



**ST. XAVIER'S COLLEGE**  
(AUTONOMOUS)  
5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.  
☎ 2262 0661/65

### **5.1.5: REDRESSAL OF STUDENT GRIEVANCES INCLUDING SEXUAL HARASSMENT AND RAGGING CASES**

#### **❖ 2019-20**

- Annual report of the Internal Committee
- Report of the Anti-Ragging Cell
- Annual report of the College Grievance Redressal Cell (CGRC)
- Minutes of the meeting of the CGRC

#### **❖ 2018-19**

- Minutes of the meeting-Prevention of Sexual Harassment Committee
- Report of the Anti-Ragging Cell

#### **❖ 2017-18**

- Minutes of the meeting-Prevention of Sexual Harassment Committee
- Report of the Anti-Ragging Cell

#### **❖ 2016-17**

- Minutes of the meeting-Prevention of Sexual Harassment Committee



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**2019 - 2020**



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Annual report of the Internal committee in respect of complaints received during the year under the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules framed there under as per Section 21 of the Act

To the District Officer,  
Deputy Collector and Deputy District Election Officer,  
Mumbai City Collectorate,  
Old Custom House, Fort, Mumbai- 400001.

Dear Sir/Madam,

Sub: Annual report for the year ending 31<sup>st</sup> Dec 2019 under Section 2 of Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- |  |            |
|--|------------|
| 1. No. of complaints received during the year :                                    | 03 (three) |
| 2. No. of complaints disposed off during the year :                                | 03 (three) |
| 3. No. Of cases pending for more than 90 days :                                    | Nil        |
| 4. No. of workshops or awareness programmes against sexual harassment carried out: | 02 (two)   |
| 5. Nature of action taken by employer:   | Annexure I |

St. Xavier's College (autonomous) Mumbai.

*[Handwritten Signature]*

Signature:  
Presiding Officer- Internal Committee

30 JUL 2020



*[Handwritten Signature]*

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**ANNEXURE 1**

**Case 1(2019-2020):**

**Original Complaint Dated 23<sup>rd</sup> Aug 2019 By 1 female student**  
**ATR**

Original written complaint received by IC on 28<sup>th</sup> Aug was in Marathi. Translated copy provided to IC on 14<sup>th</sup> Sept. While IC was conducting the investigation, the respondent filed a Police case! The IC committee ceased any further investigation as the respondent did not agree to meet the committee. Police investigated the case and a charge sheet was filed in Juvenile court Mazgaon! Case has not come up for hearing yet!

**Case 2 (2019-2020):**

**Original Complaint Dated 9<sup>th</sup> Oct 2019 By 4 female students**  
**ATR**

The Case was investigated by the IC and recommendations were submitted to the Principal on 06/1/2019 Principal forwarded the recommendations to the management for their opinion. The Trust after going thru the recommendations given by IC, decided to accept all the recommendations except one - Suspension! They suggested that instead of suspension of 15 days, his one increment of salary be denied. The same was informed to the account office and said increment due in July 2020, will be postponed to July 2021. On the recommendation of IC and the governing body, the respondent was transferred to the Physics Dept with immediate effect. Security cameras (CCTV ) were installed in the corridor of Caius and Botany Lab, Botany Dept and Blatter Herbarium! An apology letter was sought from the respondent. At the end, the complainant was called and the action taken explained. She was satisfied with the action taken.

**Case 3 (2019-2020):**

**Original Complaint Dated 12<sup>th</sup> Feb 2020 sent to The SXC International Programs coordinator via email on behalf of 1 female student (foreign national) by her international program coordinator. Email forwarded to Principal SXC on 13/02/2020**  
**ATR**

The supervisor of the group of foreign students who was locally present, Mr. XXXXX, took the initiative to call the embassy and SXC Coordinator of International Programmes spoke to them on the phone.

The principal and SXC coordinator filed a complaint FIR with Azad maidan police station, which was subsequently shifted to the L.T. Marg police station due to the location of the incident. The principal informed the IC of the incident.

The police acted rapidly in the matter and with the help of CCTV footage of the street where the incident occurred, apprehended a potential suspect. The complainant was required to appear at the police station, which she did with 2 members of the IC - SXC.

The matter was resolved to the satisfaction of the complainant and her coordinator of international programs - foreign university.

