



5.1.4

The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies*
- 2. Organisation-wide awareness and undertakings on policies with zero tolerance*
- 3. Mechanisms for submission of online/offline students' grievances*
- 4. Timely redressal of the grievances through appropriate committees*

DVV Clarification – 5.1.4

Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act II, 2016)

Yoginham Gurukul, Kalavad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/SGRC/19072023-1

Date: 19/07/2023

Student Grievance Redressal Committees (SGRC)

Sub Committee of Grievance Redressal Committee

Term of Office

Periodicity of meeting and month

Tenure: 2 Years | July-2023 to June-2025

2 times in a Year (Apr - Nov)

Reference: University Grants Commission (Redressal of Grievances of Students) Regulations, 2023,
Dated 11th April, 2023

SN	Name	Affiliation	Designation in SGRC	Email ID
1	Prof. Anamik Shah	Ex-Vice Chancellor of Gujarat Vidyapith, Ahmedabad	Ombudsperson	---
2	Dr. Vishal Khasgiwala	Dean, FoBC	Chairperson	dean.fobc@atmiyauni.ac.in
3	Dr. Samixa Patel	Asso. Prof., Pharmacy	Member(F)	samixa.patel@atmiyauni.ac.in
4	Dr. Kanchan Vadher	Asst. Prof. Management	Member (SC/ST/OBC)	kanchan.vadher@atmiyauni.ac.in
5	Ms. Bhumika Zalavadiya	Asst. Prof. Computer Engg.	Member	bhumika.zalavadiya@atmiyauni.ac.in
6	Mr. Vijay Chauhan	Asst. Prof. Pharmacy	Member	vijay.chauhan@atmiyauni.ac.in
7	Dr. Alpa Joshi	Asso. Prof. Commerce	Member	alpa.joshi@atmiyauni.ac.in
8	Dr. Keyur Parmar	Asst. Prof. Mechanical Engg.	Member	keyur.parmar@atmiyauni.ac.in
9	Mr. Divyesh Gohe	Asst. Prof. Computer Science	Member	csit.hod@atmiyauni.ac.in
10	Dr. Viral Karia	Asst. Prof. Industrial Chem.	Member	viral.karia@atmiyauni.ac.in
11	Mr. Brijraj Kacha	Computer Engineering	Student Member (M)	---
12	Mr. Jadav Akshaykumar	Bachelor of Comp. Application	Student Member (M)	---
13	Ms. Sneha Chauhan	Electrical Engineering	Student Member (F)	---

The Committee will commence its functions with immediate effect & shall meet at least 2 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

- Provide a transparent process for addressing student grievances impartially and fairly.



**ATMIYA
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**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS&P

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- Create an inclusive environment where all student concerns are heard and valued.
- Foster open communication between students and the administration to resolve issues effectively.
- Aim for prompt resolution of grievances to minimize disruption to the academic experience.
- Use feedback from grievances to improve institutional policies and practices for a better student experience.

The quorum for the same shall be of 50%. The committee shall report to the undersigned.


Registrar

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action





AU/Reg/ICC/19092023-1

Date: 19/09/2023

Internal Compliants Committee (ICC)

Sub Committee of Grievance Redressal Committee

Term of Office	Periodicity of meeting and month
Tenure: 3 Years Sep-2023 to Aug-2026	4 times in a Year (Jan-Apr-Aug-Nov)

1. At Atmiya University, the Internal Compliants Committee (ICC) including Committee Against Sexual Harassment have been established following the guidelines of the Supreme Court of India (Vishaka vs. State of Rajasthan, 1997) and recommendations by the UGC. This committee aims to prevent and address incidents of sexual harassment and create a safe, respectful, and inclusive environment for everyone on campus.
2. The tenure of the current composition end in Sept 2023. Hence new composition of Internal Compliants Committee as per section 4 of the Act has been re-constituted by the competent authority with the following composition:-

