



**SADHU VASWANI MISSION'S**  
**St. Mira's College for Girls, Pune**  
**An Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE, BSc (Computer Science),**  
**BBA, BBA(CA)]**  
**6, Koregaon Road, Pune-411001. [INDIA]**

**SSR**

**2017-2018**

**5.1.5**

**Institutional mechanisms for redressal of student  
grievances including sexual harassment and ragging cases**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Grievance Redressal Committee**  
**Constituted Statutory Bodies for the Academic Year 2017 – 18**

The following statutory bodies were constituted in keeping with guidelines required for statutory/regulatory bodies:

1. Grievance Redressal Committee

Presiding Officer: Dr. Vaishali Joshi

Dr. Rama Venkat

Dr. Arwah Madan

Ms. Sulochana Bajaj

Ms. Anandamayee Chondhe

2. Anti-Ragging Committee

Mrs. Stella Ambrose

Dr. Shalini Iyer

Dr. Vaishali Diwakar

Dr. Jaya Rajagopalan



*G. H. Gidwani*  
Principal,  
St. Mira's College For Girls

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Meeting [01-07-2017]**

The meeting of the Anti-ragging Committee was held on 01-07-2017 at 1:00pm in A.V. Room. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	Course Coordinator
Mrs. Madhuchchanda Banerjee	Vice Principal, Degree College & HoD, English	<i>MBanerjee</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	HoD, Psychology	<i>Jayab</i>

**Agenda Items**

- Item 1. Introduction of Committee members;
- Item 2 Action Plan regarding procedure to address anti-ragging issues;
- Item 3 Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1. Members were introduced.
- Item 2 Action Plan was prepared.
- Item 3. Nil

The meeting ended with a vote of thanks.



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting [03-10-2017]**

The meeting of the Anti-ragging Committee was held on 03-10-2017 at 01:15pm in Staff Room. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Mrs. Madhu Banerjee	Vice Principal (Degree College) & HoD, English	<i>Banerjee</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	HoD, Psychology	<i>Jaya</i>

**Agenda Items**

- Item 1. Review of Anti-ragging Grievances Addressed (No. received & No. addressed);
- Item 2. Review of Anti-ragging Grievances Resolved (No. resolved);
- Item 3. Any other pertinent grievance with the permission of the Chair.

**Decisions**

- Item 1. No grievances arose relating to anti-ragging issues
- Item 2. No grievance needed to be resolved.[kindly refer item 1 above]
- Item 3. Nil

The meeting ended with a vote of thanks.



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**Minutes of the Meeting [04-01-2018]**

The meeting of the Anti-ragging Committee was held on 04-01-2018 at 01:00pm in A.V. Room. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>COURSE COORDINATOR</b>
Mrs. Madhuchchanda Banerjee	Vice Principal, Degree College & HoD, English	<i>Banerjee</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	HoD, Psychology	<i>Jaya</i>

**Agenda Items**

- Item 1. Review of Anti-ragging Grievances Addressed (No. received & No. addressed);
- Item 2. Review of Anti-ragging Grievances Resolved (No. resolved);
- Item 3. Any other pertinent grievance with the permission of the Chair.

**Decisions**

- Item 1. No grievances arose relating to anti-ragging issues
- Item 2. No grievance needed to be resolved. [kindly refer item 1 above]
- Item 3. Nil

The meeting ended with a vote of thanks.



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting [02-04-2018]**

The meeting of the Anti-ragging Committee was held on 02-04-2018 at 01:30 pm in A.V. Room. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Mrs. Madhuchchanda Banerjee	Vice-principal, Degree College & HoD, English	<i>MBanerjee</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	Hod, Psychology	<i>Jaya</i>

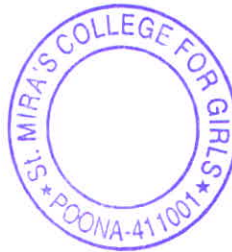
**Agenda Items**

- Item 1. Review of Anti-ragging Grievances Addressed & Resolved (No. received, No. addressed, No. resolved);
- Item 2. Compilation of Action Taken Report 2017-18;
- Item 3. Any other pertinent grievance with the permission of the Chair.

**Decisions**

- Item 1. No anti-ragging grievances needed to be addressed or resolved.
- Item 2. A Nil Action Taken Report was prepared for the year 2017-18.
- Item 3. Nil

The meeting ended with a vote of thanks.




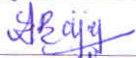





**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 05-07-2017**

The meeting of the Grievance Rederessal Committee was held on 05-07-2017 at 12:00pm in Staff. Room. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer	
Dr. Rama Venkat	Senior Faculty Member	
Dr. Arwah Madan	Senior Faculty Member	
Ms. Sulochana Bajaj	Rep. Administration Staff	
Ms. Anandamayee Chondhe	Rep. Administration Staff	

**Agenda Items**

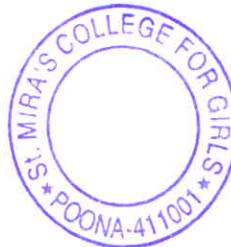
- Item 1. Introduction of Committee members;
- Item 2 Review of grievances if any in the previous academic year 2016-17 and action plan for current academic year
- Item 3 Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1. Members were introduced.
- Item 2 No grievances were received. It was decided to continue with the open house policy and the suggestion box to address all students' issues.
- Item 3. Nil




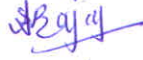

The meeting ended with a vote of thanks.

