



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## LIST OF GRIEVANCES RECEIVED (2022-2023)

S.No.	Name of Students	Date/Year	Type of grievance	Action taken by Committee
1	Tulsidevi Gehlot	16/08/2022	Regarding Fee Installment	Accepted
2	Giriraj Choudhary	2/02/2023	Regarding nuisance	Matter seen
3	Pintu Kumawat	27/12/2022	Regarding late fees	Allowed
4	Ekansh Soni	13/10/22	Regarding nuisance	Matter seen
5	Aryan Saxena	28/11/22	Regarding Fee Installment	Allowed
6	Umesh yadav	20/10/2022	Regarding nuisance	Matter seen
7	Puneet Pareek	11/01/2023	Regarding late fees	allowed
8	Komal soni ,lucky sahu,amit saini,akshat kukreja,bhanu jangid,gulshan jain	12/07/2022	Projector classroom	Action taken
9	Anshul singh parihar,ayushi agarwal,govind singh,balram singh,kalpesh, mohit deval,vinayak sharma,saini Krishna bhagirath	9/09/2022	Regarding Industrial visit	Action taken
10	Rahul	27/01/2023	For fee concession	Waved off
11	Anjali Sharma	31/01/2023	Application For late fees	Application accepted
12	Narendra Sharma	16/03/2023	For late fees	accepted
13	Neha Bhimsaria	23/12/22	For fee concession	Waved off
14	Trilok Bairwa	24/12/2022	For scholarship cheque	approved
15	Raj kumawat	30/09/2022	Application for swimming classes	Date extended
16	Bhupendra singh rawat	28/12/2022	For late fees	Date extended

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St. Wilfred's P.G. College  
Jaipur

*Kapil*  
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17	Adarsh choudhary	15/12/2022	For nuisance	Matter discussed
18	Ritesh Mishra	15/12/2022	For nuisance	Matter discussed
19.	Abhishek, Gourav, yuvraj	13/10/2022	For nuisance	Warning given
20.	Sumit kumar	14/10/2022	For late fee	Waived off
21.	Sidharth Gautam	17/01/2023	For late fee	Waived off

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1	Akshat Kanjolia, Khushi, Mahi, Ayush, Sukhpreet, Pratieek, Anuj, Bhumika, Neeraj Choudhary, Rakshit, Anshupal Singh	2021-2022	Extra Class for Business Finance	Resolved
2	Praveen Kumar	2021-2022	Competition Class	Written application taken
3	Sourabh Yadav	2021-2022	Related to Attendance	Leave Approved
4	Shashi	2021-2022	Leave for Jee Mains exam	Approved
5	Janvi Bajoria	2021-2022	Application related to change in class time	Extra class will be given
6	Abhishek Sharma	2021-2022	For late fee	Exempted
7	Prince Singh	2021-2022	Application related to enrollment form	accepted
8	Navya, Hitesh, Vipin, Gourav, Subodh, Parth, Yashkaran, Sumit, Sahil,	2021-2022	Regarding College Uniform	Time Given
9	Nikita Rathor	2021-2022	Application related to late fee	Waived off
10	Bhanu Pratap Singh	2021-2022	Application for extension of Time limit for fee payment	Time given
11	Ravi Kumar Gaur	2021-2022	Regarding Fee Installment	Alloted
12	Taneray	2021-2022	Application related to late fee	Waived off

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13	AmanSoni	2021-2022	Late Submission For exam Form	Date Given
14	Nikhil	2021-2022	Related to nuisance in campus	Warning given
15	Kushalkumar	2021-2022	Related to nuisance in campus	Warning given
16	ArpanGoyal	2021-2022	For Infrastructure	Resolved
17	Rajveer Singh chouhan	2021-2022	For leave	Approved
18	Keshavsharma	2021-2022	Regarding fee submission	Allowed
19	Amit Sharma, Rajesh Sharma, Prashant Sharma,	2021-2022	Application Regarding language used in exam	Resolved
20	ShahdabJoya	2021-2022	Related to Late Fee	Time given
21	Suraj Singh	2021-2022	Related to Nuisance	Problem resolved
22	AbhishekChoudhary	2021-2022	Application for change in Medium	Approved
23	Aryan Yadav	2021-2022	For readmission in B.SC Final year	Admission Given
24	Pulkitsharma	2021-2022	Application regarding fee concession	Allowed
25	Ajay Mahavar	2021-2022	Regarding Fee Installment	Allowed
26	Ashok Jalwania	2021-2022	Regarding Fee Installment	Allowed



