Institution shows gender sensitivity in providing facilities such as:
1. Safety and Security
2. Counselling
3. Common Room

Jaipur Engineering College and Research centre gives the highest priority on ascertaining the safety and security of the female students, faculty and other employees. It also provides facilities like common room and counselling services as it believes supportive, safe and conducive environments are critical to one’s growth.

Safety & Security:
The institute has taken the following safety & security measures -

- Security Guards at the main gate allow the persons only if they have proper ID proof and reason. In addition, security guards around the campus keep a vigilant eye to ensure the safety and security of the students.
- Constitutional committees like Anti-ragging committee, Grievance Redressal Committee and women cell committee are constituted as per the guidelines and there have been functioning actively to ensure the safety and security of the students.
- In the campus, CCTV Cameras are installed at different locations to ensure the safety and security of the students.
- Do’s and Don’ts are displayed in each laboratory and students are briefed on safety precautions to.
- Separate hostels for girls and boys with good security are provided.
- Precautions are taken during transport, in the campus, canteen, and library, sports area to monitor the movement of students and ensure safety of the students. Security checkpoints at all campus entries and exits and round the clock security at Main gates.

Counselling:

Active counselling system followed in the institution provides effective counselling to the students, including gender sensitive issues.

- The girls are encouraged through counselling to participate in various activities like Cultural events, Sports, training sessions, workshops etc. as per their comfort and interests.
- The Institution has a well-defined student mentoring system for all the programs starting from the first semester. The main objective of mentoring is to help each student in taking right decisions for their academic and personal growth. In addition, mentoring will help to boost student’s morale and improve their learning abilities. Each faculty who mentors the student tries to help the individual regarding their academic and personal issues.
Jaipur Engineering College and Research Centre  
Department of Computer Science & Engineering

NOTICE

| From: Mentor (Ms. Suniti Chouhan) | To: All Mentees |

**Subject:** Regarding girls safety and security.

All the Mentees are informed that there is a Meeting Regarding Safety, security and hygiene. 
- All of you must be present.

Meeting Venue Date and Timing are as below:

**Meeting Venue Time and Date:** LH1 -A block at 10:30 am on Saturday, September 14, 2019.

**Ms. Suniti Chouhan**  
M.No- 9425789003  
Email Id- sunitchouhan.cse@jecrc.ac.in  
(Assistant Professor CSE JECRC)
Minutes of Meeting 14/09/2019

Agenda –

1. Regular Cleanliness.
2. Hygiene.
3. Safety and security Measure.
4. Women Cell

Meeting Venue and Date: LH1 -A block at 11:30 am on Saturday, Sept. 14, 2019.

Attendees: All Mentees.

Meeting started with welcome note by Ms. Suniti Chouhan (Assistant Professor, CSE) and following points has been discussed during the meeting.

1. Discussed about all issues regarding washroom cleaning and other hygiene related.
2. All the girls student have given proper information regarding safety and security and discussed all the related issue.
3. Discussed with the students about woman cell in campus.

Copy to-

All Concerned

List Of Girls Mentee

<table>
<thead>
<tr>
<th>Name</th>
<th>Mentor Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEENAL AGARWAL</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>MEERA AGRAWAL</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>MUSKAN BHALAWAT</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>MUSKAN MAHESHWARI</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>NANDINI SINGH</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>NEHA PRAJAPATI</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>NISHTHA GARG</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
<tr>
<td>NUPUR SOGANI</td>
<td>Ms. Suniti Chouhan</td>
<td>B</td>
</tr>
</tbody>
</table>
Minutes of Meeting 20/07/2019

Agenda –

5. Regular Cleanliness.
6. Hygiene.
7. Safety and security Measure.

Meeting Venue and Date: LT4 -A block at 9:30 am on August 20, 2019.

Attendees: All Mentees.

Meeting started with welcome note by Ms. Tanya Shruti (Assistant Professor, CSE) and following points has been discussed during the meeting.

4. Discussed about all issues regarding washroom cleaning and other hygiene related.
5. All the girls student have given proper information regarding safety and security and discussed all the related issue.
6. Discussed with the students about woman cell in campus.

Copy to-

All Concerned

List Of Girls Mentee

<table>
<thead>
<tr>
<th>Name</th>
<th>Mentor</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARSHITA AGARWAL</td>
<td>Ms. Tanya Shruti</td>
<td>A</td>
</tr>
<tr>
<td>ISHA SHARMA</td>
<td>Ms. Tanya Shruti</td>
<td>A</td>
</tr>
<tr>
<td>ISHITA JAIN</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>ISHITA TIWARI</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>JYOTI AGARWAL</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>JYOTI SINGHAL</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>KANCHAN JESWANI</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>KHUSHI SINGHAL</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
<tr>
<td>KRATI MITRA</td>
<td>Ms. Tanya Shruti</td>
<td>B</td>
</tr>
</tbody>
</table>
JECRC

