

ST MIRA'S COLLEGE FOR GIRLS, PUNE
(Autonomous- Affiliated to Savitribai Phule Pune University)

CRITERION V

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- | | |
|---|---|
| 1. Implementation of guidelines of statutory/regulatory bodies | ✓ |
| 2. Organisation wide awareness and undertakings on policies with zero tolerance | ✓ |
| 3. Mechanisms for submission of online/offline students' grievances | ✓ |
| 4. Timely redressal of the grievances through appropriate committees | ✓ |

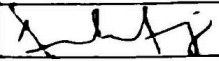
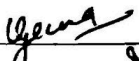

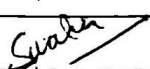
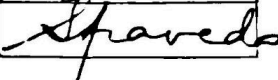
GRIEVANCE COMMITTEE

MINUTES OF MEETING 2022-23



St. Mira's College For Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Minutes of the Grievance Committee Meeting 07/06/2022

The meeting of the Grievance Redressal Committee was held on 07-06-2022 at 1.30 pm. The following members were present

Name	Designation	Signature
Dr Arwah Madan	Senior Teaching Faculty- ICC	
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 Suhaile Azavedo	Coordinator Grievance Redressal Committee	

Agenda for the meeting

1. Initiate the Grievance Committee functioning and mechanisms for 2022-23.
2. Planning of the upcoming FYBA Student Induction Programme for 2022-23 on the 21st of July 2022

Action planned for the Grievance Committees

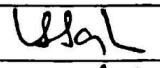



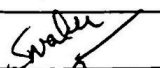
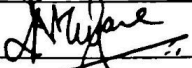

1. Members of associated committees in attendance were in agreement that the processes and procedures put in place would continue for the AY 2022-23
2. It was agreed that the members of associated committees would decide the faculty that would conduct the FYBA Student Induction Programme and communicate the same to the GRC Coordinator.
3. It was requested that the PPT for the SIP be shared earlier so that members could go through.

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 Grievance Committee Meeting 12/12/2022

The meeting of the Grievance Redressal Committee was held on 12-12-2022 at 1.00 pm. The following members were present-

Name	Designation	Signature
Dr Vaishali Joshi	Presiding Officer- ICC	
Dr Arvab Madan	Senior Teaching Faculty- ICC	
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 Suhaile Azavedo	Coordinator Grievance Redressal Committee	

Agenda for the meeting

1. A review of grievance complaints in the June to November semester of 2022-23.
2. Documentation process for NAAC.

Action planned for the Grievance Committees

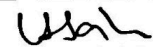
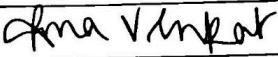
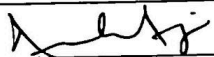
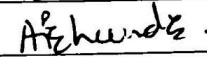
1. All committees were brought up to date with the nature and number of grievance complaints received. The informal register was brought up to date.
2. All the DVVs for NAAC submission was to be completed and maintained on GRC up to date with the filling of meetings, reports, and activities templates as and where required by the 15th of January 2023.

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 [15/7/2022]

The meeting of the Internal Complaints Committee was held on 15/07/2022 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	Member, ICC	

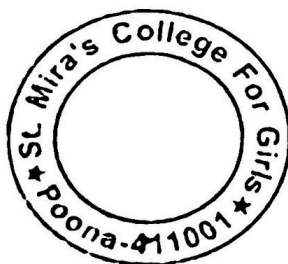
Agenda Items

- Item 1- Planning of activities for 2022-23

Decisions

- Item 1 – Activity plan for 2022-23
Activity plan for 2022-23 was discussed. It was decided that basic orientation for new students will be covered during SIP.
- Item 2 – Ideas to link the issue with curriculum.
Dr. Rama suggested that many course syllabi components like laws related to women could be linked to the issue of gender-based violence and specific activities could be planned. It would enhance the understanding.

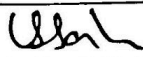
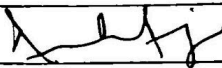

The meeting ended with a vote of thanks.