*Karada*  
Principal

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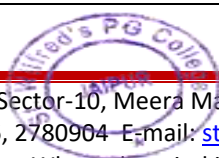




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27	Abhishek Kumar	2021-2022	Regarding Fee Installment and late fee expection	Accepted
28	Jugal Raj	2021-2022	Regarding Fee Installment and late fee expection	Accepted
29	Harshitjoshi	2021-2022	Application for scholarship	Accepted
30	Sameer khan	2021-2022	Application regarding fee concession	Allowed
31	Ajaypreet,Priyanka,Diwakar,Sakshi,Ravi,Kareena	2021-2022	change Place for Zumba Classes	Accepted
32	AkashAnchara	2021-2022	Permission for sports practice during the class time	Granted
33	Shelendrasingh	2021-2022	For Caution money	Accepted
34	Vishnu Kumar	2021-2022	For Caution money	Accepted
35	Shivansh, Naresh, Manish, Kuldeep choudhary, Ekta, Cheshta,	2021-2022	Application regarding commencement of coaching classes for UPSC	Approved
36	Narpatramchoudhary	2021-2022	Regarding class timings	Resolved
37	Shivansh, Naresh, Manish, Kuldeepchoudhary, Ekta, Cheshta,	2021-2022	Regarding geography class	Resolved
38	AsfiyaBhati	2021-2022	Permission for study in library for NEET preparation	Granted
39	Harshit chand	2021-2022	Regarding Fee Installment	Allowed
40	SaurabhKuri	2021-2022	For Scholarship	Granted



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S.No.	Name of Students	Date/Year	Type of grievance	Action taken by Committee
1	Vikram Beniwal	2020-2021	Regarding Scholarship	Approved
2	All Students of Msc Phy. Chem	2020-2021	Regarding Phy.chemistry class	Teacher had assigned
3	Jyoti Gidhwani	2020-2021	Regarding E-Library	Books available online
4	Jugal Raj	2020-2021	For online fee submission and concession in fee	Concession given and link shared
5	Dilkesh Meena	2020-2021	Regarding nuisance	Matter seen
6	Kapil choudhary	2020-2021	Regarding fee concession	Installment had increased.



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S.NO	Name of Students	Date/Year	Type of grievance	Action taken by Committee
1	Narendra Kumar Meena	2019-2020	Regarding Fee	Time given
2	Akash Yadav	2019-2020	For Infrastructure	Conveyed to the management
3	Deepak Meena, Aditya Mishra, Akshit Sharma, Govind Jangid, Jatin	2019-2020	For computer Lab	Action taken Regarding Lab Classes
4	Pankaj Kumar Sharma	2019-2020	For Lab Facility	Problem resolved
5	Abhishek Joshi	2019-2020	For BCA faculty	Faculty changed
6	Chetan Soni	2019-2020	For Computer Lab	Problem resolved
7	Hanuman	2019-2020	For late fee	Waived off
8	Jatin yadav, yash, Vikas Awana, Somay jain, Sawai Lal, Ravi Kumar,	2019-2020	For infrastructure	Informed to Management and action had been taken.
9	Ankit	2019-2020	Regarding subject change	Approved
10	Khushbu Rawat	2019-2020	For College facilities	Action taken
11	Sachin	2019-2020	For computer Lab	Problem solved
12	Mudit Yadav	2019-2020	For College Facility	Informed to Management and action had been taken



