



# SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

**Session 2022-23**

**Criterion  
V**

**Student Support and Progression**

*5.1.5 The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging:*

**MINUTES OF THE GRIEVANCE REDRESSAL CELL**

**SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS), AJMER**



**MINUTES OF THE GRIEVANCE REDRESSAL  
CELL MEETING**

**2022-23**



**SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER**

**2022-23**

**MINUTES OF THE GRIEVANCE REDRESSAL CELL MEETING**

The first meeting was held on 17<sup>th</sup> September 2022 at 1:30 pm in the Board Room 2.

The meeting was attended by the following members:

S.No.	Name	Designation	Sign
1.	Prof. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2.	Dr. Taruna Sethi	Coordinator	<i>Taru</i>
3.	Dr. Sr. Rani	Member	<i>Sr. Rani</i>
4.	Dr. Mriganka Upadhayay	Member	<i>Mrig</i>
5.	Ms. Divya Mishra	Member	<i>Divya</i>
6.	Dr. Surbhi Mehra	Member	<i>Surbhi Mehra</i>
7.	Dr. Ritu Bhargava	Member	<i>Ritu Bhargava</i>
8.	Ms. Yuvnika Sogani	Member	<i>Yuvnika</i>
9.	Sr. Preetam	Member	<i>Sr. Preetam</i>
10.	Ms. Dikankshi Chattree	Student Representative	<i>Dikankshi Chattree</i>

## Agenda

1. To read and approve the minutes and action taken report of the previous meeting.
2. To read and discuss the grievances submitted by the students to take necessary actions.

## Minutes

### 1. Reading of the previous minutes and action taken report –

The meeting commenced with the reading of the minutes and action taken report of the previous meeting. They were approved by all the present members.

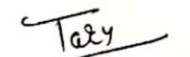
### 2. Grievances received from the Grievance Boxes –

The members also discussed the other grievances that were dropped in the grievance boxes placed on the campus:

- a) Kindly keep some more dustbins in the campus.
- b) Numbers of tubelights are less in newspaper section of the central library. Kindly increase the number of lights.
- c) Stools of the central library sitting section should be replaced by the chairs because it is uncomfortable to sit on them for a longer time.

The Principal instructed the Office Superintendent Sr. Preetam to take necessary actions possible.

The meeting concluded with the formal thanks by the coordinator.



Dr. Taruna Sethi

(Coordinator)

**Head**  
**Department of Chemistry**  
**Sophia Girls' College**  
**(Autonomous), Ajmer**



Prof. Sr. Pearl

(Chairperson)

**PRINCIPAL**  
**SOPHIA GIRLS' COLLEGE**  
**(AUTONOMOUS)**  
**AJMER**



**SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER**

2022-23

**MINUTES OF THE GRIEVANCE REDRESSAL CELL MEETING**

The second meeting was held on 23<sup>rd</sup> Nov. 2022 at 11:30 am in the Board Room 1.

The meeting was attended by the following members:

S.No.	Name	Designation	Sign.
1.	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Vice Principal	
3.	Dr. Taruna Sethi	Coordinator	
4.	Dr. Mriganka Upadhyay	Member	
5.	Ms. Divya Mishra	Member	
6.	Dr. Surbhi Mehra	Member	
7.	Dr. Ritu Bhargava	Member	
8.	Ms. Yuvnika Sogani	Member	
9.	Sr. Preetam	Member	
10.	Ms. Dikankshi Chattree	Student Representative	

## Agenda

1. To read and approve the minutes and action taken report of the previous meeting.
2. To read and discuss the grievance submitted by the student representative.

## Minutes

### 1. Reading of the previous minutes and action taken report –

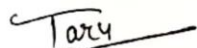
The meeting commenced with the reading of the minutes and action taken report of the previous meeting. They were approved by all the present members.

### 2. Grievance received from the Student Representative –

The student representative informed the Board Members that B. A. III<sup>rd</sup> Year student Aastha Rawat lost her iphone 12 in the college. The members discussed this problem and took an immediate action.

- The Principal instructed the Office Superintendent Sr. Preetam to check all the CCTV footage.
- The Principal also instructed the teachers to check the belongings of all the students.
- After rigorous checking when the iphone was not found than the Principal instructed student to lodge a complaint in the police station and assured her that college will help her in this process.

The meeting concluded with the formal thanks by the coordinator.



Dr. Taruna Sethi

(Coordinator)



Prof. Sr. Pearl

(Chairperson)

**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER**



SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

2022-23

MINUTES OF THE GRIEVANCE REDRESSAL CELL MEETING

The third meeting was held on 23<sup>rd</sup> January 2023 at 2:00 pm in the Board Room 1.

