



NAAC ACCREDITED  
"B" GRADE (2.48 CGPA)

Prin. Dr.Hina M. Patel  
(M) 9925032421  
Tel. (O) (02764) 242072  
Fax. 02764-242072

## Maniben M.P. Shah Mahila Arts College, Kadi

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society, Kadi)

Website : [www.mahilaartskadi.org](http://www.mahilaartskadi.org)

Email : [prinhmpatel@gmail.com](mailto:prinhmpatel@gmail.com)

Ref. No. 36/A / 2020-21

Date : 18/06/2020

To,  
The Nayab Kulsachiv Shri,  
Hemchandracharya North Gujarat University,  
Patan, Gujarat

Sub: Construction of Women Development Cell & Grievance Redressal Cell for A.Y. 2020-21.

Respected Sir,

With Reference to the subject cited above, we have constructed the Women Development Cell & Grievance Redressal Cell for A.Y. 2020-21. The details are provided herewith for your kind information and Record. The details are also circulated to the students of our college for prevention and necessary action.

Sr. No.	Name	Designation	Position
1	Dr. S. C. Acharya	Associate Professor	Coordinator
2	Smt. Ramaben R. Shah	Social Worker	Member
3	Smt. Belaben N. Shah	Social Worker	Member
4	Khushbu N. Nayak	Student Representative	Member

  
Principal  
Maniben M.P.Shah Mahila Arts College  
Kadi - (N.G.)-384440



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Ref. No. P/2020-21

Date : 14/12/2020

Minutes of the meeting held 12<sup>th</sup> December on 2020

Following committee members of this Grievance Redressal Cell were present for the meeting.

1. Dr. S. C. Acharya -- Coordinator
2. Smt. Ramaben R. Shah – Member
3. Smt. Belaben N. Shah – Social Worker
4. Khushbu N. Nayak -- Student Representative

Agenda: 1. To discuss about college student's grievance

2. Supervise the situation in the college campus by committee members.

Minutes of the Meeting

1. No. of case reported 00
2. No. of cases Solved 00

  
Principal  
Maniben M.P.Shah Mahila Arts College  
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Ref. No. P/2020-21

Date : 12/04/2021

Minutes of the meeting held on 12<sup>th</sup> April 2021

Following committee members of this Grievance Redressal Cell were present for the meeting.

1. Dr. S. C. Acharya -- Coordinator
2. Smt. Ramaben R. Shah -- Member
3. Smt. Belaben N. Shah -- Social Worker
4. Khushbu N. Nayak -- Student Representative

Agenda: 1. To discuss about college student's grievance

2. Supervise the situation in the college campus by committee members.

Minutes of the Meeting

1. No. of case reported 00
2. No. of cases Solved 00

*Dr. Hina M. Patel*  
Principal

Maniben M.P.Shah Mahila Arts College  
Kadi - (N.G.)-384440





प्रो. धीरेन्द्र पाल सिंह  
अध्यक्ष

Prof. D. P. Singh  
Chairman



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : कार्यालय Off. : 011-23234019, 23236350  
फैक्स Fax : 011-23239659, e-mail : cm.ugc@nic.in | web: www.ugc.ac.in

No. F. 1-1/2020 (UGC-TF-COVID-19 – Advisory)

26<sup>th</sup> May 2020

**Subject: Monitoring grievances/ concerns related to Examinations and Academic Calendar in view of COVID-19 pandemic – regarding**

**Dear Vice Chancellors & Principals,**

As you are well aware that in view of COVID-19 Pandemic, the University Grants Commission has issued the Guidelines on Examinations and Academic Calendar on 29<sup>th</sup> April 2020. The universities were advised to plan their activities keeping in view the safety and interest of the stakeholders, giving highest priority to the health of all concerned, while adopting and implementing the Guidelines.

The UGC has constituted a Task Force to address the grievances/ concerns of the students due to COVID-19 Pandemic. A dedicated helpline and an email have been made functional for receiving the grievances from the students. Also, a new Tab of COVID-19 related grievances has been created on UGC website for the same.

