



**SADHU VASWANI MISSION'S**  
**St. Mira's College For Girls, Pune**  
**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]**  
**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**PU/PN/AC/015/(1962)**  
**College Code:- 013**

### **5.1.5**

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

**MINUTES OF MEETING 2021-22**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
Minutes of the Grievance Committee Meeting 17/09/2021



The meeting of the Grievance Redressal Committee was held on 17-9-2021 at 1.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Vaishali Joshi	Presiding Officer- ICC	
Dr Rama Venkat	Senior Teaching Faculty- ICC	
Dr Arwah Madan	Senior Teaching Faculty- ICC	
Ms. Anandmayi Chounde	Non-teaching Member- ICC	
Dr Dimple Buche	Senior Teaching Faculty- CSGRC	
Ms. Elizabeth Kanade	Senior Teaching Faculty- CSGRC	
Ms Rekha Kankariya	Senior Teaching Faculty- Anti Ragging Comm. & CSGRC	
Ms Veena Kenchi	Senior Teaching Faculty- Anti Ragging Comm.	
Ms Hasina Shaikh	Senior Teaching Faculty- Prevention of Caste-based Discrimination Comm. & CSGRC	
Ms Manjita Kulkarni	Senior Teaching Faculty- Prevention of Caste-based Discrimination Comm.	
Dr Manisha Pimpalkhare	Senior Teaching Faculty- Covid_19 Comm.	
Ms Swatee Sarvate	Senior Teaching Faculty- Covid_19 Comm.	
Ms Komal Tujare	Senior Teaching Faculty- Code of Conduct Comm.	
Ms Ekta Jadhav	Dir. of Physical Edu.- Code of Conduct Comm.	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee	

**Agenda for the meeting**

1. To finalize the number and scope of meetings each committee must have in an academic year.
2. To adopt and put in place a record maintaining mechanism for each sub-committee and the DVV for the same.
3. To outline the scope of each subcommittee's activities as mandated by UGC.

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**Action planned for the Grievance Committees**


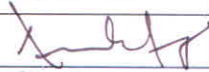



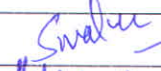



1. The number of meetings held by the several committees will be increased from 2 to 3 per academic year. Scheduled in June, November, and March coinciding with the beginning and end of the semesters
2. The gaps in the DVV be completed with the filling of meetings, reports, and activities templates as and where required by the 30th of September
3. As mandated by UGC, all the committees would plan their respective awareness and orientation sessions specifically for the incoming F.Y. students. These are to be included as a point of discussion in the next Grievance Committee Meeting



*Jaya*  
Dr Jaya Rajagopalan  
Principal Incharge  
**Principal Incharge**  
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**St. Mira's College for Girls, Pune.**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Grievance Committee Meeting 17/12/2021**

The meeting of the Grievance Redressal Committee was held on 17-12-2021 at 1.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Vaishali Joshi	Presiding Officer- ICC	
Dr Arwah Madan	Senior Teaching Faculty- ICC	
Dr Dimple Buche	Senior Teaching Faculty- CSGRC	
Ms Veena Kenchi	Senior Teaching Faculty- Anti Ragging Comm.	
Ms Hasina Shaikh	Senior Teaching Faculty- Prevention of Caste-based Discrimination Comm. & CSGRC	
Ms Swatee Sarvate	Senior Teaching Faculty- Covid_19 Comm.	
Ms Komal Tujare	Senior Teaching Faculty- Code of Conduct Comm.	
Ms Ekta Jadhav	Dir. of Physical Edu.- Code of Conduct Comm.	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee	

**Agenda for the meeting**

1. Discussion and planning of upcoming activities for the year 2021-22.
2. Changes in Anti Ragging Admission form and updating on advisories from the UGC for all committees.
3. Documentation process for 2021-22.

**Action planned for the Grievance Committees**

1. All committees were in attendance and were brought up to date with the latest UGC advisories, especially for Anti- Ragging, Prevention of Caste based Discrimination and ICC.
2. All the associated Committees discussed the workshop and activities to be conducted in the Jan to Mar semester. The workshop/activity would be conducted after the upcoming January examinations.
3. DVVs to be completed and maintained on GRC up to date with the filling of meetings, reports, and activities templates as and where required by the 10th of January 2022



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



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**Minutes of the Grievance Committee Meeting 07/03/2022**



The meeting of the Grievance Redressal Committee was held on 07-03-2022 at 1.30 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Arwah Madan	Senior Teaching Faculty- ICC	
Ms Rekha Kankariya	Senior Teaching Faculty – CSGRC	
Ms Veena Kenchi	Senior Teaching Faculty- Anti Ragging Comm.	
Ms Hasina Shaikh	Senior Teaching Faculty- Prevention of Caste-based Discrimination Comm. & CSGRC	
Ms Swatee Sarvate	Senior Teaching Faculty- Covid_19 Comm.	
Ms Komal Tujare	Senior Teaching Faculty- Code of Conduct Comm.	
Ms Anandmayi Chounde	Non-teaching Member– ICC	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee	

**Agenda for the meeting**

1. Review of the Grievance Committee functioning and mechanisms for 2021-22.
2. Submission of DVV for 2021-22.

**Action planned for the Grievance Committees**

1. All associated committees were in attendance and were brought up to date with the documentation required for the AY 2021-22
2. All associated committees to have an annual review meeting to review activities conducted and committee functioning in 2021-22
3. All associated committees to submit documentation required by Monday, 14<sup>th</sup> March 2022
4. The Code of Conduct committee has an upcoming activity in March. Subsequent to which all documentation will be completed

The meeting ended with a vote of thanks.






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**Anti- Ragging Committee  
Circular**

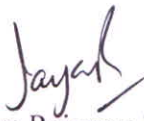
Circular No:

Day & Date: Friday, 11<sup>th</sup> March, 2022

There will be an Anti-Ragging Committee meeting i.e. on Sat. 12<sup>th</sup> March, 2022 at 01:30pm in the A.V. Room. The following Committee members and the Grievance Redressal Coordinator are requested to attend the same.