The meeting was attended by the following members:

S.No.	Name	Designation	Signature
1.	Prof. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2.	Dr. Sr. Rani	Vice Principal	<i>Sr. Rani</i>
3.	Dr. Taruna Sethi	Coordinator	<i>Taruna</i>
4.	Dr. Mriganka Upadhyay	Member	<i>Mriganka</i>
5.	Ms. Divya Mishra	Member	<i>Divya</i>
6.	Dr. Surbhi Mehra	Member	<i>Surbhi Mehra</i>
7.	Dr. Ritu Bhargava	Member	<i>Ritu Bhargava</i>
8.	Ms. Yuvnika Sogani	Member	<i>Yuvnika</i>
9.	Sr. Preetam	Member	ABSENT
10.	Ms. Dikankshi Chattree	Student Representative	<i>Dikankshi</i>

## Agenda

1. To read and approve the minutes and action taken report of the previous meeting.
2. To read and discuss the grievance submitted by the student.

## Minutes

### 1. Reading of the previous minutes and action taken report –

The meeting commenced with the reading of the minutes and action taken report of the previous meeting. They were approved by all the present members.

### 2. Grievance received from the Student Representative –

Coordinator received the application by a student that her helmet got stolen in the college parking. Coordinator discussed this problem with the Board members and took an immediate action. The Principal instructed the Office Superintendent Sr. Preetam to check all the CCTV footage. After rigorous checking helmet was found with one student.

She admitted that she had stolen the helmet and wrote apology letter to the Principal. She was counselled to change her behaviour.

The meeting concluded with the formal thanks by the coordinator.



Dr. Taruna Sethi  
(Coordinator)



Prof. Sr. Pearl  
(Chairperson)

PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER



# MINUTES OF THE ANTI- SEXUAL HARRASMENT COMMITTEE



## SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER

### MINUTES OF ANTI SEXUAL HARASSMENT COMMITTEE

**2022-2023**

The First Meeting of the Anti-Sexual Harassment Committee for the Academic Session 2022-2023 was held on 4<sup>th</sup> July 2022 in the Conference Room at 2.30 pm.

The following members were present for the meeting

S.No	NAME	COMMITTEE	SIGN
1	Dr. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2.	Dr. Sr. Rani	Coordinator	<i>Sr. Rani</i>
3.	Mr. Gautam C.	Member	<i>Gautam</i>
4.	Dr. Taruna Sethi	Member	<i>Tary</i>
5.	Dr. Sandhya Yogi	Member	<i>Sandhya</i>
6.	Dr. Asha Sharma	Member	<i>Asha</i>
7.	Sr. Carol Geeta	NGO	<i>Geeta</i>
8.	Mrs. Vilencia Patrick	Library Assistant	<i>Vilencia</i>
9	Mrs. Pooja Tunwal	Maintenance Staff	<i>Pooja</i>
10	Ms. Swati Motwani	Student Representative	<i>Swati</i>

## **Agenda**

1. To Read and confirm the minutes of the previous meeting
2. To launch an awareness Campaign on Anti-Sexual Harassment.
3. To constitute ICC
4. Sensitization of Staff and students

## **Minutes**

### **1. To read and confirm the minutes of the previous meeting**

The minutes of the previous meeting were read, confirmed and recorded

### **2. Conduction of Awareness Campaign**

The Committee stressed that the guidelines of Anti-Sexual Harassment Policy should be explained to the entire Staff and students by organizing an awareness program for the entire teaching, non-teaching staff and students of the College. It was also decided that the Staff and students will be made aware of the procedure to make complaints if they have any problem regarding sexual harassment.

### **3. Constitution of ICC**

It was discussed and decided that an Internal Complaint Committee (ICC) will be constituted for the session 2022-2023. The names of the members were proposed and approved by the members.

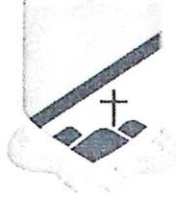
### **4. Sensitization of Staff and students**

It was decided that Internal Complaint Committee put posters and banners on the objectives, role and functions of ICC and the details of members of ICC on all Departments' Notice Boards and College Hostel to sensitize the Staff and Students.

The meeting ended on a very positive note and with a Vote of Thanks.



**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)**



## SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER

### MINUTES OF ANTI SEXUAL HARASSMENT COMMITTEE

2022-2023

A Meeting of the Anti-Sexual Harassment Committee for the Academic Session 2022-2023 was held on 25<sup>th</sup> July 2022 in the Conference Room at 2.30 pm.