GIRLS HOSTEL

सेवा में,

श्रीमान CAO सिंह
JECRC Girls Hostel
अय्यपुर |

मतन्य निवेदन हैं, कि दिनांक 15-9-19 को Girls Hostel में दो क्षत्राओं के विस्तृत लिखित शिकायत की गई थी दोनों क्षत्राओं की शिकायत Girls Hostel में रात्रि लैटे अनोखा, बार्डन से बाह्य करना, दौर रात्रि आदि अन्य शिकायतों में Girls Hostel में स्ट्राइक करवाना। समय का पालन नियमों के अनुसार करना। अपने अनुरोध हैं, कि शाखों के विरुद्ध उचित कार्यवाही की जाए जिससे कि Girls Hostel का अनुशासन बना रहे।

1) Sakshi Singh - नैतिक
2) Usha Meena - नैतिक
3) Nilsi Jain - नैतिक
4) Meenakshi Gupta - नैतिक
5) Dolly Daga - नैतिक
6) Rosha Gautam - नैतिक
7) Priti Singh - नैतिक
Common Room:
Common Rooms facility for Boys' and Girls' are available. Girl's common room is available with essential facilities like first aid box, wash basin, etc.
Camera installed at entrance gate of girls hostel

Camera installed at main entrance gate
Camera installed in college
Camera installed in college blocks

Camera installed in college blocks
Fire Extinguisher in C-Block

Fire Extinguisher in D-Block

Fire Extinguisher in B-Block

Fire Extinguisher in A-Block
Fire certificate from Municipal Corporation
First aid Box in workshop-1

First aid Box in Staff Room

First aid Box in workshop-2

First Aid Box in Library
Awareness regarding safety and security
Awareness regarding safety
Minutes of Security & Grievance redressal Meeting held on 13.01.2020 at 2.30 PM

following officials were present:
1. Sh. P. K. Thawri, Sr. Advisor, Chair
2. Sh. D. P. Jain, Sr. Advisor, Member
3. Prof. S. N. Gupta, Sr. Advisor, Member
4. Sh. P. K. Gupta, CVO, Member
5. Sh. R. S. Agarwal, Member
6. Prof. Anukent Williamson, Registrar, Member
7. Sh. Amitabh Gupta, Member
8. Sh. Malli Ram, Guard Supervisor

Agenda:
- To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier in this regard. The following points were discussed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Point Discussed</th>
<th>Action Taken /To be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The position of police verification is as under</td>
</tr>
<tr>
<td></td>
<td>Supporting Staff</td>
<td>OK Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Non-teaching staff &amp; Faculty</td>
<td>106</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>161</td>
</tr>
</tbody>
</table>

2. Sanitary incinerator machine & Medical room
It was informed by the Registrar that a small incinerator has been installed.

Minutes of Security and Grievance redressal meeting held on 13.01.2020
The position of the student grievances is as under-

<table>
<thead>
<tr>
<th>Grievance in hand</th>
<th>New received</th>
<th>Grievance rectified/solved</th>
<th>Pendency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>27</td>
<td>20</td>
<td>7</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The position of the Maintenance related grievances is as under-

<table>
<thead>
<tr>
<th>Grievance in hand</th>
<th>New received in the month of Sep, 19</th>
<th>Grievance rectified/solved</th>
<th>Pendency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Mr. Yogendra Sharma informed that the estimate for the work of barbed wire fencing from behind Block to BH I corner towards BH -2 has been submitted to the Vice-Chairman for approval.

In the matter of security updation at rear side of E-Block & D-Block, Mr. Yogendra Sharma informed that all street lights of the area have been checked and repaired. All the street lights are working now. He also stated that two guards have been deployed in night shift for better security monitoring at night for these areas.

In the end, Sh. P. K. Tiwari thanked all the members. The next meeting will be held on 14th February, 2020 (Tuesday) at 2.30 PM.

(P. K. Tiwari)
21/02/20

Minutes of Security and Grievance redressal meeting held on 13.01.2020
Minutes of Meeting held on 25.11.2019 at 12:30PM

Following officials were present:

1. Sh. M. L. Sharma, Vice-Chairman
2. Sh. P. K. Tiwari, Sr. Advisor, Chair
3. Sh. O. P. Jain, Sr. Advisor, Member
4. Prof. S. N. Gupta, Sr. Advisor, Member
5. Prof. V.K. Chandna, Principal, Member
6. Sh. P. K. Gupta, CAO, Member
7. Prof. Anukrat William, Registrar, Member
8. Mr. Yogendra Sharma, Estate Engineer
9. Prof. U. K. Pareek, Member
10. Sh. Amitabh Gupta, Member
11. Sh. Malli Ram, Guard Supervisor

Invitees:
1. Dr. Roachi Mathur, Dean 1st Year
2. Dr. Barkha Srivastava, Dy. Dean 1st Year

Agenda: - Urgent Security Meeting: - Recent Incident of Breaking -in.

An incident of breaking-in into Chemistry Lab (CG 14) was reported by Dr. Barkha Srivastava HoD, Chemistry on 23.11.2019 along with Dr. Roachi Mathur, Dean 1st Year wherein they informed that few certificates, equipment & small cans of chemicals were found outside the Lab at the rear side of the C-Block and the window pane was found open.

To discuss the matter, an urgent meeting of 'Security & Grievance Redressal Forum' was called on 25.11.2019 at 12:30 PM in the Chamber of Sh. O. P. Jain, Sr. Advisor.

