



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

❖ Minutes of meetings

- **CGRC – 2019-20**
- **IC – 2019-20**
- **WDC – 2019-20, 2018-19, 2017-18, 2016-17**
- **Anti-ragging Cell – 2019-20, 2018-19, 2017**



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MINUTES OF MEETINGS

NAAC SSR Cycle 4 (2015-2020):
5_1_5_DVV_GrievanceRedressalReportsMinutes

MINUTES OF THE FIRST MEETING CONDUCTED BY
GRIEVANCE REDRESSAL COMMITTEE

DATE: - 25TH August 2019

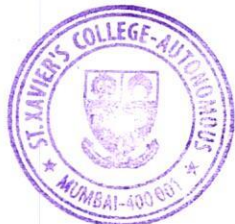
TIME: - 12:30 pm to 1:30 pm.

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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Minutes of meeting conducted by the Internal Committee (IC)

Saturday, 31/8/2019

Board Room

Members present

Dr. Nandita Mangalore (Presiding Officer)

Dr. Prashant Ratnaparkhi

Ms. Linda Dhakul

Dr. Nandita Gandhi (External Representative) – on telephone

Agenda

- To discuss the investigation of the sexual harassment complaint received by the committee

1. The Presiding officer informed the committee of the complaint that was received via the Principal.
2. The committee discussed the modalities to be followed for the investigation. Since the complaint was in Marathi it was decided to request for a translated copy of the same in English.
3. Tentative dates for meetings with the complainant and respondents were decided. Dr. Nandita Mangalore said she would confirm the meeting date and time with the complainant and schedule the first meeting accordingly.

Dr. Nandita Mangalore

Dr. Prashant Ratnaparkhi

Ms. Linda Dhakul



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Minutes of meeting conducted by the Internal Committee (IC)

Monday, 2/3/2020

Board Room

Members

Dr. Nandita Mangalore (Presiding Officer)

Dr. Prashant Ratnaparkhi

Ms. Linda Dhakul

Dr. Nandita Gandhi (External Representative) – Did not attend, asked to be excused due to a prior commitment

Agenda

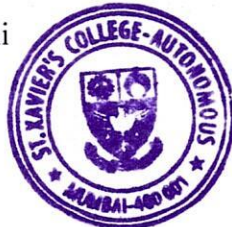
- To review complaints received during the year and write a report

1. The committee checked the transcripts of meetings with complainants and respondents for the three cases of the year and these were shared with the Principal.
2. A report was written and approved by all members.
3. It was decided to provide an email on the website for complaints.
4. Dr. Prashant Ratnaparkhi suggested that the IC should conduct gender sensitization programmes for teaching staff in the next academic year with the help of the Women's Development Cell.

Dr. Nandita Mangalore

Dr. Prashant Ratnaparkhi

Ms. Linda Dhakul



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Minutes of meeting – Women's Development Cell, 26th June 2016

MEMBERS PRESENT		23 rd June, 2016
1. Ms. Linda Dhakul.		
2. Dr. Anita Pare-Kothare		
3. Prashant O. Lalekar		
4. Jennifer D'Souza		
5. Grizel Menezes		
6. Gautam Bandyopadhyay		
7. Nandita Gandhi		
8. Pyali Umakrishnan		

MINUTES OF THE MEETING

HELD ON - 23rd June, 2016. @ 10:30 A.M.

POINTS DISCUSSED:-

1. The flyer & logo of the WDC was approved by the members.
2. It was discussed that instead of having a common orientation in the hall we could conduct lectures on gender sensitization for P.Y. students during their SPC lectures.
3. A presentation was made by a student of TYBA class on HE FOR SHE campaign.
4. Instead of organising a big seminar it was decided to organise a lecture series for students & workshop for self defence.
5. To motivate the students to attend these sessions, it was thought that we could give them some credits for the honours programme, ECC and SIP.



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Shruti

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Minutes of meeting – Women's Development Cell, 15th Jan 2018 and 9th March 2018

WDC Meeting 15th Jan 2018

Members

1. Pushpa Suiker	Pushpa Suiker 15.1.18
2. Saju George	Saju George
3. Jennifer D'Souza	Jennifer D'Souza
4. Akshara Tadkar	Akshara Tadkar
5. - Linda Dhakul	Linda Dhakul

Board Room, 9th March 2018, 4:30pm

A meeting was arranged with the Principal of VES college of Arts, Science & Commerce - Dr. Jayashree Phadnis and Vice Principal ~~Ms.~~ ^{Dr.} Anita Kanwar to share information on a complaint received by the WDC - St. Xavier's College - autonomous, Mumbai from a male staff member (B. Sc. / B. Ed. faculty) ~~regarding~~ regarding harassment by ~~Ms.~~ ^{Ms.} ~~it~~ ^{is} currently faculty of ~~college~~ college, Mumbai and was registered as a PhD student with the No. St. Xavier's College, Dept. of Chemistry.

