

**CRITERION 5****St. Bede's College Shimla**

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

5.1.4 The Institute has a transparent mechanism for timely redressal of student grievance including sexual harassment and ragging cases.

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1	Highlighted Copy of the Proof of Constitution of Internal Committees/ Grievances Committee Formation/ Anti-Ragging Committee as Per UGC Norms for the Last Five Years (2018-23)	Constitution of the Redressal Committees have been provided in the document and the college website link for the same is provided.	2-8 Constitution Grievance Redressal Cell Constitution Anti-Ragging Committee Constitution Internal Complaint Committee
2	Highlighted Copy of the Committee Reports Justifying the Objective of the Metric for the Last Five Years	Reports of the Redressal Committees along with Web-Links	9-23 Grievance Redressal Cell 2018-23 Anti-Ragging Committee 2018-19 2019-20 2021-22 2022-23
3	Highlighted Copy of the Minutes of the Meetings of the Grievance Cell for the Last Five Years	Minutes of the Meetings of Grievance Cell are provided in the document and the website links for the same are provided	24-41 Grievance Redressal Cell 2018-19 2019-20 2020-21 2021-22 2022-23

**HIGHLIGHTED COPY OF THE PROOF OF CONSTITUTION OF INTERNAL
COMMITTEES/
GRIEVANCE CELL**



St. Bede's College
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**STANDARD OPERATING PROCEDURE (SOP) FOR GRIEVANCES REDRESSAL
COMMITTEE:**

1. PREAMBLE

St. Bede's College Shimla is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Committee was constituted in accordance with the University Grants Commission regulations 2023 (The Gazette of India, June 21, 2023) for handling day-to-day grievances related to students and parents and re-constituted in accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023. Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner involving the respective Institute/Department/Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance.

2. OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the campus by promoting cordial student relationship and student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the college campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.

4. GRIEVANCES REDRESSAL COMMITTEE STRUCTURE

With reference to UGC (Redressal of Grievances of Students) Regulations, 2023, committee for Student Grievance Redressal is reconstituted with a Recent Admin Orders/Draft-SOP-Student Grievance Committee (10.06.2023), <https://www.stbedescollege.in/student-grievance-redressal-committee/> faculty as chairperson and faculties from different institutes as members. This constitution will be governed through latest university notification. In considering the grievance before it, the SGRC shall follow principles of natural justice. The SGRC shall send its report with recommendations, if any, to the competent authority of the university concerned


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and a copy thereof to the aggrieved students, preferably within a period of 15 working days from the date of receipt of the complaint.

5. TERM OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE

- The term of the Chairperson and members shall be for a period of two years.
- The term of the special invitee shall be one year.
- The Quorum of the meeting including the chairperson but excluding the special invitee shall be five.

6. FUNCTIONS OF THE COMMITTEE

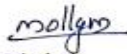
- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized.
- To analyze the merits of grievances and conduct formal hearings and investigation as the case may be.
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines.
- To obtain the facts through relevant sources in a fair and objective manner.
- To ensure speedy disposal of every grievance application.

7. FACILITIES FOR FILING GRIEVANCE

- Student may produce his / her grievances in person.
- The students may submit their grievances through e-mail at * bedescollege@gmail.com
- Students shall also submit their grievance through online portal <https://www.stbedescollege.in/student-grievance-redressal-committee/>
- Students may drop the written complaint in the complaint/suggestion box placed outside the principal's office.

8. STANDARD OPERATING PROCEDURE (SOP)

Any student or parent who wants to initiate a grievance may, in the first instance, bring the issue to the notice of the Head of the respective department / office, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance or may directly report the issue to the Grievance Redressal Committee. The grievant may directly submit her grievance in writing via email, drop it in the complaint/suggestion box or submit in person to the Grievance Redressal committee members.


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9. FORMAL REGISTRATION

Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any through any of the modes.

10. FORWARDING

Upon receiving of a grievance, the Student Grievance Redressal Committee shall categories, analyze the merits of the grievance, and forward the grievance to the respective institute / department / office / individual requesting them to enquire into the grievance and redress within such period as may be specified, in a time not exceeding 15 days from the receipt of grievance /complaint. The Grievance Redressal Committee should make fair and unbiased decisions based on the evidence and circumstances.

11. SCRUTINY

Grievance Redressal Committee will make a thorough review of the Redressal process. In case, the committee feels satisfied with the resolution provided by the respective department / office/ individual, then it will intimate the same to the grievant.

12. FINAL DECISION

After the hearing or investigation, the Student Grievance Redressal Committee shall make best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit. The decision of the College SGRC will be final.

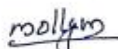
13. APPEAL PROCESS:

- If the complainant is not satisfied with the resolution, an appeal can be made.
- The appeal can be directed to a higher college authority or an external ombudsman.

