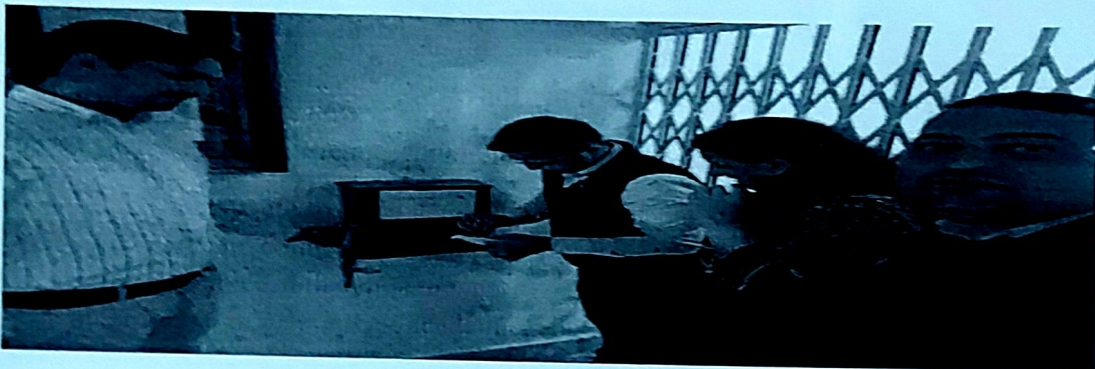




Action Taken Report

Action Taken Report on the meeting held on August 6, 2024.

- The students were given a detailed account of the Student Grievance Redressal Cell (SGRC) in the college assembly. They were informed about the Grievance Redressal Form available on the college website. They were also informed about the procedure for redressal of grievances, academic, administrative as well as personal grievance.
- The suggestion box was opened in the first week of every month. The suggestions/grievances were brought to the notice of the principal and appropriate and prompt action was taken.



Opening the Suggestion Box

mollym
06/8/24

Principal
St. Bede's College
Shimla



Action Taken Report

Action Taken Report of the meeting held on August 13, 2024.

The Student Grievance Redressal Committee convened a meeting as per the scheduled agenda. The meeting was chaired by Dr. Gitanjali Mahendra, and the members of the cell took action in accordance to the decisions taken in the previous meeting held on August 13, 2024.

- The committee first summoned the students who had lodged the complaints. Each complainant was given an opportunity to present their grievances in detail. The committee members actively engaged in discussions with the complainants, asking clarifying questions regarding the matter to fully understand the nature of the grievance.
- The student against whom the complaint was made was then called upon to present her side of the issue. She was given a fair chance to explain her perspective. The accused student voluntarily submitted a formal apology letter to the committee as part of the resolution process.

After hearing both parties, the matter was resolved amicably, with mutual understanding, discussion, and involvement of the committee members.

The grievance was satisfactorily addressed, and the meeting concluded with the issue resolved in a peaceful and positive manner.

mollym
13/8/24
Principal
St. Bede's College
Shimla



Action Taken Report

Action Taken Report on the meeting held on September 6. 2024.

- The suggestion box was opened however, nothing was found in the box.
- A notice was put up on the notice board of the college to make the students aware about the suggestion box as well as the Student Grievance Redressal Cell (SGRC).

mollym
06/9/24

Principal
St. Bede's College
Shimla



Action Taken Report

Action Taken Report on the meeting held on October 8, 2024.

- The committee members were informed by the principal Prof. Sr. Molly Abraham that a new teacher had been employed for the B. Com course, Income Tax and Company Law.
- The soap dispensers were refilled.



mollym
08/10/24

Principal
St. Bede's College
Shimla



Action Taken Report

Action Taken Report on the meeting held on February 11, 2025.

- The complainant was called and her complaint was received by the members. She was asked questions on the complaint made.
- The student against whom the complaint was made was also called. She was questioned by the committee members.

After conducting a thorough investigation, speaking with witnesses, and considering all points the following action was taken:

- The students were asked to go for counselling sessions in the college.
- A warning was given to the student for her inappropriate behaviour.
- The teachers teaching the students were informed to supervise the students, and report any such behaviour.
- The student asked to stay cordial in the class and apologise for inappropriate behaviour.

The matter was resolved by the members. The students were told that such incidents were taken seriously by the SGRC and must be reported by the students, to maintain a safe and respectful learning environment.

m o l g m
11/02/25
Principal
St. Bede's College
Shimla



Action Taken Report
Academic/Administrative Grievances

Sl.No	Grievance	Date	Action Taken
1.	Sanvi Sharma (B.A.-I) was not able to get her user name and password for HRME form.	27.11.2024	The issue was resolved by Mr. Bhupinder Kumar, the student was able to get her user name and password.
2.	Eirikka Kaundal (B.A.-I Psychology Hons) was not able to register and select her course, while filling the examination form.	28.11.2024	The matter was resolved by Mr. Bhupinder Kumar. The student was able to register.
3.	Examination registration issue regarding ABC ID of Saisha Khanna (B.A.-I Psychology Hons)	29.11.2024	The issue was resolved by Mr. Bhupinder Kumar, the student was able to register.
4.	Examination registration issue regarding ABC ID of Sahiba Dhiman (B.A.-I Psychology Hons)	29.11.2024	The matter was resolved by Mr. Bhupinder Kumar. The student got her ABC ID.
5.	Shruti Kainthla (B.A.-III English Hons) was not able to submit her examination form on time.	5. 04. 2025	The issue was resolved by Mr. Bhupinder Kumar. The examination form of the student was submitted.

mollym
05/4/25
Principal
St. Bede's College
Shimla