S. No.	Name of Faculty	Designation	Signature
1.	Ms. Suhaile Azavedo	Presiding Officer, Faculty, Dept. of English & Coordinator, Grievance Redressal Committee	
2.	Dr. Shalini Iyer	V. Principal, HoD, B. Eco & Bkg, Coordinator, Anti-Ragging Committee	
3.	Dr. Vaishali Diwakar	Controller of Examinations HoD, Sociology & Member, Anti-Ragging Committee	
4.	Ms. Veena Kenchi	HoD, Politics & Public Administration & Member, Anti-Ragging Committee	
5.	Ms. Rekha Kankariya	Coordinator, Self-financing Course, Exam Officer & Member, Anti-Ragging Committee	



  
Dr. Jaya Rajagopalan  
Principal In charge  
St. Mira's College for Girls, Pune

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**Minutes of the Meeting [12-03-2022]**

The meeting of the [Anti-ragging Committee] was held on [12-03-2022] at [01:30pm] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Ms. Suhaile Azavedo	Presiding Officer	
Dr. Shalini Iyer	Coordinator	
Dr. Vaishali Diwakar	COE, HoD, Sociology & Committee Member	
Ms. Veena Kenchi	HoD, Politics & Pub. Admn & Committee Member	
Ms. Rekha Kankariya	Coordinator, Self-financing Courses & Committee Member	

**Agenda Items**

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

**Decisions**

- Item 1. No anti-ragging grievances needed to be addressed or resolved (due to online interaction of students)
- Item 2. A Nil Action Taken Report was prepared for the year.
- Item 3. -Compilation of Anti Ragging Awareness Drive DVV collection.

The meeting ended with a vote of thanks.





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**Anti- Ragging Committee**

**Circular**

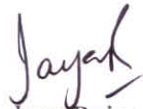
Circular No: G15/100AC/2021-2022/1c

Day & Date: Thursday, 1<sup>st</sup> July, 2021

There will be an Anti-Ragging Committee meeting on [Sat, 03-07-2021] at [12:00noon] in [Vice Principal's Room]. The following Committee members and the Grievance Redressal Committee Coordinator are requested to attend the same.

S. No.	Name of Faculty	Designation	Signature
1.	Ms. Suhaile Azavedo	Presiding Officer, Senior Faculty, Dept. of English & Coordinator, Grievance Redressal Committee	
2.	Dr. Shalini Iyer	V. Principal, HoD, B. Eco & Bkg, Coordinator, Anti-Ragging Committee	
3.	Dr. Vaishali Diwakar	Controller of Examinations HoD, Sociology & Member, Anti-Ragging Committee	
4.	Ms. Veena Kenchi	HoD, Politics & Public Administration & Member, Anti-Ragging Committee	
5.	Ms. Rekha Kankariya	Coordinator, Self-financing Course, Exam Officer & Member, Anti-Ragging Committee	




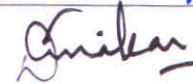

  
Dr. Jaya Rajagopalan  
Principal In charge  
St. Mira's College for Girls, Pune



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**Minutes of the Meeting [03-07-2021]**

The meeting of the [Anti-ragging Committee] was held on [Sat, 03-07-2021] at [12:00noon] in [Vice Principal's Room]. The following members were present-

Name	Designation	Signature
Ms. Suhaile Azavedo	Presiding Officer	
Dr. Shalini Iyer	Coordinator	
Dr. Vaishali Diwakar	COE, HoD, Sociology, & Member	
Ms. Veena Kenchi	Hod, Politics & Public Administration & Committee Member	
Ms. Rekha Kankariya	Coordinator, Self-financing Courses & Committee Member	

**Agenda Items**

- Item 1. Introduction of Committee members;
- Item 2 Action Plan regarding procedure to address anti-ragging issues;
- Item 3 With the permission of the Chair (if any).

**Decisions**

- Item 1. Members were introduced.
- Item 2 Action Plan was prepared
- Item 3. Anti Ragging Orientation session for First Year Students at Student Induction Programme to be conducted by Ms. Veena Kenchi. The session would include creating awareness about Anti Ragging Rules and a video presentation.

The meeting ended with a vote of thanks.



**St. Mira's College for Girls, Pune**  
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**Anti-ragging Committee**  
**Action Plan 2021-22**

**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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**Anti-Ragging Committee**  
**Circular**

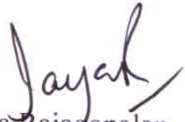
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Day & Date: Friday, 1<sup>st</sup> Oct, 2021.

There will be an Anti-Ragging Committee meeting on [Tuesday, 05-10-2021] at [1:00pm] in [the Staff Room (Ground Floor)]. The following Committee members and the Grievance Redressal Coordinator are requested to attend the same.

S. No.	Name of Faculty	Designation	Signature
1.	Dr. Shalini Iyer	V. Principal, HoD, B. Eco & Bkg, Coordinator, Anti-Ragging Committee	
2.	Dr. Vaishali Diwakar	Controller of Examinations HoD, Sociology & Member, Anti-Ragging Committee	
3.	Ms. Rekha Kankariya	Coordinator, Self-financing Course, Exam Officer & Member, Anti-Ragging Committee	
4.	Ms. Veena Kenchi	HoD, Politics & Public Administration & Member, Anti-Ragging Committee	
5.	Ms. Suhaile Azavedo	Faculty, Dept. of English & Coordinator, Grievance Redressal Committee	



  
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Principal In charge  
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**Minutes of the Meeting [05-10-2021]**

The meeting of the [Anti-ragging Committee] was held on [Tuesday, 05-10-2021] at [01:00pm] in [Staff Room]. The following members were present-

Name	Designation	Signature
Ms. Suhaile Azavedo	Presiding Officer	<i>Suhaile Azavedo</i>
Dr. Shalini Iyer	Coordinator	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	COE, HoD, Sociology & Committee Member	<i>Vaishali Diwakar</i>
Ms. Veena Kenchi	HoD, Politics & Pub. Admn & Committee Member	<i>Veena Kenchi</i>
Ms. Rekha Kankariya	Coordinator Self Financing Courses & Committee Member	<i>Rekha Kankariya</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 (due to online interaction of students).
- Item 2. No grievance needed to be resolved. [kindly refer item 1 above]
- Item 3. Nil

The meeting ended with a vote of thanks.