Based on the emails and phone calls received so far it has been observed that the grievances pertain to academics, examinations, admissions, fee, salary of faculty etc. The students have represented regarding completion of syllabi, technical glitches during online classes, conduct of face to face classes, infrastructural constraints, examinations, issues related to back papers, admission processes, collection of compulsory non-refundable deposits, etc.

You will appreciate that the grievances as mentioned above require actions on the part of the universities/colleges/state governments. Also, as per the guidelines issued by UGC on 29<sup>th</sup> April, 2020, every university is expected to establish a cell for handling student grievances related to examinations and academic activities during COVID-19 pandemic and notify effectively to the students.

In view of above, it is once again requested that the university may kindly establish the student grievances cell immediately, preferably by 30<sup>th</sup> May 2020, if not already done. Further, the Task Force constituted by the University and State Governments may be asked to take proactive measures in a time bound manner to redress the grievances of the students and stake holders. Measures taken by the University/State Government should be widely publicized so that there should not be any communication gap between the students and higher education institutions/ governments.

With regards,

Yours sincerely,

*D. P. Singh*  
(D. P. Singh)

To:

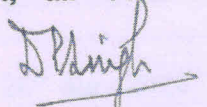
1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Contd...2/-



Copy for kind information to:-

1. The Principal Secretary/Secretary to the Governors of all States/ Lt. Governor of all Union Territories.
2. The Principal Secretary/Secretary, Department of Higher Education, all State Governments/Union Territories

  
(D.P. Singh)



**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002**

No.F.1-1/2020(Secy)

10<sup>th</sup> May, 2020

**PUBLIC NOTICE**

**REDRESSAL OF GRIEVANCES RELATED TO COVID-19 PANDEMIC**

The UGC has issued Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic on 29<sup>th</sup> April, 2020. Accordingly, all universities have been advised to plan their academic activities keeping in view the safety and interest of all stakeholders, giving highest priority to the health of all concerned, while adopting and implementing the Guidelines.

Universities have also been requested to establish a Cell for handling grievances of the students related to examinations and other academic activities arising due to this pandemic and notify the same to the students.

Further, the UGC has undertaken the following steps to monitor the queries, grievances, and other academic matters of students, teachers, and institutions, arising due to COVID-19 pandemic:

1. A dedicated **Help Line Number: 011-23236374** has been set up.
2. An email address: **covid19help.ugc@gmail.com** has been created.
3. Students can also lodge their grievances on the existing Online Students Grievance Redressal Portal of UGC at **[https://www.ugc.ac.in/grievance/student\\_reg.aspx](https://www.ugc.ac.in/grievance/student_reg.aspx)**
4. A Task Force has been constituted at UGC to monitor concerns/ grievances of students, teachers, and institutions, and redress them accordingly.

All the Universities and colleges are requested to upload a copy of this public notice on their official websites and also share it with the teaching and student community via e-mail and other digital media.

**(Prof. Rajnish Jain)**  
Secretary



APPLICATION FORM FOR THE GRIEVANCE

TO,

The Principal,

Maniben M.P.Shah Mahila Arts College,

Kadi.

Respected Madam,

I am \_\_\_\_\_

the student of this college, studying in BA/MA Sem- \_\_\_\_\_ in \_\_\_\_\_ subject. I

have grievance for the below ticked subject. Please solve my problem.

Thanking You.

- Internal Exam Marks are not as per my expectation.- ☐
- Maintain classroom infrastructure regularly.- ☐
- Shortage of water in the washroom and regarding cleaning.- ☐
- To organize First Aid workshop for students.- ☐
- To provide drinking water regularly.- ☐
- To organize proper administrative rules of the university. ☐
- Facilitate more books for competitive exams.- ☐+
- Any other.-

Date:

Students Signature

**Smt M. M. Shah Mahila Arts College, Kadi**  
**Committee: Academic Year – 2020-21**



- (1) **Student Union Committee**
  - Dr. M. P. Patoliya (Chair Person)
- (2) **Gymkhana Committee:**
  - Prof. M. S. Thakor (Chair Person)
  - Prof. H. H. Parmar (Member)
  - Gymkhana Secretary (Member)
- (3) **Cultural Committee & Youth Festival & Saptdhara Committee:**
  - Prof. V. C. Brahmbhatt (Chair Person)
  - Dr. V. S. Thakkar (Member)
  - Cultural Secretary (Member)
    - a. **Geet Sangeet Nrutya Dhara:**
      - Prof. V. C. Brahmbhatt
      - Student
    - b. **Rang Kala Kaushalya Dhara**
      - Dr. S. C. Acharya
      - Student
    - c. **Sarjanatmak Abhivvyakti Dhara**
      - Prof. M. P. Patoliya
      - Student
    - d. **Gyan Dhara:**
      - Prof. D. K. Chaudhari
      - Student
    - e. **Natya Dhara**
      - Prof. Swati Nigam
      - Student
    - f. **Samudayik Seva Dhara:**
      - Prof. H. H. Parmar
      - Student
    - g. **Vyayam Khelkud Yog Dhara:**
      - Prof. M. S. Thakor
      - Student
- (4) **N.S.S.**
  - Prof. H. H. Parmar- Coordinator
  - Dr. M. P. Patoliya-Member
  - N. S. S. Leader – Member
- (5) **Women Development Cell & Grievance Redressal Cell:**
  - Dr. S. C. Acharya – Coordinator
  - Smt. Ramaben R. Shah - Social Worker
  - Smt. Belaben N. Shah - Social Worker
  - Student Representative
- (6) **Internal Exam Committee:**
  - Prof. M. S. Thakor- Chair Person
  - Dr. V. S. Thakkar
- (7) **Cleanliness Monitoring Committee:**
  - Smt. D. D. Solanki For Shri D. H. Jani
  - Mr. C. J. Parmar For Shri P. H. Dave
- (8) **UGC Planning Board**
  - Dr. Hina M. Patel- Chairman
  - Prof. V. C. Brahmbhatt-(Coordinator)
  - Dr. S. C. Acharya – (Senior Teacher)
  - Prof. H. H. Parmar-Senior Teacher
  - Prof. D. K. Chaudhari – Senior Teacher
  - Dr. V. S. Thakkar- Senior Teacher
  - Shri Nalinbhai M. Shah – Member Management
  - Smt D. D. Solanki- Senior Clerk Acc. Dept.

- (9) **Library Committee:**
  - All HODs
  - Shri P. H. Dave (Peon)
- (10) **Internal Marks Committee:**
  - BA Sem I & II
    - Prof. D. K. Chaudhari – Chair Person
    - Prof. M. S. Thakor- Member
  - BA Sem III & IV.
    - Prof. V. C. Brahmbhatt – Chair Person
  - BA Sem- V & VI
    - Dr. M. P. Patoliya
  - M.A - I & II - Dr. S. C. Acharya
  - MA - III & IV - Prof. H. H. Parmar
- (11) **Interview Technique Seminar and Personality Development Placement Cell and Career Counseling Cell and UDISHA: Committee:**
  - Prof. D. K. Chaudhari – Chair Person
  - Prof. Swati Nigam
- (12) **Magazine/ Annual Report Anveshan Committee:**
  - Dr. M. P. Patoliya
  - Prof. Swati Nigam
- (13) **Parent Teachers Association**
  - Dr. M. P. Patoliya
- (14) **Anti Raging Committee:**
  - Prin. Dr. Hina M. Patel – Chair Person
  - Prof. V. C. Brahmbhatt – Senior Faculty
  - Ms. Sonara  
( Kadi City Police Station)  
Shri Bharatbhai Makwana  
( Janshikshan Sansthan, NGO, Kadi)  
Smt. Ashleshaben Brahmbhatt  
(Advocate, Kadi)  
Smt. Diptiben Solanki (Sr. Clerk)  
GS  
LR
- (15) **KCG BISAG Committee:**
  - Prof. H. H. Parmar – Chair Person
  - Dr. S. C. Acharya – Member
- (16) **Academic Calendar and Time-Table Committee**
  - Class Arrangement :
  - Prof. D. K. Chaudhari
- (17) **Discipline Committee :**
  - Prof. V. C. Brahmbhatt – Chair Person
  - Prof. M. S. Thakor – Member
- (18) **Store in Charge Dead Stock:**
  - Shri C. J. Parmar
  - Smt. Diptiben Solanki
- (19) **DELL & Scope & Research Committee:**
  - Prof. Swati Nigam
- (20) **Income Tax Calculation and Pay Entry Committee:**
  - Shri C. J. Parmar
  - Smt. D. D. Solanki