14. CLOSURE OF COMPLAINT

The complaint shall be considered as closed when:

- If the grievance is invalid or trivial, it can be closed after notifying the complainant.
- The grievant has indicated acceptance of the resolution.


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- The grievant has not responded within 15 days from the date of receipt of information on resolution.

15. DOCUMENTATION

The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only by the members of Student Grievance Redressal Committee, for the purpose of investigation.

16. MEETINGS AND REPORTING

- Every academic year at least two meetings will be conducted.
- The committee should prepare an annual report summarizing the grievances received, resolved, and pending.
- The report can be shared with relevant college authorities for transparency.


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ANTI-RAGGING CELL



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Institutional Rules and Standard Operating Procedures (SOPs) for Anti-Ragging/Anti-Ragging Policy

Objective: To ensure a safe and harassment-free environment within St. Bede's College, promoting a zero-tolerance approach towards ragging.

1. Definition and Prohibition:

- a. **Definition of Ragging:** Ragging includes any act of physical or psychological abuse, harassment, or intimidation, whether individually or collectively, targeted at new or existing students within the college premises or any other related locations.
- b. **Prohibition:** Ragging is strictly prohibited in St. Bede's College, and there is zero tolerance for any form of ragging.

2. Compliance and Reporting:

- a. **Mandatory Compliance:** - All students and staff members are required to adhere to the Anti-Ragging Policy.
- b. **Reporting Mechanism:** - Any student who experiences or witnesses ragging is encouraged to report it immediately to the Anti-Ragging Committee. - The identity of the complainant will be kept strictly confidential.

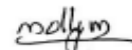
3. Anti-Ragging Committee:

- a. **Composition:** The Anti-Ragging Committee shall consist of faculty members, administrative staff, and student representatives.
- b. **Prompt Investigation:** - Upon receiving a ragging complaint, the Anti-Ragging Committee will promptly investigate the incident. - Confidentiality will be maintained throughout the investigation process.
- c. **Support for Victims:** - Full support and assistance will be provided to the victim, including counseling and guidance. - Immediate action will be initiated against the perpetrator once guilt is established.

4. Awareness Programme:

- a. **Regular Awareness Programs:** - St. Bede's College will conduct regular awareness programs and workshops on anti-ragging for both new and existing students.
- b. **Expert Guest Speakers:** - Guest speakers, including lawyers, counselors, or psychologists, will be invited to provide insights into the consequences of ragging and the importance of maintaining a ragging-free environment.
- c. **Information Dissemination:** - Posters and notices highlighting the consequences of ragging will be prominently displayed within the college premises.
- d. **Pledge Ceremonies:** - Pledge ceremonies will be organized to create a commitment among students and staff to prevent and eradicate ragging.

Blajni
Convenor


Principal
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5. Disciplinary Measures:

- a. **Strict Disciplinary Actions:** - Any student found guilty of ragging will face strict disciplinary measures, including suspension or expulsion, as per college policies and applicable laws.

6. Legal Compliance:

- a. **Compliance with Legal Provisions:** - St. Bede's College will fully comply with all local, state, and national laws and regulations related to anti-ragging measures.

7. Continuous Monitoring and Review:

- a. **Regular Review:** - The Anti-Ragging Committee will conduct regular reviews and assessments of the effectiveness of anti-ragging measures. - Necessary adjustments and improvements will be made based on feedback and changing circumstances.

8. Support Systems:

- a. **Counseling Services:** - The college will provide counseling services to both victims and perpetrators to address psychological and emotional needs.

9. Affidavit Requirement:

- a. **Mandatory Affidavit:** - Every new student taking admission at St. Bede's College is required to fill and submit an affidavit affirming their commitment to abiding by the Anti-Ragging Policy.

10. Monitoring and Compliance:

- a. **Affidavit Verification:** - The college administration will regularly verify the submission of affidavits by new students. - Non-compliance will be addressed promptly, and the necessary actions will be taken.

By introducing the mandatory affidavit requirement, St. Bede's College reinforces its commitment to preventing ragging and ensuring that all students actively participate in creating a safe and respectful campus environment.

By following these institutional rules and SOPs for anti-ragging, St. Bede's College aims to maintain a safe and respectful learning environment, free from the menace of ragging.

