

Academic Session 2024-25

Reformation of Grievance Redressal Cell

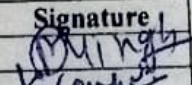


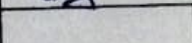
Objective:

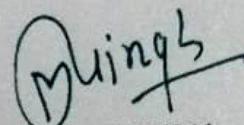
- To establish a fair, transparent, and efficient system for addressing grievances.
- To ensure timely redressal of complaints and concerns.
- To enhance student satisfaction and trust.

Grievance Redressal Process:

- Complaint submission and initial review
- Investigation and fact-finding
- Resolution and implementation
- Follow-up and feedback

List Of Members

| S. No. | Name | Designation | Department | Signature |
|--------|---|------------------|------------|---|
| 1. | Dr. Meenu S.Sachan | Chairperson | Principal |  |
| 2. | Ms. Kiranjeet | Member | Commerce |  |
| 3. | Ms. Payal Tangri | Member | Management |  |
| 4. | Ms. Prabhdeep Kaur | Member | Computers |  |
| 5. | Ms. Navjot kaur (BBA 2 nd Year) | Student Nominees | | |
| 6. | Ms. Kriti (B.com 2 nd Year) | | | |


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Asian Educational Institute

SIRHIND ROAD, PATIALA - 147 001

(An Autonomous College)



Academic Session 2024-25

Formation of Anti Ragging Cell

Objectives:

To prevent and address ragging incidents, ensuring a safe and welcoming environment for all students.

Functions:

1. Prevent ragging incidents through awareness campaigns and programs
2. Receive and address ragging complaints
3. Conduct inquiries and investigations into ragging incidents
4. Recommend actions against perpetrators
5. Provide support and counseling to victims

Awareness and Outreach:

1. Posters, pamphlets, and social media campaigns
2. Orientation programs for new students

List Of Members

| S. No. | Name | Designation | Department | Contact No.s |
|--------|--|------------------|------------|--------------|
| 1. | Dr. Meenu S. Sachan | Chairperson | Principal | 8146411128 |
| 2. | Dr. Harjinder Pal Kaur | Convener | Education | 7696965201 |
| 3. | Ms. Manjot Kaur | Member | Humanities | 8264977633 |
| 4. | Ms. Venni Garg | Member | Management | 9781502888 |
| 5. | Mr. Gurpreet Singh | Member | Humanities | 8054842722 |
| 6. | Ms. Ramanpreet kaur (B.com 1 st Year) | Student Nominees | | |
| 7. | Mr. Anveer Singh (BA 1 st Year) | | | |

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Manjot Kaur
Ms. Manjot Kaur
Ms. Venni Garg

Punitive Measures:

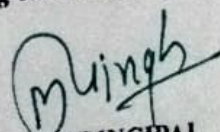
- Suspension or expulsion from college
- Fines or penalties
- Community service or counselling
- Legal action (if necessary)

By establishing an Anti-Ragging Cell, the college demonstrates its commitment to creating a safe and inclusive environment for all students.

Key duties

1. Prevent ragging incidents: Organize awareness campaigns, workshops, and programs to prevent ragging.
2. Receive and address complaints: Establish a clear reporting mechanism for ragging incidents and address them promptly.
3. Conduct inquiries and investigations: Gather evidence, witness statements, and facts related to ragging incidents.
4. Recommend actions against perpetrators: Suggest disciplinary, legal, or other actions against those found guilty of ragging.
5. Provide support and counselling to victims: Offer guidance, support, and counselling to students affected by ragging.
7. Maintain records: Keep accurate and confidential records of ragging incidents, investigations, and outcomes.
8. Organize orientation programs: Conduct orientation programs for new students to educate them about anti-ragging policies and consequences.
9. **Monitor hostels and campus:** Regularly monitor hostels and campus areas to prevent ragging incidents.
10. Review and revise policies: Periodically assess and update anti-ragging policies and procedures to ensure effectiveness.
11. Ensure confidentiality and anonymity: Maintain confidentiality and anonymity for complainants and witnesses.
12. Provide guidance to students: Offer guidance and support to students on how to prevent and address ragging incidents.