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13	Pawan Kumawat	2019-2020	For College Facility	Informed to Management and action had been taken
14	Manthan Vyas	2019-2020	For Ducting Facility	Problem Solved
15	Hemant Singh	2019-2020	Application for Maintenance of Computers	Software updated
16	Kamal Singh, Girish Prajapat	2019-2020	Application for Air conditioner	Action taken
17	Govind Bairwa	2019-2020	Regarding Computer Lab	Resolved
18	Ayushi	2019-2020	Regarding Maths Faculty	Faculty Changed
19	Chandra Bhan	2019-2020	Regarding division of Class	Section Alloted
20	Devendra	2019-2020	Regarding Math's faculty	Faculty Changed
21	Raj Sharma	2019-2020	Regarding Math's faculty	Faculty Changed
22	Naveen Choudhary	2019-2020	Regarding Math's faculty	Faculty Changed
23	Hitesh Kataria	2019-2020	Application for Air conditioner	Action taken
24	Satish nama	2019-2020	For College Facility	Informed to Management and action had been taken
25	Rahul Gurjar	2019-2020	Regarding Computer Lab	Resolved
26	Harshit jain	2019-2020	Application for Air conditioner	Action taken
27	Abhishek Sharma	2019-2020	Regarding Computer Lab	Resolved
28	Hansh Raj	2019-2020	For College Facility	Informed to Management

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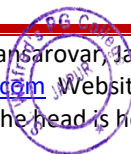
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				and action had been taken
29	Harsh Sharma	2019-2020	For late fee	Date extended
30	Devesh	2019-2020	Regarding Computer Lab	Resolved
31	Mohit yadav	2019-2020	For late fee	Waived off
32	Lokendra Singh	2019-2020	For Infrastructure	Conveyed to the management
33	Vivek Barjatiya	2019-2020	Regarding Computer Lab	Resolved

## LIST OF GRIEVANCES RECEIVED (2018-2019)

S.NO	Name of Students	Dated/Year	Type of grievance	Action taken by Committee
1	Aditya Singh	2018-19	Application for New Books in Library	Books Provided
2	Rahul Prajapati	2018-19	Regarding Computer Lab	Facility Improved
3	Krishan Kanhaiya	2018-19	Regarding infrastructure	Issues solved
4	Harsh Deep Ahari	2018-19	Application for New Books in Library	Books Provided
5	Karan Meena	2018-19	Application for Computer Functioning	Conveyed to Department
6	Bharat Patel	2018-19	Regarding Reference Book in Library	Books Provided in Library
7	Dileep Parihar	2018-19	Regarding Infrastructure	Conveyed to Management and action taken





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8	Gourav Verma	2018-19	Application for New Books in Library	Books Provided
9	Himanshu Choudhary, Harsh Meena	2018-19	Regarding Internal Scholarship	Approved
10	Divya Sharma	2018-19	Regarding Basic Infrastructure	Issues discussed and Condition Improved
11	Deeksha	2018-19	Regarding Clean water tank.	R.O provided
12	Avni Sharma	2018-19	For Library Facility	Informed to Management and action had been taken
13	Ajay	2018-19	For College Facility	Informed to Management and action had been taken
14	Neelam	2018-19	Application for New Books in Library	Books Provided
15	Jaishree	2018-19	Application for Air conditioner	Action taken
16	Karan Meena	2018-19	For late fee	Date extended
17	Balram Choudhary	2018-19	Regarding Computer Lab	Resolved
18	Aasif Khan	2018-19	Regarding division of Class	Section Alloted
19	Liza Soni	2018-19	Application for Air conditioner	Action taken
20	Bangali Meena	2018-19	Application for Air	Action taken

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			conditioner	
21	Ajay Swami	2018-19	For College Facility	Informed to Management and action had been taken
22	Jai Singh Pal	2018-19	Regarding Math's faculty	Faculty Changed
23	Ajay Kumar	2018-19	Application for Air conditioner	Action taken
24	Aaditya Singh	2018-19	For College Facility	Informed to Management and action had been taken
25	Budhi Prakash Jat	2018-19	Regarding Computer Lab	Resolved
26	Manoj Kumar	2018-19	Application for Air conditioner	Action taken
27	Naveen Yadav	2018-19	Regarding Computer Lab	Resolved
28	Pawan Meena	2018-19	For College Facility	Informed to Management and action had been taken
29	Mukesh Sharma	2018-19	Application for New Books in Library	Books Provided
30	Aakash sain,	2018-19	Application for New Books in Library	Books Provided
31	Gopal Lal Saini	2018-19	For late fee	Waived off
32	Jagat Singh	2018-19	For Infrastructure	Conveyed to the management
33	Shivangi Singh	2018-19	Regarding Computer Lab	Resolved