*H. Jangalore*



*Alinde*

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## Report of Anti-Ragging Committee Academic Year 2019-2020

Convenor: Hrishikesh Samant, Vice Principal (Science)

Members:

1. Annapurna S (Vice Principal (Arts))
2. Pranoti Chirmuley

No cases of any student ragging were reported, hence no 'action-taken' report has been submitted.

*H. Samant*

Hrishikesh Samant  
March 2020

*Shinde*  
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*Shinde*  
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# ST. XAVIER'S COLLEGE

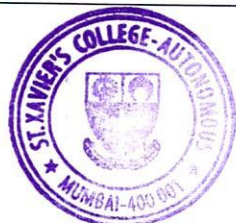
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## ANNUAL REPORT OF CGRC FOR THE YEAR 2019-2020

Sr. No	CATEGORY FOR ENTRY	DETAILS
1	Full name of the Affiliated College/Recognized institution	St. Xavier's College–Autonomous, Mumbai
2	Abbreviated Name of the Affiliated College/Recognized Institution	St. Xavier's College, Mumbai
3	Address of the College/Institution	5, Mahapalika Marg, Mumbai 400001
4	District	Mumbai City
5	Landline No. of the College/Institution	022-22620662, 022-22620665
6	Email of the College/Institution	webadmin@xaviers.edu
7	Name of the Principal/Head/Director	Dr Rajendra D. Shinde
8	Mobile No. of the Principal/Head/Director	+91-9819100131
9	Landline No. of the Principal/Head/Director	
10	Email of the Principal/Head/Director	principal@xaviers.edu
11	Name of the Member Secretary	Dr Prashant S. Ratnaparkhi
12	Designation of the Member Secretary	Associate Professor
13	Mobile No. of the Member Secretary	+91-9969414268
14	Landline No. of the Member Secretary (If any)	NA
15	Email of the Member Secretary	prashant.ratnaparkhi@xaviers.edu
16	No. of Applications Received on Portal	Nil
17	No. of Scrutinized Applications	Nil
18	No. of Applications Presented before the CGRC	Nil
19	No. of Resolved Applications	Nil
20	No. of Un-resolved Applications	0 (Zero)
21	No. of Applications Referred to the Experts for an Opinion	0 (Zero)



*Shinde*

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22	No. of Applications Sent to University Grievance Redressal Cell (UGRC)	0 (Zero)
23	No. of Frivolous Applications	0 (Zero)
24	No. of Pending Applications	0 (Zero)
25	No. of the Meetings of CGRC Held	2
26	No. of the Meetings Adjourned for Want of Quorum	0 (Zero)
27	Average No. of Members of CGRC Present for the Meetings	3 (Three)
28	Total Annual Expenses of the Meetings, If Any, Incurred by the CGRC	Nil
29	Any other Information	Nil

Date: - March 25<sup>th</sup> 2020

Place: - Mumbai

Dr Prashant S. Ratnaparkhi  
Name and Signature of the  
Member Secretary

Dr. Annapurna S.  
Name and Signature  
of the Member

Dr Rajendra Shinde  
Name and Signature of the  
Chairperson with Seal

Seal of College/Institution



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MINUTES OF THE FIRST MEETING CONDUCTED BY  
GRIEVANCE REDRESSAL COMMITTEE

DATE: - 25<sup>TH</sup> August 2019

TIME: - 12:30 pm to 1:30 pm.

**MEMBERS ATTENDING THE MEETING:**

- Dr Rajendra Shinde
- Dr Annapurna S.
- Dr Prashant S. Ratnaparkhi

**AGENDA: -**

1. Introduction to the purpose and importance of College Grievance Redressal Cell (CGRC).
2. General Orientation of the working of the CGRC.
3. Identifying key areas of concerns and actions to be prioritized.
4. Identifying the contents to be displayed on the college website for the facilitation of students.
  - a. The meeting began with the Principal, Dr Rajendra Shinde welcoming the members and emphasizing the importance of the College Grievance Redressal Committee (CGRC) and the working of the Committee therein.
  - b. The rules and regulations governing the working of the CGRC and means to facilitate the smooth communication of students with the CGRC were discussed.
  - c. Dr Annapurna mentioned that the college must ensure that students should be able to have easy access to voicing their concerns to the CGRC via efficient Online and Offline mechanisms. The college needed to publicize the importance of reporting grievances at the earliest so that timely redressals could be meted out.
  - d. Dr Prashant mentioned that details of staff members in the CGRC and the relevant Government circulars and documents should be added on to the separately created portal for Grievance Redressal, on the webpage of the college.