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

Minutes of the Meeting [19/08/2022]

The meeting of the Internal Complaints Committee was held on 19/08/2022 at 11.00 a.m. in Sociology cubicle The following members were present-

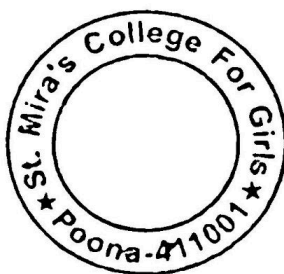
Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer, IC	
Dr. Arwa Madan	Member, IC	
Mrs. Suhaile Azavedo	Co-Ordinator, Grievance Redressal	

Agenda Items

- Item 1- Action to be taken in resolving a complaint.

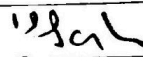
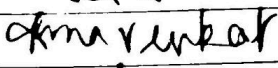
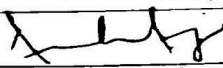
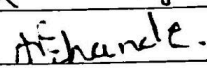
Decisions

- Item 1 – Dr. Vaishali Joshi informed the committee about a complaint received by the IC on 17th August 2022. The Committee discussed the matter and unanimously agreed to undertake following measures –
 - a. The IC will have a meeting with the complainer to understand the issue in detail
 - b. Formal notice to be issued to the respondent.
 - c. PIC will be updated on the course of action.



St. Mira's College For Girls, Pune
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Minutes of the Meeting [22/2/2023]

The meeting of the Internal Complaints Committee was held on 22/02/2023 at 11.00 a.m. in Sociology cubicle. The following members were present-

Name	Designation	Signature
Dr. Vaishali Joshi	Presiding Officer, IC	
Dr. Rama Venkat	Member, IC	
Dr. Arwa Madan	Member, IC	
Ms. Anandmayi Chonde	Member, IC	

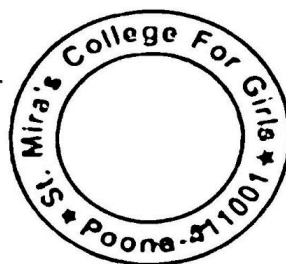
Agenda Items

- Item 1- Planning of Awareness generation activity

Decisions

- Item 1 – Dr. Vaishali Joshi informed the committee that the students have written and prepared a street play on the issue of gender-based violence. It was decided that the committee will see it once before presenting it to the audience.
- Item 2 – Looking at the good response to poster competition organized in October, it was decided that more activity based activities should be planned for students to create awareness.

The meeting ended with a vote of thanks.



Minutes of Meeting
Grievance Redressal Committee

Day & Date: Monday, 14-03-2023

Time: 10.40am - 11.10am

Venue: Staff Room

Members Present:

Jyoti Chintan 

Dr. Hasina Shaikh 

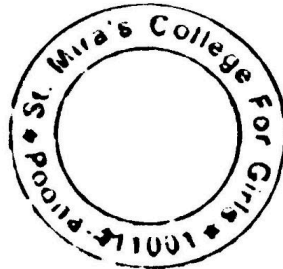
Manjita Kulkarni 

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:

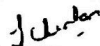
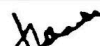

- a. If Informal grievances are not resolved, students will be asked to send a formal complaint to the Caste Discrimination committee.
- b. The team members have decided to sort the issue on counselling them on personal grounds.
- c. We would request the class teacher to speak to the concerned parties 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.



St. Mira's College For Girls, Pune
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Minutes of the Meeting 19.07.2022

The meeting of the Caste Based Discrimination was held on 19.07.2022 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	

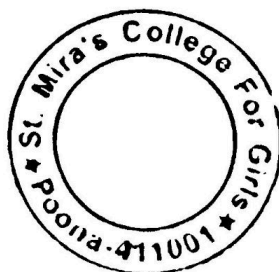
Agenda Items

- Item 1 - Review of previous year's i.e. 2021-22 complaints, if any
- Item 2 - Review of process and Procedures for the year 2022-23
- Item 3 - Faculty for presentation at the SIP Orientation

Decisions

- Item 1- There were no informal or formal grievances in the last academic year against Caste- based Discrimination.
- Item 2- It was decided to adhere to the established process and procedures for complaints.
- Item 3-It was decided that Dr. Hasina SHaikh would orient the students at the upcoming SIP

The meeting ended with a vote of thanks.