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**ST. WILFRED'S P.G. COLLEGE**

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**MINUTES OF MEETING OF  
STUDENTS GRIEVANCE  
COMMITTEE / ANTI-RAGGING  
CELL/ INTERNAL COMPLAINT  
COMMITTEE**





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

SWPG/2023/ARC/141

Date:16.8.2022

## NOTICE

All the members of the committee are hereby informed that a meeting of **Anti-Ragging cell** will be held on 18/08/2022 in Room no. 205 at 2:00 PM.

Agenda of the meeting is to discuss and formulate strategies to effectively prevent and address any incidents of ragging that may occur within our college premises.

Principal

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of committee

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# ST. WILFRED'S P.G. COLLEGE

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## CIRCULAR

Date: 16.08.2022

This is informed to all the members of Anti-Ragging Cell that the meeting of committee will be held on 18 August 2022 at 2:00 PM in Room No.205.

Following Members requested to attend the meeting.

S.No.	Name	Designation In Cell	Signature
1	Dr. Anupama Sharma	Convener	
2	Dr. Bholu Ram Saini	Member	
3	Dr. Nupur jain	Member	
4	Mr. Kana Ram Saini	Member	
5.	Mr. Ramkishan Mahawar	Member	
6.	Milan	Student	
7.	Kushal singh choudhary	Student	

CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of committee



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### MINUTES OF MEETING (MOM)

Date -18/08/2022

Time - 2:00PM

Location-Room No. 205

Attendees:-

S.No.	Name	Designation In Cell	Signature
1	Dr. Anupama Sharma	Convener	
2	Dr. Bhola Ram Saini	Member	
3	Dr. Nupur jain	Member	
4	Mr. Kana Ram Saini	Member	
5.	Mr. Ramkishan Mahawar	Member	
6.	Milan	Student	MILAN
7.	Kushal singh choudhary	Student	

#### Agenda To Be Discussed-

1. To Review previous meeting minutes of constitution.
2. Ragging, in any form, is strictly prohibited within the premises.
3. Discussion on workshop, counseling session, nukkad natak, guest lectures that will be taken place in campus to curb any cases of ragging.
4. Discussion on recent ragging incidents if occurred in campus.
5. Planning preventive measures, if any cases occurred.

#### Updates on anti-ragging initiatives:

- Each member provided an update on the progress of the anti-ragging initiatives implemented since the last meeting.
- The updates included awareness campaigns, counseling sessions, and workshops conducted for students and staff.
- Members shared positive feedback and highlighted areas that needed further improvement.

#### Discussion on recent ragging incidents if occurred in campus

It was found that no such cases of ragging were registered, and the result was null and void.

#### Planning preventive measures:

- The committee brainstormed preventive measures to curb ragging on campus.
- Suggestions included enhancing surveillance systems, increasing security personnel, organizing more orientation programs for new students, and establishing a helpline for reporting ragging incidents anonymously.



Head, IQAC  
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- A timeline was established for the implementation of these measures.
- Also the members were encouraged to share any additional concerns or ideas related to the prevention of ragging.
- Several members proposed conducting surprise inspections and regularly reviewing the effectiveness of the anti-ragging policies.

### Adjournment:

The meeting was adjourned, and members were thanked for their attendance and active participation.

### CC to:

- Convener (Anti Ragging Committee)
- Vice Principal/Deans/HODs
- IQAC Head
- Member of committee

Minutes prepared by: Dr. Seema Jacob

Approved by: Dr. Anupama Sharma

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# ST. WILFRED'S P.G. COLLEGE

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SWPG/2023/ICC/121

Date: 11-08-2022

## Notice

This is informed to all members of women grievance\ICC committee that the meeting of Internal Complaints Committee (ICC) will be held on 13 August 2022 at 2:30 P.M in the MBA Seminar hall.

Principal

CC to:

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Committee



Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## CIRCULAR

Date: 11.08.22

This is informed to all members of women grievance\ICC committee that the meeting of internal complaints committee (ICC) will be held on 13 August 2022 at 2:30 pm in the MBA seminar hall.

