

DETAILS OF THE NODAL OFFICER / RESPONSIBLE OFFICER

Student Well-being, Welfare and Crisis Response Mechanism

Name of Institution	Shri Ram Janki Vidhi Mahavidyalay
Address	Vill.: Ram Nagar, Post : Amawasufi, Tehsil : Milkipur, District : Ayodhya (U.P.)- 224121
Academic Session	2026-27
Order / Notification No.	10
Date of Appointment / Designation	29/08/2026
Effective From	01/09/2026

1. Nodal Officer / Responsible Officer – Particulars

Particular	Details
Name of Nodal Officer	Mrs. Mamta Mishra
Designation	Nodal Officer
Department/Office	Law Department
Official Email	srj224121@gmail.com
Office Contact No.	9450194825, 9452288019
Emergency/Helpline No.	9452288019
Office/RoomNo.	Ground Floor/ No. 02
Working Days/Hours	10:00 AM-5:00 PM / 6 Days
Alternate/Backup Officer	Soni Yadav
Backup Officer Contact	6306766917

2. Role and Responsibilities

- Serve as the primary institutional contact for student well-being and welfare concerns.
- Receive, assess and appropriately route student concerns requiring welfare or crisis support.
- Coordinate with counsellors, faculty mentors, medical personnel, hostel authorities and student-support cells.
- Activate the institution's emergency/crisis-response procedure when required.
- Facilitate timely referral to qualified mental-health, medical, emergency or other professional services.
- Maintain appropriate confidentiality and secure records, subject to applicable law and safeguarding requirements.
- Coordinate communication with parents/guardians or other authorised persons when institutionally and legally appropriate.
- Organise student well-being awareness, orientation and preventive support activities.
- Review incidents and recommend improvements to institutional crisis-preparedness and student-support systems.

3. Crisis Response / Escalation Matrix

Level	Situation/Concern	Person/Agency to Contact	Contact
1- Routine	General student welfare/adjustment concern	Faculty Mentor/Counsellor	9793458324
2- Urgent	Significant distress/welfare concern	Nodal Officer/Counsellor/Student Welfare Office	9473789716
3- Emergency	Immediate safety/medical/crisis concern	Emergency Services/Medical Facility/Designated Authority	9569585009
4- Institutional	Major incident requiring institutional coordination	Head of Institution/Crisis Management Team	9695074339

4. Crisis Response Arrangements

- Emergency contact lists maintained and periodically updated.
- Designated medical/healthcare referral facility is identified.
- Counselling/psychological support is available or a referral arrangement is established.
- Hostel/campus security and responsible administrative officers are included in the escalation process where applicable.
- Procedures for responding to serious student welfare incidents are documented and communicated to relevant personnel.
- The mechanism includes provisions for students with disabilities and other students requiring additional support.
- Periodic review/mock preparedness or awareness activities are undertaken where appropriate.

5. Emergency and Referral Contacts

Service/Authority	Name/Facility	Telephone	Email/Other
Emergency Service	Brijesh Rawat	9935955908	srj224121@gmail.com
Nearest Hospital/Medical Facility	CHC Khandasa	9695973988	srj224121@gmail.com
Counsellor/Psychologist	Indrabhan Shukla	8004243551	srj224121@gmail.com
Campus Security	Jaggiwan Chauhan	9506925019	srj224121@gmail.com
Hostel/Warden	Raj Kumar Pandey	29/08/2026	srj224121@gmail.com
Head of Institution	Dr. A.K. Shukla	29/08/2026	srj224121@gmail.com
Other	Mrs. Meera Mishra	29/08/2026	srj224121@gmail.com

6. Student Access to the Nodal Officer

Mode	Particulars
In Person	Office / Room: Ground Floor / No. 04
Telephone	Number: 9452288019
Email	Email ID: srj224121@gmail.com
Online / Web	Link / Portal: srj224121@gmail.com
Referral	Through faculty mentor / counsellor / student welfare office

7. Approval / Authentication

Prepared/Compiled By	Mr. Ravi Kumar	Date	29/08/2026
Nodal Officer	Mr. Brijesh Kumar	Date	29/08/2026
Student Welfare Officer/Dean	Mr. Kalak Ram	Date	29/08/2026
Head of Institution/Competent Authority	Dr. A.K. Shukla	Date	29/08/2026
Institutional Seal		Place	Ram Nagar, Amawasufi, Tehsil : Milkipur, Ayodhya

