

# **Minutes and reports of the Internal Complaint Committee**



**ANNUAL REPORTS OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)**

1. Annual Report of Internal Complaints Committee for the calendar Year 2018

[https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2018\\_0001.pdf](https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2018_0001.pdf)

2. Annual Report of Internal Complaints Committee for the Calendar Year 2019

[https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2019\\_0001.pdf](https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2019_0001.pdf)

3. Annual Report of Internal Complaints Committee for the Calendar Year 2020

[https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2020\\_0001.pdf](https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2020_0001.pdf)

4. Annual Report of Internal Complaints Committee for the CalendarYear2021

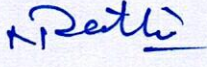
[https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2021\\_0001.pdf](https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2021_0001.pdf)

5. Annual Report of Internal Complaints Committee for the CalendarYear2022

[https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2022\\_0001.pdf](https://aditi.du.ac.in/wp-content/uploads/2023/04/ICC-Annual-Report-2022_0001.pdf)

*Sanita*  
Dr Sanita Dhableen

  
**NAAC**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

  
**I.C.C.**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

*Manita Sharma*  
Manita Sharma  
Bawana, Delhi-110039



ICC Report from 2015-2019. 50 (Aditi)

3156  
2-12-19  
2015-16:

ICC Received total six complaints and all were solved successfully and timely. *Dr. Kishan*

2016-17 : ICC Received 2 complaints and both were solved timely and successfully.

2017-18 : ICC Received 2 complaints that were solved timely and successfully.

2018-19 : ICC Received 1 Complaint that was solved timely and successfully.

Reports are Confidential

*Shruti*  
Dr. Sumita Dhanekar

*Dr. Sumita Pareek*

*Rathi*  
Dr. Neelam Rathi

*Anjali*  
Changkester Anjali

*Mamta*  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039

*Mamta Sharma*

प्रोफेसर ममता शर्मा/Professor Mamta Sharma  
विचार-प्रधान/Professor-Principal  
अदिति महाविद्यालय/Aditi Mahavidyalaya  
दिल्ली विश्वविद्यालय/University of Delhi  
बवाना, दिल्ली-110039/Bawana, Delhi-110039

*NAAC*

**NAAC**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*I.Q.A.C.*

**I.Q.A.C.**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Internal*

**CONVENOR**  
Internal Complaint Committee

Aditi Mahavidyalaya  
Bawana, Delhi-110039



47-5

# ICC Report from 2015--2019-50 (Adm.)

Dr. Lijun

2015-16: ICC Received total six complaints and all were solved successfully and timely manner

2016-17: ICC Received 2 complaints and both were solved timely and successfully

2017-18: ICC Received 2 complaints that were solved timely and successfully

2018-19: ICC Received 1 Complaint that was solved timely and successfully

Reports are Confidential

Shruti  
Dr. Sumita Dhanekar

Sumita  
Dr. Sumita Pareek

Rathi  
Dr. Neelam Rathi  
Anjali  
Chandrasekhar Anjil

Mamta Sharma

Mamta  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

प्रोफेसर मनता शर्मा / Professor Mamta Sharma  
प्रोफेसर-प्रधान / Professor-Principal  
अदिति महाविद्यालय / Aditi Mahavidyalaya  
दिल्ली विश्वविद्यालय / University of Delhi  
बवाना, दिल्ली-110039 / Bawana, Delhi-110039

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Internal Complaint  
CONVENOR  
Committee  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



To,  
The Principal,  
Aditi Mahavidyalaya,  
University of Delhi, Delhi.

4437  
31-12-18

SO (Admin) / Subin  
Namita  
31.12.18

Subject: Submission of Annual Report of Internal Complaints Committee as per requirement of Section 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

Dear Ma'am/Sir,

Annual Report of Internal Complaints Committee for the Calendar Year 2018.

The committee received one complaint. The matter was resolved within the stipulated time of less than 90 days. One complaint received in 2017 was resolved in 2018 within the stipulated time of less than 90 days.

The college through various committees conducted Awareness programs on gender related issues.

Thanking You,

Yours Faithfully

ICC Team

*Namita*  
Dr. Sumita Pareek  
ICC President.

*Namita Sharma*

Dr. Sumita Pareek  
President, ICC  
Aditi Mahavidyalaya  
Faculty, Bawana, Delhi-110039

*[Signature]*  
ICC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*[Signature]*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



3438  
30-12-19

To,  
The Principal,  
Aditi Mahavidyalaya,  
University of Delhi, Delhi.

SO (Adm) / Website  
Namta  
30.12.19

Subject: Submission of Annual Report of Internal Complaints Committee as per requirement of Section 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

Dear Ma'am/Sir,

Annual Report of Internal Complaints Committee for the Calendar Year 2019.

The committee received one complaint. The matter was resolved within the stipulated time of less than 90 days.

The college through various committees conducted Awareness programs on gender related issues. ICC in association with Delhi police conducted an awareness program on women safety related issues. Himmat plus app was downloaded by the faculty and students during the course of the program. A road safety program was conducted with the assistance of Delhi police for the students. A seminar on legal literacy was conducted by the college in association with DSLSA North to make the students aware of their legal rights.

Thanking You,

Yours Faithfully

ICC Team

*Bumts*  
Dr. Sunita Paleel  
ICC President

*Sunita*  
Dr. Sunita Dhankhar  
President - ICC  
(June 2019 onwards)

*NAAC*

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Sunita*

*Namta Sharma*

Aditi Mahavidyalaya  
University of Delhi  
Bawana, Delhi-110039

*Retu*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



To,  
The Principal,  
Aditi Mahavidyalaya,  
University of Delhi, Delhi.

1133  
31-12-2020

SO (Adm) / College website  
Namita  
31.12.2020

Subject: Submission of Annual Report of Internal Complaints Committee as per requirement of Section 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

Dear Ma'am/Sir,

Annual Report of Internal Complaints Committee for the Calendar Year 2020.

The committee received one complaint. The matter was resolved within the stipulated time of less than 90 days.

The college through various committees conducted Awareness programs on gender related issues. A webinar on Domestic Violence in times of Covid-19 and another webinar on Sexual Harassment of Women Prevention and Protection were conducted for the Students and Faculty. A Legal Add on Course was conducted by the college in association with DSLA North to make the students aware of their legal rights.