All the members visited the site and saw the place where incident took place. It was reported by the HoD, Chemistry that no particular item was stolen but these were kept outside, in the open area behind the Lab.
Urgent meeting on Security & Grievances redressal

To: mitecerc@rediffmail.com, PK Tiwari <pktiwari@jecrc.ac.in>, Principal JECRC <principal@jecrcmail.com>, "Prof.S N Gupta" <sngupta@jecrc.ac.in>, Registrar JECRC <registrar@jecrc.ac.in>, D P Jais <dpjais@jecrc.ac.in>, "U.K. Pareek" <ukpareek.mail@jecrc.ac.in>, Yagindra Sharma <yestakeengineer@jecrc.ac.in>

Sat, Nov 23, 2019 at 4:28 PM

An urgent meeting has been fixed on Security as some theft incident happened in the campus, on 25.11.2019 at 12.30 PM at C-Block in the chamber of Sh. O. P. Jais, Sr. Advisor.

All members are requested to kindly note of it.

Regards
Anirbab Gupta

Meeting on Security and Grievances redressal
Seminar on Road Safety on 5 Mar at 11:45 AM in Audi

Seminar on Road Safety on 5 Mar at 11:45 AM in Audi

Seminar on Road Safety

Jaipur Engineering College & Research Centre

Jaipur Engineering College & Research Centre

CIRCULAR

Subject: Seminar on Road Safety

There is a seminar on Road Safety on Tuesday the 5th of March 2019 at 11:45 AM in the Auditorium Block A.

Seminar on Road Safety
SAFETY AND SECURITY ARRANGEMENTS DURING DIWALI VACATIONS (04 Nov., 2018 to 09 Nov., 2018)

With a view to keep the College property safe and secure during the above holidays, as outlined in Principal’s circular No. JECRC/11/2018-19/122 dt.29-10-2018, it has been decided to take usual precautions as under:

a. College Main Buildings incl. all blocks:

All Labs. / Workshops / Library etc. The Lab Technicians / Librarians etc. will ensure that all the equipment / instruments / computers etc. not requiring re-charge, are de-plugged. The fans and lights shall be switched off and windows and taps closed. Rooms shall be locked and sealed. This will be cross checked and ensured by the concerned HoD’s representative and confirmed by the HoD/ Librarian in writing to the Principal before leaving the College campus on 03 Nov., 2018 for proceeding on above holidays.

All the remaining rooms in the above buildings. i.e. LTs/LHs/ Tutorial Rooms/ Faculty Rooms/ Offices/ Reception etc. The relevant supervisors shall ensure compliance, as indicated above.

Note: All concerned shall strictly ensure that no human being/live stock gets locked inadvertently in any place.

b. Cleaning of College campus: The whole campus shall need sweeping & cleaning /dusting of all rooms/library/ labs, etc. & furniture and cleaning of toilets particularly on 10 Nov., 2018 before the teaching resumes on that day. Accordingly, the complete support staff shall report early i.e. by 0730 hours to tackle this situation. Supervisors shall instruct and guide the maintenance staff accordingly.

c. Transportation: All the buses will be parked safely in JECRC Campus & keys sealed by Shri Ravi Bhanagar. The keys shall be re-issued by him on 09 Nov., 2018 for cleaning of buses properly before plying on 10 Nov., 2018.

d. Since the Boys’ Hostel No 2 shall be functioning partially and one Warden shall be staying back, by turn, this Warden shall take few rounds of the whole Campus in a random manner, to check and ensure that everything is in order.He will be in constant touch with all the Security Guards and will report to the undersigned on a daily basis.

e. Security Guards: All the security guards will be on constant vigil and remain alert and watchful at all times, and shall report telephonically to the undersigned(Mob. No. 9982682475 & Shri Aziz Khan (Mob. No. 9982682906) on a daily basis.

f. Hostels: All the Wardens shall ensure that all lights and fans are switched off, electrical equipment de-plugged, water taps are closed, all the windows are shut and closed & no person/live stock is left inside the bathroom / room before the students lock the door of their rooms to proceed for the holidays. Electric equipment shall be de-plugged before closing the mess and all other rooms, wherever not in use. The Wardens, Mess and maintenance staff shall avail vacations as decided and report back for duty on 10 Nov., 2018 (FN) to prepare for hosts’ full fledged reopening with effect from Lunch that day.

Chief Administrative Officer


Safety and security arrangement during Diwali vacation
JAIPUR ENGINEERING COLLEGE & RESEARCH CENTRE

Ref: 38  Date: 15/1/18

Minutes of Security & Grievance redressal Meeting held on 08.01.2018 at 2.30PM

Following officials were present:

1. Sh. M. L. Sharma, Vice-Chairman
2. Sh. P. K. Tiwari, Sr. Advisor, Chair
3. Sh. O. P. Jain, Sr. Advisor, Member
4. Prof. S. N. Gupta, Sr. Advisor, Member
5. Prof. Vinay Kumar Chandra, Principal, Member
6. Sh. P. K. Gupta, CAO, Member
7. Sh. R. S. Agarwal, Member
8. Prof. Anukrat Williamson, Registrar, Member
9. Prof. U. K. Pareek, Member
10. Sh. Armitab Gupt, Member
11. Sh. Malli Ram, Guard Supervisor

Agenda:

To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier in this regard. The following points were discussed:

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<tr>
<th>S. No.</th>
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<th>Action Taken /To be Taken</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The position of police verification is as under:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK Reports</td>
<td>Rejected</td>
</tr>
<tr>
<td>1.</td>
<td>Police Verification</td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Supporting Staff</td>
<td>56</td>
</tr>
<tr>
<td>ii)</td>
<td>Non teaching staff &amp; Faculty</td>
<td>121</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>177</td>
</tr>
</tbody>
</table>
| 2. | CCTV | CAO informed that the camera at the entrance of B-Block which was defective due to fault in cable has been rectified and now all cameras are working.
He also informed quotation has been received for the additional (Proposed) 22 cameras and is under scrutiny/consideration.

Minutes of Security and Grievance redressal meeting held on 08.01.2018
| 3. Sanitary incinerator machine & Medical room | Principal stated that one more incinerator machine in the Girls Hostels is required. In this matter, it was decided that inspire of purchasing of machine from the vendor, it can be given to the students as a project. All members are consented on this proposal. Principal shall do further course of action in this regard. C AO informed that the next medical camp shall be held at the end of the January. |
| 4. Use of Helmet | Registrar stated that flexes has been displayed at the different location. Sh. O. P. Jain, Sr. Advisor asked the Registrar to finalize the date in the last week of the January for the seminar on the road safety. |
| 5. I-Cards | Registrar informed that i-cards have been distributed to all the students. No action is required now. |
| 6. Disciplinary & other issues | Registrar informed that all Disciplinary measures are being taken to maintain discipline in the campus. Principal discussed some service matter issues viz Maternity Leave benefit, relaxation in timings to the staff members etc. Since the present policy document is very old, Sh. R.S. Agarwal & Registrar has been asked to review the existing service policy of the college and prepare a new draft policy at the earliest. |
| 7. Grievance redressal | Principal stated that grievance matter shall now be discussed in the meeting as a H & A compliance. An application format for grievance related to repair & maintenance has been designed and distributed among the HoDs. Dr. U. K. Pareek has been nominated as a representative for the matter related to the student grievances. Dr. Pareek shall compile the student grievances data in the following format: -

<table>
<thead>
<tr>
<th>Grievance in hand</th>
<th>New received</th>
<th>Grievance rectified/solved</th>
<th>Pendency</th>
<th>Remarks</th>
</tr>
</thead>
</table>

It was also decided the name of the "Security & Maintenance meeting" will now be called as "Security & Grievances Redressal Meeting". 

In the end, Sh. P. K. Tiwari thanked all the members.
The next meeting will be held on 22th February 2019 (Friday) at 2.30PM.

(M. L. Sharma)

Minutes of Security and Grievance redressal meeting held on 08.01.2018
JAIPUR ENGINEERING COLLEGE & RESEARCH CENTRE

Re: JERc/2017-18
Date: 20/12/17

Minutes of Security & Maintenance Meeting held on 20.12.2017 at 2.30PM

Following officials were present:
1. Sh. M. L. Sharma
2. Sh. P. K. Tiwari
3. Sh. S. N. Gupta
4. Sh. P. K. Gupta
5. Sh. R. P. Jain
6. Sh. M. Ram, Guard Supervisor

Agenda: To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier on this regard. The following points were discussed:

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<td>1.</td>
<td>Police Verification</td>
<td>Supporting Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-teaching staff &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>2.</td>
<td>CCTV</td>
<td>It has been informed by GAD that estimate for repair / rectification of damage to CCTV system due to recent lighting / voltage surge on 11.12.17 has been received by him and the same will be submitted after due checking for approval.</td>
</tr>
<tr>
<td>3.</td>
<td>Use of Helmet</td>
<td>Orientation programme will be conducted in the month of Jan., 18.</td>
</tr>
</tbody>
</table>

In the end, Sh. P. K. Tiwari thanked all the members.
The next meeting will be held on 21.02.2018 (Wednesday) at 2.30PM.

(Signature)
(P.K. Tiwari)
28/12/17

Minutes of Security and Maintenance meeting held on 20.12.2017
Minutes of Meeting held on 16.06.16 at 12.00 Noon

Following officials were present:

1. Sh. M.L. Sharma
2. Sh. C.P. Jain
3. Sh. P.K. Tiwari
4. Sh. S.N. Gupta
5. Dr. V.K. Chaudhna
6. Sh. P.K. Gupta
7. Sh. R.P. Jain
8. Sh. Asifaz Khan
9. Sh. Mal Ram, Guard Supervisor

Agenda: To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier in this regard. The following points were discussed:

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<tbody>
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</tr>
<tr>
<td></td>
<td>Supporting Staff</td>
<td>OK Reports</td>
</tr>
<tr>
<td>1)</td>
<td>Supporting Staff</td>
<td>56</td>
</tr>
<tr>
<td>2)</td>
<td>Non teaching staff</td>
<td>68</td>
</tr>
</tbody>
</table>

It was decided that police verification shall be done for all new faculty joining w.e.f 25.04.2016.