SN	Name	Affiliation	Designation in ICC	Remarks
1	Dr. Shiv K Tripathi	Vice-Chancellor		
2	Dr. Divyang D. Vyas	Registrar		
3	Dr. Samixa Patel	Asso. Prof., FoHS, Pharmacy	Presiding Officer	
4	Ms. Nehal Dave	Asst. Prof. CS & IT	Member Secretary	
5	Mr. Dilipbhai Sakhiya	Gir Ganga Parivar Trust	Member –Social Worker	
6	Mrs. Darshana Kothari	Representative of Bhartiya Jan Sangathana at Rajkot	Member –NGO	
7	Ms. Kalpana Kholiya	Advocate	Member – Law	
8	Mr. Niraj Manvar	Director-Beeta Surgical	Member – Industry	
9	Dr. Ashish Kothari	Director-CRIT	Member – Sponsoring Body (SKS) / Nominated by President	
10	Mr. Ravi Tank	Asst. Prof., Chemical Science	Member – FoS	
11	Dr. Drashti Purohit	Asst. Professor, English	Member – FoHSS	
12	Ms. Seema Vachhani	Asst. Prof., Electrical Engg.	Member – FoET	
13	Dr. Archana Cholera	Asso. Prof. Chemistry	Member – FoS	
14	Dr. Parth Dave	Asst. Prof. Commerce	Member – FoBC	





SN	Name	Affiliation	Designation in ICC	Remarks
15	MS. Khyati Joshi	Asst. Prof., Information Tech.	Member – FoET (CVMS Cell)	
16	Mr. Mithlesh Singh	Administrative office	Member – NT (Admin)	
17	Ms .Raksha Bhatt	Library	Member – NT (Technical)	
18	Ms. Dhruvi Kapuriya	Pharmacy	Member – Student (UG)	
19	Ms. Krina Masharu	Comp. Engg.	Member – Student (PG)	
20	Ms. Krishna Lodhiya	MBA	Member – Student (Research)	

The Committee will commence its functions with immediate effect & shall meet at least 4 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

1. **Gender Sensitization:** Organize workshops and orientation programs to raise awareness about gender equality and educate the university community about laws protecting against harassment.
2. **Formal Complaint Mechanisms:** Establish a transparent process for lodging complaints, conducting inquiries, and resolving issues related to sexual harassment.
3. **Enforcement of Conduct:** Take necessary action against those violating the university's code of conduct, including addressing breaches of confidentiality regarding complaints or investigations.
4. Any casual vacancy arising in between shall be filled in by fresh nomination, for the residual period with the approval of the Vice Chancellor.
5. Students with distinguished academic record, or who have excelled in extra-curricular activities, shall be nominated by the Vice Chancellor.
6. Committee members are requested to apprise themselves with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
7. All HODs are requested to bring the content of this Notification to the notice of members of faculty, non-teaching staff and students in their respective departments.





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Scope of the Committee

The rules and procedures of this committee apply to:

- Students
- Teaching and Non-Teaching Staff
- Visitors and Service Providers
- Anyone presents on campus at the time of a reported incident

Emergency Support

To ensure the safety and well-being of all members of the university, essential emergency contact numbers and resources will be shared and prominently displayed across campus.

The Internal Complaints Committee at Atmiya University is committed to fostering a safe and supportive environment where individuals feel secure and respected at all times.

The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action


Registrar





ATMIYA UNIVERSITY

Established under the Gujarat Private University Act 11, 2013

Yogeshwar Gurukul, Kateswar Road, Rajkot - 360005, Gujarat (INDIA)

Note: AU/Antiragging/20231014-1

Date: 14/10/2023

Notification

Ref:

- 1) UGC guidelines/circular: (a) No.F 1-16/2007 (CPP-ii) April 2009 (b) D.O. No.1-15/2021(ARC) 16 September 2022.
- 2) Approval of Hon. Vice Chancellor vide Note: AU/HR/VC/20231013 dated 13/10/2023.

Towards the continuous efforts and commitment in making Atmiya University campus ragging free re-composition of related committees, squad and cell is as follows. The committee is formed as per above references. Re-composition was necessary considering addition of new programs at the University and resignation of few staff members.