Thanking You,

Yours Faithfully

ICC Team

*Namita*  
Dr. Smriti Dhankhar  
President- ICC

*Namita*

*Namita*  
*Sharma*

Dr. Smriti Dhankhar  
President- ICC  
Aditi Mahavidyalaya  
University of Delhi  
Bawana, Delhi-110039

*Namita*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Namita*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



To,  
The Principal,  
Aditi Mahavidyalaya,  
University of Delhi, Delhi.

2207  
31-12-21

SO (Admin) / College Website  
Namita  
31.12.2021

Subject: Submission of Annual Report of Internal Complaints Committee as per requirement of Section 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

Dear Ma'am/Sir,

Annual Report of Internal Complaints Committee for the Calendar Year 2021.

The committee received one complaint. The matter was resolved within the stipulated time of less than 90 days.

The college through various committees conducted Awareness programs on gender related issues. Women development Cell & ICC held an Orientation program to make them aware of the various platforms available in the college to redress any problems they face, a film screening program, a webinar on breast cancer and another on mental health was conducted for the students. Legal Add on Course was conducted by the college in association with DSLSA –North to make the students aware of their legal rights.

Thanking You,

Yours Faithfully

ICC Team

*Smita*  
Dr Smita Dhankhar  
President ICC

*Smita*

*Namita Sharma*

Dr. Namita Sharma  
In-charge of Internal Complaints Committee  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Namita*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Namita*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



To,  
The Principal,  
Aditi Mahavidyalaya,  
University of Delhi, Delhi.

Aditi Mahavidyalaya  
(University of Delhi)  
Diary No. 2912  
Date 30-12-22 Signature

(Admin) college website  
Mamta  
30.12.22

To send letter  
to DM  
Office

Subject: Submission of Annual Report of Internal Complaints Committee as per requirement of Section 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

Dear Ma'am/Sir,

Annual Report of Internal Complaints Committee for the Calendar Year 2022.

The committee received one complaint. The matter was resolved within the stipulated time of less than 90 days.

The college through various committees conducted Awareness programs on gender related issues. Women development Cell & ICC held an Orientation program to make them aware of the various platforms available in the college to redress any problems they face, a film a webinar on the role of Women elected representatives. A training program on Stand up against Street Harassment was conducted for the students. Valedictory session of the legal Add on Course conducted by the college in association with DSLSA North to make the students aware of their legal rights was conducted by the college. Sanitary napkin distribution drive was conducted along with the students in JJ Colony Bawana.

Thanking You,

Yours Faithfully

ICC Team

Dr. Sumita Dhankhar  
Presiding Officer, ICC

Mamta  
Presiding officer, ICC (Abol onwards)

Sumita

Mamta  
Sharma

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Dr. Sumita Dhankhar  
Presiding Officer, ICC  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



# **Minutes and reports of the Students' Grievances Committee**



An Email received on Feb 10, 2022 regarding a Complaint  
against Dr. Purnam Yadav (Feb 10, 2022, 5:50pm)

Matter: TIC Prof. Maurice Wadhwa submitted a written  
representation to Principal about the grievances  
issues written by the students.

A meeting was fixed with the TIC same day to understand  
the issue. The grievances were discussed with Dr. Purnam  
Yadav.

A single meet was planned with the students on February  
11, 2022. Before that class representatives were told to discuss  
the matter again with the other classmates so that all the  
grievances can be taken up.

February 11, 2022. (Online meet)

6 B.E. Ed. II year students shared their concern about  
through written representation was received from the  
TIC, but all the points recorded (noted) and shared  
with the students. It was asked whether they want  
a meeting with the concern teacher or should should  
Adviser take ahead. They wanted the student Adviser  
to intervene.

On the same day all the recorded points discussed  
with Dr. Yadav. and she assured that she will consider  
all the concerns shared by the students.

Students were approached after a month of on March 4, 2022  
to know if still there is something which they need to discuss.

= Every thing is going well was the response of C.R.

On March 25, 2022 a google meet was done at 4. pm.  
Students joined the meeting and they said that  
they are presently happy with the way teacher is  
taking the classes. They do not have any issue with the  
classes and the teacher.

**Pato**  
**I.Q.A.C.**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039

**Principal,**  
Aditi Mahavidyala  
(University of Delhi)  
Bawana, Delhi-110 039.

**N.A.C.**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039



The same was informed and discussed with the concerned Teacher and the TIC in an online meeting.

It was requested to TIC to have an independent / Separate meeting with the student to know if they still have any issue / concern.

TIC informed that students are satisfied.

Matter / Grievance was resolved.

*Punith Ray*

*Rathi*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Manita Sharma*  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110039.

*[Signature]*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Received a mail from College from Prachi'sharna.

Feb 23, 2022, 9:33am

Prachi made a request for provisional certificate as she wanted to take admissions in IGNOU for her masters.

On Feb. 24, 2022. Through she was advised to visit the college and approach the concerned official staff to get it processed.

*Prachi'sharna*

*Prachi'sharna*  
**I.Q.A.C.**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039

*Prachi'sharna*  
**Principal**  
Aditi Mahavidyala  
(University of Delhi),  
Bawana, Delhi-110 039.

*Prachi'sharna*  
**NAAC**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039



2

College forwarded the email of Mr. Happiness on March 3,  
2022, 4:05 pm.

\* Happiness Ndlovu an international student from South Africa.  
She took admission in Social Work. She wanted to come  
to Delhi and sought clarity about travel procedures.

Student Advisor informed her by mail (Feb 20) that college  
is open for face to face classes and was suggested to  
visit foreign students' registry page on the University  
website to get the updation on overseas students.  
She was also told to process all the details related  
to her course so that respective teacher can be  
approached to extend online academic support  
to her until she comes here.

\* Received a revert on Feb 22, about her, course  
details.

\* Subject teachers were personally approached by the  
student advisor and requested to help out her.  
Teachers informed that they have been providing  
study material on Google classroom platforms  
also. Her field work supervisor informed that she  
had been missing her field work there which is  
supposed to complete.

\* TIC social work informed that another S.A. student  
had already joined the college.