The following members were present for the meeting

S.No	NAME	COMMITTEE	SIGN
1	Prof. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2.	Dr. Sr. Rani	Coordinator	<i>Dr. Rani</i>
3.	Mr. Gautam C.	Member	<i>Gautam C.</i>
4.	Dr. Taruna Sethi	Member	<i>Taruna</i>
5.	Dr. Sandhya Yogi	Member	<i>Sandhya</i>
6.	Dr. Asha Sharma	Member	<i>Asha</i>
7.	Sr. Carol Geeta	NGO	<i>Geeta</i>
8.	Mrs. Vilencia Patrick	Library Assistant	<i>Vilencia</i>
9	Mrs. Pooja Tunwal	Maintenance Staff	<i>Pooja</i>
10	Ms. Swati Motwani	Student Representative	<i>Swati</i>

#### Agenda

1. To Read and confirm the minutes of the previous meeting
2. To discuss and take action regarding a complaint related to Sexual Harassment
3. To motivate more students to join Self Defence Training
4. AOB with the permission of Chairperson

## Minutes

### 1. To read and confirm the minutes of the previous meeting

The minutes of the previous meeting were read, confirmed and recorded

### 2. To discuss and take action regarding a complaint related to Sexual Harassment

Dr. Sr. Rani, the Coordinator informed the members that she has received a complaint of Sexual Harassment from Rishika Arora who is a third year student of BA Economics Honours. Rishika in her application for help stated that she is receiving continuous calls from a person who is telephonically in an inappropriate way abusing her. He has also uploaded her photo and her contact number on an online adult porn website. All this problem started when she gave her mobile phone for repairing. She already tried twice to seek help from nearby Police Station but she was not provided any help from them. After a short discussion, Prof. Sr. Pearl suggested that we would ask Rishika to file an FIR in the Civil Line Police Station and we will also request the concerned authorities to take immediate action to give protection to her. The members agreed to the suggestion unanimously and it was also decided that we would stand by her by providing moral and emotional support through regular counselling and also through regular follow up.

### 3. To motivate more students to join Self Defence Training

Dr. Sr. Rani brought to the notice of the members that there is an urgent need to motivate the students to join Self Defence Training to enable them to protect themselves against anything that's unacceptable in terms of social conduct. Prof. Sr. Pearl, the Chairperson asked the members to encourage more students to join Life Skill Education Courses and also games and sports like Boxing, Taekwondo which are already being conducted for the students of the College to empower them to lead a healthy and fulfilling life and to deal with stressful and dangerous situations independently. The members agreed for the same.

Since there was no other matter to be discussed, the meeting ended with a Vote of thanks to the Chair



**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER**



## SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER

### MINUTES OF ANTI SEXUAL HARASSMENT COMMITTEE

**2022-2023**

A Meeting of the Anti-Sexual Harassment Committee for the Academic Session 2022-2023 was held on 4<sup>th</sup> February 2023 in the Conference Room at 2.00 pm.

The following members were present for the meeting

S.No	NAME	COMMITTEE	SIGN
1	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Coordinator	
3.	Mr. Gautam C.	Member	
4.	Dr. Taruna Sethi	Member	
5.	Dr. Sandhya Yogi	Member	
6.	Dr. Asha Sharma	Member	
7.	Sr. Carol Geeta	NGO	
8.	Mrs. Vilencia Patrick	Library Assistant	
9	Mrs. Pooja Tunwal	Maintenance Staff	
10	Ms. Swati Motwani	Student Representative	

#### Agenda

1. To read and approve the minutes of the previous meeting
2. To organize Awareness Programmes
3. To involve various committees of the College to help the stake holders to experience a healthy and congenial atmosphere in the Campus
4. A.O.B

## Minutes

1. To read and approve the minutes of the previous meeting

The minutes of the previous meeting were read, confirmed and recorded

2. **To organize Awareness Programmes**

Recognizing the need to spread awareness about Sexual Harassment, the Committee decided to perform the following activities

- A rally would be organized on 8<sup>th</sup> March on the occasion of the International Women's Day to spread awareness regarding measures and policies against Sexual Harassment
- The ICC members would participate in Workshops/ Short Term Trainings on Sexual Harassment conducted by various Government Agencies/ Departments.

3. **To involve various committees of the College to help the stake holders to experience a healthy and congenial atmosphere in the Campus**

In order to help the various stake holders to experience a healthy and congenial atmosphere in the Campus the members felt the need of involving the following committees

- Discipline Committee
- Grievance Redressal Committee
- Gender Sensitization Cell
- Women Development Cell

Since there was no other matter to be discussed, the meeting ended with a note of thanks to the Chair.