CONSTITUTION AND PARTICULARS OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Prevention, Prohibition and Redressal of Sexual Harassment and Gender-Based Grievances

Name of Institution	Shri Ram Janki Vidhi Mahavidyalay
Address	Vill.: Ram Nagar, Post : Amawasufi, Tehsil : Milkpur, District : Ayodhya (U.P.)- 224121
Academic Session	2026-27
Order / Notification No.	07
Date of Constitution / Reconstitution	29/08/2026
Effective From	01/09/2026

1. Statutory / Regulatory Basis

This Internal Complaints Committee (ICC) is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC framework applicable to Higher Educational Institutions.

2. Constitution and Particulars of the ICC

Sl. No.	Name & Designation	Role / Category	Contact No. / Email
1	Mrs. Unnati Shukla President	Presiding Officer – senior woman faculty member	9305095042 srj224121@gmail.com
2	Mr. Santosh Kumar Singh Member	Faculty Member – nominated	9454579535 srj224121@gmail.com
3	Mr. Shiv Prakash Singh Member	Faculty Member – nominated	8953161789 srj224121@gmail.com
4	Mrs. Ranjana Singh Member	Non-Teaching Employee – nominated	8887405256 srj224121@gmail.com
5	Mrs. Jyoti Singh Member	Non-Teaching Employee – nominated	8400410493 srj224121@gmail.com
6	Mrs. Shalini Singh Member	Student Representative – UG	9076943365 srj224121@gmail.com
7	Mrs. Rachana Singh Member	Student Representative – PG	9174054630 srj224121@gmail.com
8	Mr. Vinesh Kumar Member	Student Representative – Research Scholar	7268820049 srj224121@gmail.com
9	Dr. Sandeep Singh Member	External Member – NGO / association / person familiar with sexual-harassment issues	9455594474 srj224121@gmail.com

3. Compliance Particulars / Declarations

- ☐ At least one-half of the total members of the ICC are women.
- ☐ Presiding Officer meets the applicable eligibility requirement.
- ☐ Faculty and non-teaching members are nominated as required.
- ☐ Student representation is provided where applicable.
- ☐ An eligible external member is nominated.
- ☐ Formal written constitution/order is issued.
- ☐ Privacy and necessary facilities are provided.
- ☐ ICC particulars and complaint procedure are displayed.

4. Contact / Complaint Mechanism

ICC Office / Room	Ground Floor / No. 2
ICC Official Email	srj224121@gmail.com
ICC Contact Number	7607716199
Complaint Submission Method	In writing / Email / Other: Writing
Website / Webpage	https://srjlawcollege.co.in
Office Hours	10:00 AM-5:00 PM

5. Responsibilities of the ICC

- Receive and process complaints in accordance with applicable law.
- Provide a safe, fair, confidential and accessible redressal mechanism.
- Assist an aggrieved person in making a complaint where necessary.
- Conduct inquiries according to applicable legal requirements and natural justice.
- Recommend appropriate interim/final measures where applicable.
- Undertake gender sensitisation and awareness activities.
- Maintain confidentiality subject to law.

6. Approval / Authentication

Prepared / Compiled By	Ravi Kumar	Date	29/08/2026
ICC Presiding Officer	Mrs. Poonam Singh	Date	29/08/2026
Competent Authority / Head of Institution	Dr. A.K. Shukla	Date	29/08/2026
Institutional Seal	_____	Date	29/08/2026

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY MECHANISM

Institutional Form / Constitution and Particulars of the Equal Opportunity Mechanism

Name of Institution	Shri Ram Janki Vidhi Mahavidyalay
Address	Vill.: Ram Nagar, Post : Amawasufi, Tehsil : Milkipur, District : Ayodhya (U.P.)- 224121
Academic Session	2026-27
Order / Notification No.	08
Date of Constitution / Reconstitution	29/08/2026
Effective From	01/09/2026

1. Regulatory / Institutional Basis

This mechanism is intended to promote equality, prevent discrimination and provide a transparent grievance-redressal system for students and other members of the institutional community. It is framed with reference to the UGC framework on promotion of equity in higher educational institutions. The institution should update this form to reflect the regulations and directions currently applicable to it.

