising Committee: Dr. Dinesh Kumar (Coordinator) Dr. Munish Yadav Prof. Sunil Jaitly Prof. Rajeev Mehta Dr. Gurwant Singh</p>				
<p>16. Sports Committee: Dr. Parshotam Sharma (Coordinator) Dr. Barinderpal Singh Dr. Gurpreet Singh</p>	<p>22. NCC Work: Dr. Munish Yadav (Coordinator)</p>				
<p>17. Women Grievance Cell: Prof. Roopkiranpreet Kaur Prof. Sumanpreet Kaur Dr. Saroj Bala</p>	<p>23. NSS Work: Prof. Roopkiranpreet Kaur Dr. Gurwant Singh</p>				
<p>18. Ethical Committee: Prof. Sunil Jaitly (Coordinator) Prof. Sanjeev K. Kaushal Prof. Pawan Malik Prof. Rajeev Mehta Prof. Roopkiranpreet Kaur Dr. Vaneet Kumar</p>	<p>24. Quality Assurance &amp; Career Counselling Cell: Prof. Sunil Jaitly (Coordinator) Dr. Vaneet Kumar Dr. Saroj Bala</p>				

NEAR KHAJURI GATE, ANARKALI ROAD, BATALA-143505, DISTT. GURDASPUR (PB.)

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slbdavc@yahoo.com



# S.L. BAWA DAV COLLEGE

*A premier Co-Educational Institute*

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, NEW DELHI

25. UGC Committee: Prof. Pawan Malik (Coordinator) Prof. Roopkiranpreet Kaur Dr. Vaneet Kumar	26. Research & Development Cell:	Chairperson	Dr. Manjula Uppal
		Member Secretary	Dr. Dinesh Kumar
		Co-ordinator	Prof. Pawan Malik
		Two Members from College Faculty	Prof. Roopkiranpreet Kaur Prof. Sumanpreet Kaur
	Industry/Academia representative	Shri Vinod Sachdeva	
	Two Students Representative (Yearwise)		

NOTE:

- \*\* Office Superintendent will be the member of all the above committees
- \*\* All the committees formed above will work under the supervision of the office.
- \*\* Please provide the names of those students to the office who are the parts of above committees

CC: Staff Cir.

*50 Years of Excellence*  
**Anniversary**  
S.L. Bawa DAV College Batala

*Manjula Uppal*  
Dr. Manjula Uppal  
Offg. Principal

NEAR KHAJURI GATE, ANARIKALI ROAD, BATALA-143505, DISTT. GURDASPUR (PB.)

Minutes of meeting (Discipline Committee)

Office : 240800  
Resl. : 240990

(390)

 **S.L. BAWA**  
**D.A.V. COLLEGE, BATALA**

F-130

Dated: 30/01/2021

Office Order

As recommended by Dr. Dinesh Kumar, Dean Discipline, following discipline duties have been assigned to the earmarked teachers with immediate effect:

Place of duty	Committee members
Library Building Area	Dr. Gurpreet Singh Dr. Saroj Bala
Commerce Block Area	Prof. Sumanpreet Kaur Dr. Barinderpal Singh
Chemistry & Physics Lab Area	Prof. Roopkiranpreet Kaur / Dr. Naveen Chand

All the concerned members are requested to do periodic rounds in their free lecture in order to maintain discipline in the college.

Sd/-  
Offg. Principal

CC: Dr. Dinesh Kumar: for info. & n.a.

  
Offg. Principal

2

The Principal,  
SL Bawa DAV College,  
Batala



29.01.2021

Sub: Recommendations By Discipline Committee

O.S.  
Brijpal Singh  
Principal

Respected Madam,

This is with reference to your office order regarding Dean, Discipline and the team attached, a meeting of the committee was held on 22-01-2021 to deliberate discipline. After discussions in the committee, following recommendations are made by committee for your reference.

1. Identity cards of all the students must be checked at the time of entrance in the college. If a student has not been issued I-card yet, then he/she must bring his admission slip.
2. A register should be maintained at the gate for persons visiting the college. They must sign and enter their aadhaar or other ID number in the register. They must be issued a slip permitting their entry and should return it at the time of going back.
3. If a student misbehaves with some teacher then, strict action must be ensured by the administration to set an example.
4. Some students create nuisance going upstairs the school building. These stairs must be closed.
5. At different points in the college, rules of discipline policy must be highlighted.
6. Committee members will take rounds in their free periods in following areas to check and maintain discipline.

AREA	COMMITTEE MEMBERS
Library Building Area	Dr. Gurpreet Singh, Dr Saroj Bala
Commerce Block Area	Dr. Brinderpal Singh, Prof. Sumanpreet
Chemistry and Physical Lab Area	Dr. Naveen Chand, Prof. Roopkiranpreet Kaur

You are requested to do the needful in this regards.

Best regards

Dr. Dinesh Kumar

Dean (Discipline)

# Circulars: Sexual Harassment Committee/ Women Cell

ਪੰਜਾਬ ਸਰਕਾਰ  
ਉਚੇਰੀ ਸਿੱਖਿਆ ਅਤੇ ਭਾਸ਼ਾਵਾਂ ਵਿਭਾਗ

268A / 1020

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਸਰਕਾਰੀ ਅਤੇ  
ਸਹਾਇਕ ਪ੍ਰਾਪਤ ਕਾਲਜਾਂ ਦੇ ਸਿੱਖਿਅਕ  
ਸੀਐਨ: ਸਪੇਸ਼ਲ/ਕਾਲਜ ਐਜੂਕੇਸ਼ਨ/ 811  
ਮਿਤੀ: 01/04/2022

