



**NOTIFICATION**

**Subject: - Constitution of University Students Grievance Redressal Committee (USGRC)**

It is hereby notified to all concern that in compliance with the University Grants Commission (Redress of Grievance of Students) Regulations, 2019 mentioned in the official Gazette dated 6<sup>th</sup> May 2019 and AICTE Grievance Redressal Regulations 2019, a University Students Grievance Committee of MUJ is being constituted to address and resolve students grievances unresolved by the School level Students Grievance Redressal Committee (SLSGRC) on the jurisdiction assigned to it by the President, MUJ. The Committee is constituted as under:

S. No	Name of Chairperson/member	Designation in Committee
1	Dr Anil Dutt Vyas, Director, DSW	Chairperson
2	Dr Vijay Laxmi Sharma, Director, SoL	Co-Chairperson
3	Dr Abhishek Srivastava, Deputy Director, DSW	Member
4	Dr Babita Malik, Deputy Director, DSW	Member
5	Dr Shyam Sunder Sharma, Assistant Director, DSW	Member
6	Dr Arun Kumar Poonia, Assistant Director, DSW	Convener
7	Dean/Director/HoD of the Concerned Student	Member(s)
8	Chief Warden (CW)/ Chief Security Officer (CSO) /(Director, GS&A) (on need basis)	Invitee(s)
9	Dr Kshama Agrawal	Ombudsperson
10	Student Council Representative	Special Invitee

**The terms and conditions applicable for the above committee would be as follows:**

- The Chairperson, members and the special invitee shall be at the term of two years.
- The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the USGRC shall follow principles of natural justice.





- The USGRC shall send its report and recommendations, if any, to the President, MUJ /Head of the department / Director of the School with a copy thereof to the aggrieved student within 15 days of the receipt of the grievance
- Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within in a period of fifteen days from the date of receipt of such decision.

*AB*  
*12/09/2022*  
Registrar, MUJ

To:

Concerned members

-for information and necessary action.

Copy to:

Hon'ble President, through PS  
Pro-President, through PS  
All Deans, Director & HoDs

-for information please.

-for information please.

-for information please.



*AB*  
*12/09/2022*  
Registrar, MUJ





MUJ/REGR/1403/571/2022

September 12, 2022

**NOTIFICATION**

**Subject: - Re-Constitution of Anti-Ragging Committee**

**1. Objectives:**

- To investigate any matter reported, related to Anti-Ragging with immediate effect.
- To prohibit, prevent, and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or by an act which has the effect of reaching or handling with rudeness a fresher or any other student.
- To provide healthy, physical, and psychological atmosphere for development of all Students.

**2. Composition:**

The committee is re-constituted as per the following structure.

S. No	Name	Designation in committee	Contact No & Email id
1	Dr Anil Dutt Vyas, Director, DSW	Chairman	8003599912 anildutt.vyas@jaipur.manipal.edu
2	Dr Vijay Laxmi Sharma, Director, SoL	Member	9828117520 vijay.laxmi@jaipur.manipal.edu
3	Dr Ajay Kumar, Director, Academics	Member	8003599921 ajay.kumar@jaipur.manipal.edu
4	Dr Abhishek Srivastava, Deputy Director, DSW	Member	7891752313 abhishek.srivastave@jaipur.manipal.edu
5	Dr Babita Malik, Deputy Director, DSW	Member	9414360561 babita.malik@jaipur.manipal.edu
6	Dr Rina Poonia, Deputy Director, DSW	Member	8560097932 rina.poonia@jaipur.manipal.edu
7	Dr Arun Kumar Poonia, Assistant Director, DSW	Member	9929113568 arunkumar.poonia@jaipur.manipal.edu
8	Dr Shyam Sunder Sharma, Assistant Director, DSW	Member	9079356823 Shyamsunder.sharma@jaipur.manipal.edu
9	Representative of Local NGO	Local NGO	
10	Ms Rekha Jain Content Head, A-1 TV	Representative of Press Media	9829212606 rekhiyohesh@gmail.com
11	Sub Divisional Magistrate Sanganer	Representative of Local Administration	
12	SHO, Bagru (Nearest PS)		psbagrujpr@gmail.com





**Note :** Any other member(s) may be invited to the meeting as a "Special Invitee" Pertaining to the agenda items.

**3. Functions of the Committee:**

- a) The committee shall investigate the matters as and when required, brought under the notice, and shall submit investigation report to the office of Registrar for further course of action.
- b) To ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging: and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- d) To conduct an on-the-spot enquiry into any incidents of ragging referred to it.

**4. General Norms:**

- a) One-third of the total members of the committee shall constitute a quorum.