1. Anti-Ragging Committee

Sr No	Name	Role	Designation
1	Dr. Shiv Tripathi	Chairman	Vice Chancellor
2	Dr. Ghanshyam Acharya	Secretary	Professor Emeritus, FoET
3	Dr. Hemraj Tank	Member secretary	Associate Dean, School of Pharmaceutical Sciences
4	Dr. Vishal Khasgiwala	Member	Dean, Faculty of Business and Commerce
5	Dr. Manhar Kagathra	Member	Associate Dean, FoET
6	Dr. Hiren Kavathiya	Member	Asst. Registrar
7	Dr. Mital Manvar	Member	Faculty member, FoHS
8	Ms. Drashti Ranpariya	Member	Student belonging to Fresher
9	Mr. Sujal Sangani	Member	Student belonging to Senior
10	Mr Jimit Talati	Member	Non-teaching staff, Student Section
11	Mr. Tejas Chag	Member	Parent of student
12	Mr. Vijay Chauhan	Member	Nodal Officer Anti-ragging

Anti-Ragging Committee will act -

- To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing.





treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student.

- To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

2. Anti-Ragging Squad

Sr. No	Name	Role	Designation
1	Dr Jayesh Zalawadia	Chairman	Head, Dept. of Commerce
2	Dr Indrajit sinh Jadeja	Secretary	Faculty member Mechanical Engg.
3	Ms Parulben Mandaviya	Member	Coordinator CSC I
4	Mr Divyesh Gohel	Member	Faculty member, FoS
5	Dr Samixa Patel	Member	Faculty member, FoHS
6	Ms Kanchanben Vadher	Member	Faculty member, FoBC
7	Mr Kalpesh Shukla	Member	Hostel rector
8	Mr Paragbhai	Member	Non-teaching staff, Administration
9	Mr Yuvrajsinh Kanchva	Member	NCC / NSS
10	Ms. Rakshaben Bhatt	Member	Asst. Librarian
11	Mr. Sahdevsinh	Member	Security Officer
12	Ms. Pathak Hasti	Member	Student belonging to fresher
13	Mr. Brijraj Kacha	Member	Student belonging to Senior
14	Mr. Gaurav Makwana	Member	Centre for Sports, AU

Anti-Ragging Squad will work under the monitoring of Anti Ragging Committee and will be responsible for the following.

- Keep a vigil and stop the incidences of ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Cantcens, Buses, Grounds, Hostels etc.
- Form duty chart and carryout regular checks for any ragging activities. Also carryout surprise checks in probable areas of ragging.
- The Squad will also educate the students at large by adopting various means about the menace of ragging and related punishments. Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Review and verify the efforts towards the receipt of affidavits from candidates/students and their parents/guardians every year.

3. Anti-Ragging Monitoring Cell

Sr No	Name	Role	Designation
1	Dr Shiv Tripathi	Chairman	Vice Chancellor
2	Dr Jayesh Deshkar	Dy. Chairman	Pro Vice Chancellor
3	Dr Divyang Vyas	Secretary	Registrar
4	Dr Ghanshyam Acharya	Member	Professor Emeritus, FoET



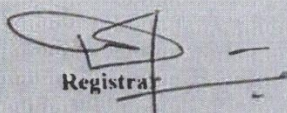


Sr No	Name	Role	Designation
5	Dr Kartik Ladva	Member	Principal, Shree. M. & N. Virani Science College, Rajkot
6	Dr Vishal Khasgiwala	Member	Dean Faculty of Business and Commerce
7	Dr Hemraj Tank	Member	Associate Dean, School of Pharmaceutical Sciences
8	Dr Manhar Kagathra	Member	Associate Dean, FoET
9	Dr A M Kothari	Member	Director, Centre for Research, Innovation & Translation
10	Dr Hiren Kavathiya	Member	Asst. Registrar
11	Dr Shital Tank	Member	Woman Member
12	Dr Bhumika Zalawadiya	Member	Woman Cell
13	Mr Arjun Dave	Member	NGO
14	Mr Prerakbhai Vaidya	Member	Media

Anti-Ragging Monitoring Cell look into following matters.