  
**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER**

# MINUTES OF THE ANTI- RAGGING AND VIGILANCE COMMITTEE



SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER

MINUTES OF ANTI-RAGGING AND VIGILANCE COMMITTEE

**2022-23**

The First Meeting of the Anti-Ragging and Vigilance Committee for the Academic Session 2022-2023 was held on 10<sup>th</sup> July 2022 in the Conference Room at 1.30 pm.

The following members were present.

S.No.	NAME OF THE STAFF	DESIGNATION	SIGN
1	Prof. Sr. Pearl	Chair person	<i>Sr Pearl</i>
2	Dr. Sr. Rani	Coordinator	<i>Dr. Rani</i>
3	Dr. Deepmala Singhal	Member	<i>Deepmala</i>
4	Dr. Persis Dass	Member	<i>Dass</i>
6	Mrs. Asha Sharma	Member	<i>Asha</i>
7	Dr. Jyoti Jagwani	Member	<i>Jyoti</i>
8	Sr. Swapana	Member	<i>Sr. Swapana</i>
9	Ms. Bhavika Jain	Student Representative	<i>Bhavika Jain</i>

## **Agenda**

1. To Read and confirm the minutes of the previous meeting
2. To organize an Orientation Programme and a Workshop
3. To discuss about the update of Website with complete information of Anti Ragging
4. To decide about the regular interaction and counselling with students and to make surprise inspection at various places of the College

## **Minutes**

### **1. To Read and confirm the minutes of the previous meeting**

The minutes of the previous meeting was read, confirmed and recorded.

### **2. To Organize an Orientation Programme and a Workshop**

The Committee decided to organize an Orientation Programme and a Workshop to spread the awareness regarding the evil effects of ragging and to empower the students against ragging

### **3. To discuss about the update of Website with complete information of Anti Ragging**

It was decided that the Website of the Institution will be updated with the complete address of Nodal Officers of Anti Ragging and Vigilance Committee with their contact details.

### **4. To decide about the regular interaction and counselling with students and to make surprise inspection at various places of the College**

It was decided that the members of Anti Ragging and Vigilance Committee will have regular interaction and counselling with students to detect early signs of ragging and identification of trouble makers. It was further resolved that surprise inspection at Canteens, Parking areas, Play grounds, Hostel and class rooms will be done in order to prevent ragging and other misbehaviour of the students.

The meeting ended with a vote of thanks to the Chair.



**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER**





**SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER**

**MINUTES OF ANTI-RAGGING AND VIGILANCE COMMITTEE**

**2022-23**

A meeting of the Anti-Ragging and Vigilance Committee for the Academic Session 2022-2023 was held on 3<sup>rd</sup> February 2023 in the Conference Room at 1.00 pm.

The following members were present.

S.No.	NAME OF THE STAFF	DESIGNATION	SIGN
1	Prof. Sr. Pearl	Chair person	<i>Sr Pearl</i>
2	Dr. Sr. Rani	Coordinator	<i>Dr. Rani</i>
3	Dr. Deepmala Singhal	Member	<i>Deepmala</i>
4	Dr. Persis Dass	Member	<i>Dass</i>
6	Mrs. Asha Sharma	Member	<i>Asha</i>
7	Dr. Jyoti Jagwani	Member	<i>Jyoti</i>
8	Sr. Swapana	Member	<i>Sr Swapana</i>
9	Ms. Bhavika Jain	Student Representative	<i>Bhavika Jain</i>

**Agenda**

1. To Read and confirm the minutes of the previous meeting
2. To organize a role play
3. To involve members of Student Association in maintaining discipline
4. To review the Action Taken Report and the activities of the previous Semester

## Minutes

### 1. Reading and confirming of the previous minutes.

The minutes of the previous meeting were read, confirmed and recorded.

### 2. To organize a role play

It was decided that a role play will be organized for the students to make them aware of Anti Ragging measures adopted by the Government as well the College and also to discourage them from Ragging. It was also decided that Anti Ragging posters will be displayed in all prominent places like Library, Canteen, hostel, Common facilities etc.

### 3. To involve members of Student Association in maintaining discipline


The members discussed about the possibility to involve members of Student Association in maintaining discipline and it was resolved that the Deputy Head Girls and Class Representatives will help the Anti Ragging and Vigilance Committee to have regular check to curb the ragging menace.

### 4. To review the Action Taken Report and the activities of the previous Semester

The Action taken report and the activities of the previous Semester was read and it was approved unanimously by the members. Prof. Sr. Pearl the Chair Person enquired whether any case of ragging is registered and the members informed that so far no case is reported. The Chair Person congratulated the team of staff and students for vigilance.

The meeting ended with a vote of thanks to the Chair.

  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER

  
Dr. Sr. Pearl  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER