



Minutes of the Meeting (2024-2025)

Date: August 6, 2024

Agenda:

- Making the students aware about the Student Grievance Redressal Cell (SGRC).
- Opening of the suggestion box.

A meeting of the Student Grievance Redressal Committee was held on August 6, 2024. The meeting was convened by the chairperson Dr. Gitanjali Mahendra. The members were told that they must remain aware about the grievances of the students related to academic as well as non- academic matters.

Decisions taken:

- It was decided that the students would be given details about the cell during college assembly.
- The members decided that the suggestion box would be opened in the first week of every month in the presence of all the members of the committee. Thereafter the complaint/suggestions/ grievances, found in the box would be resolved following the proper procedure.

Members Present:

SL.No	Name	Signature
1	Dr. Gitanjali Mahendra	
2	Dr. Deepti Pajni	
3	Dr. Pankaj Ashish	
4	Mr. Mohit Kumar	
5	Dr. Ashwani Kumar	

06/8/24

Principal
St. Bede's College
Shimla



Minutes of the Meeting (2024-2025)

Date: August 13, 2024

Agenda: Complaint lodged by the students of B.A.-II against a student during college elections.

A meeting of the Student Grievance Redressal Committee was held on, August 13, 2024. The meeting was convened by the principal in the principal's office.

- The meeting commenced with the Principal briefing the members about a formal complaint lodged by the students of B.A.-II.
- The complaint alleged that a student had been engaging in anti-campaigning during the college elections and influencing other students against those standing for various posts.
- The complainants also accused the student of boasting about connections with government officials and threatening to use these connections to harm other students.
- The Principal urged the committee members to address the matter promptly and fairly.

Decisions Taken:

After deliberation, it was decided that both parties involved, the complainants and the student against whom the complaint was made will be called before the committee for a hearing.

- The committee will hear both sides to ensure a fair and just resolution of the matter.
- Further actions will be based on the findings of the hearing.

The meeting concluded with the decision to set up a hearing as soon as possible. All members agreed that swift action is necessary to maintain the integrity of the student election process.

Members Present:

SL.No	Name	Signature
1	Dr. Gitanjali Mahendra	
2	Dr. Deepti Pajni	
3	Dr. Pankaj Ashish	
4	Mr. Mohit Kumar	
5	Dr. Ashwani Kumar	

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



Minutes of the Meeting (2024-2025)

Date: September 6, 2024

Agenda:

- Opening of the suggestion box.
- SGRC notice to be displayed on the notice board.

A meeting of the Student Grievance Redressal Committee, was held on September 6, 2024 in accordance with the decision made during the meeting held on August 6, 2024, which stipulated that the suggestion box would be opened in the presence of all members in the first week of each month. The suggestion box was opened on September 6, 2024 with all committee members present. Upon examination, no suggestions or complaints were found in the box. Following the opening of the suggestion box, a meeting was held by the committee members.

Decisions Taken:

- The committee unanimously agreed to display a notice on the college notice board, informing students to submit their suggestions and complaints via the suggestion box. The box would be opened in the first week of every month.
- The notice would also inform students that they could report grievances directly to any committee member through a letter, email, or the grievance portal on the college website for quicker action.

SL.No	Name	Signature
1	Dr. Gitanjali Mahendra	
2	Dr. Deepti Pajni	
3	Dr. Pankaj Ashish	
4	Mr. Mohit Kumar	
5	Dr. Ashwani Kumar	

06/09/24
Principal
St. Basil's College
Shimla



Minutes of the Meeting (2024-2025)

Date: October 8, 2024

Agenda: Suggestions/ grievances in the suggestion box

A meeting of the Student Grievance Redressal Committee was held on October 8, 2024 convened by the chairperson, Dr. Gitanjali Mahendra. The members deliberated on the suggestions/ grievances found in the in the suggestion box which were as follows:

- Teacher required for Income Tax and Company Law as the previous teacher had resigned.
- Refilling of soap dispensers in the washrooms.

Decisions Taken:

- The principal and HOD to be informed about the grievance.
- The concerned person to be instructed to refill the soap dispensers in the washrooms.

The meeting ended with the committee members discussing their aim to streamline the grievance redressal process and ensure a more proactive approach to addressing student concerns.

Members Present:

SL.No	Name	Signature
1	Dr. Gitanjali Mahendra	
2	Dr. Deepti Pajni	
3	Dr. Pankaj Ashish	
4	Mr. Mohit Kumar	
5	Dr. Ashwani Kumar	

08/10/24
Principal
St. Bede's College
Shimla



Minutes of the Meeting SGRC (2024-2025)

Date: February 11, 2025

Agenda: Complaint made by a student of B.A. III.

A meeting of the committee members was held on February 11, 2025 to discuss the complaint made by a student of B.A. III against another student for inappropriate behaviour. The complaint was lodged with the principal who then forwarded it to the SGRC.

A student of B.A. III brought to the notice of the committee members that a student of her class had been making negative comments about her during class, which affected her self-esteem and confidence. The student had also been staring at her in a provocative manner, making her extremely uncomfortable. These comments were not only hurtful but also created a hostile learning environment. She wanted the SGRC members to take necessary action against that student.

Decisions taken:

- Counselling Sessions: It was decided to send the students for counselling sessions with the counsellor of the college.
- Warning: It was decided to give a warning to the students stating that any further instances of such behaviour will result in more severe consequences.
- Increased supervision: It was decided that the teachers teaching these students would be informed about their behaviour to prevent any further incidents.

Members Present:

SL.No	Name	Signature
1	Dr. Gitanjali Mahendra	
2	Dr. Deepti Pajni	
3	Dr. Pankaj Ashish	
4	Mr. Mohit Kumar	
5	Dr. Ashwani Kumar	

11/02/25

Principal
St. Bede's College
Shimla