SADHIL VASWANI MISSIONS  
**ST. MIRA'S COLLEGE FOR GIRLS**

[An Autonomous College Affiliated to the Savitribai Phule Pune University.]

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001 [INDIA]

Ph: Fax: 26124846 | mail: mira\_college@yahoo.co.in

Dr. Jaya Rajagopalan  
Principal Incharge

PU/PN/AC/0159/19624  
College Code No. 013

**Circular**

Day & Date: Thursday, 10<sup>th</sup> Feb, 2022

Venue: A.V. Room

There will be an Anti-Ragging Committee meeting tomorrow, i.e. on Friday, 11<sup>th</sup> February, 2022 at 12 noon in the AV Room. The following Committee members and the Grievance Redressal Coordinator are requested to attend the same.

S. No.	Name of Faculty	Designation	Signature
1.	Dr. Shalini Iyer	V. Principal, HoD, B. Eco & Bkg, Coordinator, Anti-Ragging Committee	
2.	Dr. Vaishali Diwakar	Controller of Examinations HoD, Sociology & Member, Anti-Ragging Committee	
3.	Ms. Rekha Kankariya	Coordinator, Self-financing Course, Exam Officer & Member, Anti-Ragging Committee	
4.	Ms. Veena Kenchi	HoD, Politics & Public Administration & Member, Anti-Ragging Committee	
5.	Ms. Suhaile Azavedo	Faculty, Dept. of English & Coordinator, Grievance Redressal Committee	



Dr. Jaya Rajagopalan  
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**Minutes of the Meeting [11-02-2022]**

The meeting of the [Anti-ragging Committee] was held on [0-02-2022] at [12:00noon] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Ms. Suhaile Azavedo	Presiding Officer	<i>Suhaile Azavedo</i>
Dr. Shalini Iyer	Coordinator	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	COE, HoD, Sociology & Committee Member	<i>Vaishali Diwakar</i>
Ms. Veena Kenchi	HoD, Politics & Public Administration & Committee Member	<i>Veena Kenchi</i>
Ms. Rekha Kankariya	Coordinator, Self-financing Courses & Member	<i>Rekha Kankariya</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 (due to online interaction of students)
- Item 2. No grievance needed to be resolved. [kindly refer item 1 above]
- Item 3. Conduct of class wise online Anti Ragging Awareness Drive for Degree College Students between [16<sup>th</sup> Feb, 2022 to 18<sup>th</sup> Feb, 2022]




The meeting ended with a vote of thanks.



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting [Date 14.03.2022]**

The meeting of the [Caste Discrimination Committee] was held on [14.03.2022] at [10:40 to 11:10 am] in [Staffroom]. The following members were present-

Name	Designation	Signature
Jyoti Chintan	Assistant Professor	
Dr. Hasina Shaikh	Assistant Professor	
Manjita Kulkarni	Assistant Professor	

**Agenda Items**

Item 1 Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination and the plan of action for the same.

**Decisions**

- Item 1 If Informal grievances are not resolved, students will be asked to send a formal complaint to the Caste Discrimination committee.
- Item 2 The team members have decided to sort the issue on counselling them on personal grounds.
- Item 3 We would request the class teacher to speak to the concerned parties and guide them.
- Item 4 In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.

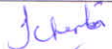


The meeting ended with a vote of thanks



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**Minutes of the Meeting [Date 19.7.2021]**

The meeting of the [Caste Based Discrimination] was held on [19.07.2021] at [10:45 to 11:10 am] in [Staffroom]. The following members were present-

Name	Designation	Signature
Jyoti Chintan	Assistant Professor	
Hasina Shaikh	Assistant Professor	
Manjita Kulkarni	Assistant Professor	

**Agenda Items**

- Item 1 - Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination and the plan of action for the same.

**Decisions**

- Item 1- If Informal grievances are not resolved, students will be asked to send a formal complaint to the Caste Discrimination committee.
- Item 2- The team members have decided to sort the issue on counselling them on personal grounds.
- Item 3- We would request the class teacher to speak to the concerned parties and guide them.
- Item 4- In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.

The meeting ended with a vote of thanks

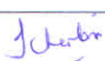






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**Minutes of the Meeting [Date 20.12.2021]**

The meeting of the [Caste Based Discrimination] was held on [20.12.2021] at [10:45 to 11:10 am] in [Staffroom]. The following members were present-

Name	Designation	Signature
Jyoti Chintan	Assistant Professor	
Hasina Shaikh	Assistant Professor	
Manjita Kulkarni	Assistant Professor	

**Agenda Items**

- Item 1 - Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination and the plan of action for the same.

**Decisions**

- Item 1- If Informal grievances are not resolved, students will be asked to send a formal complaint to the Caste Discrimination committee.
- Item 2- The team members have decided to sort the issue on counselling them on personal grounds.
- Item 3-We would request the class teacher to speak to the concerned parties and guide them.
- Item 4-In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.





The meeting ended with a vote of thanks.