**ਵਿਸ਼ਾ:- Sexual Harassment ਦੀ ਸਿਕਾਇਤਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਸਬੰਧੀ।**

- 1.0 ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।
- 2.0 ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪ ਦੀ ਸੰਸਥਾ ਵਿੱਚ ਕੰਮ ਕਰਦੀਆਂ ਮਹਿਲਾ ਕਰਮਚਾਰਨਾਂ ਦੀ ਸੁਰੱਖਿਆ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ Sexual Harassment ਦੀ ਸਿਕਾਇਤਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:-
  - ੳ) ਸ਼੍ਰੀਮਤੀ ਜਸਵਿੰਦਰ ਕੌਰ, ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ, ( ਡੇਅਰਪੜਨ )  
ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਕਾ) ਪੰਜਾਬ
  - ਅ) ਸ਼੍ਰੀਮਤੀ ਹਰਜੀਤ ਗੁਜਰਾਲ , ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਕਾਲਜ, ਐੱਸ.ਏ ਐੱਸ ਨਗਰ।
  - ੲ) ਸ਼੍ਰੀਮਤੀ ਸਵਿਤਾ ਨੈਨਸੀ, ਸੁਪਰਡੈਂਟ, ਜੀ.ਪੀ. ਫੰਡ ਸ਼ਾਖਾ,  
ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਕਾ) ਪੰਜਾਬ।
  - ਸ) ਸ਼੍ਰੀ ਸੰਜੀਵ ਮਦਾਨ , ਲੀਗਲ ਸਹਾਇਕ, ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਕਾ) ਪੰਜਾਬ।
  - ਹ) ਸ਼੍ਰੀਮਤੀ ਸਿੰਮੀ ਕਪੂਰ, ਸੀਨੀਅਰ ਸਹਾਇਕ, ਕਾਲਜ ਐਜੂਕੇਸ਼ਨ ਸ਼ਾਖਾ,  
ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ (ਕਾ) (ਬਤੌਰ ਕਮੇਟੀ ਕਨਵੀਨਰ)
- 3.0 ਇਸ ਲਈ ਆਪ ਦੀ ਸੰਸਥਾ ਵਿੱਚ Sexual Harassment ਸਬੰਧੀ ਪ੍ਰਾਪਤ ਹੋਣ ਵਾਲੀਆਂ ਸਿਕਾਇਤਾਂ ਉਕਤ ਦਰਸਾਈ ਕਮੇਟੀ ਨੂੰ ਭੇਜੀਆਂ ਜਾਣ।

ਮੁੱਖ ਸਕੱਤਰ ਉਚੇਰੀ ਸਿੱਖਿਆ ਅਤੇ ਭਾਸ਼ਾਵਾਂ



**F-Women Cell**  
**S.L. BAWA D.A.V. College**  
**BATALA, DISTT. GURDASPUR (PB.)**

☎ 01871-240800  
✉ slbdavc@yahoo.com

Dated: 01/04/2022

For Staff

Office Order

Copy of the above is forwarded for information and necessary compliance of the instructions please.

CC: Insp / ... / ...

Offg. Principal

38)

# S.L. Bawa D.A.V. College

Batala  
F-149

Dated: 31/10/2019

## Notice

### Children Helpline No. 1098. For protection of children from Sexual Offences (POCSO) Act

All the students are being aware that to protect all aspects of rights of the children in the state, **Children Helpline No. 1098** has been established by Government. In order to bring any incident of violation of child right for appropriate remedial action Government of India established the Toll Free Help Line No. 1098 as a National Help Line to enable children to seek assistance in case of emergency or in distress.

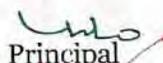
**CHILDLINE 1098** is a phone number that spells hope for millions of children across India. It is a 24-hour a day, 365 days a year, free, emergency phone service for children in need of aid and assistance. They not only respond to the emergency needs of children but also link them to relevant services for their long-term care and rehabilitation.

***"Childhood should be carefree, playing in the sun; not living a nightmare in the darkness of the soul."***

**Issued in Public Interest.**

Sd/-  
Principal

CC: N/B  
CC: Staff Cir./Class Cir.: For announcements in classrooms to create awareness among students.  
CC: Dr. P.K. Sharma, Discipline Incharge: for info.

  
Principal

**Minutes of meetings (Sexual Harassment Committee/ Women Cell)**

(828)




Office : 240800  
Resi. : 240990

**S.L. BAWA**  
**D.A.V. COLLEGE, BATALA**  
F-209/107

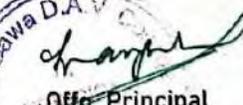
Dated: 12/05/2021

Office Order

Following committee meetings have been convened as under:

S.No.	Committee & Members	Meeting Date & Timings
01.	<b>Women Cell</b> → Prof. Roopkiranpreet Kaur → Prof. Sumanpreet Kaur → Dr. Saroj Bala	13/5/2021 at 12.30 pm
02.	<b>Ethical Committee</b> → Prof. Sunil Jaitly → Prof. Sanjeev K. Kaushal → Prof. Pawan Malik → Prof. Rajeev Mehta → Prof. Roopkiranpreet Kaur → Dr. Vaneet Kumar	13/5/2021 at 1.30 pm

Members are requested to attend the meeting at scheduled time.

  
 S.L. Bawa D.A.V. College  
 Offg. Principal  




ओरम



01871-240800  
slbdavc@yahoo.com

# S.L. BAWA DAV COLLEGE

A premier Co-Educational Institute  
Managed by: DAV College Managing Committee, New Delhi

F-209/107

Dated: 13/05/2021

Minutes of meeting

Proceedings of meeting of the Women's Cell of the college convened on 13/05/2021 at 12.30 pm in the Principal's office.