The following Members are requested to attend the meeting:

S.No.	Name	Designation In Cell	Signature
1.	Dr. Anupama Sharma	Convener	
2.	Dr. Seema Jacob	Member	
3.	Dr. Monika Sharma	Member Secretary	
4.	Ms. Asha Soni	Member	
5.	Ms. Shipra Sharma	Member	
6.	Dr. B. D. Rawat (Advisor)	Member	
7.	Dr. Snigdha Sharma	Nodal Officer	
8.	Sohel Jain	Current Student	
9.	Deependra Pratap Singh	Current Student	
10.	Mr. Kapil Gupta	Office Staff	
11.	Ms. Sangeeta Mathur	Office Staff	
12.	Dr. Kapila Parihar	Member	

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

Ph. 0141-2780436, 2780904 E-mail: [stwilfredscollege@gmail.com](mailto:stwilfredscollege@gmail.com) Website: [www.stwilfredscollege.com](http://www.stwilfredscollege.com)

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Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Minutes of Meeting (MOM)

**Date:** 13/8/2022

**Time:** 2:30 PM

**Location:** MBA Seminar

### Agenda:

1. To Review of Previous Meeting's Minutes.
2. Following Activities for Internal Complaint Committee (ICC)/ Women Anti- Sexual Harassment to be discussed:-
  - The committee discussed various activities for the Internal Complaint.
  - Discussion and Planning of Awareness Campaigns like Workshops, panel discussions, Poster Making Competition, Guest lecture by eminent resource person.
  - Status Update on Current Anti-Sexual Harassment Measures in the College.

### Minutes:

- The meeting was called to order by convener and all attendees were welcomed.
- The minutes of the previous meeting were reviewed and approved without any changes.

### Activities for Internal Complaint Committee (ICC):

#### a. Complaint Handling and Investigation:

ICC Cell provided an update on the current status of ongoing investigations, and it was found that no such complaints were registered by the students

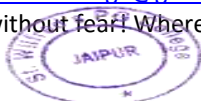
#### b. Awareness Training:

The committee discussed that workshops on preventing harassment will be conducted in campus to aware the students.

#### c. Policy Review and Development:

The member secretary presented proposed updates to the ICC policy and procedures. The changes were reviewed and approved by the committee, and they will be communicated to all employees.

#### d. Reporting Mechanism:





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The Committee Member responsible for the confidential reporting mechanism has been functioning well, and employees are encouraged to use it for reporting any incidents.

## f. Follow-Up and Monitoring:

The committee discussed the importance of regular follow-ups on ongoing investigations and resolution processes to ensure timely and fair outcomes.

## g. Sensitization Workshops:

The Committee will Organise a sensitization workshops which focus on women's issues.

## h. Guest lecture

The Committee will organise a Guest lecture By Eminent resource person for the women safety.

## Action Taken:

- The Committee continues the investigation of Complaints and provide an update at the next meeting.
- The Committee will follow up with Individual regarding Issues and report back at the next meeting.
- The Committee will organize a training session in the coming month.

CC to:

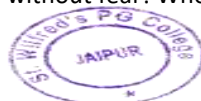
Principal

- Convener (Anti Sexual Harassment)
- Vice Principal/Deans/HODs
- IQAC Head
- Members of Committee

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

SWPG /2023/GRC/131

Date: 08.08.2022

## NOTICE

All the members of the committee are hereby informed that a meeting of grievance redressal cell will be held on 10/08/2022 in Room no. 227 at 3:00PM

Agenda of meeting will be to review the minutes of the previous meeting and discussion on grievance application of various categories received in previous months.