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**Minutes of the Meeting [14/7/2021]**

The meeting of the Internal Complaints Committee was held on 14/07/2021 at 11.00 a.m. in Sociology cubicle The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Co-ordinator, ICC	
Dr. Rama Venkat	Member, ICC	
Dr. Arwa Madan	Member, ICC	
Anandmayi Chounde	Member, ICC	

**Agenda Items**

- Item 1- Planning of activities for 2021-22
- Item 2 – Incorporating Mrs. Uma Kurhade in the ICC

**Decisions**

- Item 1 – Activity plan for 2021-22 was discussed. It was decided that one workshop specifically for the non-teaching staff should be organized. One workshop for students will be planned in the second semester. Activities like screening of documentaries can be conducted to create more awareness.
- Item 2 – Dr. Vaishali Joshi proposed the name of Mrs. Uma Kurhade, Founder Director of an NGO, Kshitij, to be incorporated in the committee as outside expert. All members unanimously agreed to this.

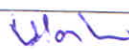


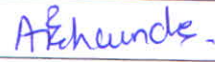
The meeting ended with a vote of thanks.



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**Minutes of the Meeting [17/3/2022]**

The meeting of the Internal Complaints Committee was held on 17/3/2022 at 2.00 p.m. in Sociology cubicle The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Co-ordinator, ICC	
Dr. Rama Venkat	Member, ICC	
Dr. Arwa Madan	Member, ICC	
Anandmayi chounde	Member, ICC	

**Agenda Items**

- Item 1- To plan and discuss the session on POSH for teaching faculty

**Decisions**

- Item 1 – It was decided that an offline session on POSH will be conducted on 17<sup>th</sup> April 2022 in A.V.Room. The session will be facilitated by Ms. Preeti Karmarkar, Activist and member, Nari Samata Manch.

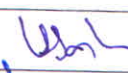
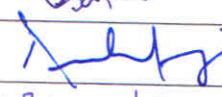
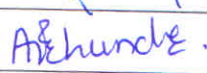
The meeting ended with a vote of thanks



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**Minutes of the Meeting [25/9/2021]**

The meeting of the Internal Complaints Committee was held on 25/09/2021 at 11.00 a.m. in Sociology cubicle The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Co-ordinator, ICC	
Dr. Arwa Madan	Member, ICC	
Anandmayi Chounde	Member, ICC	

**Agenda Items**

- Item 1- To plan and discuss the session on POSH for non-teaching staff

**Decisions**

- Item 1 – It was decided that an offline session on POSH will be conducted on 30<sup>th</sup> September, 2021 in A.V.Room. This session will be conducted following all COVID norms and guidelines. The session will be facilitated by Dr. Sneha Gole, Faculty in-charge, ICC, Women's Studies Centre.

The meeting ended with a vote of thanks.







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**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]**  
**6,Koregaon Road,Pune-411001. [INDIA]**  
**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**PU/PN/AC/015/(1962)**  
**College Code:- 013**


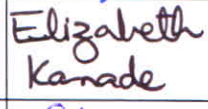

### **5.1.5**

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

**MINUTES OF MEETING 2020-21**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Grievance Committee Meeting 22/07/2020**

The meeting of the Grievance Redressal Committee was held on 22-07-2020 at 12.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Jaya Rajagopalan	Coordinator IQAC	
Ms Elizabeth Kanade	Coordinator Grievance Redressal Committee	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee	

**Agenda for the meeting**

1. To finalize the committees as mandated by the UGC for grievance redressal at the College level under the CSGRC for the AY 2021-22.
2. To outline the scope of the associated committees.
3. To nominate the constituting members of the associated committees as mandated by UGC.

**Action planned for the Grievance Committees**

1. The following associated committees will be formed as per the UGC notification dated May 2019: the CSGRC, the Anti-Ragging Committee, the ICC, Prevention of Caste- based Discrimination Committee, the Ethics/ Code of Conduct Committee and the Covid – 19 Committee
2. The scope of each committee will be as outlined in the UGC mandate and in keeping with the College ethos
3. Dr. Jaya Rajagopalan will nominate the constituting members to each committee and a mail to effect the same will be sent to the members.

The meeting ended with a vote of thanks.


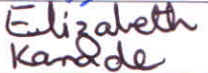

  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Grievance Committee Meeting 04/11/2020**

The meeting of the Grievance Redressal Committee was held on 04-11-2020 at 1.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Jaya Rajagopalan	Coordinator IQAC	
Ms Elizabeth Kanade	Coordinator Criterion 5	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee	

**Agenda for the meeting**

1. To confirm the constituted committees for the period 2021 - 23
2. To discuss the framing of College Grievance Redressal Policy

**Action planned for the Grievance Committees**

1. The members of associated committees nominated by Dr. Jaya Rajagopalan i.e. of the CSGRC, the Anti-Ragging Committee, the ICC, Prevention of Caste- based Discrimination Committee, the Ethics/ Code of Conduct Committee and the Covid – 19 Committee were confirmation
2. The coordinator of the Grievance Cell, Ms Suhaile Azavedo would draft the Grievance Redressal Policy

The meeting ended with a vote of thanks.

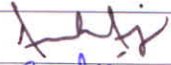
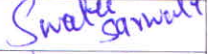
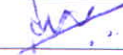

  
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**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
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**Minutes of the Grievance Committee Meeting 04/03/2021**

The meeting of the Grievance Redressal Committee was held on 04-03-2021 at 2.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr Arwah Madan	Coordinator Website Committee	
Ms Swatee Sarwate	Member Website Committee	
Ms Abhradita Chatterjee N.	Member Website Committee	
Ms Suhaile Azavedo	Coordinator Grievance Redressal Committee and Member Website Committee	

**Agenda for the meeting**

1. To discuss the requirements for the webpages and tabs required for Grievance Redressal on the college website
2. To plan the agenda of the meeting with website developer Mr Ajaay Ahire for the development of the webpages and tabs required for Grievance Redressal on the college website

**Action planned for the Grievance Committees**

1. The draft web pages and forms with inputs from website committee members would be created by Ms Suhaile Azavedo. The same would be shared with the website committee for testing.
2. A website committee meeting with Mr. Ahire would be called for the creation of the required pages and tabs before the 15<sup>th</sup> of April 2021.

The meeting ended with a vote of thanks.

  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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



**St. Mira's College For Girls Pune**  
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**Minutes of Meeting**  
**Grievance Redressal Committee**

Day & Date: Monday, 16-03-2020

Time: 10.40am - 11.10am

Venue: Staff Room

**Members Present:**

Dr, Vaishali Joshi

Dr. Arwah Madan

**Class Teacher**

Asst. Prof. Jyoti Chintan

**Agenda:**

- a. Discussion on action to be taken on Breach of Code of Conduct complaints dated 05.03.2020 raised by Sangeeta Panday and Bhavika Parmar, SYBCom students.

**Resolutions:**

- a. Students will be asked to draft a written complaint letter to the Caste discrimination committee.
- b. The members of the committee have decided to sort the issue on counselling them on personal grounds.
- c. If it doesn't get resolved, then we would request the class teacher to speak to the child and guide her.
- d. In case still the student is not convinced then the complaint will be put up again to the redressal committee and whatever decision is taken by the redressal committee would be final.

*Jayab*

**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



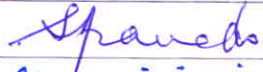
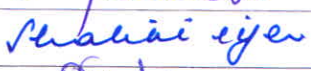
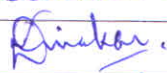

*G.H. Gadwani*

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

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**Minutes of the Meeting 01-10-2020**

The meeting of the Anti-ragging Committee was held on 01-10-2020 at 01:30pm in Staff Room. The following members were present-

Name	Designation	Signature
Ms. Suhaile Azavedo	Presiding Officer	
Dr. Shalini Iyer	Coordinator	
Dr. Vaishali Diwakar	HoD, Sociology	
Dr. Jaya Rajagopalan	IQAC Coordinator	

**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 (due to online interaction of students)
- Item 2. No grievance needed to be resolved. [kindly refer item 1 above]
- Item 3. Nil

The meeting ended with a vote of thanks.

  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 05-01-2021**

The meeting of the Anti-ragging Committee was held on 05-01-2021 at 01:00pm in A.V. Room. The following members were present-

Name	Designation	Signature
Dr. Shalini Iyer	Coordinator	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Vaishali</i>
Dr. Jaya Rajagopalan	IQAC Coordinator	<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 (due to online interaction of students)
- Item 2. No grievance needed to be resolved. [kindly refer item 1 above]
- Item 3. Nil

The meeting ended with a vote of thanks.

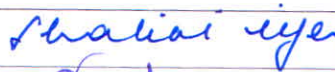
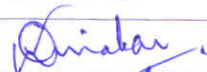
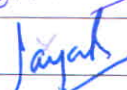
*Jaya*  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 03-04-2021**

The meeting of the Anti-ragging Committee was held on 03-04-2021 at 01:30pm in A.V. Room. The following members were present-

Name	Designation	Signature
Dr. Shalini Iyer	Coordinator	
Dr. Vaishali Diwakar	HoD, Sociology	
Dr. Jaya Rajagopalan	IQAC Coordinator	

**Agenda Items**

- Item 1. Review of Anti-ragging Grievances Addressed & Resolved (No. received, No. addressed, No. resolved);
- Item 2. Compilation of Action Taken Report;
- 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 (due to online interaction of students)
- Item 2. A Nil Action Taken Report was prepared for the year.
- Item 3. Nil

The meeting ended with a vote of thanks.

  
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**St. Mira's College for Girls, Pune**

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





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**Minutes of the Meeting 20-07-2020**

**Caste Discrimination Committee**

**Day & Date: Monday, 20-07-2020**

**Time: 10.40am - 11.10am**

**Venue: Staff Room**

**Members Present: Asst. Prof. Jyoti Chintan**

**Asst. Prof. Hasina Shaikh**

**Asst. Prof. Manjita Kulkarni**

**Agenda:**

- a. Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination and the plan of action for the same.

**Resolutions:**

- a. If Informal grievances are not resolved, students will be asked to send a formal complaint to the Caste Discrimination committee.
- b. The team members have decided to sort the issue on counselling them on personal grounds.
- c. We would request the class teacher to speak to the concerned parties and guide them.
- d. In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.

*Jayab*





**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



*S.H. Jaiswar*  
**Principal,**  
**St. Mira's College For Girls,**

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**Minutes of the Internal Complaints Committee Meeting 11/07/2020**

The meeting of the ICC was held on 11-7-2020 at 1.00 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer- ICC	
Dr. Rama Venkat	Senior Teaching Faculty- ICC	
Dr Arwah Madan	Senior Teaching Faculty- ICC	
Ms. Anandmayi Choude	Non-teaching Member- ICC	

**Agenda for the meeting**

1. To finalize the number of activities to be conducted during the academic year.
2. To adopt a proper mechanism for maintaining all documents of the activities of ICC
3. Any other matter raised by a member of the committee.

**Action planned for ICC**

1. It was decided to organize two activities during the academic year, one in September and another one in March coinciding with Women's Day.
2. Both the Events will be coordinated by the Department of Sociology.
3. The topics will be decided based on the availability of the experts .

The meeting ended with a vote of thanks.




  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
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**Minutes of the Internal Complaints Committee Meeting 22/08/2020**

The meeting of the ICC was held on 22-8-2020 from 11:00 am to 12:30 pm on the Zoom Meetings platform. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer- ICC	
Dr. Rama Venkat	Senior Teaching Faculty- ICC	
Dr Arwah Madan	Senior Teaching Faculty- ICC	

**Agenda for the meeting**

1. To finalize Activity 1 of ICC on Sexual Harassment at Workplace
2. To finalize the date, time and platform for the session
3. To finalize the speaker and the topics to be covered
4. Any other matter raised by a member of the committee.