Happiness was suggested to coordinate with her to understand the process.

\* Happiness informed that she has been able to connect  
with FSR and planning her travel to Delhi.

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110039

N.A.A.C. Coordinator  
Aditi Mahavidyalaya Bawana, Delhi-110039  
I.C.A.C. Coordinator  
Aditi Mahavidyalaya Bawana, Delhi-110039



- \* Happiness did not inform about her arrival to India. Through subject teacher student Admin came to know about it. S.A. met with Happiness to know whether she is able to arrange accommodation and other services.
- \* She informed that she is comfortably adjusted.

Punblyt

Rati  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

Manita Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

D  
NAAC  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039



College forwarded a mail on Feb 21, 2022, 10:02 am. ①

College received a mail from Wosphi Angkang Roll.no. 2001500, 4 semester who was unable to join the college till March 20 due family financial problem. She was staying in Manipal.

Same day a revert was sent to her asking about her course details, subjects and teacher so that a plan for academic support can be discussed with the respective teacher.

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

*Prati*  
I.Q.A.C.

Cordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NAAC  
Cordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



College forwarded a mail on March 9, 2022 (7. PM)  
complaint received by Himani Chaudhary regarding the  
violence in college.

- \* Proctorial board convet Dr. Neelu and Dr. Punit  
Student Advisors were directed to enquire the matter.
- \* student was called and a meeting was held in the  
Curriculum Lab <sup>on March 10 at 11: am</sup> She showed her bruises and narrated  
the incident. The other 2 students involved in scuffle  
were called and their version was also heard.  
They met with the Principal also,  
father of one of the students came to college and met with  
Principal.
- \* After hearing the versions of both the side enquiry  
team concluded that both the groups had  
verbal spat and they scuffled physically.
- \* students were counselled and advised <sup>to</sup> behave  
properly in the premises.
- \* And the student who made the written complaint  
was also reprimanded for this behaviour.

On March 15, 2022. Student Advisors informed (through  
mail) to the Principal that 2 students involved in  
this case are part of her practical group, she feels  
that she should not be part of this enquiry.

== (As 2 other students also complained against  
the complainant Himani, and accidentally they were  
the students of the same course which SA teach)

Himani Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Rathi  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Mt received from College on March 11, 2022

A written complaint dated March 10, 2022, by 11 year English student. (with signatures of 45 students) about the behavioural issues they are facing with the English teacher Mrs. Neeraj Nigpal.

Matter was taken up. It was decided to have a discussion on the issues with the concerned teacher first. Principal was also requested to discuss the matter with the teacher.

Students were assured that a positive way we have worked out (as mentioned in their request) to resolve the matter. and <sup>the concerned</sup> teacher will be informed about all the observations shared by the students.

*Hamta Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*N.Rath*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Mail forwarded on March 11, 2022 9:01 Am.  
Problem about my admission and enrolment number  
written by Akansha Dharan

Her admission was shared against 2 Colleges. Coxoni  
Bai and Aditi on the portal. She has been attending  
the classes at Coxoni Bai and wanted to write  
exams from there only.

It was found out that there was a technical  
error from the University portal. As she sent a  
request from the University admissions as well. It  
got rectified and her admission against  
Aditi Mahavidyalaya was removed from the  
portal.

She informed about the same telephonically.

Pullayil

Manita Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NRath

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



March 14, 2022

Case of Varsha and the report of Inquiry Committee was shared with the student Advisor.

Student Advisor after having a telephonic conversation and later on a meeting with the student in Physics mode talked to the convenor of the enquiry -  
Contt. Dr. Upasna Bera (fact finding Contt.)

After going through the details, student advisor submitted her observations to the Principal on March 14, 2022 and requested to facilitate the process to get the discrepancy in her mark sheet rectified.

Process for <sup>the</sup> correction took time. The dealing Asst. Ms. Seema paid several visits to the university and got the corrections made. The same was informed by the student also.

*Handwritten signature*

*Handwritten signature*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

*Handwritten signature*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Handwritten signature*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Received on March 14, 5:29 pm.

Sending this 5<sup>th</sup> time.

Case of Komal Singh regarding ~~the~~ her official email id got corrupted and she was unable to receive any information, and was also unable to fill up her examination form.

The matter was discussed with So Admn and student was informed / directed to meet the concerned dealing person in Administration before 18 March to get it updated as it was the last date to fill up the examination form.

It was updated and Komal was able to fill up the examination form.

Punit Singh

Mamta Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
**NAAC**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
**I.Q.A.C.**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



March 21, 2022, 9:48 am.

complaint of class teacher B.A. (Food Technology + Geography)

The sister of Rehnuma Khatoon wrote a mail about the non submission of fee on the portal, and how indeed she was responded by the class teacher subject

Dr. Uparna Seth when she tried to approach her regarding this issue.

She was advised to tell <sup>Summaira</sup> Rehnuma to talk to Me.

The elder sister Summaira came to college next day and discuss the matter with Student Advisor. Student Advisor suggested her to send Rehnuma to the college and tell her to discuss her issues with the subject teacher on her own.

Student Advisor asked the sister whether she would like to talk to the concerned teacher directly. But she denied. She expected the SA to address the matter on her behalf.

S.A discussed the matter with subject teacher and the teacher assured that she would personally call up Rehnuma to know the issue.

Amulya

Manita Sharan  
Amulya Sharan

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Rathi  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



March 22, 2022 12:29 PM  
Received mail on March 23, 2022 10:05 a.m.

The case of Aita Praman  
requesting permission for attending semester examinations  
BCom (H) student.

The student was tested Covid positive in May 2021.  
and due to pre-existing nasal infection her situation  
got worsen, and examined 'severe perennial allergic  
rhinitis' and advised to undergo prolonged treatment.  
She was advised to avoid pollution and stay indoors.  
Her surgery cannot be planned ~~before~~ until she  
completes the age of 21.

She attached all her medical reports.

She attended all the online classes regularly.  
but now she would not be able to attend  
physical classes due to her treatment and  
medical condition.

\* SA requested principal to call a meeting with TIC  
Commerce, Co-vent Examination and so Admin as  
the candidate has requested her final semester  
exam directly without appearing in mid examination.

Case was forwarded to TIC Commerce for  
consideration and necessary action.

Highlight - On March 23 TIC Commerce, submitted  
the minutes of the departmental meeting  
regarding the case.

\* Received a mail from Aita Praman on April 11 regarding  
the her term fee payment. despite the payment  
done she is receiving messages for pending dues.

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.  
was informed to her.

Cordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Cordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



for received forwarded mail on March 24, 5:02pm.

Received 2 letters attached dated 23 & 24 March written by BA (P) Student Januma (P).

On 23<sup>rd</sup> she wrote that she did not fill up the examination before the last date & she may be allowed to do so. and on the next day.

On 24<sup>th</sup> she wrote that she wants to get her admission cancelled.

\* Student was approached on the given contact number to meet in the college.

\* Feasibility of extension of date to fill the examination form was worked out with administration and University.

\* Student informed that she does not want to do a regular course now that is why she has requested for the admission cancellation.

\* Despite lot of counselling she wasn't interested to continue. hence the application was processed for the cancellation.

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Arathy*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



March 29, 2022

email was forwarded by college.

Dr. Purnam Yadav informed that some 4<sup>th</sup> year students did not discuss their Project work with her. Despite her several reminders.

As per the principal's direction meeting was arranged with those students of IV year to know the issue and also with the TIC to see the feasibility of facilities and submission of the work.

TIC, Internship Incharge and Project teacher decided the dates for discussions and submissions for these students. As they apologised for their behaviour and non submissions.

*Mamta Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded emails <sup>rcvd.</sup> on March 30, 2022, 10:24pm.

Sub: request to facilitate the student, Ms. Happiners Ndlovu, who has reached India on 27<sup>th</sup> March, 2022.

College received trailing mails between Univ. of Delhi and First Secretary (Head of Chancery) Consulate General of India, Johannesburg

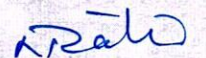
Same was ~~is~~ communicated to TIC social work. to facilitate her in the College.



Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Forwarded mail

Apr 1, 2022 5:30am.

Medical leave of my student. (mail by Dr. Pragnita)  
Student: Suniti Gaur of Sem VI met with an  
accident and requested for medical leave.  
medical certificate was attached.

It was discussed with naac and the same  
was informed to Dealing assistant to keep in  
her record and to inform attendance commt.

Manita Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded mail received on April 6, 2023, 2:07 p.m.

Representation from B.El Ed I year student was regarding 2 issues.

- ① regarding the arrangement for Core social science teacher.
- ② issues regarding the sanitation.


This representation was discussed with the TIC education on Saturday and she wasn't aware that student had written any such representation.

- \* As CSS teacher was on leave for <sup>some</sup> time, TIC was suggested to have interim arrangement by giving a few periods to another faculty member with some specialisation to orient the students about the subject till the teacher joins.
- \* Sanitation issue was discussed by the Principal with the ward staff and told them to increase the frequency of cleaning of toilets and to ensure water the water is available.
- \* B.El Ed first year students were informed about the process of grievance redressal. They were told to approach the TIC first regarding any matter.

*Manika Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



April 19, 2022, 12:08 pm.

a letter received from University was shared with all the TICs & SA

Sub: Distribution of remedial classes and help desks and to provide all relevant support including the study material to the students by the respective Dept / Colleges / Institutions of the University.

Principal shared the University's letter with<sup>a</sup> Heli. to arrange more remedial classes in addition to the ones already existing.

TICs were suggested to have departmental meeting to decide over it.

Mamta Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
**NAAC**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
**I.Q.A.C.**  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



April 26, 2022, 12:55 pm.

a mail was received from the TIC Commerce regarding the case of Arla Pranavi.

TIC attached the minutes of departmental meeting regarding her internal assessment and submission and non submission of assignment.

It was informed that computer application practical exam is scheduled on May 4, 2022 at 9:00. and the same was telephonically informed to her brother. that she needs to appear in the practical exam as it is a part of final assessment of the subject.

April 27, 2022, 10:35 am.

TIC Commerce forwarded the mail written by her English teacher regarding her status of subject related assignment submissions.

April 27, 2022, 2:10 pm.

Mail was sent to Arla Pranavi to inform her

about the postponement of her practical examination for Semester IV. to May 6, 2022. and was informed

that candidates are required to attend examination physically.

Principal,  
Aditi Mahavidyalaya  
(University of  
Bawana, Delhi)

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

the  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

April 28, 2022, 6:37 pm. TIC Commerce shared the mail




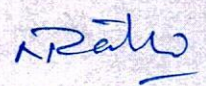
with her correspondence with the <sup>Convenor</sup> Internal assessment  
Committee.

Keeping her medical condition in consideration  
she was allowed to write her mid term exam  
Online.

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi)  
Bawana, Delhi-110 059.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded mail received on June 19, 2022 5:55 pm.

Khushi Rana BA (Social Work) I year student wrote a mail to teacher encharge that due to some family issues she is dropping out from the college. TIC (SW) informed that she <sup>has</sup> already tried to convince her and offered to talk to her parents. Email was forwarded to Dr. Ritu Sharma (Dept of Psychology, Mental Health Centre), to look into the case.

*Hanita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded mail received on June 30, 2022, 4:45 pm

Received a mail from College Branch II regarding Ms

Ira regarding no hostel facility in Aditi Mahavidyalaya

- \* SA. requested the College Admin to arrange hostel facilities available in University and other Campuses.
- \* On July 7, 2022 a letter through mail and by post/ courier sent to Ira stating the infrastructural conditions and the same issue has been taken up on priority basis by the College governing body. Copy of the letter was sent to College branch II, AR and all the concerned organisations mentioned in the letter

*Sanita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Raty*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



A response was sent to University on 8/7/22 regarding  
the <sup>application of</sup> change of college with same course submitted by  
Gunjan sharma in the University. (letter dated  
June 14, recd. on June 26)

\* Matter was discussed with TIC Education.  
Here <sup>point wise</sup> observations alongwith the B & Ed University  
mandate was attached with the response.  
and the same was mailed to the candidate  
also. alongwith the Assistant Registrar office.

Mamta Sharma

Principal,  
Aditi Mahavidyala  
(University of Delhi),  
Bawana, Delhi-110039.