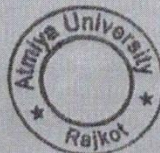
- Monitor the activities of the Anti-Ragging Committees and Squads.
- Monitor the compliances of norms of anti-ragging.
- To plan and execute a gamut of positive reinforcement activities for orienting students and moulding their personality for a better cause.

The above committee/squad/cell as per the re-composition will be functional from the immediate effect. They are required to maintain appropriate documentation and will present a half-yearly report on related activities before concerned authorities / bodies.


Registrar

Copy to:

1. Hon. President, Atmiya University, Rajkot
2. Hon. Pro Chancellor, Atmiya University, Rajkot
3. Hon. Vice Chancellor, Atmiya University, Rajkot
4. Office of the Registrar, Atmiya University, Rajkot
5. Dean and Associate Dean of all the Faculties, Atmiya University, Rajkot
6. Head of the Department, Atmiya University, Rajkot
7. Concerned Staff members
8. Centre for TQM, Atmiya University, Rajkot
9. Account Section, Atmiya University, Rajkot
10. HR Section, Atmiya University, Rajkot





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(Established under the Gujarat Private University Act II, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/SGRC/04022024-1

Date: 04/02/2024

Discipline Committees

Sub Committee of Grievance Redressal Committee

Term of Office

Periodicity of meeting and month

Tenure: 3 Years | Feb 2024 to Jan 2027

2 times in a Year (Mar - Aug)

SN	Name	Affiliation	Designation in Committee	Remarks
1	Dr. Jayesh Zalavadiya	Commerce	Chairperson	
2	Dr. Nirav Vyas	S & H	Member	
3	Dr. Hareesh Khachariya	Computer Science	Member	
4	Mr. Mukesh Patel	Comp. Engg.	Member	
5	Mr. Mithilesh Singh	Stud. Sec.	Member	
6	Mr. Ambrish Patel	Comp. Engg.	Member	
7	Dr. Bhavin Patel	Management	Member	
8	Mr. Shrey Shah	Comp. App.	Member	
9	Dr. Samixa Patel	Pharmacy	Member	
10	Dr. Satish Tala	Chemistry	Member	
11	Mr. Yurvarjsinh Kanchva	NSS	Member	
12	Mr. Shrey Bhupatkar	Commerce	Member	
13	Ms. Kanchan Vadher	Management	Member Secretary	

The Committee will commence its functions with immediate effect & shall meet at least 2 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

- Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute.
- Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction.
- Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction.



ATMIYA UNIVERSITY

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- To develop norms to regulate the behavior of students.
- To scrutinize and prevent any indisciplinary activities and riots.

The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action


Registrar




ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act II, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/SGRC/05012023-1

Date: 05/01/2023

Equal Opprtunities Committee

Sub Committee of Grievance Redressal Committe

Term of Office

Periodicity of meeting and month

Tenure: 3 Years | Jan 2023 to Dec 2025

2 times in a Year (Mar - Aug)

SN	Name	Affiliation	Designation in Committee	Remarks
1	Dr. Dharmesh Pandya	Asso. Director-TQM	Chairperson	
2	Mr. Pallav Radia	Mechanical Engineering	Member	
3	Ms. Rachna Joshi	Pharmacy	Member	
4	Dr. Kairvi Rathod	Management	Member	
5	Mr. Mithlesh Singh	Stud. Section	Member	
6	Dr. Divyesh Gohel	Computer Science	Member	
7	Ms. Tosal Bhalodia	Computer Engineering	Member	
8	Dr. Archana Cholera	---	Parent's Member	
9	Ms. Kanchan Vadher	Management	Member Secretary	

The Committee will commence its functions with immediate effect & shall meet at least 2 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

- Promote a workplace culture that values diversity and inclusion across all levels of the organization.
- Ensure equitable access to opportunities for career advancement and professional development for all employees.
- Implement and monitor policies that actively eliminate discrimination and bias in hiring and promotions.
- Facilitate training programs that raise awareness and understanding of equal opportunity issues among staff.
- Gather and analyze data to assess the effectiveness of equal opportunity initiatives and drive continuous improvement.