The meeting has been attended by the following members:

Sr. No.	Name	Signature
1.	Prof. Roopkiranpreet Kaur	
2.	Prof. Sumanpreet Kaur	
3.	Dr. Saroj Bala	

Following decisions has been taken in the meeting:

1. Student Representatives (girls) from every class to be added to be
2. Workshop organised on Medical Health for girls.
3. Various Demands were raised by girls students including:
  - light facility & water facility in washrooms.
  - Outsiders to be prohibited from entering the campus.
4. Complaints of girls students regarding behaviour of fsc
5. Students are demanding for canteen in the college.

The decision was endorsed for necessary action.

Principal's Order  
13 May 21

## Report of Sexual Harassment Committee/ Women Cell

### Report on Counseling Session Organized by Women Cell

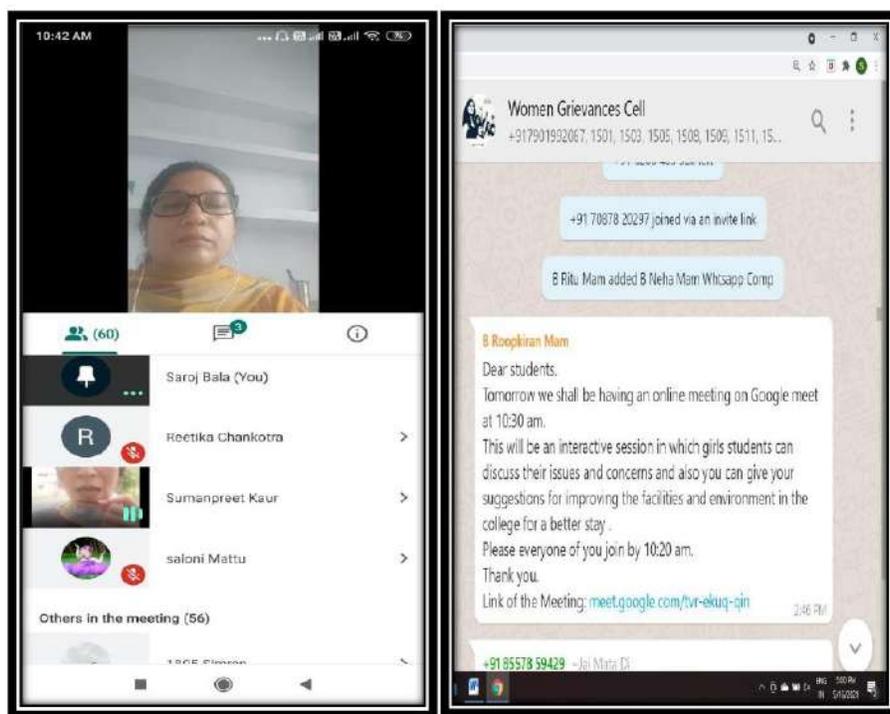
A Counseling session was organized by Women Cell under the aegis of IQAC, S.L. Bawa D.A.V. College, Batala for the girl students of the college on 13<sup>th</sup> May, 2021 at 10:30 AM using the Google Meet Platform. A Whatsapp group of all girl students of the college was made for redressal of their grievances as well as to share important information to them related to activities by Women cell.

In the interactive session, students were made aware about the Women Cell and its functioning in the college as well as in the society. Students were also asked about their suggestion for the welfare of girls firstly at college level.

Students participated enthusiastically in the session. Students had put up some suggestions and requirements as:

- Proper supply of electricity and water in the washrooms.
- Webinar should be organized on Medical Health.

Students had also brought up some complaints against the visit of outsiders in the college and rude behavior of fee clerk. All the suggestions and complaints had already been brought in the notice of Dr. Manjula Uppal (Principal).



## REPORT ON WOMEN'S DAY CELEBRATIONS

Women Day was celebrated by Women Grievances Cell under the aegis of IQAC, S.L.Bawa DAV College, Batala on 8<sup>th</sup> March, 2021 at 11:00 AM in Seminar hall of the college. Principal Dr. Manjula Uppal addressed the students and staff members and congratulated all for women day celebration. Also she motivated girls students to recognise their rights and get themselves empowered.

An essay writing competition was organised for students on the topic women empowerment. About 15 students participated. The prizes were distributed to the winners by Principal Mam

An open discussion among students was held on the topic Women empowerment. All students participated enthusiastically. The geotag pictures of the events are attached below.



## Interactive Session on Women Health and Issues

A interactive session on women health & issues was organized by Women Empowerment Cell under the aegis of IQAC, S.L. Bawa D.A.V. College, Batala for the girl students of the college on 23<sup>rd</sup> October, 2021 at 11:30 Am in the seminar hall of the college. Mrs. Neelam Mahajan (District Sanjogika of women wing of Swadeshi Jagran Morcha) was the guest of honour and Dr. Usha gupta (gynecologist) was the eminent speaker.

In the beginning of session, Dr. Manjula Uppal , principal & Mrs. Neelam Mahajan addressed the students. Then Dr. Usha Gupta started her talk and made girls aware about the importance of women health, how to maintain good health and also addressed some personal hygiene issues as well as their solutions.

Afterwards there was an interactive session where students as well as female staff members asked their queries/problem and Dr. Usha Gupta addressed these very politely with full patience.

More than 70 students participated enthusiastically in the session and found the lecture very helpful.