Shajni
Convener

Molly M
Principal
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INTERNAL COMPLAINT COMMITTEE



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STANDARD OPERATING PROCEDURES (SOPS) FOR PREVENTION OF SEXUAL HARASSMENT AT ST. BEDE'S COLLEGE

- 1. Formation of Internal Complaint Committee (ICC):** a. The Principal of the college serves as the Presiding Officer and Chairperson of the ICC. b. The Principal nominates faculty members from various departments, representatives from an NGO, and student representatives to constitute the ICC.
 - 2. Creating Awareness about Sexual Harassment and Gender-Related Issues:** a. The college regularly organises programs to create awareness among students about gender sensitization and sexual harassment. b. Mentors conduct sensitization sessions for students during value-education classes. c. External resource persons are invited to the college to conduct workshops and awareness programs on these critical issues.
 - 3. Complaint Initiation:** a. Students who experience or witness sexual harassment can file a complaint with any member of the ICC. b. The identity of the complainants is kept confidential.
 - 4. Action Taken:** a. The ICC members are responsible for conducting a fair and impartial inquiry into the complaint. b. The ICC submits a final report after inquiry.
 - 5. Support for Complainants:** a. The college provides necessary support and assistance to complainants throughout the process. b. Counseling services and guidance are made available to help complainants cope with emotional stress.
 - 6. Compliance:** a. The college is committed to full compliance with laws and regulations related to the prevention of sexual harassment.
- By framing these rules, the college ensures the protection and well-being of all members of the college community.


Convener


Principal

Principal
St. Bede's College
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**HIGHLIGHTED COPY OF THE COMMITTEE REPORTS JUSTIFYING THE OBJECTIVE
OF THE METRIC FOR THE LAST FIVE YEARS
GRIEVANCE REDRESSAL CELL**



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Grievance Redressal Cell Report – 2022-23

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.


GRIEVANCE REDRESSAL MECHANISM

The students can make an appeal/complaint against any grievance. Such appeal may be made to the Principal of the college on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal/complaint will be placed before the Grievance Redressal cell, chaired by the College Principal.

MEMBERS OF THE GRIEVANCE REDRESSAL CELL 2022-23

Principal	Prof. (Sr.) Molly Abraham	0177- 2642304
Associate Professor	Dr. Gitanjali Mahendra	9816022297
Assistant Professor	Ms. Unnatti Chauhan (Secretary)	9816410665
Assistant Professor	Mr. Manu Mahajan	9816327990
College Manager	Sr. Reena Kurian	8129959404
Senior Assistant	Mr. Salil Sood	9418659871
Lab Attendant	Mr. Bihari Lal	8219483723
Student	College Admiral	9805065401

The term of the members shall be two years.


Principal
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Grievance Redressal Cell is headed by the Principal of the college Prof.(Sr.) Molly Abraham. It addresses the sensitive areas that need patient listening, understanding, care and of course needy action. Suggestion boxes are installed near the principal's office and in the library in which the students can drop their suggestions and complaints/ appeals with or without revealing their identity.

The College portal has an online Grievance Redressal area for registering their complaints. Complaints can be filed online at Grievance Redressal Cell link given in the website on academic and non-academic matters. This is introduced to enable the students to express their grievances easily without delay.

Report 2022-23

The principal introduced the committee members and told them that they must make the students aware about the Grievance Redressal mechanism in the college. The suggestion box was opened in the presence of all the members of the cell. They were then read out and scrutinised in a meeting with the principal Prof.(Sr.) Molly Abraham.

The students freely interact with the teachers as well as the principal. They can meet the principal and discuss their problems freely with her, the principal takes prompt action after discussing with the subject teachers, members of the Grievance cell, prompt action is taken to resolve all the grievances.

The appeal/ suggestion/ complaints were as follows:

Appeal/ Complaint/ Suggestion	Redressal
More days for college election campaign.	Students asked to make use of whatsapp and save time.
Re-tests after minor tests.	Re-test may be taken of students with genuine and valid reasons.
Request to leave early during the minor tests.	The students could leave after attending all the classes.
Date sheet for the final examination issued by the university.	The teachers were asked to revise in the classes so that the students do not have a problem during examination.

Convenor

Principal

Principal
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Grievance Redressal Cell Report – 2021-22

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.

GRIEVANCE REDRESSAL MECHANISM

The students can make an appeal/complaint against any grievance. Such appeal may be made to the Principal of the college on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal/complaint will be placed before the Grievance Redressal cell, chaired by the College Principal.

MEMBERS OF THE GRIEVANCE REDRESSAL CELL 2021-22

Principal	Prof. (Sr.) Molly Abraham	0177- 2642304
Associate Professor	Dr. Gitanjali Mahendra	9816022297
Assistant Professor	Ms. Unnatti Chauhan (Secretary)	9816410665
Assistant Professor	Mr. Manu Mahajan	9816327990
College Manager	Sr. Reena Kurian	8129959404
Senior Assistant	Mr.Salil Sood	9418659871
Lab Attendant	Mr.Bihari Lal	8219483723
Student	College Admiral	9805065401

The term of the members shall be two years.

Grievance Redressal Cell is headed by the Principal of the college Prof. (Sr.) Molly Abraham. It addresses the sensitive areas that need patient listening, understanding, care and of course speedy action. Suggestion boxes are installed near the principal's office and in the library in which the students can drop their suggestions and complaints/ appeals with or without revealing their identity.


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The College portal has an online Grievance Redressal area for registering their complaints. Complaints can be filed online at Grievance Redressal Cell link given in the website on academic and non-academic matters. This is introduced to enable the students to express their grievances easily without delay.

Report 2021-22

The appeal/ suggestion/ complaints were as follows:

Appeal/ Complaint/ Suggestion	Redressal
Complaint made by a student, related to her classmate insulting her in public.	The student and her classmate were counselled by the members of the cell and the subject teachers. Feedback was taken from the subject teachers after a few days.
Students bullied and troubled in the hostel.	Apology letters were taken by the students and their parents were also called.
Attendance not marked during online classes.	The students were asked to be more alert and ensure that attendance was given to them.
Were not able to pay fees due to internet issues.	The last date for depositing the fee was extended.

Convenor

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Grievance Redressal Cell Report – 2020-21

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.

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GRIEVANCE REDRESSAL MECHANISM

The students can make an appeal/complaint against any grievance. Such appeal may be made to the Principal of the college on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal/complaint will be placed before the Grievance Redressal cell, chaired by the College Principal.

MEMBERS OF THE GRIEVANCE REDRESSAL CELL 2020-21

Officiating Principal	Ms. Nandini Pathania	0177- 2642304
Associate Professor	Mr. Vijay Sanoria	9418187201
Associate Professor	Dr. Gitanjali Mahendra	9816022297
Assistant Professor	Ms. Unnatti Chauhan (Secretary)	9816410665
Assistant Professor	Mr. Manu Mahajan	9816327990
College Manager	Sr. Magdaline	8129959404
Senior Assistant	Mr. Salil Sood	9418659871
Lab Attendant	Mr. Bihari Lal	8219483723
Student	College Admiral	

Officiating Principal
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Grievance Redressal Cell is headed by the officiating Principal of the college Ms. Nandini Pathania. It addresses the sensitive areas that need patient listening, understanding, care and of course needy action. Suggestion boxes are installed near the principal's office and in the library, in which the students can drop their suggestions and complaints/ appeals with or without revealing their identity.

Report 2020-21

The college was closed due to the pandemic. Online classes were conducted during this year. The students discussed their problems with the subject teachers online. Some of the suggestions regarding connectivity issues, online attendance etc. were brought to the notice of the officiating Principal, Ms. Nandini Pathania and the members of the cell. Prompt action was taken to resolve the issues by the college management. Some students faced certain psychological problems, the teachers supported and helped such students by giving them extra time and consistently communicating with them. No suggestions were found in the suggestion box.

Convenor

Principal

Officiating Principal
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Grievance Redressal Cell Report – 2019-20

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MEMBERS OF THE GRIEVANCE REDRESSAL CELL 2019-20

Officiating Principal	Ms. Nandani Pathania	0177- 2642304
Associate Professor	Dr. Gitanjali Mahendra	9816022297
Associate Professor	Mr. Vijay Sanoria	9418187201
Associate Professor	Dr. Sanjeev Kumar	9459037091
Assistant Professor	Ms. Unnatti Chauhan (Secretary)	9816410665
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Report 2019-20

The appeal/ suggestion/ complaints were as follows:

Appeal/ Complaint/ Suggestion	Redressal
Students having issues with spaces for displaying their posters during college elections.	The members of the grievance redressal cell and election committee, resolved the issue with the students amicably.
More time demanded by the students for canvassing during elections.	They were made to realize that there was a constraint of time under the RUSA semester system, and they must be judicious in spending their time.
Suggestion for opening a stationary shop.	The suggestion was forwarded to the management. They contacted a bookstore for opening a stationary shop.
Students participating in extra-curricular activities requested for extra classes.	The Principal asked the teachers to give them extra time after classes.
More variety in the food items served in the canteen.	The suggestion was forwarded to the Canteen Committee. Some healthy food options were added to the canteen menu.

Convenor



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Grievance Redressal Cell Report – 2018-19

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.

GRIEVANCE REDRESSAL MECHANISM

The students can make an appeal/complaint against any grievance. Such appeal may be made to the Principal of the college on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal/complaint will be placed before the Grievance Redressal cell, chaired by the College Principal.

MEMBERS OF THE GRIEVANCE REDRESSAL CELL 2018-19

Principal	Dr. (Sr.) Beena John	0177- 2642304
Associate Professor	Dr. Gitanjali Mahendra	9816022297
Associate Professor	Mr. Vijay Sanoria	9418187201
Associate Professor	Dr. Sanjeev Kumar	9459037091
Assistant Professor	Ms. Unnatti Chauhan (Secretary)	9816410665
Assistant Professor	Mr. Manu Mahajan	9816327990
Senior Assistant	Mr. Salil Sood	9418659871
Lab Attendant	Mr. Bihari Lal	8219483723
Student	College Admiral	


Principal
St. Bede's College,
Shimla - 171002



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Grievance Redressal Cell is headed by the Principal of the college. It addresses the sensitive areas that need patient listening, understanding, care and of course needy action. Suggestion boxes are installed near the principal's office and in the library in which the students can drop their suggestions and complaints/ appeals with or without revealing their identity.

The College portal has an online Grievance Redressal area for registering their complaints. Complaints can be filed online at Grievance Redressal Cell link given in the website on academic and non-academic matters. This is introduced to enable the students to express their grievances easily without delay.

Report 2018-19

The appeal/ suggestion/ complaints were as follows:

Appeal/ Complaint/ Suggestion	Redressal
Suggestion for allotment of time, class-wise to play in the basketball court.	The suggestion was forwarded to the NSO cell, and they took measures to help maximum students play in the basketball court.
Complaint related to students belonging to ships not vacating the auditorium during practice for inter-ship competitions.	The ship Mistresses/ Masters took prompt action and assigned time slots to the four ships.
Shortage of water supply in the toilets, in the month of July.	The complaint was forwarded to the college management. They took further action to redress the problem.
Complaint regarding maintenance of hygiene in the college canteen.	The canteen committee was informed about the complaint of the students. The members of the committee ensured that hygiene was maintained.

Convenor

Principal

ANTI-RAGGING COMMITTEE



Anti-Ragging Awareness Programme

2022-2023

St. Bede's College organizes awareness programs and orientation sessions for new students to inform them about the consequences of ragging and the anti-ragging measures in place. The institution implements strict rules and regulations which explicitly prohibit any form of ragging. These rules are communicated to all the students, and violations can result in disciplinary action or legal consequences. The college has established an anti-ragging committee which comprises of faculty members, administrators, and student representatives. The committee is responsible for addressing complaints related to ragging and taking appropriate action.

On September 15, 2022 St. Bede's College organized an anti-ragging awareness programme to educate the students about the dangers of ragging. The event commenced with an Anti-Ragging Pledge led by college Admiral. The students sincerely committed themselves to refrain from any act of ragging and ensure a ragging-free environment within the institute. Thereafter, a Nukkad Natak was performed in the courtyard to raise awareness about the detrimental effects of ragging and promote an anti-ragging culture among students. The play aimed to educate and sensitize the audience about the consequences of ragging and encourage them to actively prevent and report any such incident. The play focused on showcasing realistic scenarios and their impact on victims, highlighting the emotional, physical, and psychological trauma experienced by those subjected to ragging.



Anti-Ragging Pledge



Nukkad Natak



*Anti-Ragging Cell
St. Bede's College, Shimla*

Anti-Ragging Awareness Programme- Report

Ragging is defined as any behaviour that weakens a student's mental well-being and self-esteem. It is done with the intention of indulging in sadistic pleasure. On September 20, 2021, St. Bede's College organized an anti-ragging awareness programme to educate the students about the dangers of ragging. The College has an anti-ragging cell where staff and students collaborate to create ideas and an action plan. The Program started with an Anti-Ragging Pledge administered by the Admiral of St. Bede's College, Smriti Thakur, in the college auditorium. The students solemnly vowed to abstain from all forms of ragging and to keep the institute ragging-free.

For the sake of fostering a healthy and secure atmosphere, the students also signed an anti-ragging poster outside the auditorium.





*Anti Ragging Cell
St. Bede's College, Shimla*

Session- 2019-2020

In 2019, St. Bede's College organized an awareness lecture on two important issues: anti-ragging and drug abuse. The lecture was delivered by Ms. Shubra Tiwari, who holds the position of Superintendent of Police (SP) in Shimla.

During the lecture, Ms. Shubra Tiwari addressed the students and faculty members, emphasizing the significance of creating a safe and inclusive campus environment free from ragging. She discussed the harmful consequences of ragging on the physical and mental well-being of individuals and highlighted the legal implications associated with such activities. By shedding light on the provisions of the law and the responsibilities of students and educational institutions in preventing ragging, Ms. Tiwari aimed to create awareness and promote a culture of respect and dignity.

In addition to addressing the issue of ragging, Ms. Tiwari also spoke about drug abuse and its detrimental effects on individuals and society. She provided information about various types of drugs, their consequences, and the importance of staying away from substance abuse. Through her lecture, Ms. Tiwari aimed to educate the students about the dangers of drug addiction and empower them to make informed choices.

The awareness lecture delivered by Ms. Shubra Tiwari served as an important platform to sensitize the college community about the negative impact of ragging and drug abuse. It provided students with valuable insights and information to help them make responsible decisions and contribute to a safe and healthy college environment. The efforts made by Ms. Tiwari in delivering the lecture highlighted the commitment of both the college and local authorities to address these critical issues and ensure the well-being of the students.





*Anti Ragging Cell
St. Bede's College, Shimla*

Session- 2018-2019

In 2018, a workshop on anti-ragging was conducted by senior teaching faculty members, Mrs Anuja Sharma and Dr. Anupama Tandon Tomar at St. Bede's College. The primary objective of the workshop was to educate students about the detrimental effects of ragging and to promote a safe and inclusive campus environment.

