



## **Minutes of the Meeting (SGRC & ICC)**

**Date:** April 22, 2026

**Venue:** Principal's Office

A meeting of the members of the Students' Complaint Redressal Committee (SCRC), along with the members of Internal Complaints Committee (ICC), was convened in the Principal's Office on April 22, 2026. Advocate Sheetal Vyas, the external member of the ICC, was specially invited to attend the meeting.

### **Agenda:**

To deliberate on the matter concerning Mr. Aniket, former Assistant Professor, Commerce Department, who had addressed an email to the Principal seeking disclosure of the identities and details of all students who had filed complaints against him. In the said email, he indicated that failure to provide such information would result in legal action. He also alleged that the complaints were fabricated and that certain faculty members had instigated the students.

### **Proceedings:**

Advocate Sheetal Vyas reviewed all relevant documents and correspondence pertaining to the case. Following a detailed discussion, the Committee made the following recommendations: The Principal shall issue a formal notice to Mr. Aniket directing him to

1. Submit his formal resignation letter.
2. Surrender one month's salary as per the relevant clause of the contract signed with the management.
3. Immediately hand over all college-related documents in his possession, including attendance records and any other official materials.
4. Refrain from contacting students through any means, including phone calls or other forms of communication.
5. Ensure the confidentiality and privacy of the students, no personal details or identities of the complainants shall be disclosed to him. In the event of non-compliance with the above directives, the college shall initiate appropriate legal proceedings, including the issuance of a legal notice.

**Resolution:**

The members unanimously resolved to act in the best interests of the students, ensuring their safety, confidentiality, and well-being, while taking all necessary legal and administrative measures in this matter.

The following members were present in the meeting.

- |                            |                                    |                      |
|----------------------------|------------------------------------|----------------------|
| 1. Sr. Rosily T.L.         | Principal                          | <i>Sr. Rosily Tm</i> |
| 2. Ms. Sheetal Vyas        | (Advocate and External member ICC) |                      |
| 3. Dr. Gitanjali Mahendra  | (Chairperson SGRC & member ICC)    | <i>gnahendra</i>     |
| 4. Dr. Sapna Sharma        | (Chairperson ICC)                  | <i>Sapna</i>         |
| 5. Dr. Deepti Pajni        | (Member SGRC)                      | <i>Deepti</i>        |
| 6. Mr. Pankaj Aashish      | (Member ICC & SGRC)                | <i>Pankaj</i>        |
| 7. Mr. Mohit Kumar         | (Member SGRC)                      | <i>Mohit</i>         |
| 8. Mr. Ashwani Kumar       | (Member SGRC)                      | <i>Ashwani</i>       |
| 9. Dr. Savita Rana Prashar | (Member ICC & HoD Commerce)        | <i>Savita Rana</i>   |
| 10. Mr. Salil Sood         | (Office)                           | <i>Salil</i>         |



**Minutes of the Meeting (2025-2026)**

**Date:** July 10, 2025

**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 July 10, 2025. The meeting was convened by the chairperson Dr. Gitanjali Mahendra. The members discussed that it was important for the students to be informed about the cell, so that their grievances could be redressed promptly. 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 the Orientation Programme for the first-year students along with their parents and in college assemblies.
- 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	



### **Minutes of the Meeting (2025-2026)**

**Date: July 17, 2025**

**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 August 7, 2025. As decided by the members in the previous meeting the suggestion box was opened on August 7, 2025 in the presence of all the committee members. 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:**

- A notice regarding lodging of complaints was to be displayed on the college notice board. The notice would also inform students that they could report grievances on the grievance portal in the college website for quicker action. The complaints could also be directly submitted to any committee member through a letter.

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

*Action Taken Report*



### Minutes of the Meeting (2025-2026)

**Date:** August 5, 2025

**Agenda:** Complaint lodged by the students during college elections.

A meeting of the Student Grievance Redressal Committee was held on, August 6, 2025. The meeting was convened by the principal in the principal's office.

The meeting commenced with the principal briefing the members about a complaint that students were fighting and manipulating, and influencing the voters during the college elections.

The principal urged the committee members to address the matter promptly and fairly.

#### Decisions Taken:

- After deliberation, it was decided that students of different groups involved would be summoned.
- The committee members will be <sup>available</sup> for a hearing the grievances of each group. Further actions would be based on their findings.
- The meeting concluded with the decision to call all the groups involved. 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	



### Minutes of the Meeting (2025-2026)

Date: September 12, 2025

**Agenda:** Complaint about the college canteen

A meeting of the Student Grievance Redressal Committee was held on September 12, 2025 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:

- The students were not satisfied with the food prepared in the college canteen.
- Complaints against the people running the canteen.

#### Decisions Taken:

- It was decided that the grievance would be brought to the notice of the canteen committee.

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	



*Student Grievance Redressal Cell  
St. Bede's College Shimla*

**Minutes of the Meeting (2025-2026)**

**Date:** September 12, 2025

**Agenda:** Complaint about the college canteen

A meeting of the Student Grievance Redressal Committee was held on September 12, 2025 convened by the chairperson, Dr. Gitanjali Mahendra. The members deliberated on the suggestions/ grievances found in the suggestion box which were as follows:

- The students were not satisfied with the food prepared in the college canteen.
- Complaints against the people running the canteen.

**Decisions Taken:**

- It was decided that the grievance would be brought to the notice of the canteen committee.

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	



### **Minutes of the Meeting SGRC (2025-2026)**

**Date:** December 31, 2025

**Agenda:** Opening of the suggestion box for grievances.

A meeting of the committee members was held on December 31, 2025 to discuss the complaints made by the students, received in the suggestion box.

The suggestion box was opened in the presence of all the committee members the grievances of the students were taken to the office of the principal, a meeting was held to discuss the grievances of the students. The grievance was pertaining to the canteen the students had made a complaint against the behaviour of the canteen staff. The students were dissatisfied with the food served to them.

**Decisions taken:**

- It was decided to report the matter to the canteen committee. The principal called the canteen staff and told them about the grievances of the students; they were told not to improve according to the suggestions given by the members of the canteen committee as well as the students.
- The staff members were told to check the quality of food, hygiene in the canteen as well as the price according to the portion of food provided.

**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	