  
NAAC  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039



Letter received on 8/7/2022 dated 4/7/22 from  
G NCT of Delhi, DHE, Delhi

Sub: Grievance ID No. 2022010549 filed by  
Ms. Nahida Parveen regarding non-submission  
of field work report of 5th semester.

\* Case was discussed with the TIC Social Work and  
they shared the departmental minutes and the  
communication teachers and field supervisor had with  
the student.

On Dec 5, 2020, Nahida informed to field supervisor  
that she is unable to continue this year and also  
not able to give viva. Higher supervisor tried to  
counsel her several times.

\* Dept. shared the CBES ordinance about such  
cases.

\* On July 11, 2022 Nahida Parveen <sup>called up</sup> met ~~with~~ the  
Student Advisor and informed about the non submission  
about the examination form to take the opportunity of  
second chance provided by the University. She was  
advised to meet Mr. Divesh in the college to resolve the  
matter. On July 12, finally she was able to submit the  
form.

\* TIC Social Work was informed about the same and  
requested to guide the student.

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

21/7/2022 mail was dropped to Nahida to get the updates  
regarding her meeting with TIC Social Work and  
field work supervisor but no revert was received.  
TIC confirmed later about her meeting with Nahida

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

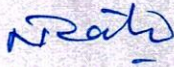


Received a mail on 28/7/22 from TIC

The Ms. Naheeda has been directed to the  
Field Work. department of the social work at Aditi-M.

*Sanita Sharma*  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi)  
Bawana, Delhi-110 039

  
**NAAC**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039

  
**I.Q.A.C.**  
**Cordinator**  
Aditi Mahavidyala  
Bawana, Delhi-110039



11/7/22.

Mails from Ananya & Tulsi were forwarded to SA, these are the cases regarding YWCA fee refund.

These students have been completed the graduation, enrolled for the YWCA courses, submitted the fee. Courses did not begin on time as they were the out of station candidate so they withdrew their names from the courses otherwise they would have accepted accommodation even after the final examination.

- \* Students were told to provide all the related documents and communication they had with the Course Incharge.
- A mail was sent to the YWCA to bde@ywcaofdelhi.org.
- On asking all the details and fee receipt were sent to them.
- We have been sending reminder mails as well.
- Course Coordinator has left the job from YWCA and not taking any responsibility.
- Case is still pending with the YWCA

Mamta Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Aditi  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



July 19, 2022, 2:17 PM.  
forwarded to 3 requests.

Case ① Deepika B.E. Ed II year

wanted to apply for rechecking for 2 subjects.  
She was guided for the same to fill up the form  
and submit at the University.

Case 2 & Case 3 of BA (P)  
Nidhi Nidhi

Case 2. Did not access the admit card but appeared  
in Exam (OBE) now unable to access the result.

Case 3 did submit the copies on portal but  
unable to access the result.

Cases were handed over to D.A. Ms. Seenu. and a  
representation was sent to University along with all  
the supporting documents.

<sup>Informal that they</sup>  
should personally meet to Examination branch.

On August 2, scheduled a meeting at University.

S.A, D.A met the concerned person regarding these  
2 cases and case of Patrakanti.

We paid several visits to University to resolve the  
cases of Nidhi (both) and Hindi Patrakanti.

Principal fixed a meeting with AR (Exam) to  
understand the issue and how to resolve it now.

Finally on January 15, 2023 their results were declared.

Hanika Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NAAC  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



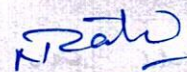
forwarded Mail received on July 19, 2022, 7:39 PM.  
sub: correction reminder

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded<sup>on</sup> July 19, 2022 19:39.

Mail. was received from Reshmi Mahorlyn, a

Student B A Programme (Economics + Psychology)

⇒ Wanted to change phone number and email id  
in the records.

→ The same was informed to dealing assistant  
for necessary corrections and changes.

Poulkya

Kamta Sharan

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

P

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

KRatu

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded

Mail received on 21/7/2022 16:12 P.m.  
received 4 pdfs

- ① Kashish B.A (Sonal work) student  
Wants to Cancel the admission.
- (2) Sakshi Kumari B.A (H) Geography.  
Wants to withdraw her admission  
request for the no dues.
- ③ Bhikha B.A Hindi Patrahariti  
Shay AB in result (Soneru TV in Documenting Nirm)
- (4) Sakshi Mishra B.A final year.  
ER shown in result, need to be rectified.

Case 1 was discussed with TIC and she informed that  
student is intended to leave the course as it is difficult  
for her to come from Gurugram everyday.

SA discussed the matter with the student (telephone  
daily) student informed that she is taking admission in  
SOL and does not want to continue with a regular course  
more over she does not feel inclined towards this course

Case 2. Sakshi Kumari informed that she has been sele-  
-cted in other course and she wants to pursue that. The case  
was further forwarded to TIC Geography to do  
the needful.

Case 3. The case was discussed with the dealing officer:  
Ms Seema Bhatnagar. Bhikha got selected in JN  
for master, so a case was made and sent to  
University for rectification.

Case 4. The case was given to B.A Ms Seema for to  
expedite the process.

Principal,  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



mae : uerup

July 21, 2022

forwarded the case of Divya Rehla. BACP)

Student appeared in online examination (OBE) 6<sup>th</sup> semester for Hindi Bhasha Vyavharik Vyakaran. Mistakenly submitted / uploaded the form on wrong link. Invigilator advised to submit to the principal's mail also. She did the same. But AB is shown in the marksheet.

Student submitted all the documentary proof related to her paper submission.

\* The case was studied seeing all the documents, her mail to D.U. portal, and her marksheet.

Case was discussed with the D.A. Ms Seema and sent to university for rectification.

Later Ms Seema went to university to get the correction done.

Case was resolved.

Principle

Candidate informed through mail about rectification of Laxmi Bai College to her

*Maanta Sharma*

Principal,  
Aditi Mahavidyalaya  
(Univ. Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Prati*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



22/7/22 10:23 am.

Case of Sakshi Kumari

B.A(H) Geography.

Sakshi submitted a request for admission cancellation and further she requested to provide certificate mentioning that she has been a bonafide student of the college. The University where she was entered to take admission has asked to provide a proof of gap years.