**5. Meetings:**

- a) The meetings shall be conducted as and when any such matter is brought before the committee and minutes of the meetings to be submitted to the Registrar Office.
- b) One meeting before commencement of orientation program for first year students should be conducted.



*AB*  
12/09/2022  
Registrar, MUJ

To:

- Concerned Members

- for information and necessary action

Copy to:

- Hon'ble President through PS
- Pro-President, Through PS
- All Dean, Directors and HoDs

- for information please.  
- for information please.  
- for information please.

*AB*  
12/09/2022  
Registrar, MUJ





MUJ/REGR/1403/465/2021

December 08, 2021

**Notification**

**Subject: Re-constitution of Internal Complaint Committee (ICC)**

In line with the UGC regulations, 2015 on "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions, an Internal Complaint Committee (ICC) has been constituted at Manipal University Jaipur.

**1. Objective:**

The primary objective of the Internal Complaint Committee is to provide a safe and secure environment to women and students at their workplace/University campus. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints.

**2. Composition:**

The committee is being re-constituted as per the following structure.

S. No.	Name & Designation	Position in the Committee
1.	Dr Kalpna Sharma, Professor, Department of Mathematics & Statistics	Presiding Officer
2.	Dr Richa Arora, Professor, Department of Arts	Member
3.	Dr Neha Chaudhary, Associate Professor, Department of CSE	Member
4.	Mrs Poonam Rathi, Purchase Manager	Member
5.	Mr Radhakrishna Samaga, Deputy Manager, Finance	Member
6.	Three Students to be nominated (as per the requirement)	Member
7.	Mr Deepak Kumar	Representative of Local NGO "BHOR"

**Note:** Any other member(s) may be invited to the meeting as a "Special Invitee" pertaining to the agenda items.

**3. Functions of the Committee:**

- Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
- The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.





# MANIPAL UNIVERSITY JAIPUR

- c) The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
- d) The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
- e) The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- f) The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.

#### 4. General Norms:

- a) At least one half of the total members so nominated shall be women.
- b) One-third of the total members of the committee shall constitute a quorum.

#### 5. Meetings:

- a) Meeting shall be conducted as and when any such matter is brought before the committee and minutes of the meetings to be submitted to the Registrar Office.
- b) Special meeting(s) may be called by the Registrar as per the direction of the President.

f  
Ashish  
8-12-21  
Registrar

To

- Concerned members - for information and necessary action.

Copy to:-

- Hon'ble President, through PS - for information please.
- Pro-President, through PS - for information please.
- All Deans and Directors - for information please.



f  
Ashish  
8-12-21  
Registrar





MUJ/REGR/1403/060/2022

February 15, 2022

**Notification**

**Subject: Committee of SC/ST**

**1. Objectives:**

- a) To resolve all the affairs and problems related to any SC/ST officers, Employees, and Students of the University.
- b) To promote higher education among these two communities suffering from economic, social, and educational deprivations.

**2. Composition:**

The committee is constituted as per the following structure.

Sl. No.	Member Details	Designation
1	Director, Student Welfare	Chairperson
2	Legal & Compliance officer	Nodal Officer/Convener
3	Dr Nripendra Narayan Das	Member
4	Mr Rajesh Sharma	Member
5	Mr Hemant Kumar	Member
6	Ms. Yashoda Kumari	Member
7	Ms Yogshikha Mathur	Member
8	Two Students (If matter involves students)	To be nominated by respective Dean on the basis of merit

**Note:** Any other member(s) may be invited to the meeting as a "Special Invitee" pertaining to the agenda items.

**3. Functions of the Committee:**

- a) To collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the SC/ST in the University.
- b) To analyze information on admissions, education, training, and employment of SCs and STs
- c) To deal with representations received from SC/ST candidates regarding their admission, recruitment, promotion, and other similar matters in University.





- d) To function as a Grievances Redressal Cell for the grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems.
- e) To monitor the working of the remedial coaching scheme, if approved in the university.
- f) To maintain a register for employment of SCs/STs in the University for the candidates belonging to SC/ST communities for various posts in the university.

**4. General Norms:**

- a) One-third of the total members of the committee shall constitute a quorum.

**5. Meetings:**

- a) Meeting shall be held at least twice a year and minutes of the meetings will be submitted to the Registrar Office.
- b) Additional meeting(s) may be conducted as per the requirement.

  
Registrar

To

- Concerned members -

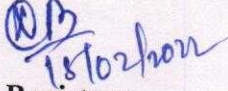
for information and necessary action.

Copy to: -

- Hon'ble President, through PS
- Pro-President, through PS
- All Deans and Directors

- for information please.  
- for information please.  
- for information please.



  
Registrar