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**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 06-01-2018**

The meeting of the Grievance Redressal Committee was held on 06-01-2018 at 12:00pm in Staff. Room. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer	
Dr. Rama Venkat	Senior Faculty Member	
Dr. Arwah Madan	Senior Faculty Member	
Ms. Sulochana Bajaj	Rep. Administration Staff	
Ms. Anandamayee Chondhe	Rep. Administration Staff	

**Agenda Items**

- Item 1. Redress of Grievance received
- Item 2 Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1. A suggestion was received suggestion box requesting an increase in the number of additional credit courses to be run. It was noted that by default the college has increased the number of courses through the academic year. 15 credit courses has been run in 17-18.
- Item 2. Nil

The meeting ended with a vote of thanks.

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**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Grievance Redressal Committee Annual Report**

Annual Report of the [Name of the Committee] for the year [2017-18] — ANTI RAGGING  
COMMITTEE

1. Number of grievances received during the year [2017-18]: Nil
2. Number of grievances resolved during the year [2017-18]: Nil
3. Number of cases pending: Nil
4. Number of workshops/awareness programmes conducted during the year [2017-18]: Nil
5. Details of meetings conducted in the year [2017-18]:

S. no.	Meeting	Date	Action/ Decision Taken
1	Term 1 Mtg 1	01-07-2017	Introduction of Committee members; Action Plan indicating Procedure to address Anti-ragging Grievances
2	Term 1 Mtg 2	03-10-2017	Review of Anti-ragging Grievances addressed ; Action Taken
3	Term 2 Mtg 2	04-01-2018	Review of Grievances addressed; Action Taken
4	Term 2 Mtg 2	02-04-2018	Review of Grievances addressed; Action Taken; Preparation of Anti-ragging Committee Report. 2017-18

6. The names of the Committee members are as follows:

1. Mrs. Stella Ambrose, Coordinator, Self-financing Courses
2. Mrs. Madhuchhanda Banerjee, Vice Principal, Degree College
3. Dr. Vaishali Diwakar, HoD, Sociology
4. Dr. Jaya Rajagopalan, HoD, Psychology

Course Coordinator

Vice-Principal

St. Mira's College For Girls

7. Summary of the action taken on Grievances received:

There were no grievances related to anti-ragging for the academic year 2017-18.

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**St. Mira's College for Girls, Pune**  
**[Autonomous-affiliated to Savitribai Phule Pune University]**

**Anti-ragging Committee**  
**Action Plan 2017-18**

**Objective:**

1. To spell out the procedure for effective and speedy addressal of Anti-ragging issues.

**Procedure:**

1. Awareness about such a redressal mechanism, including maintenance of Grievance Register with Vice Principal and Grievance Box (outside Vice Principal's Office) conveyed to students through Class Teachers in class.
2. Complaint by student to Class Representative /Class Teacher (verbal/written) to be initially addressed & resolved by Class Teacher, with intimation to any one of the Grievance Committee Members & Coordinator (Vice Principal) and/or Presiding Officer.
3. Complaint by student to Class Representative /Class Teacher (verbal/written), if not resolved by Class Teacher, to be intimated to any one of the Grievance Committee Members & Coordinator (Vice Principal) and/or Presiding Officer, for further action and suitable redressal.
4. Maintenance of Anti-ragging Complaint File/Register with the Vice Principal for filing of written complaints and the action taken.
5. Maintenance of Complaint Box for receipt of such complaints. The key to the complaint box is maintained by the Vice Principal and reviewed regularly for further action.

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**St. Mira's College For Girls, Pune**  
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**Gr. No. Grievance Record Form CONFIDENTIAL**

**Anti-Ragging Committee**

<b>Grievance Record Form – Action Taken Report 2017-18</b>		
1.	Name of the Grievant	Nil
2.	Contact details of the Grievant	Nil
3.	Date of Receipt of Grievance	Nil
4.	Date of Acknowledgement	Nil
5.	Nature of the Grievance	Nil
6.	Name of the Committee/ Faculty handling the Grievance	Anti-ragging Committee
7.	Details of Investigation and Action Taken	Nil
8.	Resolution and Recommendations	Nil
9.	Number of days for Grievance Redressal	Nil
10.	List of documents	Nil

Principal  
Dr. Gulshan Gidwani

Committee:

Members: Mrs. Stella Ambrose,  
Coordinator, Self-financing Courses

Mrs. Madhuchchanda Banerjee,  
Vice Principal (Degree College)

Dr. Vaishali Diwakar, HoD, Sociology

Dr. Jaya Rajagopalan, HoD, Psychology

**Course Coordinator**

**Vice-Principal**

**St. Mira's College For Girls**



**St. Mira's College For Girls, Pune**  
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**Grievance Redressal Committee Annual Report**

**Annual Report of the Student Grievance Committee for the year 2017-18**

1. Number of grievances received during the year 2017-18: One
2. Number of grievances resolved during the year 2017-18: One
3. Number of cases pending: Nil
4. Number of workshops/awareness programmes conducted during the year [2017-18]: Nil
5. Details of meetings conducted in the year [2017-18]:

S. no.	Meeting	Date	Action/ Decision Taken
1	Term 1 Mtg 1	05-07-2017	Introduction of Committee members. Review of previous Academic year grievances and suggestions
2	Term 2 Mtg 1	06-01-2018	Review of Grievances received and addressed. Action Taken

6. The names of the Committee members are as follows:

1. Presiding Officer: Dr. Vaishali Joshi *Wali*
2. Dr. Rama Venkat *RV*
3. Dr. Arwah Madan *AM*
4. Ms. Sulochana Bajaj *SB*
5. Ms. Anandamayee Chondhe *AChondhe*

7. Summary of the action taken on Grievances received:

A suggestion was received in the Grievance/ Suggestion box for the number of additional credit courses to be increased which was followed up with. 15 credit courses has been run in 17-18.

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