Principal

CC to:

- Vice Principal/Deans/HODs of all dept.
- IQAC Head
- Members of cell



Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
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# ST. WILFRED'S P.G. COLLEGE

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## ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)  
Sector-10, MeeraMarg, MadhyamMarg, Mansarovar, Jaipur-302020  
Ph.: 141-2780436, 2780904, 3248333 Fax: +91-141-2784426  
E-mail: [stwilfredscollege@gmail.com](mailto:stwilfredscollege@gmail.com)

### CIRCULAR

Date: 8.08.2022

This is informed to all members of grievance Cell that the meeting of internal complaints committee will be held on 10 August 2022 at 3:00PM in Room No.227

Following Members requested to attend the meeting

S.No.	Name	Designation in Cell	Signature
1.	Dr. Fareeda Hasani	Chairperson	<i>Fareeda</i>
2.	Dr. Anupama sharma	Coordinator	<i>A</i>
3.	Dr. Kapila Parihar	Member Secretary	<i>Kapila</i>
4.	Dr. Rajni Vyas	Member	<i>Rajni</i>
5.	Mr. Sunil Sharma	Member	<i>Sunil</i>

*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

CC to :

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Head, IQAC  
St. Wilfred's PG College





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E-mail: stwilfredcollege@gmail.com

### MINUTES OF MEETING (MOM)

Date -10/08/2022

Time - 3:00P.M.

Location-Room No. 227

Attendees:-

S.No.	Name	Designation in Cell
1.	Dr. Fareeda Hasani	Chairperson
2.	Dr. Anupama sharma	Coordinator
3.	Dr. Kapila Parihar	Member Secretary
4.	Dr. Rajni Vyas	Member
5.	Mr. Sunil Sharma	Member

#### Agenda to be discussed-

The meeting started with welcome note by the secretary Dr. Kapila Parihar and the following agendas are to be discussed-

- To consider the complaints of grievances from projector classroom.
- To investigate all the complaints thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints.
- Attendees discussed the current state and functioning of the projector classroom.
- Action on grievance to be taken by the team.

After great deliberation it was found that some cases of Grievances received by the Committee so far, the Redressal matter will be discussed.

**Identification of Key Issues:** The shared grievances were compiled and categorized into key issues. The following key issues were identified during the discussion:

- Frequent malfunctioning of the projector
- Poor image quality or distorted projection
- Inadequate lighting in the classroom
- Difficulty in connecting personal devices to the projector
- Lack of technical support during classes
- Insufficient training or knowledge on projector usage
- Inconsistent availability of necessary cables and adapters

Head, IQAC  
St. Wilfred's PG College



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St. Wilfred's P.G. College  
Jaipur

Kapila  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
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### Brainstorming Possible Solutions:

- Participants engaged in an open discussion to brainstorm potential solutions for each identified key issue. Some of the suggested solutions included:
- Conducting regular maintenance and servicing of projectors to minimize malfunctions
- Upgrading or replacing projectors to improve image quality and reliability
- Ensuring proper lighting in the classroom to enhance visibility of projected content
- Providing clear instructions and guidance on connecting personal devices to the projector
- Establishing a dedicated technical support team to assist with projector-related issues
- Organizing training sessions or workshops for faculty and students on projector usage
- Maintaining an inventory of necessary cables and adapters for easy access and availability

### Action Plan for Resolution:

After considering the suggestions, the participants agreed upon the following action plan for resolving the grievances related to the projector classroom:

- Reporting and tracking system for projector malfunctions, ensuring timely repairs and maintenance
- Conducting an assessment of the current projectors and considering options for upgrades or replacements
- Collaborating with the facilities department to improve lighting conditions in the classroom
- Developing a user-friendly guide or manual for connecting personal devices to the projector
- Establishing a helpdesk or dedicated contact point for technical support during classes
- Arranging training sessions or tutorials on projector usage for faculty and students
- Ensuring an adequate supply of necessary cables and adapters for use in the classroom

### Follow-Up:

The participants agreed to reconvene after a specified period to evaluate the progress made on the action plan and discuss any further steps needed. It was decided that a summary of the meeting minutes would be shared with the participants for review and feedback.