- e. The meeting concluded with the members resolving to work to the best of their abilities so as to make the working of the CGRC effective.

The above-mentioned minutes have been approved by the members as undersigned.



Dr Prashant S. Ratnaparkhi  
Member-Secretary



Dr S. Annapurna  
Vice-Principal



Dr Rajendra Shinde  
Principal





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**2018 - 2019**



NAAC SSR Cycle 4 (2015-2020):  
*5\_1\_5\_GrievanceRedressalReportsMinutes*



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**Minutes of the meetings of student redressal committee and prevention of sexual harassment committee for the Year 2018-19**

Name	Position and Affiliation
Ms. Linda Dhakul	Presiding officer
Dr. Pushpa Sinkar	Member, Teaching Faculty-Female
Ms. Akshara Jadhav	Member, Teaching Faculty-Female
Mr. Prashant Ratnaparkhi	Member, Teaching Faculty-Male
Ms. Nandita Gandhi	Member, External Representative

There were 3 complaints, each was addressed separately. Since two of them related to harassment outside the college premises namely the sub way at Churchgate and CST, the principal intervened. A call was made to the respective police stations to step up security and vigilance ensuring safety of the students. There has been no further incident after this intervention.

The third complaint had to be investigated at a different level, there was pathology and mental illness, The parent was informed first and then the student was suspended, it was followed by psychiatric assessment intervention after consent from the student. The procedures were followed of calling the complainants conducting an inquiry. The focus was on dealing with the mental illness .After treatment and assessment follow up action the student was allowed back to college. An apology letter was given to the complainants. Section 84 and 86 of the IPC does not allow conviction on grounds of mental illness. There had been no further complaints after the mental illness was taken care of. The records details of this case remain confidential and property of the college.



  
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Report of Anti-Ragging Committee  
Academic Year 2018-2019

Convenor: Hrishikesh Samant, Vice Principal (Science)

Members:

1. Annapurna S (Vice Principal (Arts))
2. Pranoti Chirmuley

No cases of any student ragging were reported, hence no 'action-taken' report has been submitted.

*H. Samant*

Hrishikesh Samant  
April 2019

*Shinde*  
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*Shinde*  
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**2017 - 2018**



NAAC SSR Cycle 4 (2015-2020):  
*5\_1\_5\_GrievanceRedressalReportsMinutes*



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**Minutes of the meetings of student redressal committee and prevention of sexual harassment committee for the Year 2017-18**

Name	Position and Affiliation
Ms. Linda Dhakul	Presiding officer
Dr. Pushpa Sinkar	Member, Teaching Faculty-Female
Ms. Akshara Jadhav	Member, Teaching Faculty-Female
Mr. Prashant Ratnaparkhi	Member, Teaching Faculty-Male
Ms. Nandita Gandhi	Member, External Representative

One single complaint was made by a senior professor against being harassed by a senior faculty of another institution. A committee was formed immediately. The victim was called to explain their nature of harassment. The committee took this matter up directly with the Principal of the Institution who came with their Vice Principal. They sought legal advice. An NC was filed in the Azad Maidan police station. The harassment has since stopped. The matter was resolved. All documents pertaining to the case remain confidential and the property of the college in keeping with the law.



  
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**2016 - 2017**



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## Minutes of the meetings of student redressal committee and prevention of sexual harassment committee for the year 2016-17

Name	Position and Affiliation
Ms. Linda Dhakul	Presiding officer
Dr. Pushpa Sinkar	Member, Teaching Faculty-Female
Ms. Akshara Jadhav	Member, Teaching Faculty-Female
Mr. Prashant Ratnaparkhi	Member, Teaching Faculty-Male
Ms. Nandita Gandhi	Member, External Representative

The meeting was held first to address each of the complaints made at various time of the year. The victim was first addressed. The committee was formed to investigate the matter. Several meeting were held to conduct each of the inquiry. The person against whom the complaint was made was interrogated separately by the committee. Recommendations were made to the Principal; since the proceedings remain confidential in keeping with the PUSH guidelines the victim's identity cannot be revealed. The Principal followed through with action for each of the cases. One of the cases an FIR was filed and all these remain as record and property of the Institution.



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