During the workshop, students were introduced to the online forms available at www.aman.org, which are specifically designed for reporting incidents of ragging. These online forms provide a platform for victims, witnesses, or concerned individuals to report any instances of ragging anonymously and securely. By familiarizing students with these online reporting mechanisms, the workshop aimed to encourage a proactive approach to combating ragging and ensuring the safety of all students.

In line with the guidelines set by the University Grants Commission (UGC), the college also adhered to the instructions regarding the display of anti-ragging posters. These posters were strategically placed across the campus to raise awareness about the consequences of ragging and to reinforce the college's zero-tolerance policy towards such activities. The prominently displayed posters served as visual reminders to discourage any form of ragging and to encourage a culture of respect and inclusivity.

HIGHLIGHTED COPY OF THE MINUTES OF THE MEETINGS OF THE GRIEVANCE CELL FOR THE LAST FIVE YEARS

2022-23



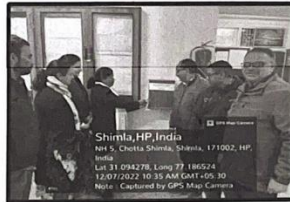
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Minutes of the Meeting -2022-23

Grievance Redressal Cell

The members of Grievance Redressal Cell held a meeting on 12 July 2022

The agenda of the meeting was opening of the Suggestion Box in the presence of all members of the cell. The suggestions and complaints were retrieved from the box in the presence of all members. It was decided that the appeals/ grievances/ suggestions/complaints will be read out and discussed in the presence of the principal, Prof. (Sr.) Molly Abraham.



Opening of the Suggestion box

Dr. Gitanjali Mahendra

Ms. Unnatti Chauhan

Mr. Manu Mahajan

Sr. Reena

Mr. Salil Sood

Mr. Naveen

Mr. Bihari Lal.



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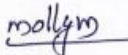
Minutes of the Meeting -2022-23

Grievance Redressal Cell


A meeting of the Grievance Redressal Cell was held on August 20, 2022 at 1.30 p.m. The Principal Prof. (Sr.) Molly Abraham, Chairperson of the cell convened the meeting. The Principal introduced the newly constituted committee members. Dr. Gitanjali Mahendra the President of the cell, Ms. Unnatti Chauhan, Secretary and Mr. Manu Mahajan, Member of Grievance Redressal cell. The members from the non-teaching staff were also introduced, Sr. Reena Kurian, Mr. Salil Sood, Mr. Naveen and Mr. Bihari Lal, Members of Grievance Redressal cell.

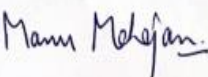
The Principal Prof. (Sr.) Molly Abraham asked the members to sensitize the students in the college assemblies, classes as well as the value-education classes about their rights as young women. She emphasized that they should be encouraged to register their complaints/appeals with the college Grievance cell as well as the authorities so that they can be redressed in a systematic manner.

The meeting concluded with the vote of thanks to the chair.

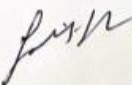
Prof. (Sr.) Molly Abraham 


Dr. Gitanjali Mahendra 


Ms. Unnatti Chauhan 

Mr. Manu Mahajan 

Sr. Reena 

Mr. Salil Sood 

Mr. Naveen 

Mr. Bihari Lal. 



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Minutes of the Meeting -2022-23

Grievance Redressal Cell

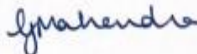
The members of Grievance Redressal Cell held a meeting on August 22, 2022


The agenda of the meeting was complaints made by the student related to college elections the students wanted more time to campaign in the classes before the elections, they requested for one more day.

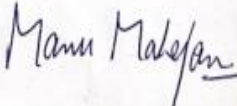
Redressal: A decision was taken to council the contestants to use the online platform for making digital posters and circulate them in their friends' whatsapp groups to save time.

The members also discussed that the students should be addressed, to make them aware of their legal rights as young women, in college assembly, classes as well as the value education classes. Ms. Unnatti Chauhan suggested that a resource person could be invited to address the students and answer their queries.

Members Present:

Dr. Gitanjali Mahendra 

Ms. Unnatti Chauhan 

Mr. Manu Mahajan 



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Minutes of the Meeting -2022-23

Grievance Redressal Cell

A meeting of the Grievance Redressal Cell was held on October 19, 2022 at 1.30 p.m. The agenda of the meeting was re-test after the minor tests. An appeal was made by students to take re-tests of students who would not be able to appear for the test on the stipulated time due to illness or any other urgent matter.

Redressal: It was decided that re-tests could be scheduled for the students after establishing that the reason given by them for not appearing on the given date is genuine and an application could be given by the students to their subject teachers.

The decision was brought to the notice of the principal Prof. (Sr.) Molly Abraham for final approval.