= A bonafide student certificate was made and issued then.

*belly*

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University),  
Bawana, Delhi-110039.

*[Signature]*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*[Signature]*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded mail- 22/7/22

Case 1 regarding application of change of college with  
same course request of Ms. Gungyan Sharma  
Mail received from College Branch

Gungyan Sharma BEED I year student  
Case of enter College migration

- Response was mailed to Gungyan Sharma and  
copy to College branch citing the University  
policy for enter College migration in first year.

bulky

Case 2. Received a query about BE-Ed admission process.  
by Mr. Salinder singh. on 22/7/22 and  
same was responded 26/7/22.



*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*KRatu*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



26/7/22 mail received forwarded  
Request for your signature on examination form  
Kirti Kapoor BE/Ed II year


Application along with the forms were signed.  
She submitted the forms at university of office.

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(Univ. Delhi),  
Bawana, Delhi-110039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



received forward mail - on 27/7/22

mail regarding resubmit Shonj ER / absent in answer script.  
appeared in March 2022.

Amanat Ahuja.

Absent/ER in GE paper.

Student produced all the documents alongwith the  
mail which clarifies that she appeared in relet  
exam and upload the script as well.

Case was discussed with the deans assistant  
and all the documents alongwith a copy  
letter sent to University for necessary action  
and correction.

Indu

Hemanta Prasad

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

KRishna

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forward mail received on 6/8/22  
Subject: Afternoon timings of exams and the physical and nervous problems faced by students.

Father of Myra Shields BA (SW) gave a representation. The raised concerns were addressed over a telephonic discussion. It was informed that College has already written to DTC to start U special buses for us, and we are following it up. Various different modes of transportation and modes were also suggested.

It was also made clear that there is 'University' Examination is not possible at the College level. It is does not come under supervision. But students can approach to their teachers if they find any difficulty in accessing transportation.

It was suggested to inform Myra to meet me at the College if she has any trouble.

Mail was also responded on 7/8/22.

~~College~~

Hanita Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110039

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Rathi  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



August 7, 2022.

Ms. Varsha informed that her result is clear now.

*[Signature]*

*Aditi Sharma*

Principal,  
Aditi Mahavidyalaya  
(University)  
Bawana, Delhi-110039



NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*[Signature]*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Received on 8/8/22

Case ①

dated 5/8/22 by Rigzon Angmo, Tsering Angmo  
and Ongchenia Bhutia II semester

Submitted the application for subject change.

Principal marked the case to Ms. Seema, deputy  
assistant to dearies with students.

Case ②

Tamanna Bansal, B.A (P) III year  
Correction in internal assignment

Tamanna attached has marked along with the  
application.

ER is shown in one paper.

It was told to her that it is not a memo.  
The marks are awarded by university in  
external examination. She was sent E.D.A  
for further clarification of subject.

~~bulky~~

8/8/22. Received a mail from Suparna Ghose  
19/8 regarding the college keep certificate.

Mrs. Shekhar prepared and marked it to  
the student.

8/8/23

19/8/23

Ravi Kumar. Same Case

C.L.C. was prepared and given/mailed.

Mamta Sharma

NAAC  
Coordinator

Aditi Mahavidyala

Bawana, Delhi-110039

Principal,  
Aditi Mahavidyala  
(University of Delhi),  
Bawana, Delhi-110039

KRathi

I.Q.A.C.  
Coordinator

Aditi Mahavidyala  
Bawana, Delhi-110039



forwarded.

Mail received on 20/8/22

Isha Kachyia

Regarding issuing NOC for inter college migration from your college to another college.

BAP. II Semester

Case was sent to Principle Room for discussion.

23/8. दस्तावेज में परिवर्तन.

The details shared by the father of Kajal Kumari are noted for necessary action.

26/8 at 6:30

Vesvi Ashwlesh BAP (P) 2nd year

Query for result of 1st semester.

Student was advised to meet Mr. Dinesh in Administration to access the result.

27/8. at 10:30 am.

Geeta BAP (P) 1 semester has faced the same problem. Student was sent to Mr. Dinesh to do the needful.

*Manita Sharma*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Aditi*

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



forwarded mail on 29/8/22

Subject: Reminding letter for wrongly marked absent-  
in college result semester 4, DCE, Nisma.

It was found that the sheet class is facing  
problem due to incorrect result sheet where all  
the students have shown absent.  
A case was made and sent to University.

Later on principal, PA, and DA met the  
depts/beam examination to get the result  
rectified.

mail send.  
on.

Sep 15

Result sheet of Asha Vidya Prasad BA (P) 3<sup>rd</sup> year  
She do work about the same paper.

she was approached through the mail.

Case was discussed with D.A and sent to  
University for collection.

Hanita Sharan  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
P. P. Patil  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



23/9/22.

Student Adnair drafted a request to initial the process for V special buses and sent it to DTC.

26/9/22 The Case of Reshika

Regarding the application for ERS marks.

Reshika shared her assignment and marks to her subject teacher regarding the timely submission. Concerned teacher was informed about all the details of Reshika and advised to meet Principal to discuss the matter.

27/9/22 received a forwarded mail by Ishika

Vaidhavan BA(P) III Semester.

Sub: Application for correction of result regarding wrongly marked as absent in a subject on the marksheet (OBE)

→ The case was discussed (over the phone) student was suggested to share the screenshot of uploads of OBE answerscripts.

= Case was prepared and sent to University.

= Ms Seema Bhadnagar DA for OBE cases was requested to follow up with University Examination branch for correction.

Haima Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Committee was constituted on October 10, 2022

The Case of Chandni Gahlawat was discussed.

Subt. Application for the permission to attend improvement examination

She was advised to talk to her dealing assistant to understand the process and feasibility.

17/10/2022 - Mr. Baldev Gulati reported regarding the non submission of reports and absence from individual conferences of Nahida Parveen.

Consent tried to approach her through phone calls and met but unable to connect.