### Cc to:

- Vice Principal/Deans/HODs
- IQAC Head
- Members of Grievance Cell

Minutes prepared by: Dr. Anupama sharma

Approved by: Dr. Fareeda Hasani



Head, IQAC  
St. Wilfred's PG College

Fareeda  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur



Fareeda  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

Kaptn  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

## Grievances Applications

सेवा में

श्रीमान प्राधान्याचार्य महोदय  
सेटे बिल्फ्रीड पी.जी. कॉलेज  
मानसरोवर (जयपुर)

विषय - छात्रवृत्ति प्राप्त करने हेतु

महोदय,

मैं विक्रम वैनीवाल आपके कॉलेज BSc II<sup>nd</sup> year का नियमित छात्र हूँ। मेरी 12<sup>th</sup> में 89.80% अंक हैं मुझे 1<sup>st</sup> year में छात्रवृत्ति (कॉलेज की तरफ से) मिलने वाली थी लेकिन मैं किसी कारणवश उसे प्राप्त नहीं कर पाया। अतः आप इस क्षेत्र में मुझे छात्रवृत्ति उपलब्ध कराने की कृपा करें।

आपकी अति कृपा होगी।

सधन्यवाद,

दिनांक - 16-01-2021

Forwarded to Principal  
forwarded to A/c for  
further action.  
fareeda

प्रार्थी

विक्रम वैनीवाल

Adm No. - 38909.

Contact no. - 9602529022.

अतिरिक्त no. - 9983578088

Thank you Sir  
for solving problem.  
Vikram

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Jaipur

Kapita  
IQAC HEAD  
St. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

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सेवा में

श्रीमान प्राधान्याचार्य महोदय  
सेंट विलफ्रिड पी.जी. कॉलेज  
मानसरोवर (जयपुर)

विषय → छात्रवृत्ति प्राप्त करने हेतु

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सेंट विल्फ्रिड पी.जी. कॉलेज  
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Kapita  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To,  
The Principal,  
St. Wilfred College,  
Jaipur, Rajasthan.

Subject:- Application for New Books in college library.

I am writing to request the addition of  
the new books to the collection of  
our college library.

As an concerned student, I believe that  
expanding the library resources with  
fresh and relevant materials would  
great benefit the academic  
community

Sincerely

St. Wilfred College student  
Gaurav Verma  
forwarded to principal  
for further action

Accepted  
Thank you

preparer  
the matter has been put to  
management committee for  
further action



Kapil  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR

Anupama  
Principal  
(Dr. Anupama Parashar)  
St. Wilfred's P.G. College  
Jaipur





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

The Principal

St. Wilfred P.G. College  
Mansarovar  
Jaipur

22 June 2021

Sub: Permission to take morning batch in college.

Dear Ma'am

With due respect, I beg to say that I am a student of your college Bcom Hons 2<sup>nd</sup> year.

I am also pursuing Chartered Accountancy course from I.C.A.I., and I am currently in my Articledship training, where the timings are 11am. to 5.30 pm.

Kindly allow me to take morning batch of 7am to 10am. in college, so that I can continue my articledship training.

I hope that you would be kind enough to grant me the permission.

Thank You

Yours Sincerely

Jasvhi Bajaria

Bcom (Hons) - II year

Recommended to  
Principal ma'am  
Kapil

Fareeda

Thank you  
for granting  
me the  
Permission  
Jasvhi

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Fareeda  
Principal  
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St. Wilfred's P.G. College  
Jaipur

Kapil  
IGAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To,  
The Principal,  
St. Wilfred's P.G. College,  
Jaipur.  
16/08/2022

Subject: Regarding Fees.

Respected Ma'am,

I, Tulsideri Gehlot of BCA-III, writing adno: 41789, is writing this letter so as to, that I will be paying my fees in installments of 6000/- every month.

So, I request you to grant me the permission, to do the same.

Thanking You.  
Tulsideri Gehlot  
Tulsi

*Ben*  
*Fees*  
*Soln?*

*Thank you Ma'am forwarded to Principal Ma'am*  
*Kapila*

*To the committee may be considered*  
*Fareeda*

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Jaipur

*Kapila*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To,  
The Principal,  
St. Wilfred College, Jaipur.  
20/02/21

Deposit form  
Fareeda  
20/2/21

Sub -> To receive my promoted marksheet of 1<sup>st</sup> year  
and expect for my examination form.

Dear,

I am Upendra Singh of 2<sup>nd</sup> year student of  
your collage. Due to some birical crisis I am  
not arable to pay fee this month. Kindly  
request you to that please give me my first  
year marksheet to submit my examination form

Thank you.