स्कूलों से पहुंच मुख्याध्यापिका व पुरस्कृत विद्वाना

# महिला स्वास्थ्य पर करवाया सैमीनार

बटाला, 28 अक्टूबर (बेरी, विपन): स्थानीय एस.एल. बावा डी.ए.वी. कॉलेज की प्रिंसिपल डा. मंजुला उप्पल की अध्यक्षता में कॉलेज के वुमन इम्पावरमेंट सैल द्वारा महिला स्वास्थ्य पर एक दिवसीय संगोष्ठी का आयोजन किया गया। इस संगोष्ठी में मुख्य वक्ता के रूप में डा. ऊषा गुप्ता महिला चिकित्सक और विशिष्ट वक्ता के रूप में नीलम महाजन समाज सेविका व पूर्व पार्षद उपस्थित हुईं।

यह संगोष्ठी वुमन इम्पावरमेंट सैल की सदस्य प्रो. सुमनप्रीत कौर व डा. सरोज बाला के नेतृत्व में



सैमीनार उपरांत छात्राओं व अध्यापकों के साथ सामूहिक तस्वीर में प्रिं. डा. मंजुला उप्पल। (विपन) आयोजित की गई।

मुख्य वक्ता डा.ऊषा गुप्ता ने अपने ज्ञानवर्धक वक्तव्य के माध्यम से महिलाओं के मासिक धर्म चक्र, मीनोपाज, ब्रेस्ट कैंसर संबंधी समस्याओं के समाधानों पर प्रकाश डाला। विशिष्ट वक्ता नीलम महाजन

ने अपने व्याख्यान में मां दुर्गा, झांसी की रानी की उदाहरण प्रस्तुत करते हुए छात्राओं को अपनी आंतरिक शक्ति पहचानने के लिए प्रेरित किया। इस दौरान कॉलेज का समस्त महिला स्टाफ एवं छात्राओं ने उपस्थित होकर संगोष्ठी का लाभ उठाया।



## Installation of Sanitary Napkin Vending Machine

Under the leadership of Principal Dr. Manjula Uppal women empowerment cell has installed sanitary napkin vending machine in common room of girls on 28<sup>th</sup> February, 2022. The machine was donated by Himalaya Parivaar, Batala. On this occasion an renowned social worker Mrs. Neeraj Mahajan addressed the students regarding importance of women hygiene. The vice president of Himalaya Parivaar Mr. Sagar Handa ji and Mrs. Seema Batalwi was present as special guests. Mrs. Seema Mahajan gave instruction to the girls students for operating the vending machine.



## Women Day 2022

Women day was celebrated college on 8<sup>th</sup> March 2022, in collaboration with Language Department Gurdaspur. A seminar was organised in the seminar hall under the leadership of principal Dr. Manula Uppal and papers were presented by various scholars on the topic of role of women in upliftment of society. Students from Govt. Girls Sen. Sec. School Dharampura Colony, Batala recited Shabad Kirtan and students from s.sl Bawa DAV College gave cultural performances. The chief guest of the event was Dr. Ravinder a renowned Punjabi Poet. Among with him, Dr. Davinder didar was present who is a known story writer of Punjabi. Principal Balwinder Kaur and Mrs. Kanchan Chouhaan were also present as special guests. District Director Mr. Paramjit Singh Kalsi honoured the participants and speakers by providing certificates.



### 3. Organisation wide awareness and undertakings on policies with zero tolerance

#### Sample of declaration on admission form by students about not involving themselves in Ragging and indisciplinary activities

**FOR OFFICE USE ONLY**

Roll No. allotted \_\_\_\_\_ Class \_\_\_\_\_ Section \_\_\_\_\_



**S.L. BAWA**  
**D.A.V. COLLEGE BATALA**  
APPLICATION FORM FOR ADMISSION  
SESSION 2021 - 2022

Paste your latest passport size Photograph here and attach Four more copies of the same Photograph with the form.

Registration No. \_\_\_\_\_

**IMPORTANT INSTRUCTIONS**

- This form is to be filled in candidates own handwriting.
- This form is to be filled only if the candidate and his/her parents are satisfied with the fee structure and facilities available in the college.
- This form is non-transferable.

Class Joining \_\_\_\_\_ Subjects offered 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_

Last Examination/Class Passed \_\_\_\_\_ Board/University \_\_\_\_\_  
 Result \_\_\_\_\_ % age of Marks \_\_\_\_\_  
 School / College attended \_\_\_\_\_

1. NAME \_\_\_\_\_  
 ਨਾਂ ਪੰਜਾਮੀ ਵਿੱਚ \_\_\_\_\_ (Same as that in the Matriculation or Sen. Sec. Exam. Certificate)

2. Father's Name \_\_\_\_\_  
 ਪਿਤਾ ਦਾ ਨਾਂ \_\_\_\_\_

3. Mother's Name \_\_\_\_\_  
 ਮਾਤਾ ਦਾ ਨਾਂ \_\_\_\_\_

4. Father's/Guardian's Occupation \_\_\_\_\_ Annual Income \_\_\_\_\_

5. Address for Correspondence \_\_\_\_\_

6. Mobile No (Student) \_\_\_\_\_ Father's \_\_\_\_\_ Mother's \_\_\_\_\_

7. Date of Birth       in words \_\_\_\_\_  
 Date Month Year

8. Aadhar Card No.             E-mail : \_\_\_\_\_

9. Religion (Please tick) :  Hindu  Sikh  Muslim  Christian  Buddhist  Parsi  Jain

10. Category :  General  SC  ST  OBC  BC  Ex Serviceman  Sub Category \_\_\_\_\_

11. Please Tick :  Rural  Urban  Border 12. Caste (for Reserve Category only) \_\_\_\_\_  
 (Attach proper certificate for proof issued by competent authority) 13. Nationality \_\_\_\_\_ NRI : Yes/No