**Action planned for ICC**

1. It was decided to organize a webinar on Sexual Harassment at Workplace
2. The date of the webinar was decided as 2<sup>nd</sup> September 2020, from 11:00 am to 12:30 pm on Zoom (online platform).
3. Dr. Sneha Gole, from Women's Studies Center SPPU was decided as the speaker for this webinar
4. The topics to be discussed was mainly focussing on Sexual Harassment at workplace and the legal requirements.

The meeting ended with a vote of thanks.

  
**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



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

**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 5th February 2021**

The meeting of the Reopening Task Force/ Committee was held on 5th February 2021 in the online mode. The following members were present.

Dr. Manisha Pimpalkhare

Ms. Suhaile Azavedo

Ms. Ekta Jadhav

Ms. Swatee Sarawate

Ms. Deepali Agarwal

*Manisha*  
*Suhaile*  
*Ekta*  
*Swatee Sarawate*  
*Deepali*

The meeting was held for the purpose of constructing a special time table which follows all the government guidelines and UGC guidelines. Such a schedule was to work on a rotation basis accommodating all the students without any crowding at any place at any time.

The members of the committee presented the work done on timetables, entry points, covid protocols and necessary guidelines to be issued to the students and teachers.

A data set of consent forms from the students was compiled and the numbers were prepared for presenting to the Principal ma'am.

*Jayab*  
IQAC Co-Ordinator  
St. Mira's College for Girls, Pune



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



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 9th February 2021**

**The meeting of the Reopening Task Force/ Committee was held on 9th February 2021 at 01:00pm online**

A meeting of the Reopening Special Committee/ Task Force was held on 9th February 2021 in the online mode- Zoom Platform. Time 1 pm

Agenda-- To present the blueprint of reopening schedule prepared by the committee

The following members were present:


Principal Dr. G.H. Gidwani

Vice Principal Dr. Shalini Iyer

Dr. Jaya Rajagopalan

Committee Members

The committee members presented the class time tables, squad duty time table, entry schedule for various classes and allocation of classrooms based on the class time table. The principal ma'am and other members of the meeting gave valuable inputs like updating the consent form, squad duty schedule to accommodate laboratory staff etc. All the suggestions were incorporated. It was decided to complete all the work by 10th February and conduct an orientation meeting for the entire staff on 11th February 2021. It was decided that the committee members will present the timetable, schedule etc to the staff members and also respond to their queries if any.

  
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Principal,  
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**Minutes of the Meeting**

**Reopening Taskforce/ Special Committee - Staff Meeting for Reopening Plan**

**11th February 2021**

A staff meeting was called to share the reopening plan - Mode- Online- Google Meet

Following members were present

Principal Dr. G.H. Gidwani

Vice Principal Dr. Shalini Iyer

HoD and Staff members

Agenda- Dissemination of the information about the processes and scheduling of reopening of college and conduct of offline classes in a phased manner as per the guidelines of UGC and State Government.

The meeting started with each committee member explaining a part of the reopening process to the staff members. Ms. Swatee Sarawate and Ms. Deepali Agarawal presented the covid protocol and the guidelines regarding covid appropriate behaviour. Ms. Ekta explained the entry schedule of the students of various classes. Ms. Suhaile Azavedo and Manisha Pimpalkhare explained the seating arrangement of students including the arrangements for isolation room, spare rooms in case of overflow of students. All the presentations were supported by floor plans and blueprints of the schedules.

The information was successfully shared with the faculty members followed by a queries session which included queries on internet connectivity; classrooms for General Papers; and many others. It was decided to continue the query solving session of the faculty group.

The meeting concluded with approval of reopening plan by the Principal ma'am and all the faculty members.

*Jayak*

**IQAC Co-Ordinator**  
**St. Mira's College for Girls, Pune**



*G.H. Gidwani*

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



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**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**PU/PN/AC/015/(1962)**  
**College Code:- 013**






### **5.1.5**

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

**MINUTES OF MEETING 2019-20**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Meeting 16-07-2019**

The meeting of the Grievance Redressal Committee was held on 16-07-2019 at 2:00pm 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 Grievance procedures as per UGC Mandate
- Item 3 Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1: Members were introduced.
- Item 2: The grievance procedures were reviewed and it was decided that the procedures needed to be formalised as per UGC mandate and made available online. The same was to be communicated to the Principal
- 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 Meeting  
Grievance Redressal Committee

Day & Date: Monday, 13-12-2020

Time: 10.40am - 11.10am

Venue: Staff Room

Members Present:

Dr. Vaishali Joshi *VJ*

Dr. Arwah Madan *AM*

Vice Principal

Dr, Shalini Iyer *Shalini Iyer*

Agenda:

- Discussion on action to be taken on the Misconduct complaint between the girls of Std 12 and UG student Simran Raheja dated 10.12.2019.

Resolutions:

- The members of the committee decided to sort the issue on counselling them on personal grounds. The students were called for the same.
- Students were asked to draft a written apology letters to the resolve the issue of misbehaviour with each other, which they did immediately.



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting 04-01-2020**

The meeting of the Grievance Redressal Committee was held on 04-01-2020 at 12:00pm in Staff Room. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer	<i>U. Joshi</i>
Dr. Rama Venkat	Senior Faculty Member	<i>R. Venkat</i>
Dr. Arwah Madan	Senior Faculty Member	<i>A. Madan</i>
Ms. Sulochana Bajaj	Rep. Administration Staff	<i>S. Bajaj</i>
Ms. Anandamayee Chondhe	Rep. Administration Staff	<i>A. Chondhe</i>

**Agenda Items**

- Item 1. Review of grievances received in the suggestions box
- Item 2. Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

1. Item 1. A meeting was held to discuss the informal grievances received on chits of paper, unsigned and undated, in the suggestion box. They were anonymous grievances but the committee decided to follow up with all. They are tabled as under

Grievance Type	Number
Infrastructure – Water Cooler	8
Infrastructure - Camera / CCTV	17
Infrastructure - Washrooms	1
Staff (Library/ Office/Faculty)	3
Total	29

The concerned infrastructure staff was contacted with respect to the working of water cooler, CCTV and the Washrooms. They were all confirmed to be in satisfactory working condition. Additionally, an AMC was in place for the maintenance both. The grievances against the staff were communicated to the concerned staff for due consideration.