Presented at the meeting:

Dr. Agnelo Meneses	Agnelo Meneses 09/03/18
Dr. Nandita Mangalore	Nandita Mangalore 09/03/18
Ms. Linda Dhakul	Linda Dhakul 9/3/18
Dr. Jayashree Phadnis	Jayashree Phadnis 9/3/18
Dr. Anita Kanwar	Anita Kanwar 9/3/18



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Minutes of meeting – Women's Development Cell, 16th November 2018

3 rd Meeting 16 th Nov 2018 Board Room 11.20 to 12.05	
Members Present	Signature
1. Ms. L. Dhalwal	J. Dhalwal
2. Pushpa Sinker	Prof. Linda
3. Sangeeta Charan	16/11/18
4. Akshara Gadhar	Sharan 16/11/18
5. Savio Abreu	AD: 16/11/18
	Savio 16/11
Agenda:	
<p>1) The meeting began with a brief discussion on Grant Proposal that the WDC has applied for February 2019. The committee appreciated the efforts put in by Prof. Linda and Prof. Sangeeta. There was a quick conversation about how best the Grant could be used and the various aspects of the programmes that could be conducted from the same.</p> <p>2) The NK College, Malad, (Mumbai) is conducting a seminar on 4th Dec 2018 under the aegis of National State Commission for Women. Fr. Savio (dept of Sociology) mentioned his interest and said that he would like to attend the Seminar. It was agreed that two people could attend the Seminar. Prof. Akshara (dept of Mass Media) said that she may attend the Seminar.</p> <p>3) As part of activities conducted for the students on Gender Sensitisation- the idea of a performance titled - Cast off All Shame was shared with the members. The committee went through the brochure of the same and agreed to host the group in SXC. The venue and convenient date schedule was to be finalised in January 2019.</p> <p>4) It was suggested that a common email id for WDC be formed to facilitate smooth communication. The XKC was immediately asked and requested to activate the email account for the committee.</p> <p>5) Prof. Linda mentioned about an email received from students who went for an educational camp during Diwali break complaining that there was no lady teacher accompanying the group. After having a discussion on the details of educational visits/camp it was suggested that a lady teacher should accompany the group. And we request the Principal to send it as a note to all staff members organising such kind of activities.</p> <p>6) The committee agreed upon the following areas to be covered as WDC activities-</p> <ol style="list-style-type: none">Gender SensitisationNutrition & HealthFinancial planning & Literacy for students & staffCyber SafetySelf defense workshop	

J. Dhalwal 16/11/18	



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Linda

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Minutes of meeting – Women's Development Cell, 31st August 2019

31 st Aug'2019	WDC Meeting
Time: 10:30am	
Venue: Board Room	
Members who attended	Signature
1. Sangeetha Charan	Charan 31/8/19
2. Puhpa Sinker	Winkar
3. Sangeeta Shetty	Sangeeta 31/8/19
4. Savio Abreu SJ	Savio 31/8/19
5. Ms. Linda Dhakul	Linda 31/8/19
6. Akshara Gadhw	Akshara 31/8/19
7. S. Annapurna	S. Annapurna 31/8/19

1st Meeting of this academic term 2019-20.

1. Ms. Linda Dhakul explained the structure of the Internal Committee (IC) and WDC. The IC would now be looking after into sexual harassment complaints and the WDC would conduct awareness programmes.
2. Ms. Linda Dhakul updated members about the activities of the committee during the academic year 2018-19.
3. Ms. Dhakul informed the members about the lecture on "Gender Sensitization" being conducted by advocate Ms. Prageya Khanna for all first year degree students during their SPC classes.



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Minutes of meeting – Women's Development Cell, 31st August 2019 - contd

4. It was proposed that similar workshops be conducted for teaching and non-teaching staff during the academic year.

5. There were concerns raised by members regarding funds for the activities conducted by the WDC as no budget or fund allocation has been done for WDC.