2. Equal Opportunity / Anti-Discrimination Mechanism – Particulars

Sl. No.	Name & Designation	Role/Responsibility	Contact
1	Mr. Rakesh Kumar Pandey President	Coordinator/Anti-Discrimination Officer	9452991840
2	Mr. Ram Akshaybar Tiwari Member	Faculty Member-nominated	9795069728
3	Mr. Ashwani Kumar Shukla Member	Faculty Member-nominated	8576098905
4	Mrs. Pooja Singh Chauhan Member	Staff Member-nominated	8957517857
5	Mr. Vijay Kumar Member	SC/STCell Representative	9198013802
6	Mr. Ram Shankar Gupta Member	OBC/EWS/Minority Representative, where applicable	8009258408
7	Mr. Uttari Kumar Member	PwD/Accessibility Representative, where applicable	9695281736
8	Mr. Shivam Shukla Member	Student Representative	7052909844
9	Ram Chandra Yadav Member	External/Civil Society Representative, where applicable	9555253519

3. Scope of Protection / Equal Opportunity

- Prevention and redressal of discrimination or harassment on grounds covered by applicable law/regulations, including caste, tribe, religion, language, ethnicity, gender, disability and other legally protected grounds.
- Equal access to admission, teaching-learning, campus facilities, examinations, scholarships, training, placement, hostel and other institutional opportunities.
- Reasonable accommodation and accessibility support for persons with disabilities and other eligible disadvantaged groups.
- Awareness, sensitisation and out reach programmes promoting dignity, equality, inclusion and constitutional values.

4. Complaint / Grievance Redressal Procedure

1. Complaint may be submitted in writing or through the institution's notified online/email mechanism.
2. The complaints should provide sufficient details of the alleged discriminatory act, date/place, persons involved and supporting material, where available.
3. Complaints registered and acknowledged by the designated officer/cell.
4. Preliminary fact-finding and inquiry are undertaken according to applicable rules, with fairness and confidentiality.
5. Recommendations are submitted to the competent authority for appropriate action.
6. Action taken and closure are communicated through the notified procedure, subject to applicable confidentiality and legal requirements.

5. Contact and Reporting Particulars

Office / Room	Ground Floor/ No. 2
Official Email	srj224121@gmail.com
Helpline / Contact No.	9695164431
Online Complaint Link	srj224121@gmail.com
Website / Webpage	https://srjlawcollege.co.in
Office Hours	10:00 AM-5:00 PM

6. Institutional Commitments / Compliance Checklist

- Mechanism/Equal Opportunity Cell is formally constituted by competent authority.
- Anti-discrimination policy and complaint procedure are displayed on the institution website and/or campus notice boards.
- Complaint mechanism is accessible and transparent.
- Records of complaints and action taken are maintained securely.
- Periodic sensitisation/equality awareness programmes are conducted.
- Accessibility and reasonable accommodation measures are provided where applicable.
- Annual/periodic reports are prepared as required by applicable authorities.

7. Authentication

Prepared/Compiled By	Mr. Ravi Kumar	Date	29/08/2026
Coordinator/Anti-Discrimination Officer	Mr. Anil Kumar Singh	Date	29/08/2026
Head of Institution/Competent Authority	Dr. A.K. Shukla	Date	29/08/2026
Institutional Seal		Place	Ram Nagar, Amawasufi, Tehsil : Milkipur, Ayodhya

Note: The UGC's 2026 Promotion of Equity Regulations were notified in January 2026 but were subsequently kept in abeyance by the Supreme Court on 29 January 2026. Accordingly, this blank form avoids treating the 2026 framework as presently operative and should be finalized against the institution's current legal/UGC requirements before issue.