By fulfilling these duties, the Anti-Ragging Cell helps create a safe and welcoming environment for all students, free from ragging and harassment.


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Academic Session 2024-25 Reformation of Women Harassment Cell

Objectives:

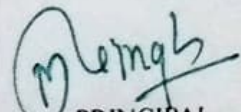
1. Prevent and address harassment and discrimination against women students and employees.
2. Provide a safe and confidential reporting mechanism
3. Support and empower victims.
4. Promote gender sensitization and awareness.

Functions:

1. Receive and address complaints.
2. Provide counselling and support.
3. Conduct inquiries and investigations.
4. Recommend actions against perpetrators.
5. Organize workshops and awareness programs.

List Of Members

| S. No. | Name | Designation | Department | Contact No.s |
|--------|--|------------------|----------------|--------------|
| 1. | Dr. Meenu S. Sachan | Chairperson | Principal | 8146411128 |
| 2. | Dr. Sapna Rathore | Member | HoD Humanities | 9988010733 |
| 3. | Ms. Paramjit Kaur | Member | Commerce | 8146411126 |
| 4. | Ms. Rajni | Member | Commerce | 6284926630 |
| 5. | Mr. Varinder Singh | Member | Humanities | V. Singh |
| 6. | Ms. Sonam (BA 3 rd Year) | Student Nominees | | |
| 7. | Ms. Mehak (B.com 2 nd Year) | | | |


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Academic Session 2024-25

Reformation of Discipline Committee

Objective:-

To maintain discipline, order, and decorum within the college premises, ensuring a conducive learning environment.

By establishing a Discipline Committee, the college demonstrates its commitment to maintaining a safe, respectful, and disciplined environment for all students and staff.

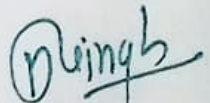
List Of Members

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|--------|--|--------------------------------|------------|-------------|-----------|
| 1. | Dr. Meenu S.Sachan | Chairperson | Principal | 8146411128 | |
| 2. | Dr. Sapna Rathore | Member | Commerce | 9988010733 | |
| 3. | Dr. Jasveer Kaur | Member | Management | 7657837372 | |
| 4. | Mr. Varinder Singh | Member | Humanities | 9478488732 | |
| 5. | Mr. Sameer (B.com 3 rd Year) | 9877638253 Student Nominees | | | |
| 6. | Ms. Amanpreet kaur (B.sc Nm 3 rd Year) | | | | |

key duties of a Discipline Committee in a college:

- Develop and enforce college rules and regulations:
- Establish clear guidelines for student behavior and conduct.
- Address and resolve disciplinary issues: Investigate and take appropriate action on incidents of misconduct, indiscipline, or behavioral issues.
- **Investigate incidents:** Gather evidence, witness statements, and facts related to disciplinary cases.
- **Counsel students:** Provide guidance and support to students on behavioral issues, helping them to improve their conduct.
- **Conduct hearings:** Hold fair and impartial hearings to discuss disciplinary cases and decide on appropriate actions.
- **Impose sanctions:** Enforce penalties, fines, or other consequences for misconduct, as per college rules.
- **Maintain records:** Keep accurate and confidential records of disciplinary cases, investigations, and outcomes.
- **Collaborate with other cells:** Work with other college committees (e.g., Anti-Ragging Cell, Women's Harassment Cell) to address related issues.
- **Review and revise rules:** Periodically assess and update college rules and regulations to ensure they remain effective and relevant.
- **Ensure fairness and impartiality:** Maintain a fair, unbiased, and transparent approach in all disciplinary proceedings.

By fulfilling these duties, the Discipline Committee helps maintain a safe, respectful, and disciplined environment in the college.


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