2. CCTV

The matter to arrive at a long term techno-economically viable solution is under consideration with the management. It will be decided within a fortnight.

3. Use of Helmet

It is being followed strictly. However, strict action will be taken against the students who are not wearing helmet while coming to the college next session.

4. Scarcity of Water

A separate committee under the Chairmanship of the Principal may be formed to take action to save water.

In the end, Sh. P.K. Tiwari thanked all the members.
The next meeting will be held on 25.07.2016 at 11:30 a.m.

(P. K. Tiwari)

Minutes of meeting of security point of view in campus
NOTICE

It has been observed that students do not wear the helmet while driving the vehicles. It is decided that students who drive without helmet inside campus also will not be allowed to park their vehicle in the college premises.

Principal

[Signature]

[Stamp]

PRINCIPAL

Jaipur Engineering College & Research Centre
Tank Road, Jaipur-302022
Reg. Security meeting

Fri, Oct 26, 2018 at 2:28 PM

Office Suptd. JECRC <os@jecrc.ac.in>

To: Vice Chairman <vc@jecrc.ac.in>, O P Jain <opjain@jecrc.ac.in>, "Prof. S N Gupta" <sgupta@jecrc.ac.in>, "p.k. Gupta" <cao@jecrc.ac.in>, Principal JECRC <principal@jecrcmail.com>, Registrar JECRC <registrar@jecrc.ac.in>, Director ABD <directorabd@jecrc.ac.in>, pkilwani <pkilwani@jecrc.ac.in>

Sir,

The Security meeting which was scheduled today at 2.30 PM has been postponed. It will now be held on 29/10/2018 at 2.30 PM on the same venue.

Regards

Amitabh Gupta
Sample List of visitors in Record of Guard at main gate
Prof. M. P. Poonia  
Vice-Chairman  
Ref. AICIL/R/VCM/PM-8/2017

Sir/Madam,

Subject: Promoting Menstrual Health of women and adolescent girls by ensuring availability of quality Sanitary Napkins through Sanitary Napkin Vending Machines to ensure Safe & Environment Friendly disposal of used Sanitary Napkin through Sanitary Napkin Incinerators – Part of Swachhata Abhiyan Competition

As you are aware, we are completing 3rd year of Swachh Bharat Mission this year. Female hygiene / sanitation is one of the key aspects of Swachh Bharat Mission. The problem of improper disposal of menstrual waste is also a major roadblock to our achieving Swachh Bharat Mission’s goal to create Clean India.

Accordingly, Installation of Sanitary Napkin Vending Machines and Sanitary Napkin Incinerator will be the key parameter of this mission.

HLL Lifecare Limited (HLL) is a 100% Government of India Public Sector Enterprise under Administrative Control of Ministry of Health & Family Welfare. HLL is engaged in promoting Female Hygiene by providing end-to-end solution which includes (1) Supply of Automated Vending Machine for 24 x 7 availability of Sanitary napkins (2) Supply of quality and economical Sanitary Napkins (3) Supply of Incinerators for Safe & Environment friendly disposal of used napkins.

Ministry of Urban Development / Ministry of Drinking Water & Sanitation has issued directive to install sanitary napkin vending machines in all places frequented by women. This is part of the technological innovation for women hygiene and sanitation under Swachh Bharat Mission initiative by Hon’ble Prime Minister of India.

You are requested to ensure speedy installation of this concept at the earliest and keep us informed about the compliance.

The contact details of HLL Lifecare Limited officials are as under:
1. Mr. Mohandas Nayar – Division Head & DGM / mnMohandas@lifecarehll.com / +91.9873931183
2. Mr. Ratnakar Gupta – Deputy Manager – Sales & Marketing / ratnakargupta@lifecarehll.com / +91.7827556200 (For North and West regions)
3. Mr. R. Dhruvan – Deputy Manager – Operations / dhruvanr@lifecarehll.com / +91.9496546786 / +91 7907661824 (For South and East regions)

With Regards

Yours sincerely

(Prof. M. P. Poonia)

To,  
Directors/Principals of AICTE Approved Institutes.

Respected Sir/Madam,

We are pleased to submit our best offer as under:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Sanitary Napkin Vending Machine</th>
<th>AVM MINI Battery</th>
<th>Sanitary Napkin Incinerator</th>
<th>Sanitary Napkin Pads*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of the Product</td>
<td>13617.00</td>
<td>1190.00</td>
<td>17790.00</td>
<td>4821.43</td>
</tr>
<tr>
<td>GST</td>
<td>18%</td>
<td>28%</td>
<td>18%</td>
<td>12%</td>
</tr>
<tr>
<td>GST Amount</td>
<td>2451.06</td>
<td>333.20</td>
<td>3202.20</td>
<td>578.57</td>
</tr>
<tr>
<td>Total A</td>
<td>16068.06</td>
<td>1523.20</td>
<td>20992.20</td>
<td>5400.00</td>
</tr>
<tr>
<td>Delivery Charges</td>
<td>2500.00</td>
<td></td>
<td>2500.00</td>
<td>-</td>
</tr>
<tr>
<td>Installation Charges</td>
<td>2500.00</td>
<td></td>
<td>2500.00</td>
<td>-</td>
</tr>
<tr>
<td>Training Charges</td>
<td>500.00</td>
<td></td>
<td>500.00</td>
<td>-</td>
</tr>
<tr>
<td>Annual Maintenance 2 Years</td>
<td>3200.00</td>
<td></td>
<td>4200.00</td>
<td>-</td>
</tr>
<tr>
<td>GST%</td>
<td>18%</td>
<td></td>
<td>18%</td>
<td>-</td>
</tr>
<tr>
<td>GST Amount (1 to 4)</td>
<td>1566.00</td>
<td></td>
<td>1746.00</td>
<td>-</td>
</tr>
<tr>
<td>Total B</td>
<td>10266.00</td>
<td></td>
<td>11446.00</td>
<td>-</td>
</tr>
<tr>
<td>Total (A+B)</td>
<td>26,334.06</td>
<td>1523.20</td>
<td>32438.20</td>
<td>5400.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>65,695.45</td>
</tr>
</tbody>
</table>

**Other Terms & Conditions:**

1. The order is to be issued in the name of HLL LIFECARE LIMITED (Govt. of India enterprise), B-14A, Sector-62, GautaumBudh Nagar (NOIDA), UP. 201307
2. The machines will be supplied / invoiced / installed / maintained by our local authorized franchisee –
3. Any local taxes / levies, if any will be additional as applicable
4. The equipment’s supplied will carry 36 months warranty from any manufacturing defect and On-Site services will be provided through our local authorized franchisee.
5. PAYMENT: 100% payment after the installation.
6. DELIVERY: The equipment’s will be supplied within 2 weeks from the date of receipt of purchase / supply order along with payment.
7. Validity: 60 days from the date of issue of this letter.

For HLL LIFECARE LIMITED
(Govt. of India Enterprise)
Ref No: AICTE/SVM/17-18/  

To,
The HLL LIFECARE LIMITED,  
(Govt. of India Enterprise)  
B-14A, Sector 62,  
Gautam Budh Nagar (NOIDA)  
Uttar Pradesh – 201307

Date:

Subject: Supply Order for Sanitary Napkin Vending Machine, Incinerator and Napkins

Ref: 1). Circular ref. number AICTE/II/VCM/PM-S/2017 dated 21/8/2017  
2). Proposal received from HLL Lifecare Limited

Dear Sir,

With reference to the above, we request you to please supply the following item/s

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Rate per set</th>
<th>Quantity</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set of Sanitary Napkin vending Machine /Battery / Sanitary Napkin Incinerator and Sanitary Napkins (as per proposal)</td>
<td>Rs. 65,695.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Value (in words):

Terms:

1. DELIVERY : Within 2-3 weeks from the date of order
2. PAYMENT : 100% advance against this order
3. Delivery address:

Please arrange for delivery / installation at the earliest.

Thanking you,
To,
The HLL LIFECARE LIMITED,
(Govt. of India Enterprise)
B-14A, Sector 62,
Gautam Budh Nagar (NOIDA)
Uttar Pradesh - 201307

Subject: Supply Order Sanitary Napkin Incinerator
Ref: 1). Circular ref. number AICTE/II/VCM/PM-5/2017 dated 21/8/2017
2). Proposal received from HLL Lifecare Limited by email on 7.8.18

Dear Sir,

With reference to the above, we request you to please supply the following item:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Rate per Set</th>
<th>Quantity</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sanitary Napkin Incinerator (as per proposal)</td>
<td>Rs. 32438.20/-</td>
<td>1</td>
<td>Rs. 32438.20/-</td>
</tr>
</tbody>
</table>

Value (in words): Thirty two thousand four hundred thirty eight rupees and paisa twenty only

Terms:
1. DELIVERY: Within 2-3 weeks from the date of order
2. Inclusive of all Taxes
3. Delivery address: Jaipur Engineering College and Research Center, JECRC Campus, Shri Ram Ki Nangal, Via Sitapura RICO, Opp. EP/IP Gate, Tonk Road, Jaipur 302022

Please arrange for delivery / installation at the earliest.

Thanking you,

REGISTRAR
Prof. (Dr.) Anurakti Williamson

Jaipur Engineering College and Research Centre
1227, Raja Park, Jaipur 302022
Tel: 0141 2770120, 2770237 F: 0141 2770803 e: info@jercrmall.com
# PROFORMA INVOICE

VendSure Marketing
Rajasthan, India

Invoice No: 020

Date: 14th Aug 2018

Delivery Note: 

Terms of Payment: Net 30 Days

Supplier's Ref: 

Order No: 

Buyer's Order No: 

Despatch Document No: 

Delivery Note Date: 

Despatched through: 

Terms of Delivery: 

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Goods and Services</th>
<th>GST Rate</th>
<th>Quantity</th>
<th>Rate per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Automated Sanitary Napkin Incinerators</td>
<td>18 %</td>
<td>1 nos</td>
<td>17,790.00</td>
<td>17,790.00</td>
</tr>
<tr>
<td></td>
<td>Delivery Charges (Incinerators)</td>
<td>16 %</td>
<td></td>
<td></td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Installation Charges (Incinerators)</td>
<td>18 %</td>
<td></td>
<td></td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Training Charges</td>
<td>18 %</td>
<td></td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>AMC (2 Years for SN)</td>
<td>18 %</td>
<td></td>
<td></td>
<td>4,200.00</td>
</tr>
<tr>
<td></td>
<td>Output Gst 9%</td>
<td>9 %</td>
<td></td>
<td>2,474.10</td>
<td>2,474.10</td>
</tr>
<tr>
<td></td>
<td>Output Sgst 9%</td>
<td>9 %</td>
<td></td>
<td></td>
<td>(-90.20)</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>1 nos</td>
<td></td>
<td>32,438.00</td>
</tr>
</tbody>
</table>

Amount Charges In Words: Indian Rupees Thirty Two Thousand Four Hundred Thirty Eight Only

E & O.E

Indian Rupees Thirty Two Thousand Four Hundred Thirty Eight Only

<table>
<thead>
<tr>
<th>HSN/SAC</th>
<th>Taxable Value</th>
<th>Central Tax</th>
<th>State Tax</th>
<th>Total Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>84176000</td>
<td>17,790.00</td>
<td>1,601.10</td>
<td>1,601.10</td>
<td>3,202.20</td>
</tr>
<tr>
<td>996113</td>
<td>2,500.00</td>
<td>225.00</td>
<td>225.00</td>
<td>450.00</td>
</tr>
<tr>
<td>996176</td>
<td>2,500.00</td>
<td>225.00</td>
<td>225.00</td>
<td>450.00</td>
</tr>
<tr>
<td>996229</td>
<td>500.00</td>
<td>45.00</td>
<td>45.00</td>
<td>90.00</td>
</tr>
<tr>
<td>996717</td>
<td>4,200.00</td>
<td>370.00</td>
<td>370.00</td>
<td>740.00</td>
</tr>
<tr>
<td>Total</td>
<td>27,490.00</td>
<td>2,474.10</td>
<td>2,474.10</td>
<td>4,948.20</td>
</tr>
</tbody>
</table>

Tax Amount In Words: Indian Rupees Four Thousand Nine Hundred Forty Eight and Twenty Paise Only

Company's PAN: BXEPS86864G


This is a Computer Generated Invoice
To,
The HLL LIFECARE LIMITED,
(Govt. of India Enterprise)
R-14A, Sector 62,
Gaur City I, Noida (NOIDA)
Uttar Pradesh - 201307

Subject: Supply Order Sanitary Napkin Incinerator

Ref: 1. Circular ref. number AICTE/AYCM/P/5/2017 dated 21/5/2017
2. Proposal received from HLL Life care Limited by email on 7/8/18

Dear Sir,

With reference to the above, we request you to please supply the following item:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Rate per set</th>
<th>Quantity</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Rs. 32438.20/-</td>
<td>1</td>
<td>Rs. 32438.20/-</td>
</tr>
</tbody>
</table>

Value (in words): Thirty two thousand four hundred thirty eight rupees and forty two paisa only

Terms:
1. DELIVERY: Within 2-3 weeks from the date of order
2. Inclusive of all Taxes
3. Delivery address: Jaipur Engineering College Research Centre, IECRC Campus,
   Shri Ram Ki Nangal, Via Sitapura RICCO, Opp. EPIT Gate, Tonk Road, Jaipur 302022

Please arrange for delivery/installation at the earliest.

Thanking you,

Paid Rs 32438/- vide UTR No. N260180639739204

Dr. Anurakti Williamson

Jaipur Engineering College Research Centre

Paid Rs 32438/- vide UTR No. N260180639739204

Dr. Anurakti Williamson

Jaipur Engineering College Research Centre

Jaipur, Rajasthan

Anurakti Williamson

Jaipur Engineering College Research Centre

Jaipur, Rajasthan
Minutes of Security & Maintenance Meeting held on 18.07.2018 at 2.30PM

Following officials were present:

1. Sh. M. L. Sharma, Vice-Chairman
2. Sh. P. K. Tiwari, Sr. Advisor, Chair
3. Prof. V. K Chandna, Principal, Member
4. Prof. S. N. Gupta, Sr. Advisor, Member
5. Sh. P. K. Gupta, CAO, Member
6. Sh. R. S. Agarwal, Member
7. Sh. Anukart Williamson, Registrar, Member
8. Sh. Amitabh Gupta, Member
9. Sh. Mali Ram, Guard Supervisor

Agenda: To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier in this regard. The following points were discussed –

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Point Discussed</th>
<th>Action Taken / To be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The position of police verification is as under –</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK Reports</td>
<td>Rejected</td>
</tr>
<tr>
<td>1.</td>
<td>Police Verification</td>
<td>Supporting Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non teaching staff &amp; Faculty</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>181</td>
</tr>
</tbody>
</table>

Vice-chairman (VC) has desired that salary of staff members, whose police verification has been rejected and who have been unable to get it re-verified despite reminders shall be put on hold. List of such defaulters shall be put up by CAO to VC.

2. CCTV

All CCTV cameras are working properly. However, up-gradation of 4 cameras - 2 at main gate and 2 at C-Block shall be taken up for better monitoring at these points to ensure finer clarity of face and vehicle numbers.
Principal informed that as per AICTE norms, there must be a sanitary incinerator machine for girls so as to keep the girls' toilet more hygienic. It was also told by the Principal that AICTE tie up with Hindustan Lever Limited for installation of such type of machines. The approximate cost of the machine is 40 K. It was discussed that such machine may be installed in the girl's hostels near the bathrooms.

There was a discussion to set up a medical room in the Campus during the NBA visit. VC consented for the same and also suggested that the medical camps which were being organized earlier may be continued this year and their frequency may also be increased. CAO has been asked to find out feasibility of a permanent doctor in the campus for 1-2 hours daily in the evening.

Vice-Chairman emphasized that new session will be starting soon and College should take up appropriate awareness programme about road safety for students. It was also emphasized that students on two wheelers should wear helmet while entering the college premises. Registrar has been asked to issue notice for the same.

Registrar stated that the students should also be made aware of the benefits of plantation, saving water etc.

The Registrar has been authorized to formulate a concrete plan for the same before the commencement of the 1st semester.

It was decided that by 15 Aug 2018 (before induction training) all I-cards should be printed and distributed to the students. Registrar was asked to prepare a action plan to ensure that students are not permitted without I-card into the college.

It was decided that anti-ragging committees may be formed. A meeting of ragging committees shall be held on 25th July 2018 in the Conference hall at A -Block to discuss the strategy to curb the menace of ragging. Registrar has been asked to do the needful.

In the end, Sh. P. K. Tiwari thanked all the members.
The next meeting will be held on 17.08.2018 (Friday) at 2.30PM.

(P. K. Tiwari)
2018
Minutes of Security & Maintenance Meeting held on 21.08.2018 at 2.30PM

Following officials were present:–

1. Sh. M. L. Sharma, Vice-Chairman
2. Sh. P. K. Tiwari, Sr. Advisor, Chair
3. Prof. S. N. Gupta, Sr. Advisor, Member
4. Sh. P. K. Gupta, CAO, Member
5. Sh. R. S. Agarwal, Member
6. Sh. Anukant Williamson, Registrar, Member
7. Sh. Amitabh Gupta, Member
8. Sh. Mali Ram, Guard Supervisor

Agenda: – To discuss about the measures to be taken from security point of view in the campus / to review decisions taken earlier in this regard. The following points were discussed –

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Point Discussed</th>
<th>Action Taken /To be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Police Verification</td>
<td>The position of police verification is as under –</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OK Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Supporting Staff</td>
<td>55</td>
</tr>
<tr>
<td>ii)</td>
<td>Non teaching staff &amp; Faculty</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>170</td>
</tr>
</tbody>
</table>

The list of defaulters has been forwarded with directions of the Vice-Chairman, that they are required to produce the verification certificate till 30.09.2018 on their own, failing which their salary for the month of September will be put on hold till submission of verification certificate.

CAO informed that the employees from outside Jaipur Distt have to apply for police verification in their respective home town on their own because the e-mitra system accepts & processes the applications of this district. Further, verification is valid for six months only and hence such employees should ensure submission of the certificate well within the validity period.

2. CCTV

CAO informed that revised estimates for up-gradation of 4 cameras -2 at main gate and 2 at C-Block and estimates for rectification of 3 cameras rendered defective due to sinking of soil near B-Block shall be received in 7-10 days and thereafter put up for approval and execution of work.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.</strong> Sanitary incinerator machine &amp; Medical room</td>
<td>Sh. O. P. Jain, Sr. Advisor asked that position of CCTV system inside the D-Block may be checked from Mr. Yogendra Sharma, Estate Engineer. Registrar stated that the order for sanitary incinerator machine for girl’s hostel has been given to HLL and by mid of September, the machine shall be commissioned. CAO informed that some MBBS doctors are being approached to be available in the college for an hour and thereafter a medical consultation room shall be readied.</td>
</tr>
<tr>
<td><strong>4.</strong> Use of Helmet</td>
<td>Registrar stated that efforts are being made to educate the students regarding the use of helmet &amp; road safety. He himself visits the college main gate &amp; nearby area regularly to ensure that the students wear helmets on two wheelers while entering the college premises. Security Guards have also been instructed to ensure the same. Registrar informed that Sh. Anshul Mittal, SDO has been asked to arrange intra college event/competition regarding road safety, use of helmet, pollution &amp; water saving etc. Sh. P. K. Tiwari, Sr. Advisor informed that a seminar on road safety shall be held at the end of the September. An expert from the traffic police department shall be invited to deliver a speech regarding different aspects of the road safety.</td>
</tr>
<tr>
<td><strong>5.</strong> I-Cards</td>
<td>Registrar informed that printing of I-Cards for the new comers is still under process and ensured that the I-cards will be distributed from 05th Sep., 2018 onwards.</td>
</tr>
<tr>
<td><strong>6.</strong> Anti-Ragging Committee meeting</td>
<td>Anti-ragging committees have been formed and faculty members are being deputed for night duty in the hostels. Nothing untoward has been reported so far.</td>
</tr>
</tbody>
</table>

In the end, Sh. P. K. Tiwari thanked all the members.
The next meeting will be held on 28.09.2018 (Friday) at 2.30PM.

(P. K. Tiwari) 29/8/18
Sample of Sanitary Napkin Vending Machine