Members Present:

Dr. Gitanjali Mahendra

Ms. Unnatti Chauhan

Mr. Manu Mahajan



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Minutes of the Meeting -2022-23

Grievance Redressal Cell

A meeting of the Grievance Redressal Cell was held on December 10, 2022 at 1.30 p.m. The meeting was convened by the Principal, Prof. (Sr.) Molly Abraham. The agenda of the meeting was students' request to leave early for home during the minor tests. The students made an appeal, that they may be allowed to leave the college premises early for preparation for the next test.

Redressal: The grievance/ appeal was redressed by informing the students that they could leave the college premises only after attending all the classes.

The meeting concluded with the vote of thanks to the chair.

Prof. (Sr.) Molly Abraham

Dr. Gitanjali Mahendra

Ms. Unnatti Chauhan

Mr. Manu Mahajan



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Minutes of the Meeting -2022-23

Grievance Redressal Cell

A meeting of the Grievance Redressal Cell was held on March 2, 2023 at 1.30 p.m. The meeting was convened by the Principal, Prof. Sr. Molly Abraham. The agenda of the meeting was study time related issues, arising out of the date sheet issued by the university. The date sheet of the final exams had no gaps between two exams for some students. A request was made by the parents and students to appeal to the Controller of Examinations to look into the matter.

Redressal: The members were asked to tell the teachers to counsel the students for preparing before the exams and help them revise so that they do not face any problems during the exams.

The meeting concluded with the vote of thanks to the chair.

Prof. (Sr.) Molly Abraham

Dr. Gitanjali Mahendra

Ms. Unnatti Chauhan

Mr. Manu Mahajan

2021-22



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GRIEVANCE REDRESSAL CELL

The Grievance Redressal cell had a complaint registered by Archana Mallik of Biotechnology Final year on November 16, 2021.

She had grievances against her classmate who she blamed for causing stress to her by ignoring her and also by having stolen her research note book.

The grievances committee called the two involved students and spoke to them separately. Both were counselled separately and later the subject teachers reported that things had improved much.

Members Present:

Mr. V.K Sanoria

Dr. Anupama Tandon Tomar

Ms. Unnati Chauhan

Mr. Manu Mahajan

Dr. Gitanjali Mahendra



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GRIEVANCE REDRESSAL CELL

A meeting of the Grievance Redressal Cell was held on December 3, 2021. A complaint was lodged by Vrinda Tewari, Economics Honours, a hosteller, against her roommate, who was disturbing her by constantly chatting on the phone. Once again the students were summoned and parents too were made pA third complaint was registered by a final year student against her classmate, who was bullying and making fun of her for regarding her short height and other personal details. The committee gave a patient hearing to the complainant and also to the student who was bullying and an apology letter was taken and the problem was amicably resolved.

Members present:

Sr. Magdaline *Sr. Magdalany*

Mr. V.K Sanoria *V. Sanoria*

Dr. Anupama Tandon Tomar *Anupama*

Ms. Unnati Chauhan *Unnati*

Mr. Manu Mahajan *Manu*

Dr. Gitanjali Mahendra *Gitanjali Mahendra*



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GRIEVANCE REDRESSAL CELL

A meeting of the Grievance was held on February 23, 2022 in the staff room to discuss and redress grievances made by students regarding online classes and fee payments.

The members decided to be lenient with online attendance as many students were having network issues at home. The college started the new session of 2021-22 with 'rotation' student entry in college. The first three days of the week will have science/BBA/BCA students coming in and the following three days humanities/ Commerce.

A number of students did not deposit their fee due to one reason or another. The committee decided to extend the fee deposit last date to accommodate parents.

Members present:

Mr. V.K Sanoria

Dr. Anupama Tandon Tomar

Ms. Unnati Chauhan

Mr. Manu Mahajan

Dr. Gitanjali Mahendra

Mr. Salil Sood



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GRIEVANCE REDRESSAL CELL

On March 14, 2022, a complaint was registered by a final year student against her classmate, who was bullying and making fun of her regarding her short height and other personal details.

The committee gave a patient hearing to the complainant and also to the student who was bullying and an apology letter was taken and the problem was amicably solved.

Members present:

Mr. V.K Sanoria *Vksanoria*

Dr. Anupama Tandon Tomar *Anupama*

Ms. Unnati Chauhan *Unnati*

Mr. Manu Mahajan *Manu*

Dr. Gitanjali Mahendra *Gitanjali*

2020-21

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 

Dr. Gitanjali Mahendra 

Ms. Unnattii Chauhan 

Mr. Manu Mahajan 

Mr. Bihari Lal 

Mr. Salil Sood 


Admiral of the College

2019-20



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Grievance Redressal Cell – 2019 - 2020

The meeting of the Grievance Redressal Cell was held on August 12, 2019. The meeting took place before the college elections. Some of the grievances brought forward in front of the house were as follows:

- The students wanted to display their posters for campaigning during elections but some of them were not satisfied with the space given to them for displaying their posters. The grievance was addressed amicably with the students.
- The students demanded more time for canvassing during elections. The problem was addressed by making them realize about the constraint of time under the RUSA semester system.
- The students wanted a stationary shop to be opened in the college campus. This was addressed by contacting a Bookstore for opening a Stationary shop in the college.
- The suggestion box was opened in the presence of the Principal, Academic Review Committee and the Academic Coordinators. The members discussed the suggestions given by the students. An attempt was made to look into all the suggestions given in the suggestion box.