16/11/2022 ⇒ College reminded the General Secretary, VVCA, about the long pending fee refund cases

Jan 8/2023 Chandni was again advised to meet the Concern dealing assistant personally. (mail was written to her)

*Manita Sharma*  
Principal  
Aditi Mahavidyala  
(Governing Body)  
Bawana

  
**NAAC**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

*Neetu*  
**I.Q.A.C.**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039



Mail forwarded. on Dec 28, 2022

A mail was received from the brother of Aarti Gupta, a blind student, ~~select~~ taken admission in BA(H) Hindi Patrakarita. She was seeking help for change of course and College as College doesn't provide the hostel facility.

A meeting was held on January 2, 2023 at 10:30 am regarding the representation received with NSS Coordinator, EOC / Enabling Unit convenor and member.

and the matter was discussed and it was decided that she will be advised to see the University portal for relevant information related to hostel facilities for Under Graduate students. and the case may be forwarded to competent authorities in the University.

Dec 29 / 12 / 2022

A mail was forwarded.

Student: Nidhi Bhardwaj  
B.Com (H) II year.

Sub: Class not happening.

Case was discussed with TIC Commerce and found that this is not a regular course student. She was asked to contact the relevant person in the College.

mail received on

27/1/2023

Shailvi Kumar

Sus: due to technical problem I have got (ab) in first semester - Please correct my answer sheet.

Written the exam in online mode

Case was discussed with the dealing assistant and requested to discuss at the University level.

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

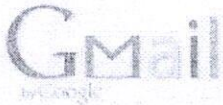
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



# **Minutes and reports of the Anti - Ragging Committee**





dinesh drall &lt;dinesh@aditi.du.ac.in&gt;

**Fwd: Regarding anti ragging committee**

1 message

Aneesh T. V. <advaneeshtv@gmail.com>  
To: dinesh@aditi.du.ac.in

Tue, Mar 17, 2020 at 12:03 PM

----- Forwarded message -----

From: Aneesh T. V. <advaneeshtv@gmail.com>  
Date: Tue, Mar 17, 2020, 11:58 AM  
Subject: Fwd: Regarding anti ragging committee  
To: <jamilmc@gmail.com>

----- Forwarded message -----

From: mamta sharma <mamta610@gmail.com>  
Date: Mon, Mar 16, 2020 at 5:56 PM  
Subject: Fwd: Regarding anti ragging committee  
To: <advaneeshtv@gmail.com>

----- Forwarded message -----

From: poonam y <poonampopo@rediffmail.com>  
Date: Mon 16 Mar, 2020, 5:19 PM  
Subject: Regarding anti ragging committee  
To: <mamta610@gmail.com>

I have been the convenor for anti ragging committee for the last 4 years. The committee has not received any complaint /case regarding ragging of any kind from the students.

Dr Poonam Yadav  
Convenor anti ragging com

--  
Dr. Aneesh T. V.  
Assistant Professor (Adhoc)  
Department of Social Work  
Aditi Mahavidyalaya  
University of Delhi  
advaneeshtv@gmail.com  
<https://www.facebook.com/advaneeshtaivalappil>

*Dr. Aneesh T. V.*  
**I.Q.A.C.  
Coordinator**  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Poonam*  
**CONVENOR**  
**Anti-Ragging Committee**  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*Mamta Sharma*  
प्रोफेसर ममता शर्मा / Professor Mamta Sharma  
विश्वविद्यालय / Vice-Chancellor  
अदिति महाविद्यालय / Aditi Mahavidyalaya  
दिल्ली विश्वविद्यालय / University of Delhi  
बवना, दिल्ली-110039 / Bawana, Delhi-110039



The following members attend the anti-ragging meeting on 31st Oct 2022 at 11.30 A.M. in the staff room.

- Prof. Hema Gupta (convenor) (Nodal Officer)
- Prof. Nidhi Goel (co-convenor)
- Prof. Rajeev Kaur
- Prof. Reema Lamba
- Dr. Rashmi Sharma
- Dr. Mali

Minutes of the meeting.

- It was decided that detailed rules of discipline and proper conduct of students governed by ordinance XV(B) and XV(C) shall be framed at local level of college.
- It was decided to give full publicity should be given to the existing ordinance XV(B) XV(C) of the university & The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
- It was decided to send the name, address and telephone no. of the disciplinary resource person to the proctor's office and for record and reference.

**I.Q.A.C.**  
**Coordinator**  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

**NAAC**  
**Coordinator**  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Aditi Mahavidyalaya  
Bawana, Delhi-110039  
Bawana, Delhi-110039



- ~~It was decided to~~ It was decided to fix sealed complaint box in front of the Principal's office.
- Students are directed to carry their own identity card or fee slip.
- It was directed that college premises should not be used beyond office hours, It should be allowed only with the prior approval of the Principal.
- It was directed that the telephone number of the Principal, nodal officer of the anti-ragging committee should be prominently displayed on the Anti-ragging notice board.
- It was compulsory to take undertaking from all the students. These undertakings can be filled in from any of the below mentioned two websites:

<http://www.antiragging.in>  
<http://www.amanmovement.org>

*Mahatya Sharma*

**Rathi**  
**I.Q.A.C.**  
**Cordinator**  
 Aditi Mahavidyala  
 Bawana, Delhi-110039

**I.Q.A.C.**  
**Cordinator**  
 Aditi Mahavidyala  
 Bawana, Delhi-110039

Office of the Director, Anti-Ragging  
 Higher Education Department  
 Office of the Director, Anti-Ragging  
 Higher Education Department  
 Delhi-110039/Bawana, Delhi-110039



- It was decided to prepare a video to give information about anti-ragging rules to the students.
- mail has to be created for sending the screenshots of anti-ragging form filled by the students for future references.

anti-ragging 2022 @ aditi.du.ac.in  
password - aditi@123



**NAAC**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

**N.Rathi**

**I.Q.A.C.**  
Coordinator  
Aditi Mahavidyala  
Bawana, Delhi-110039

**Mamta Sharma**

विद्यया ऽमृतं अर्जुन/प्रोफेसर Mamta Sharma  
प्रमुख-अनुसंधान/विश्वविद्यालय  
ऑफ़िस् प्रोफेसर/Aditi Mahavidyala  
विश्वविद्यालय/University of Delhi  
बाना, दिल्ली-110039/Bawana, Delhi-110039



A meeting of Anti ragging coman was held in the Staff room on July 20th 2017.