COUNSELLING AND WELLNESS ARRANGEMENTS

Institutional Form / Particulars of Student Counselling, Mental Well-being and Support Services

Name of Institution	Shri Ram Janki Vidhi Mahavidyalay
Address	Vill.: Ram Nagar, Post : Amawasufi, Tehsil : Milkipur, District : Ayodhya (U.P.)- 224121
Academic Session	2026-27
Order / Notification No.	09
Date of Constitution / Approval	29/08/2026
Effective From	01/09/2026

1. Purpose and Scope

The institution provides accessible counselling and wellness support to promote students' mental well-being, emotional resilience, healthy adjustment to academic and campus life, and timely referral to appropriate professional services when required. The mechanism intended to be confidential, non-judgmental, inclusive and student-friendly, subject to applicable law and safeguarding requirements.

2. Counselling and Wellness Personnel / Committee

Sl.	Name & Designation	Role/Qualification	Contact/Email
1	Mr. Brijesh Kaushal President	Counsellor/Student Wellness Officer Post Graduate	7376784365
2	Mr. Arvind Kumar Member	Faculty Counselling Coordinator Post Graduate	9415164507
3	Mr. Ashok Kumar Member	Faculty Mentor/Student Advisor Post Graduate	9793159065
4	Dr. Virendra Pratap Pandey Member	Medical Officer/Visiting Doctor, where available M.B.B.S., MD	7991315700
5	Dr. Rakesh Yadav Member	Psychologist/Mental Health Professional, where available Psychologist, Post Graduate	8004243551
6	Mrs. Raj Kiran Pandey Member	Warden/Hostel/Welfare Representative, where applicable Post Graduate	9455834193
7	Mr. Kalak Ram Member	Student Welfare/Dean of Students Representative Post Graduate	9793458324

3. Counselling and Wellness Facilities

- Dedicated counselling/wellness room with privacy.
- Individual counselling sessions for students.
- Academic, personal and adjustment counselling.
- Stress-management, examination-stress and time-management support.
- Career and psychosocial guidance/referral support.
- Group sessions, workshops and awareness programmes on well-being.
- Referral arrangement with qualified psychologists, psychiatrists, hospitals or other professionals, where required.
- Emergency/crisis escalation and safeguarding procedure.
- Accessibility support for students with disabilities and other students requiring reasonable accommodation.

4. Service Access and Referral Mechanism

1. Students may approach the counsellor directly, through a faculty mentor, student welfare office, hostel/welfare staff, or the notified online/email mechanism.
2. Appointments may be scheduled through the designated office, email, phone or online form.
3. Urgent concerns escalated according to the institution's safe guarding and emergency protocol.
4. Where special intervention is needed, the student may be referred to an appropriate qualified professional or healthcare facility.
5. Follow-up support is provided where appropriate, while respecting confidentiality and applicable legal/safe guarding duties.

5. Contact and Availability Particulars

Counselling Centre / Room	Ground Floor / No. 04
Counsellor Name	Mr. Dwarika Prasad
Official Email	srj224121@gmail.com
Contact / Helpline No.	8853569941
Appointment Method	Permanent
Counselling Hours / Days	10:00 AM-5:00 PM / 6 Days
Emergency Contact / Escalation	8009259408
Referral Hospital / Professional	CHC Khandasa
Website / Webpage	https://srjlawcollege.co.in

6. Institutional Wellness and Student-Support Checklist

- Counselling and wellness arrangements are formally approved by the competent authority.
- Counselling services are accessible to all eligible students without discrimination.
- Privacy and confidentiality are maintained, subject to applicable law and safeguarding requirements.
- Students are informed about available counselling and wellness services during induction/orientation.
- Periodic wellness/mental-health awareness activities are conducted.
- Faculty/mentors are sensitised to identify students who may require support and to make appropriate referrals.
- A documented referral and emergency escalation procedure is available.
- Records are maintained securely and access is restricted to authorized personnel.
- Feedback and periodic review of the counselling/wellness mechanism are undertaken.

7. Approval / Authentication

Prepared/Compiled By	Mr. Ravi Kumar	Date	29/08/2026
Counsellor/Wellness Coordinator	Mr. Brijesh Kumar	Date	29/08/2026
Student Welfare Officer/Dean	Mr. Kalak Ram	Date	29/08/2026
Head of Institution/Competent Authority	Dr. A.K. Shukla	Date	29/08/2026
Institutional Seal		Place	Ram Nagar, Amawasufi, Tehsil : Milkipur, Ayodhya

श्रीराम जानकी विधि महाविद्यालय
रामनगर अमावासुफी-अयोध्या 224121