



**St. Bede's College**

**Shimla-171002**

**(UGC-NAAC "A+" Grade Re-Accredited)**

**College with Potential for Excellence**

Phone: 0177-2842304, Fax:- 0177-2842498

www.stbedescollege.in, **E-mail:-** [bedescollege@gmail.com](mailto:bedescollege@gmail.com)

## **SUPPORTING DOCUMENTS FOR 5.1.5**

### **MECHANISM FOR TIMELY REDRESSAL OF STUDENT GRIEVANCES**

S. No.	Name of Committee/Cell	Link
1.	Grievance Redressal Cell	<a href="https://www.stbedescollege.in/grievance-redressal-cell/">https://www.stbedescollege.in/grievance-redressal-cell/</a>
2.	Anti-Ragging Cell	<a href="https://www.stbedescollege.in/anti-ragging-cell/">https://www.stbedescollege.in/anti-ragging-cell/</a>
3.	Internal Complaint Committee	<a href="https://www.stbedescollege.in/internal-committee/">https://www.stbedescollege.in/internal-committee/</a>



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## Grievance Handling Mechanism



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### GRIEVANCE REDRESSAL CELL

The college has constituted a Grievance Redressal Cell with a commitment to provide security and good atmosphere for all round development of the students and to promote good professional relationships among the students and the staff (teaching and non-teaching). The cell intends to genuinely, impartially and amicably facilitate the settlement of grievances related to the stakeholders.

The objectives of the Grievance Cell are the following:-

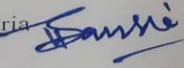
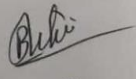
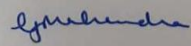
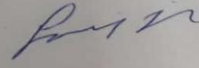
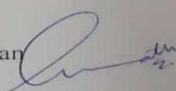
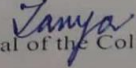
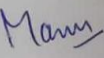
- To provide access to the stakeholders so that the remedial action related to grievances can be ensured immediately.
- To be fair and impartial in finding solutions for the issues faced by the grievant.
- To ensure that complete confidentiality is maintained and the grievant is not victimized or harassed.
- To monitor the smooth functioning of the college and oversee the protection of human rights and civil liberties.

**Mechanism:**

The college aims at solving the grievance of students by looking into the complaints lodged by any student/ stakeholder and redress it within a reasonable time frame. The students and stakeholders can state their grievance regarding any academic and non- academic matter within the campus through the online form or they can drop in the complaints into the suggestion box. The grievances are redressed by the committee members when any grievance is documented.

The online form is accessible on the college website; the students and the stakeholders can easily fill it and report their grievances. The suggestion box is situated outside the principal's office the students can drop in their grievances by mentioning their names or leave it anonymous. This box is opened in the presence of the committee members. The members act upon those cases that are documented through the above sited channels.

**Members:**

Mr. V.K Sanoria 	Mr. Bihari Lal 
Dr. Gitanjali Mahendra 	Mr. Salil Sood 
Ms. Unnattii Chauhan 	Admiral of the College 
Mr. Manu Mahajan 	



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## Minutes of Grievance Redressal Cell

### The Grievance Redressal Cell

December 4, 2020

A meeting of the members of the Grievance Redressal cell was held to note if any grievances were reported by the students/ stakeholders. The suggestion box was opened in the presence of the members. No grievances were reported; probably due to the Covid Pandemic students were not coming to the college and that could be the reason for no documented grievances. No grievances were received online too.

#### Members

Mr. V.K Sanoria *Sanoria*

Dr. Gitanjali Mahendra *gmahendra*

Ms. Unnattii Chauhan *Unnattii Chauhan*

Mr. Manu Mahajan *Manu*

Mr. Bihari Lal *Bihari Lal*

Mr. Salil Sood *Salil Sood*

*Tanya*  
Admiral of the College



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## Minutes of Anti-Ragging Committee



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### NOTICE

Meeting of the Anti-Ragging Committee on September 29, 2020 at 11:00a.m. in the principal's office.

**Agenda:** General discussion on the Anti-Ragging regulations and its role in the pandemic session 2020-21.

#### Minutes of the meeting:

The meeting started with the seven members present and it was decided that even though the classes are online, still students should be apprised of Anti-Ragging norms and Do's and Don't's of ragging. During the induction/orientation of fresher students, they will be made aware of the college societies and clubs, especially the Anti-Ragging Zero tolerance of the college authorities towards ragging.

The meeting ended at 11:30 a.m.

Members present:

Ms. Nandini Pathania – Officiating Principal *N. Pathania*

Ms. Anuja Sharma – Secretary, Anti-Ragging Cell *A. Sharma*

Dr. Sharmja Munjal *S. Munjal*

Dr. Neeta Khanna *N. Khanna*

Dr. Ravi Bhushan *R. Bhushan*

Dr. Anupama Tandon *A. Tandon*

Mr. Salil Sood – Office staff member *S. Sood*



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## Minutes of Internal Complaint Committee



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### Internal Complaint Committee. St. Bede's College Shimla

#### Meeting Notice

An IC meeting would be held on March 17, 2020, in the principal's office in college.

#### Agenda:

Ensuring a safe working environment both for the staff as well as the students.

#### Minutes:

A meeting of the newly constituted Women's Anti-harassment Cell, now referred to as Internal Committee, was held at 12 noon, in the principal's office on 17.3.20.


The following discussions and decisions were taken:

1. It was made clear that the Anti-Harassment Cell was actively working under the Redressal & Grievance Cell.
  2. The students have regularly been made aware of the presence of this cell including the Anti-ragging committee.
  3. The IC will be student inclusive it will have a student representative in its formation.
  4. Awareness workshops on anti-harassment and gender sensitization to be conducted in the academic session.
  5. Finally, it was decided to create a conducive environment for any registration of complaint and ensure timely resolution.
- The meeting ended by 1 p.m.

#### Members present:

1. Ms. Nandini Pathania 

2. Ms. Anuja Sharma 

3. Dr. Sapna Sharma 

4. Mr. V.K. Sanoria 

5. Dr. Gitanjali Mahendra 

6. Dr. Savita Rana 

7. Mr. Ashish 

#### Student Representative:

Tanya (Admiral) 