14. Physically Challenged :  Yes  No 15. Visually Impaired :  Yes  No

16. Any Other Category : \_\_\_\_\_ 17. Blood Group : \_\_\_\_\_ 18. Medium : \_\_\_\_\_

19. Fill up the following particulars completely of all examinations in which appeared with result :

Examination	Month & Year of Passing	Board/University Roll No.	Marks Obtained	Total Marks	Percentage of Marks	If placed under mention subject	Name of University/ Board
S.S. II (Plus Two)							
B.A./B.Sc./	Sem I						
	Sem II						
B.C.A./	Sem III						
	Sem IV						
BBA,	Sem V						
	Sem VI						
B.Com.	Sem I						
	Sem II						
M.Sc.(I.T./	Sem I						
	Sem II						
M.Sc.(C.S./	Sem I						
	Sem II						
M.Sc.(Maths)	Sem I						
	Sem II						
M.Com.							
Other (if any)							

20. Were you a student of this college : YES  NO
21. If so state Roll No., Class and year of study : Roll No. .... Class ..... Year .....  
*(If any candidate is found to have given incorrect information in this column, his/her admission will be cancelled forth with and he/she will not be entitled to any refund of the dues paid by him/her)*
22. Do you hold any scholarship ? .....
23. Are you interested in NCC/NSS/Any other Extra Co-curricular Activity .....
24. Do you intend to come on Motorcycle/Scooter ? .....

**Subject to be taken up: (for choosing in combination of subjects see College Prospectus)**

**NOTE : ADMISSION WILL BE STRICTLY DONE ACCORDING TO THE RULES STATED IN THE PROSPECTUS.**

**CERTIFICATES / DECLARATIONS**

1. I do hereby pledge that I have not joined the above class so far in any other college . I have read the prospectus and I solemnly undertake to observe all the rules and regulations of the college and also the instructions issued from time to time by the Principal in the interest of discipline of the college. Further that I will not associate myself with any activities which go against the discipline of the institution. I know that any breach of college rules may render me liable to such punishment, disciplinary or otherwise as the Principal may at his discretion impose upon me. I am joining this college with the express permission of my parents/guardian.
2. I have also read the University rules that the admission for the University examination will be sent up only if I qualify the following conditions during the session :-
  - a) by attending not less than 75 percent of full course of lectures in each subject.
  - b) by securing 35 percent marks in all subjects in any examination.
3. **My admission to this class is provisional till it is approved by the Guru Nanak Dev University, Amritsar.**
4. I shall submit all the required documents within fifteen days of my present admission and in case my admission is not approved by the Guru Nanak Dev University, Amritsar for any reason I shall be responsible for all consequences and have no claim against the College.
5. I pledge to refrain from copying, as I fully understand that copying in the examination is an offence resulting in severe punishment, even expulsion from the college. The decision of the Principal in the regard shall be binding and final.
6. The name of the students who remains absent from the college for seven consecutive days will be struck from the college rolls. He/She will have to repay all the admission charges to regularise his/her admission in case he/she wants so.
7. I undertake solemnly not to indulge in any sort of ragging directly or indirectly. If found guilty I can be fined/restricted by the college as per the rule of the College / University.
8. I will not involve myself in ragging and indisciplinary activities.
9. I shall not make use of Mobile Phone / Electronic Gadgets in the college Campus / Class Rooms.
10. Students are required to get their vehicles such as scooter / Motorcycle / Car etc. insured and properly locked. The college will not be responsible for any theft or loss of vehicle.

Signature of Father/Guardian

Full Signature of Applicant

Dealing Clerk

<b>Verification Committee : Eligible / Ineligible</b>		
1. _____	2. _____	3. _____

**Remarks/Discrepancies in the form**

Recommended / not Recommended for admission	ORDER
Professor Incharge	PRINCIPAL

Receipt No. ....

Amount Received .....

Signature of the Accounts Clerk

OLD NEW

ओरम

Form No. : 58 4

FOR OFFICE USE ONLY

Class B. Com Vth Section .....



**S.L. BAWA  
D.A.V. COLLEGE BATALA**

APPLICATION FORM FOR ADMISSION  
SESSION 2021 - 2022

IMPORTANT INSTRUCTIONS

- This form is to be filled in candidates own handwriting.
- This form is to be filled only if the candidate and his/her parents are satisfied with the fee structure and facilities available in the college.
- This form is non-transferable.

Registration No.

2019-DB/A/28

Class Joining B. Com Vth sem Subjects offered 1. General English  
2. General Punjabi 3. .... 4. ....  
5. .... 6. .... 7. ....  
Last Examination/Class Passed B. Com Vth Sem Board/University: GINDU  
Result Awaited % age of Marks .....  
School / College attended S.L. Bawa D.A.V. College, Batala

1. NAME MIAMTA ABIRUJ

ਨਾਂ ਪੂਰੀ ਤਰ੍ਹਾਂ (Same as that in the Matriculation or Sen. Sec. Exam. Certificate) ਮਮਤਾ

2. Father's Name NARINDER KUMAR

ਪਿਤਾ ਦਾ ਨਾਂ ਨਰਿੰਦਰ ਕੁਮਾਰ

3. Mother's Name LIEJLO RAINI

ਮਾਤਾ ਦਾ ਨਾਂ ਲੀਜਲੋ ਰਾਇ

4. Father's/Guardian's Occupation Mechanic (father-less) Annual Income .....

5. Address for Correspondence Meer D. S. P. Kothi, Jogan Mohalla  
Batala - 143505 Dist. Gurdaspur

6. Mobile No (Student) 684085891 Father's 7827714374 Mother's 9646617893

7. Date of Birth 30 03 2001 in words Thirty March Two Thousand one

8. Aadhar Card No. 7055 3791 3492 E-mail: mamta.abir.06.8a@gmail.com

9. Religion (Please tick) :  Hindu  Sikh  Muslim  Christian  Buddhist  Parsi  Jain

10. Category :  General  SC  ST  OBC  BC  Ex Serviceman  Sub Category Khatri

11. Please Tick :  Rural  Urban  Border 12. Caste (for Reserve Category only) .....

(Attach proper certificate for proof issued by competent authority) 13. Nationality Indian NRI: Yes/No