6. Some of activities that were proposed for the year include -
- Self Defence workshop for students
- Street play "Mulgi Zhali Ho"
- Awareness on "Lifestyle diseases" for students and staff

7. Follow-up on the room allotted for WDC needs to be done.

Devan

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Minutes of meeting – Women's Development Cell, 23rd January 2020

23/1/2020	
Time : 3:00 pm	
Venue: Board Room	
Members who attended -	
1. Sangeetha Charan	Signature Charan 23/1/2020
2. Pushpa Sinhar	MSinhar 23.1.2020
3. Linda Dhakul	L.Dhakul/23/1/2020
4. Akshara Gadhar	Akshara 23/1/2020
5. Sangeeta Shetty	Sangeeta 23/1/2020
6. Annapurna.S	A.Annapurna 23/01/20
1. The details of the Gender sensitization session to be conducted by Red Dot were discussed. It was decided to keep the session for Junior College Teachers, New Sr. College teachers & PG students. 31 st Jan 2020.	
2. The Gender sensitization session for non teaching staff was confirmed for 7 th Feb 2020, 2:00-4:30pm. Ms. Tejaswini Malegaonkar was contacted by Mr. Linda Dhakul to conduct the session.	
3. Sangeeta Shetty was given the responsibility of organizing a self defense workshop for students.	

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Minutes of meeting – Women's Development Cell, 23rd January 2020 - contd

4. Options for a session on Gender sensitization for teaching staff were discussed. It was decided to conduct it sometime in the month of February.


5. Session related to "lifestyle diseases" was scheduled tentatively in the first week of March. Members were asked to contact doctors to conduct this session.

6. The WDC/IC notice boards, WDC Room – Ms. Linda Dhakul who is also a member of the IC informed members of the notice boards outside the Economics Dept & also that the key to the WDC room was with the administrator Mr. Kamal Dhaundiyal.

Charan

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Minutes of meeting conducted by the anti-ragging cell

Date: 14/6/2019

Members present

Dr. Hrishikesh Samant

Dr. Annapurna S

Dr. Pranoti Chirmuley

Agenda

- i. To plan for the new academic year
- ii. To discuss how to create awareness about the working of the cell

1. The committee noted that there were no ragging cases reported in the previous academic year.
2. Dr. Annapurna said she would ensure that a notice about the working of the anti-ragging cell would be displayed on all student notice boards.
3. Like the previous year it was decided that the Vice Principals will make new students aware of the fact that the College does not tolerate ragging in any form and inform the students about the working of the anti-ragging cell during the orientation programme for new students.
4. The committee decided to meet next only if there were any complaints.

H. Samant

Dr. Hrishikesh Samant (Convenor)

S Annapurna

Dr. Annapurna S

P. Chirmuley

Dr. Pranoti Chirmuley



Shinde

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Minutes of meeting conducted by the anti-ragging cell

Date: 18/6/2018

Members

Dr. Hrishikesh Samant

Dr. Annapurna S

Dr. Pranoti Chirmuley (on leave)

Agenda

- To discuss content to be included in the orientation programme for new incoming FYBA/BSc/BMM/BMS students about the anti-ragging cell
- To discuss other ways to create awareness about the working of the cell

1. The committee noted that there were no ragging cases reported in the previous academic year.
2. Dr. Hrishikesh Samant shared his PowerPoint presentation to be used the orientation programme for new FY students and the content about the anti-ragging cell was approved by all members.
3. To create more awareness the committee decided to ask HODs to talk to new students and inform them that the college had zero tolerance to ragging. Such a talk would ensure that students who missed the orientation would also be informed of the college policy with respect to ragging. The members also created a notice about the working of the anti-ragging cell which was to be then displayed on all student notice boards for the entire academic year.

S Annapurna

Dr. Annapurna S

H. Samant

Dr. Hrishikesh Samant

Convener



Alind

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Minutes of meeting conducted by the anti-ragging cell

Date: 21/4/2018

Members -

Dr. Hrishikesh Samant (Convenor)

Dr. Annapurna S

Dr. Pranoti Chirmuley (on leave)

Agenda

- To review working of the cell
- To discuss ways to create awareness about the working of the cell

1. The committee noted that there were no ragging cases reported in the current academic year.
2. A review of the working of the cell was done as the anti-ragging cell was created in this academic year. It was decided to put the details of mechanism for submission of complaints by students on the college website.
3. The meeting concluded with the members resolving to ensure that the working of the cell was effective.

H. Samant

Dr. Hrishikesh Samant
Convenor

S Annapurna

Dr. Annapurna S

Shinde



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