Item 2. Nil

The meeting ended with a vote of thanks.

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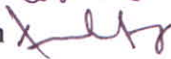


**St. Mira's College For Girls, Pune**  
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**Minutes of Meeting**  
**Grievance Redressal Committee**

**Day & Date: Monday, 16-03-2020**  
**Time: 10.40am - 11.10am**  
**Venue: Staff Room**

**Members Present:**

**Dr, Vaishali Joshi**   
**Dr. Arwah Madan** 

**Class Teacher**

**Asst. Prof. Jyoti Chintan**

**Agenda:**

- a. Discussion on action to be taken on the Misconduct complaints dated 05.03.2020 raised by Sangeeta Panday and Bhavika Parmar, SYBCom students.

**Resolutions:**

- a. Students will be asked to draft a written complaint letter to the Caste discrimination committee.
- b. The members of the committee have decided to sort the issue on counselling them on personal grounds.
- c. If it doesn't get resolved, then we would request the class teacher to speak to the child and guide her.
- d. In case still the student is not convinced then the complaint will be put up again to the redressal committee and whatever decision is taken by the redressal committee would be final.



**St. Mira's College For Girls, Pune**  
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**Minutes of the Meeting [03-07-2019]**

The meeting of the [Anti-ragging Committee] was held on [03-07-2019] at [01:30pm] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Vaishali Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator	<i>Jaya Rajagopalan</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 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.





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**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [04-10-2019]**

The meeting of the [Anti-ragging Committee] was held on [04-10-2019] at [12:50pm] in [AV Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco. & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator & 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 (due to online interaction of students)
- 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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [06-01-2020]**

The meeting of the [Anti-ragging Committee] was held on [06-01-2020] at [012:00noon] in [Staff Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	Course Coordinator
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco. & Banking	Shalini Iyer
Dr. Vaishali Diwakar	HoD, Sociology	Diwakar
Dr. Jaya Rajagopalan	IQAC Coordinator & HoD, Psychology	Jaya

**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 (due to online interaction of students)
- 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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [08-04-2020]**

The meeting of the [Anti-ragging Committee] was held on [08-04-2020] at [01:15pm] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	
Dr. Shalini Iyer	Vice Principal Degree College & HoD, Business Eco & Banking	
Dr. Vaishali Diwakar	HoD, Sociology	
Dr. Jaya Rajagopalan	IQAC Coordinator & HoD, Psychology	

**Agenda Items**

- Item 1. Review of Anti-ragging Grievances Addressed & Resolved (No. received, No. addressed, No. resolved);
- Item 2. Compilation of Action Taken Report;
- 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 (due to online interaction of students)
- Item 2. A Nil Action Taken Report was prepared for the year 2019-20.
- Item 3. Nil

The meeting ended with a vote of thanks.



**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

Minutes of Meeting  
Caste Discrimination Committee

**Day & Date:** Monday, 13-07-2020

**Time:** 10.40am - 11.10am

**Venue:** Zoom Platform

**Members Present:** Asst. Prof. Jyoti Chintan  
Asst. Prof. Hasina Shaikh  
Asst. Prof. Manjita Kulkarni

**Agenda:**

- a. Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination.

**Resolutions:**

- a. Student will be asked to draft a written complaint letter to the Caste discrimination committee.
- b. The team members have decided to sort the issue on counselling them on personal grounds.
- c. If it doesn't get resolve then we would request the class teacher to speak to the child and guide her.
- d. In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.





**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of Meeting**  
**Caste Discrimination Committee**

**Day & Date: Thursday, 03-12-2020**

**Time: 10.40am - 11.10am**

**Venue: Zoom Platform**

**Members Present:** Asst. Prof. Jyoti Chintan  
Asst. Prof. Hasina Shaikh  
Asst. Prof. Manjita Kulkarni

**Agenda:**

- a. Discussion on action to be taken if any complaints are raised by the students regarding caste discrimination.

**Resolutions:**




- a. Student will be asked to draft a written complaint letter to the Caste discrimination committee.
- b. The team members have decided to sort the issue on counselling them on personal grounds.
- c. If it doesn't get resolve then we would request the class teacher to speak to the child and guide her.
- d. In case still the student is not convinced then the complaint will be put up to the redressal committee and whatever decision is taken by the redressal committee would be final.



**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Meeting [February 12, 2020]**

The meeting of the Internal Complaints Committee was held on Feb 12, 2020 at 11 am in the Sociology Cubicle.

The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Associate Professor	
Dr. Rama Venkat	Associate Professor	
Dr. Arwah Madan	Associate Professor	

**Agenda Items**

- Item 1 – To organize a session on Sexual Harassment at Workplaces

**Decisions**

Dr. Arwah Madan suggested that a session on Sexual Harassment at Workplaces be held as it is important for our girl students. Dr. Venkat agreed and seconded the proposition

Dr. Vaishali Joshi suggested that she would invite Dr. Sneha Ghole, Faculty at the Women Studies Centre, SPPU, Pune to talk to the girls.

The session would be scheduled for the month of March, 2020.

- Item 1 – Resolved that a session on Prevention of Sexual Harassment at Workplaces and Redressal Mechanisms to be held.

The meeting ended with a vote of thanks.