Agenda: To request all the TICS to orient their students towards Anti ragging.

Members present

All the TICS

Convener Anti ragging coman.

The meeting was held at 12.45pm in the Staff room regarding awareness towards Anti ragging ordinances XV-C. All the TICS were requested to orient their students about anti ragging and go through the anti ragging ordinances in the poster put up in the college premises.

TICS agreed upon this.

It was also reported that all the posters and stickers sent by Rector Delhi University office was displayed at prominent places in the college.

Boonam

Hanika Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

B

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Rahul

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



# Meeting on April 20th 2017

Convenor Anti Ragging informed Principal that there was no case reported till now, related to ragging in the college premises.

Prorana

Mamta Sharma

Principal,  
Aditi Mahavidyalaya  
(Bawana, Delhi-110 039),  
Bawana, Delhi-110 039.

*[Signature]*

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

K. Rathi

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi 110039



Meeting held on 05 August 2019 Monday at  
10 am in Room no. 34.

Agenda: Regarding anti ragging

Members present (TICs) or Representatives  
of TICs

1. Gromti

2. DR POONAM YADAV <sup>Gromti</sup> Poonam

3. Mamisha Wadhwa MW

4. Upasna Gaggat Up

5. Ms. Shashi Prabha Shashi

6. Mr. Sneh Sneh 05/08/2019

7. Dr. Aneesh T.V. Aneesh TV 05/08/19

8. Dr. Surita Dahiya Surita 5/8/19

TICs were requested to orient  
the students regarding Ordinances  
XV-C how to prohibit and what are  
the punishments for Anti ragging  
activities.

Mamta Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Anti Ragging meeting was held on 06 Sept 2019 in the principal's office. Members present.

1. Dr Manita Sharma principal
2. Dr Poonam Yadav Convener Poonam

Agenda: \* 1. Members of the committee.  
\* 2. Regarding complaints received from a first year student.

\* Anti Ragging committee was constituted with the following members.

1. Dr Upasna Seth
2. Dr Santosh Kumar
3. Ms. Punita Gupta
4. Dr Manish Vats

\* A complaint from first year student was received. The concerned student was called and asked her to write about the incident and submit it to the committee.

Manita Sharma  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

Prathina  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Meeting held on 17 Sept 2019 in the  
principal's office  
Members Present

1 DR NAMTA SHARMA  
PRINCIPAL

2 Dr. Santosh Kumar

3 DR UPASNA SETHI

4 MS PUNITA GUPTA

5 DR MANISH

6 DR POONAM YADAV

- Stuhk  
Ch  
H  
Mani  
Poonam

Agenda : Complaint by a first year student.  
Vishu, BA(P) III year student was  
called and asked about the complaint  
against her by a first year student.  
Her written explanation of the incident  
was sought.

Namta Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039


N.Rathi  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Minutes of the meeting held on 24 Sept 2019  
in the office at 12.30 pm.

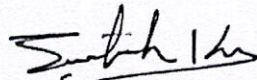
Members present

1. DR UPASNA SETH

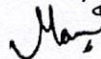
  
Upasna Seth

2. Ms. PUNITA GUPTA

3. DR SANTOSH

  
Santosh

4. DR MANISH VATS

  
Manish

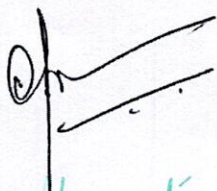
5. DR POONAM YADAV.

Poonam

Agenda: Regarding a complaint by a first  
year student

It was found by the committee that the  
first year students had willingly gone with  
III year students on their own for outing/  
recreation. The incident happened outside  
the college premises. However, after taking  
versions of all the concerned students was  
taken verbally and in writing.

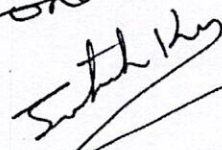
It was found that there was only heated  
arguments among the students and no physical  
false case of ragging was observed.

  
Principal

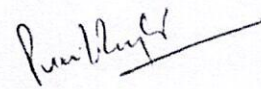
Manita Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

Poonam

  
Poonam

NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C. Coordinator

I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



Meeting held on 22nd October, 2019  
in Principals room at 1.30 pm.

### Members Present

1. DR UDASNA SETHI
2. DR. SANTOSH KUMAR
3. DR. MANISH VATS
4. MS PUNITA GUPTA
5. DR. POORNAM YADAV

Agenda: Letter received from a student.  
from 2nd year BA(P).

1. The members observed following points.

1. Letter of MS Soni II yr BA(P) student has wrongly stated the subject. The content of the letter does not reflect any ragging by senior students.

2. Misbehavior was within BA(P) II yr students.

3. Misbehavior of Ex-students does not come under the purview of anti ragging committee.

4. Thus the committee concluded that it is purely discipline amongst students of the same year and ex students, hence it is a case for discipline committee and not anti ragging committee.

The committee decided that the letter should be returned to the student.



principal with a noting that  
it is a case to be looked by the  
discipline committee and not by  
anti ragging committee.

Principals

*[Signature]*  
22/10/2019.

*[Signature]*  
22/10/2019 *[Signature]*

*[Signature]*

*[Signature]*

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

*[Signature]*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*[Signature]*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



To  
The Principal  
Aditi Mahavidyalaya  
University of Delhi  
Bawana  
Delhi - 110039

03 Dec 2019.

Sub: Regarding anti ragging complaint.  
Madam

This is with reference to complaint received from Ankita, diary no 2341 dated 05-09-2019, BA (P) Sem I student regarding the subject cited above. An enquiry was held by the anti ragging comar, the minutes of the final report is enclosed for your consideration and action.  
Thank you.

Yours sincerely  
Poona

(DR POONAM YADAV)

Unversor  
anti ragging comar.

Hanika Sharma

Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039



July 2020 Orientation regarding Anti Ragging was done on online mode.

Affidavit by the parent / Guardian and students were filled and submitted on online mode for the years 19-20 and 20-21.

*Manita Sharma*  
Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana, Delhi-110 039.

*[Signature]*  
NAAC  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039

*K. P. Singh*  
I.Q.A.C.  
Coordinator  
Aditi Mahavidyalaya  
Bawana, Delhi-110039