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**NAAC – Cycle – 1
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The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action

Registrar



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ATMIYA UNIVERSITY

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Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

AIU/Reg/SGRC/160724-1

Date: 16/07/2024

SC/ST Committee

Sub Committee of Grievance Redressal Committee

Term of Office

Periodicity of meeting and month

Tenure: 3 Years | July-2024 to June-2027

2 times in a Year (Mar-Aug)

SN	Name	Affiliation	Designation in Committee	Remarks
1	Dr. Shiv K Tripathi	Vice-Chancellor	Invited Members	
2	Dr. Divyang D. Vyas	Registrar	Invited Members	
3	Ms. Kanchan Vadher	Management	Chairperson	
4	Mr. Vijay Chauhan	Pharmacy	Member	
5	Ms. Nidhi Vinzuda	Computer Engineering	Member	
6	Ms. Freny Maru	Civil Engineering	Member	
7	Ms. Nehal Dave	Computer Science	Member	
8	Mr. Rishabh Makwana	Mechanical Engineering	Member Secretary	

The Committee will commence its functions with immediate effect & shall meet at least 4 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

- Ensure equal opportunities and social inclusion for individuals belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) in all spheres, including education, employment, and governance.
- Monitor and implement affirmative action policies, such as reservations, to improve access to resources and representation for SC/ST communities.
- Address and prevent discrimination, harassment, or social exclusion based on caste or tribal affiliation by fostering awareness, inclusivity, and respect within the organization.
- Organize workshops, seminars, and training programs to sensitize members and create awareness about the challenges faced by SC/ST communities and ways to support them.
- Establish a safe, confidential, and accessible platform for SC/ST individuals to report grievances, seek support, and ensure timely resolution of issues impacting their rights and dignity.



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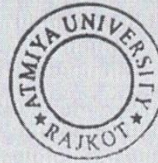
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The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action



Registrar



ATMIYA UNIVERSITY

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Yogidham Gurukul, Katalwad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/SGRC/19092023-1

Date: 19/09/2023

Anti Discrimination Committee

Sub Committee of Grievance Redressal Committee

Term of Office

Periodicity of meeting and month

Tenure: 3 Years | Sep-2023 to Aug-2026

4 times in a Year (Jan-Apr-Aug-Nov)

SN	Name	Affiliation	Designation in Committee	Remarks
1	Dr. Shiv K Tripathi	Vice-Chancellor	Invited Member	
2	Dr. Divyang D. Vyas	Registrar	Invited Member	
3	Mr. Rishbh Makwana	Mechanical Engineering	Chairperson	
4	Dr. Keyur Parmar	Mechanical Engineering	Member	
5	Dr. Alpa Joshi	Commerce	Member	
6	Dr. Mital Manvar	Pharmacy	Member	
7	Dr. Drashti Purohit	English	Member	
9	Mr. Vijay Chauhan	Pharmacy	Member Secretary	

The Committee will commence its functions with immediate effect & shall meet at least 4 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

- Promote an inclusive and respectful environment where diversity is valued and all individuals are treated with fairness, dignity, and respect.
- Develop and implement policies that prevent discrimination and promote equal opportunities for all, regardless of race, gender, age, disability, religion, sexual orientation, or other protected characteristics.
- Raise awareness and educate members on issues related to discrimination, bias, and inclusivity through workshops, seminars, and training sessions.
- Provide a safe and confidential platform for reporting and addressing incidents of discrimination, harassment, or bias within the organization.
- Monitor and assess the effectiveness of anti-discrimination initiatives and recommend improvements to ensure ongoing progress toward a more equitable environment.



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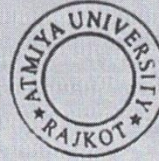
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The quorum for the same shall be of 50%. The committee shall report to the undersigned.


Registrar

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action



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