Members Present:

1. Mr. V.K. Sanotta 
2. Dr. Sanjeev Kumar 
3. Dr. Gitanjali Mahendra 
4. Ms. Unnatti Chauhan 
5. Mr. Manu Mahajan 



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Grievance Redressal Cell – 2019 - 2020

The meeting of the Grievance Redressal Cell was held on August 08, 2019. Some of the grievances brought forward by the members to the chair were as follows:-

- A few students wanted to stand for more than three posts. The grievance was addressed by sending the students to the Election Committee for further clarifications of the rules laid down by the committee.
- The students participating in co-curricular activities wanted extra classes with the teachers. Ms. Nandini Pathania asked the teachers to do the needful for the students who were actively participating in college activities.

1. Mr. V.K. Sanoria 
2. Dr. Sanjeev Kumar 
3. Dr. Gitanjali Mahendra 
4. Ms. Unnatti Chauhan 
5. Mr. Manu Mahajan 



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Grievance Redressal Cell – 2019 - 2020

The meeting of the Grievance Redressal Cell was held on September 20, 2019. Some of the grievances brought forward by the members were:

- The students wanted more variety of food items in the college canteen. The suggestions were forwarded to the Canteen Committee.
- The students brought up the issues related to internet connectivity in the college. Routers were installed to resolve the issue.
- Grievance regarding council members not attending meetings with the academic coordinators was discussed. Attending of meetings was made mandatory for the council members.

1. Mr. V.K. Sanoria 
2. Dr. Sanjeev Kumar 
3. Dr. Gitanjali Mahendra 
4. Ms. Unnatti Chauhan 
5. Mr. Manu Mahajan 

2018-19



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Grievance Redressal Cell- 2018- 2019

The meeting of the Grievance Redressal Cell was held on September 12, 2018. Some of the grievances brought forward by the members were:

- The students wanted that the time to play in the basketball court could be allotted class wise so that everyone could get an opportunity to play.
- The complaint was made that some students of certain ships were not vacating the auditorium and thus all the other ships were not able to practice on stage. The complaint conveyed to teachers in charge of the ships.

1. Mr. V.K. Sanoria 
2. Dr. Sanjeev Kumar 
3. Dr. Gitanjali Mahendra 
4. Ms. Unnatti Chauhan 
5. Mr. Manu Mahajan 
6. Mr. Kashmir Singh 



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Grievance Redressal Cell – 2018-19

The meeting of the Grievance Redressal Cell was held on August 9, 2018. Some of the grievances of the students brought forward in front of the house were as follows:

- The students had made a complaint about shortage of water in the toilets of the college. The members decided that water could be stored during summers as there is shortage of water in the town.
- Some of the students wanted more variety of food items in the college canteen. The members of the committee forwarded this suggestion to the Canteen Committee.

Members Present:

1. Mr. V.K. Sanoria 
2. Dr. Sanjeev Kumar 
3. Dr. Gitanjali Mahendra 
4. Ms. Unnatti Chauhan 
5. Mr. Manu Mahajan 
6. Mr. Kashmir Singh 



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Grievance Redrassal Cell -2018- 2019

On March 14, 2018, a complaint was registered by a final year student against her classmate, who was bullying and making fun of her regarding her short height and other personal characteristics.

The committee gave a patient hearing to the complainant and also to the student who was bullying and an apology letter was taken and the problem was amicably solved.

Members present:


Mr. V.K Sanoria

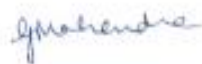
Ms. Unnati Chauhan



Mr. Manu Mahajan



Dr. Gitanjali Mahendra





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Grievance Redressal Cell- 2018-2019

The meeting of the Grievance Redressal Cell was held on December 14, 2018. Some of the grievances brought forward by the members to the chair were as follows:-

- The hygiene in the college canteen was brought to the notice of the members. The canteen committee was asked to look into the matter with immediate effect.
- The students participating in co-curricular activities wanted extra classes with the teachers. The principal asked the teachers to do the needful for the students who were actively participating in college activities.

1. Mr. V.K. Sanoria

2. Dr. Sanjeev Kumar

3. Dr. Gitanjali Mahendra

4. Ms. Unnatti Chauhan

5. Mr. Manu Mahajan