St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Anti-Ragging Committee

Minutes of the Meeting 1 [01-07-2022]

The meeting of the [Anti-ragging Committee] was held on [Fri, 01-07-2022] at [12:00 noon] in [Vice Principal's Room]. The following members were present-

Name	Designation
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.

Shalini Iyer

(Signed)

Dr. Shalini Iyer



St. Mira's College for Girls, Pune
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Anti-Ragging Committee

Minutes of the Meeting [Friday,10-02-2023]

The meeting of the [Anti-ragging Committee] was held on [Friday,10-02-2023] at [12:00noon] in [A.V. Room]. The following members were present-

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

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. Conduct of class-wise online Anti Ragging Awareness Drive for Degree College Students between [15th Feb, 2023 to 17th Feb, 2023]

The meeting ended with a vote of thanks.

Shalini Iyer

(Signed)

Dr. Shalini Iyer



St. Mira's College for Girls, Pune
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Anti-Ragging Committee

Minutes of the Meeting [Tuesday, 04-10-2022]

The meeting of the [Anti-ragging Committee] was held on [Tuesday, 04-10-2022] at [01:00pm] in [Staff Room]. The following members were present-

Name	Designation
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 (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.

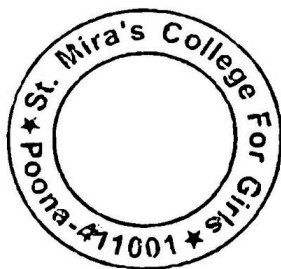
Decisions

- 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.

Shalini Iyer
(Signed)

Dr. Shalini Iyer



St. Mira's College for Girls, Pune
Reopening task Force 2022-23
Minutes of Meeting_30 June 2022

Subject- The meeting was held in the light of the reopening of college in AY 2022-23

The following members were present.

- Mrs. Swatee Sarwate *Swatee Sarwate*
- Dr. Manisha Pimpalkhare *Dr. Manisha Pimpalkhare*

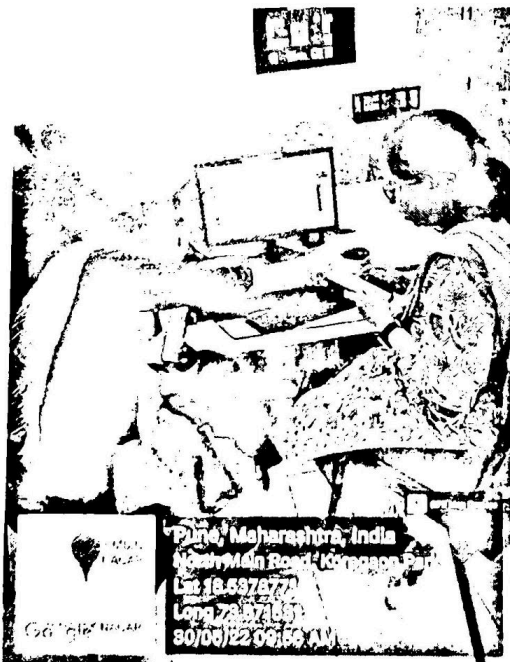
The agenda-

To discuss the measures to be taken in the light of the reopening of college in AY 2022-23

The following decisions were made

- It was decided that the SY and TY students who will come offline to attend college from 4/7/2022 should be oriented towards the imperatives of following the covid protocols.
- Guidelines for students to follow covid appropriate behavior to be issued in a circular prepared during this meeting.
- The same was to be communicated through email to various classes.
- It was decided to make a short presentation during the SIP for FYBA based on the discussions of this meeting.