Your faithfully

Upendra Singh Shekhawat.  
(9660 867253)

Allowed to  
deposit rest  
fees till 10/3/21  
Fareeda  
20/2/21

महोदय का महाशय का आदेश है  
कि मैं आपका महाशय का आदेश

रहूँगा।  
अभ्यर्थी

Upendra Singh Shekhawat  
will deposit till  
25/3/21

Forwarded to Principal  
Fareeda

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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Kapth  
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JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To Academics To Merichula Mam  
Fareeda  
11/2/21

The Principal  
St. Wilfred's P.G. College  
Mansarovar, Jaipur

Sub - To Start main paper class for  
physical chem. (M.Sc)

Mam

with Due respect we as a whole  
(Student of M.Sc (physical chem.) final) want to

Start main paper class of Physical chem specialisation for masters. Since not even single class has been taken yet. We are facing problem in our studies due to above reason.

So we request to you, please pay Attention on this.

Yours Sincerely  
Batch - M.Sc (physical chem.)  
final

Joshi

Pril

Jhaveria



Fareeda  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

Kapth  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Practical No. \_\_\_\_\_ DATE: \_\_\_\_\_

श्री श्री

प्राचार्या,  
श्री. विल्फ्रेड पी.जी. कॉलेज,  
मानसरोवर, जयपुर

सन्दर्भ:- कॉलेज में डांस क्लास में फ्लोरिंग/पैठ  
करवाने के सन्दर्भ में!

माननीया,  
उपरोक्त सन्दर्भ में निर्दिष्ट है कि डांस क्लास  
में फ्लोरिंग व पैठ करवाने की आवश्यकता है।  
इस सन्दर्भ में स्वीकृत प्रदान अनुमोदित करें!

Forwarded to Store Incharge  
Fareeda  
5/7/2022

भवदीय  
डा. प्रथम सुन्दर शर्मा

finu  
Anjani  
Dishum

Instructor's Sign

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

Ph. 0141-2780436, 2780904 E-mail: [stwilfredscollege@gmail.com](mailto:stwilfredscollege@gmail.com) Website: [www.stwilfredscollege.com](http://www.stwilfredscollege.com)

Where the mind is without fear! Where the head is held high!!



Fareeda  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

Kapila  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR



# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Expt. No. \_\_\_\_\_ Date \_\_\_\_\_  
Page No. \_\_\_\_\_

To,

The Principle  
St. Wilfred P.G. College  
Mansarovar, Jaipur

Subject → For Industrial visit.

Respected Man,

We all are students of BBA  
2<sup>nd</sup> year want to go industrial visit from  
College. This is a part of our academic programme.  
So please conduct as soon as  
possible one industrial visit.

Thank you.

Date: 9/sep/2022

Your obediently  
Anshul Singh  
Bachchan  
Ayushi Rayan  
BBA, Sandhya

forwarded to principal madam  
Kapita

Management head to look  
into it & arrange the  
visit ASAP  
fareeda

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

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*Fareeda*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

*Kapita*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR





# ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

To,

19/07/2022

The Principle,  
St Wilfred P.G. college  
Mansarovar, Jaipur

Subject - For projector classroom.

Respected Mam,

This is inform to you that ~~we~~ we are the student of BCA 1<sup>st</sup> year we need a projector classroom for better understanding and presentation. So please provide projector class room as soon as possible.

Thank you

Your obediently  
(B.C.A.T.)

Komal Soni

Rishy Sahu

Amit Jaini

Akshat Kukreja

Rohan Jangal

Gulshan Jain.

Forwarded to principal  
on 18/7/22  
Kajali

Incharge purchase  
to install it  
immediately  
or Incharge  
store to arrange  
Farida

Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

Ph. 0141-2780436, 2780904 E-mail: [stwilfredscollege@gmail.com](mailto:stwilfredscollege@gmail.com) Website: [www.stwilfredscollege.com](http://www.stwilfredscollege.com)

Where the mind is without fear! Where the head is held high!!



*Farida*  
Principal  
(Dr. FAREEDA HASANI)  
St. Wilfred's P.G. College  
Jaipur

*Kajali*  
IQAC HEAD  
ST. WILFRED'S P.G. COLLEGE  
JAIPUR