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**St. Mira's College For Girls, Pune**  
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**[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]**  
**6,Koregaon Road,Pune-411001. [INDIA]**  
**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**PU/PN/AC/015/(1962)**  
**College Code:- 013**

### **5.1.5**




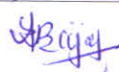
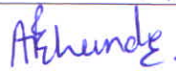
**Mechanism for redressal of student grievances including sexual harassment and ragging cases**

**MINUTES OF MEETING 2018-19**

**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting 12-07-2018**

The meeting of the Grievance Redressal Committee was held on 12-07-2018 at 2:00pm 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 The formation of the ICC committee
- Item 3 Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1: Members were introduced.
- Item 2: It was unanimously decided that the Grievance Redressal Committee would take on the role and function of the ICC committee from 2018-19 onwards
- Item 3: Nil

The meeting ended with a vote of thanks.




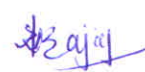

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**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Meeting 09-01-2019**

The meeting of the Grievance Redressal Committee was held on 09-01-2019 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**

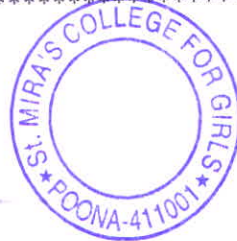
- Item 1. Review of grievances received for Canteen services
- Item 2. Any other pertinent grievance related issue with the permission of the Chair.

**Decisions**

- Item 1. An anonymous grievance was received in the Grievance/ Suggestion box to improve Canteen services. A meeting was held with the Canteen contractor changes to cleaning schedule and menu were suggested and adopted.
- 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)**  
**Minutes of the Meeting [04-07-2018]**

The meeting of the [Anti-ragging Committee] was held on [04-07-2018] at [12:50pm] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator & HoD, Psychology	<i>Jaya</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 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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Minutes of the Meeting [06-10-2018]**

The meeting of the [Anti-ragging Committee] was held on [06-10-2018] at [01:20pm] in [AV Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco. & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator & 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 (due to online interaction of students)
- 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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [02-01-2019]**

The meeting of the [Anti-ragging Committee] was held on [02-01-2019] 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>
Dr. Shalini Iyer	Vice Principal, Degree College & HoD, Business Eco. & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator & 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 (due to online interaction of students)
- 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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [05-04-2019]**

The meeting of the [Anti-ragging Committee] was held on [05-04-2019] at [01:30pm] in [A.V. Room]. The following members were present-

Name	Designation	Signature
Mrs. Stella Ambrose	Coordinator, Self-financing Courses	<b>Course Coordinator</b>
Dr. Shalini Iyer	Vice Principal Degree College & HoD, Business Eco & Banking	<i>Shalini Iyer</i>
Dr. Vaishali Diwakar	HoD, Sociology	<i>Diwakar</i>
Dr. Jaya Rajagopalan	IQAC Coordinator & 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;
- 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 (due to online interaction of students)
- Item 2. A Nil Action Taken Report was prepared for the year.
- Item 3. Nil

The meeting ended with a vote of thanks.



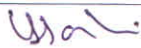


**St. Mira's College for Girls, Pune**

**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Minutes of the Meeting [Date]**

The meeting of the Internal Complaints Committee was held on July 18, 2018 at 11 am in the Sociology Cubicle.

The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Associate Professor	
Dr. Rama Venkat	Associate Professor	
Dr. Arwah Madan	Associate Professor	

**Agenda Items**

- Item 1 – To discuss the Plan of Action for the AY 2018-2019
- Item 2 - To organize awareness programmes in relation to grievances

**Decisions**

- Item 1 – Resolved that the Internal Complaints Committee would organize sessions to make the student aware about the grievance mechanism

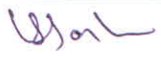


The meeting ended with a vote of thanks.



**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
Minutes of the Meeting [Date]

The meeting of the Internal Complaints Committee was held on Jan 28, 2019 at 11 am in the Sociology Cubicle.

The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Associate Professor	
Dr. Rama Venkat	Associate Professor	
Dr. Arwah Madan	Associate Professor	

**Agenda Items**

- Item 1 – To organize awareness programmes in relation to grievances

**Decisions**

Dr. Rama Venkat suggested that a session on Sexual Harassment at Workplaces should be organized for the benefit of the Students

Dr. Vaishali Joshi suggested that the Faculty from the Women Studies Centre, SPPU, Pune could be invited as resource person for the same. Dr. Arwah Madan seconded the proposition.

The session would be scheduled for the month of February, 2019.

- Item 1 – Resolved that a session would be conducted to make the students aware of what is Sexual Harassment, Sexual Harassment at Workplaces and Redressal Mechanisms

The meeting ended with a vote of thanks.





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**St. Mira's College For Girls, Pune**  
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**6,Koregaon Road,Pune-411001. [INDIA]**  
**Ph./Fax: 26124846; Email: [office@stmirascollegepune.edu.in](mailto:office@stmirascollegepune.edu.in)**

**PU/PN/AC/015/(1962)**  
**College Code:- 013**

### **5.1.5**

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




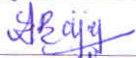

**MINUTES OF MEETING 2017-18**



**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**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**

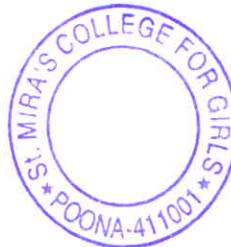
- Item 1. Introduction of Committee members;
- Item 2 Review of grievances if any in the previous academic year 2016-17 and action plan for current academic year
- Item 3 Any other pertinent grievance related issue with the permission of the Chair.

**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




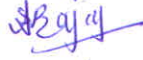

The meeting ended with a vote of thanks.

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**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**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


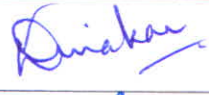

The meeting ended with a vote of thanks.

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**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**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	
Dr. Vaishali Diwakar	HoD, Sociology	
Dr. Jaya Rajagopalan	HoD, Psychology	

**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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**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.





**St. Mira's College For Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**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**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**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.