Meeting-Screenshots



St. Mira's College For Girls, Pune
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Minutes of the Meeting 10 th Apr 20. 2023

**The meeting of the Reopening Task Force/ Committee was held on 10th April 2023
at 01:00 pm in room number 312**

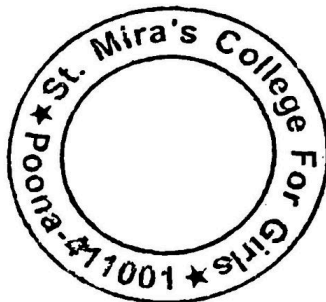
**A meeting of the Reopening Special Committee/ Task Force was held on 10th April 2023
at 01:00 pm in room number 312**

Members Present-

Manisha Pimpalkhare *Manisha Pimpalkhare*
Swatee Sarawate *Swatee Sarawate*

Agenda-- To discuss the covid protocols to be followed during NAAC visit on 17-18 April 2023

- 1.The committee members discussed the following covid norms.schedule of NAAC team members
2. The arrangements in the hotel are made to provide a covid kit containing mask, sanitizer etc.
3. All the students and staff are instructed to follow all covid protocols during visit.



St. Mira's College for Girls, Pune
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Agenda and Minutes of the Code of Conduct and Ethics Committee 04/07/2022

The Code of Conduct and Ethics Committee will have a meeting in the vice-principal's office on 4th July 2022 at 10:45 am.




Agenda:

1. To create a plan of action relating to:
 - A. Orienting the first-year students about the college Code of Conduct at the Student Induction Programme
 - B. Maintaining proper documentation for the orientation session

Minutes of the Meeting

The Code of Conduct and Ethics Committee had a meeting in the vice-principal's office on 4th July 2022 at 10:45 am.

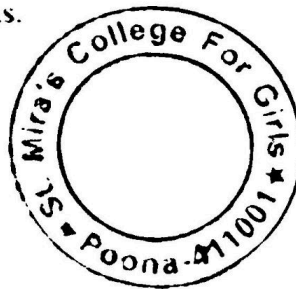
The following members were present:

1. Dr Shalini Iyer 
2. Ms. Ekta Jadhav 
3. Ms. Komal Tujare 

The following was the plan of action decided:

1. **Item 1:** Session on college code of conduct with special emphasis on zero tolerance policy of the institution with regards to conduct – presentation will be made by Komal Tujare with help from Ekta Jadhav under the supervision of Dr. Shalini Iyer.
2. **Item 2:** Documentation of the session will be compiled and submitted collectively by members of the committee to the Grievance Committee Coordinator.

The meeting concluded with a vote of thanks.



St. Mira's College for Girls, Pune

(Autonomous- Affiliated to Savitribai Phule Pune University)

Agenda and Minutes of the Code of Conduct and Ethics Committee 20/07/2022

The Code of Conduct and Ethics Committee will have a meeting in the vice-principal's office on 20th July 2022 at 02:00 pm.

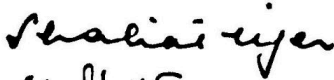
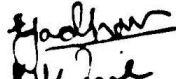

Agenda:

1. To create a plan of action relating to:
 - A. Creating awareness amongst students about code of conduct on and off campus.
 - B. Sensitising students about the need for cleanliness and hygiene on campus
 - C. Exploring the nature of disciplinary action for possible misconduct by student or staff member.

Minutes of the meeting.

The Code of Conduct and Ethics Committee had a meeting in the vice-principal's office on 20th July 2022 at 02:00 pm.

The following members were present:

1. Dr Shalini Iyer 
2. Ms. Ekta Jadhav 
3. Ms. Komal Tujare 

The following was the plan of action decided:

- 1 **Item 1:** Address in college sanctuary by Ms Komal Tujare on the topic 'Campus Cleanliness and Hygiene'
- 2 **Item 2:** Code of Conduct and Ethics highlighted through mentoring programme
- 3 **Item 3:** Suitable fine and punishment for misconduct to be finalised after discussing with the principal-in-charge

The meeting concluded with a vote of thanks.