14. Physically Challenged :  Yes  No 15. Visually Impaired :  Yes  No

16. Any Other Category : ..... 17. Blood Group : ..... 18. Medium : English

19. Fill up the following particulars completely of all examinations in which appeared with result :

Examination	Month & Year of Passing	Board/University Roll No.	Marks Obtained	Total Marks	Percentage of Marks	If placed under compartment mention subject	Name of University/ Board
S.S. II (Plus Two)							
B.A./B.Sc. Sem I	2019	10851913018	206	350	58.84		GINDU
B.A./B.Sc. Sem II	2021	10851913018					
B.C.A. Sem III	2020	10851913018	185	350	52.84		GINDU
B.Sc.(IT) Sem IV	2021	10851913018					
BBA Sem V			293	350			
B.Com. Sem VI							
M.Sc.(I.T.) Sem I							
M.Sc.(C.S.) Sem II							
M.Sc.(Maths) Sem III							
M.Com.							
Other (if any)							

20. Were you a student of this college: Yes  NO
21. If so state Roll. No., Class and year of study: Roll No. 1908, Class B.com IV sem Year 2020-21  
 (If any candidate is found to have given incorrect information in this column, his/her admission will be cancelled forth with and he/she will not be entitled to any refund of the dues paid by him/her)
22. Do you hold any scholarship? No
23. Are you interested in NCC/NSS/Any other Extra Co-curricular Activity No
24. Do you intend to come on Motorcycle/Scooter? No
- Subject to be taken up: (for choosing In combination of subjects see College Prospectus)

NOTE : ADMISSION WILL BE STRICTLY DONE ACCORDING TO THE RULES STATED IN THE PROSPECTUS.

**CERTIFICATES / DECLARATIONS**

- I do hereby pledge that I have not joined the above class so far in any other college . I have read the prospectus and I solemnly undertake to observe all the rules and regulations of the college and also the instructions issued from time to time by the Principal in the interest of discipline of the college. Further that I will not associate myself with any activities which go against the discipline of the institution. I know that any breach of college rules may render me liable to such punishment, disciplinary or otherwise as the Principal may at his discretion impose upon me. I am joining this college with the express permission of my parents/guardian.
- I have also read the University rules that the admission for the University examination will be sent up only if I qualify the following conditions during the session :-
  - by attending not less than 75 percent of full course of lectures in each subject.
  - by securing 35 percent marks in all subjects in any examination.
- My admission to this class is provisional till it is approved by the Guru Nanak Dev University, Amritsar.
- I shall submit all the required documents within fifteen days of my present admission and in case my admission is not approved by the Guru Nanak Dev University, Amritsar for any reason I shall be responsible for all consequences and have no claim against the College.
- I pledge to refrain from copying, as I fully understand that copying in the examination is an offence resulting in severe punishment, even expulsion from the college. The decision of the Principal in the regard shall be binding and final.
- The name of the students who remains absent from the college for seven consecutive days will be struck from the college rolls. He/She will have to repay all the admission charges to regularise his/her admission in case he/she wants so.
- I undertake solemnly not to indulge in any sort of ragging directly or indirectly. If found guilty I can be fined/restricted by the college as per the rule of the College / University.
- I will not involve myself in ragging and indisciplinary activities.
- I shall not make use of Mobile Phone / Electronic Gadgets in the college Campus / Class Rooms.
- Students are required to get their vehicles such as scooter / Motorcycle / Car etc. insured and properly locked. The college will not be responsible for any theft or loss of vehicle.

I have appeared in my exam of B.com 2nd sem and 4th sem in July/August 2021. Kindly admit me at पूरी my own risk and responsibility.

Signature of Father/Guardian

Hemta

Sujeet Kumar  
Dealing Clerk

Full Signature of Applicant

Hemta

Verification Committee : Eligible / Ineligible

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Remarks/Discrepancies in the form

Recommended / not Recommended for admission	Allowed a concession of Rs. 20000 by <u>200 thousand</u> ORDER
<u>3/1/21</u> Professor Incharge	<u>Chand</u> PRINCIPAL 3/1/21

Receipt No. ....

Amount Received .....

Signature of the Accounts Clerk

# UNDERTAKING

The Principal,  
S.L. Bawa D.A.V. College,  
Batala.

Subject : Request For Provisional Admission

Respected Sir,

Kindly admit me Provisionally in B.com 5th sem class at my own risk and responsibility. I assure you to submit the entire document/s and fulfill the condition at serial No. ----- within one month. If I fail to fulfill the above conditions, I will be solely responsible for the cancellation of my admission and the consequences arising out of it.

1. DMC of Lower examination.
2. Character Certificate
3. Transfer Certificate
4. Pass Certificate (In case of Comptt. it is to be cleared in the next Board/University examination)
5. Photographs
6. Migration Certificate

Thanking you,

Yours faithfully,

Dated 31-August-2021

Name of student Mamta  
 Address Jogia Mohalla  
Near J.D.S.P Kothi  
Batala  
 Contact No. 6284085891

[Signature]  
 Signature of Parents/Guardian



## Circulars: Regulations on curbing the menace of Ragging

Government of Punjab  
Department of Higher Education & Languages

To

- All the  
(i) Vice Chancellors of the Universities  
(ii) Vice chancellors of the Private Universities  
(iii) Principal of Govt. Colleges  
(iv) Principals of Govt. Aided Colleges  
(v) Principals of Private Colleges

Memo No. 7/95-2022CF(2)/2022 86931  
Dated 11/4/22

**Subject: Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.**

- 1.0 Please find enclosed herewith a letter dated 5<sup>th</sup> April 2022 of the University Grants Commission on the above subject matter.  
2.0 All the Higher Educational Institutions are hereby directed to take suitable action on the points raised by the UGC in the above said regulations to make the state ragging free.  
3.0 An action taken report may be sent to this office also.

*(Signature)*  
Principal Secretary Higher Education

Encls. As above

F-268

01871-240800  
slbdavc@yahoo.com



**S.L. BAWA D.A.V. College**  
BATALA, DISTT. GURDASPUR (PB.)

Dated: 12/04/2022

Office Order

For Staff

Copy of the above is forwarded for information and necessary compliance of the instructions please.

*(Signature)*  
Offg. Principal

Scanned with CamScanner

Government of Punjab  
Department of Higher Education & Languages

To

- All the  
(i) Vice Chancellors of the Universities  
(ii) Vice chancellors of the Private Universities  
(iii) Principal of Govt. Colleges  
(iv) Principals of Govt. Aided Colleges  
(v) Principals of Private Colleges

Memo No. 7/95-2022CE(C3)/2022 86931  
Dated 11/7/22

Subject: Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

1.0 Please find enclosed herewith a letter dated 5<sup>th</sup> April 2022 of the University Grants Commission on the above subject matter.

2.0 All the Higher Educational Institutions are hereby directed to take suitable action on the points raised by the UGC in the above said regulations to make the state ragging free.

3.0 An action taken report may be sent to this office also.

(u)  
Principal Secretary Higher Education

Encls. As above



F-268

1070

01871-240800

slbdavc@yahoo.com

**S.L. BAWA D.A.V. College**  
BATALA, DISTT. GURDASPUR (PB.)

Dated: 12/04/2022

Office Order

For Staff

Copy of the above is forwarded for information and necessary compliance of the instructions please.

(Signature)  
Offg. Principal

Scanned with CamScanner



प्रो. राजनीश जैन  
सचिव  
Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(विद्या ऽ मृतमश्नुते, वाचा ऽ शिवतो)  
(Ministry of Education, Govt. of India)  
बहादुर शाह जहाँ कार्यालय, नई दिल्ली-110002  
Behadur Shah Zafar Marg, New Delhi-110002  
Ph: 011-23234286/23234237  
Fax: 011-2323 8858  
E-mail: sec@ugc@vsnl

D. O. No. F. 3-2/2021 (ARC)

27 OCT 2021 October, 2021

'SPEED POST'

Subject: Revised procedure for students to file online Anti Ragging Affidavit.

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

The revised procedure is as follows:

**Step 1:** A student will submit his/her details on the same web sites ([www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

**Step 2:** The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. (Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).

**Step 3:** The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-

CONTINUATION SHEET

-02-

Universities and Colleges are requested to insert a mandatory column in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges

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F-268



S.L. BAWA D.A.V. COLLEGE

BATALA

Dated: 09/11/2021

Dr. Dinesh Kumar  
Incharge (Anti Ragging Cell)

Copy of the above is forwarded for the information of the staff and necessary compliance of the instructions please.

Offg. Principal

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Website - [www.ugc.ac.in/nrcb/](http://www.ugc.ac.in/nrcb/)



University Grants Commission  
35 - Feroz Shah Road  
New Delhi - 110001  
Ph.011-23381261 (O)

No. F.100-28/2015(Gen.Policy/NRCB)

April, 2017

The Principal  
S.L. Bawa D.A.V. College  
BATALA  
DIST.:Gurdaspur  
Punjab  
143505



20 APR 2017

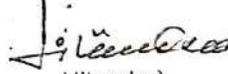
**Subject: Curbing the menace of ragging in Higher Educational Institutions.**

Dear Sir/Madam,

Please find enclosed a letter from Secretary, UGC addressed to the Vice-Chancellors of all the Universities/Institutions/Regulatory Bodies regarding steps taken by the UGC to prevent ragging and to impress upon the educational institutions to take adequate steps to prevent ragging. A mention has also been made of 4 short films and a documentary film prepared by the UGC to counsel students on ill effects of ragging with a request to show these films regularly to the students during orientation and other programmes.

In view of above, you are requested to take immediate steps to implement the same.

Yours faithfully,

  
(Jitendra)  
Education Officer

O.S. for file  
5/5/17

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विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
 (मानव संसाधन विकास मंत्रालय, भारत सरकार)  
 (Ministry of Human Resource Development, Govt. of India)  
 बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
 Bahadur Shah Zafar Marg, New Delhi-110002  
 Ph.: 011-23239337, 23236288,  
 Fax : 011-23238858, email : jssandhu.ugc@nic.in

प्रो. (डॉ.) जसपाल एस. संधु  
 सचिव

*Prof. Dr. Jaspal S. Sandhu*  
 VRES, NS (Oriso), DSM, FAS, FASM, FAFSM, FFIMS, FAMS  
 Secretary

**D.O. No.1-15/2009 (ARC) pt.III**

**17<sup>th</sup> March, 2017**

Dear Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in).

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism as per provisions in the above regulations and ensure its strict compliance.

Any violation of UGC regulations as cited above or if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these regulations or fails to punish perpetrators of incidents of ragging suitably will attract action under the UGC Act.

The UGC has got developed 4 short films and a documentary film to counsel students on ill effects of ragging. These films are uploaded on UGC website.

All Universities/Institutions are requested to show these films regularly to the students during orientation and other programmes. These movies are available on the following link, [ugc.ac.in/page/Videos-Regarding-Ragging.aspx](http://ugc.ac.in/page/Videos-Regarding-Ragging.aspx).