**(21) Admission Committee :**  
**(Change Every Year) 2020 -21 by rotation**

Dr. S. C. Acharya  
Prof. M. S. Thakor

**(23) NACC Steering Committee:**

- Dr. S. C. Acharya – Coordinator  
- Prof. V. C. Brahmabhatt – Coordinator  
- Prof. D. K. Chaudhari - Member  
- Prof. Swati Nigam - Member  
- Dr. M. P. Patoliya - Member

**(24) Alumni Association:**

- Dr. M. P. Patoliya – Chair Person  
- Student

**(25) Student Medical Care Committee:**

Prof. M. S. Thakor – Chair Person

**(26) Finishing School :**

Prof. D. K. Chaudhari

**(27) IQAC Committee:**

Dr. Hina M. Patel- Principal- Chair Person  
Dr. S. C. Acharya- Coordinator  
Prof. V. C. Brahmabhatt - Member  
Prof. D. K. Chaudhari – Member  
Prof. Swati Nigam  
Shri C. J. Parmar- Member  
Shri Nalinbhai M. Shah – Member  
Management  
Dr. Ajay S. Gor- Member (External Expert)  
Dr. B. D. Dhila (External Expert)  
Dr. Sanjay S. Shah (External Expert)  
GS  
LR

**(28) Wall Paper Committee:**

Dr. M. P. Patoliya

**(29) General Tour Committee:**

Dr. M. P. Patoliya – Chair Person  
Prof. H. H. Parmar – Member

**(30) Scholarship and Student Aid Fund Committee :**

- Prof. D. K. Chaudhari- (Chair Person)  
- Smt. D. D. Solanki – Member

**(31) Career Oriented Course :**

(1) Functional & Communicative Eng.  
- Prof. Swati Nigam

**(32) Remedial Courses :**

Prof. D. K. Chaudhari

**(33) Vocational Courses:**

- Prof. V. C. Brahmabhatt- Coordinator  
- Prof. M. S. Thakor Member

**(34) NCC –**

- Prof. Swati Nigam

**(35) AISHE –**

- Prof. H. H. Parmar ( Chair Person)  
- Dr. S. C. Acharya (Member)

**(36) College Development Committee –**

Dr. Hina M. Patel – Principal – Chair Person  
Dr. S. C. Acharya – Coordinator  
Prof. V. C. Brahmabhatt  
Prof. D. K. Chaudhari – Member  
Prof. Swati Nigam  
Shri C. J. Parmar – Member  
Shri Nalinbhai M. Shah – Member Management  
Dr. Ajay S. Gor – Member (External Expert)  
Dr. B. D. Dhila – (External Expert)  
Dr. Sanjay S. Shah – (External Expert)  
GS  
LR

**(37) College Code of Conduct Committee –**

Prof. H. H. Parmar (Chairperson)  
Prof. M. S. Thakor (Member)  
Dr. Varshaben C. Brahmabhatt (Member)

**(37) College Internal AAA Committee**

Dr. Hina M. Patel (Chairperson)  
Dr. S. C. Acharya (Coordinator)  
Prof. D. K. Chaudhari (Member)  
Dr. V. S. Thakkar (Member)  
Dr. V. C. Brahmabhatt (Member)  
Shri C. J. Parmar (Member)



*[Signature]*  
Principal

Smt. M.M. Shah Mahila Arts College  
Kadi- (N.G.) -382715