With personal regards,

Yours sincerely,

*Jaspal S. Sandhu*  
**(Jaspal S. Sandhu)**

The Vice-Chancellors of all the Universities/Institutions/Regulatory Bodies.

**Copy to:**

✓ The Publication Officer, UGC, New Delhi for uploading on UGC website.

*Jaspal S. Sandhu*  
**(Jaspal S. Sandhu)**

marked to PO

BATALA

www.ugc.ac.in/nrcb/

F 2/18



University Grants Commission  
35 - Feroz Shah Road  
New Delhi - 110001  
Ph.011-23381261 (O)

No. F.100-28/2015(Gen.Policy/NRCB)

November, 2016

The Principal  
S.L. Bawa D.A.V. College  
BATALA  
DIST.:Gurdaspur  
PUNJAB-143505

Handwritten notes and signatures in green and black ink, including the date 15/12/16.

05 DEC 2016

**Subject: Curbing the menace of ragging in Higher Educational Institutions.**  
Dear Sir/Madam,

I am to refer to the subject cited above and to say that in pursuance to the judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the University Grants Commission has notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e., www.ugc.ac.in.

These Regulations are **mandatory** and if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by UGC.

In this regard you are requested:-

- 1) To step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of anti-ragging committee and anti ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging Workshops, updating all websites with nodal officers complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers, mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior / incident shall be undertaken.
- 2) Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24 X 7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging, please visit the UGC website, i.e., www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency, i.e., Aman Satya Kachroo Trust on mobile Nos. 09871170303, 09818400116 (only in case of emergency).

.....2/p

Handwritten signature and date 10/5/18

Handwritten signature

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- : 2 : -
- 3) To hold the workshops, seminar on eradication of ragging in higher educational institutions who may be requested to display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8 X 6 feet.
  - 4) To get your Institution accredited by NAAC/NBA and submit the compliance report and implement the special Drive on anti-Ragging prevention programme.
  - 5) To submit online compliance of antiragging Regulations on curbing the menace of ragging in higher educational institutions, 2009 at [www.antiragging.in](http://www.antiragging.in).
  - 6) In compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.org](http://www.amanmovement.org).

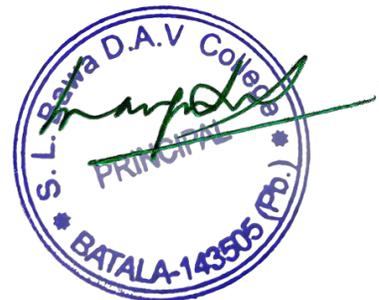
The 3<sup>rd</sup> Amendment in UGC Regulations on 29<sup>th</sup> June, 2016 expanding the definition of ragging by including the following:-

***"(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality regional origins, linguistic identity, place of birth, place of residence or economic background."***

Yours faithfully,

  
(Neethu S. Thulaseedharan)  
Education Officer

Scanned with CamScanner



## Ragging Free Campus Certificate

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01871-240800  
slbdavc@yahoo.com



**S.L. BAWA D.A.V. COLLEGE**

*A premier Co-Educational Institute*

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, NEW DELHI

REF. NO. F-268/ 324

DATED: 18/08/2021

### TO WHOM IT MAY CONCERN

This is to certify that S.L. Bawa D.A.V. College, Batala,  
Distt. Gurdaspur (Pb.) is 'Ragging Free Campus'.

  
S.L. Bawa D.A.V. College  
Distt. Gurdaspur (Pb.)  
Principal  
Batala-143603

Near Khajuri Gate, Anarkali Road, Batala, Distt. Gurdaspur (Pb.)

#### 4. Timely redressal of the grievances through appropriate committees

##### Redressal of student's grievances

*9/3/22*  
*with*  
*Recommended for immediate action*  
*31/3/22*

To  
The Principal  
61 BAWA DAV COLLEGE  
BATALA  
31/3/22

*O.S.*  
*31/3/22*  
*31/3/22*

Subject: Request for repairing of fans  
Respected Sir,

With due respect, I am the student of BBA 2<sup>nd</sup> semester.

I am writing to inform you about the poor condition of fans in our class Room no. 18. We have total 3 fans out of which 2 fans are completely not working since 24<sup>th</sup> February.

As per the memo, I have informed the Mr. Sumil Joshi, but the problem still persists. It is very difficult to concentrate on studies in class without fans.

I humbly request you kindly arrange  
and repair the fans at earliest.

Yours truly  
Mehak

(Member of student council  
committee)

BBA II<sup>nd</sup> Semester

To

The Principal,  
SL Bawa DAV College,  
Batala.

Subject: Replacement of fans

Respected Madam,

It is for your kind information that ~~a 2 fan~~  
two new fans have been installed in room no 18 as  
the old ones were not working properly. And students  
had complained to the office on 31<sup>st</sup> March, 2022.

Thanking you for consideration.

Yours sincerely,

  
Prof. Sunil Jaitly

Incharge, (Electricity)

Dated: 08-04-2022



(1)

1538

Office : 240800  
Resi. : 240990

**S.L. BAWA  
D.A.V. COLLEGE, BATALA**

F- 52

4.8.2022

Dated: /2022

**Office Order**

Dr. Dinesh Kumar  
HOD Commerce

Reference to the grievance of the students of BBA-2<sup>nd</sup> Sem. dated 31/03/2022 regarding repairing of fans of Room No. 18, as recommended by you, the above grievance has been resolved by replacing old fans with 2 new fans in Room No. 18.

This is for your kind information and record please.

*[Handwritten initials]*

*[Handwritten signature]*  
Offg. Principal

