

# SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER



## SESSION 2023-24

### 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.



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

### MINUTES OF ANTI SEXUAL HARASSMENT COMMITTEE

**2023-2024**

The First Meeting of the Anti-Sexual Harassment Committee for the Academic Session 2023-2024 was held on 6<sup>th</sup> July 2023 in the Conference Room at 2.00 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.	Dr. Taruna Sethi	Member	<i>Taruna</i>
4.	Mr. Gautam C.	Member	<i>Gautam</i>
5.	Dr. Mriganka Upadhyay	Member	<i>Mriganka</i>
6.	Dr. Sandhya Yogi	Member	<i>Sandhya</i>
7.	Dr. Asha Sharma	Member	<i>Asha</i>
8.	Sr. Carol Geeta	NGO	<i>Carol Geeta</i>
9.	Mrs. Vilencia Patrick	Library Assistant	<i>Vilencia</i>
10.	Mrs. Pooja Tunwal	Maintenance Staff	<i>Pooja</i>
11.	Ms. Khushi Valecha	Student Representative	<i>Khushi</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 2023-2024. 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)  
AJMER



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

### MINUTES OF ANTI SEXUAL HARASSMENT COMMITTEE

**2023-2024**

A meeting of the Anti-Sexual Harassment Committee for the Academic Session 2023-2024 was held on 8<sup>th</sup> January 2024 in the Conference Room at 1.30 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>Dr. Rani</i>
3.	Dr. Taruna Sethi	Member	<i>Taruna</i>
4.	Mr. Gautam C.	Member	<i>Gautam</i>
5.	Dr. Mriganka Upadhyay	Member	<i>Mriganka</i>
6.	Dr. Sandhya Yogi	Member	<i>Sandhya</i>
7.	Dr. Asha Sharma	Member	<i>Asha</i>
8.	Sr. Carol Geeta	NGO	<i>Carol</i>
9.	Mrs. Vilencia Patrick	Library Assistant	<i>Vilencia</i>
10.	Mrs. Pooja Tunwal	Maintenance Staff	<i>Pooja</i>
11.	Ms. Khushi Valecha	Student Representative	<i>Khushi</i>



### 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 Vote of Thanks to the Chair.

  
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**SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER**  
**MINUTES OF ANTI-RAGGING AND VIGILANCE COMMITTEE**  
**2023-2024**

The first meeting of the Anti-Ragging and Vigilance Committee for the Academic year 2023-2024 was held on 4<sup>th</sup> July 2023 in the Conference Room at 2.30 pm.

The following members were present.

S.No.	NAME OF THE STAFF	DESIGNATION	SIGN
1	Prof. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2	Dr. Sr. Rani	Coordinator	<i>Dr. Rani</i>
3.	Prof. Sandra Lee	Member	<i>Sandra Lee</i>
4.	Dr. Deepmala Singhal	Member	<i>Deepmala</i>
5.	Dr. Asha Sharma	Member	<i>Asha</i>
6.	Dr. Bhawna Sharma	Member	<i>Bhawna</i>
7	Dr. Jyoti Jagwani	Member	<i>Jyoti</i>
8	Dr. Sr. Swapana	Member	<i>Sr. Swapana</i>
9.	Dr. Geetika Yadav	Member	<i>Geetika Yadav</i>
10	Ms. Sheikh Alisha	Student Representative	<i>Alisha</i>

### Agenda

1. To Read and confirm the minutes of the previous meeting
2. To organize a poster making competition
3. To involve members of Student Association in maintaining discipline
4. To decide about the regular interaction and counselling with students and to make surprise inspection at various places of the College

### Minutes

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

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

#### 2. To organize a poster making competition

It was decided that an Anti-Ragging poster making competition 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 in all Anti Ragging steps

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

The following points were also discussed and decided by the members

1. UGC regulations on ragging will be strictly followed and the Committee will implement preventive measures to curb the menace of ragging in the institution
2. An Orientation Programme will be organized to make the students aware of the anti-ragging measures adopted by the College
3. A signature campaign will be conducted against ragging

**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  
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(AUTONOMOUS)  
AJMER**





**SOPHIA GIRLS' COLLEGE, (AUTONOMOUS), AJMER**  
**MINUTES OF ANTI-RAGGING AND VIGILANCE COMMITTEE**  
**2023-2024**

A Meeting of the Anti-Ragging and Vigilance Committee for the Academic Session 2023-2024 was held on 6<sup>th</sup> January 2024 in the Conference Room at 2.00 pm.

The following members were present.

S.No.	NAME OF THE STAFF	DESIGNATION	SIGN
1	Prof. Sr. Pearl	Chairperson	<i>Sr Pearl</i>
2	Dr. Sr. Rani	Coordinator	<i>Sr. Rani</i>
3.	Prof. Sandra Lee	Member	<i>Sandra Lee</i>
4.	Dr. Deepmala Singhal	Member	<i>Deepmala</i>
5.	Dr. Asha Sharma	Member	<i>Asha</i>
6.	Dr. Bhawna Sharma	Member	<i>Bhawna</i>
7	Dr. Jyoti Jagwani	Member	<i>Jyoti</i>
8	Dr. Sr. Swapana	Member	<i>Sr. Swapana</i>
9.	Dr. Geetika Yadav	Member	<i>Geetika Yadav</i>
10	Ms. Sheikh Alisha	Student Representative	<i>Alisha</i>

### Agenda

1. To Read and confirm the minutes of the previous meeting
2. To organize a skit competition
3. To acknowledge the contribution of Discipline Committee and 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 poster making competition**

It was decided that an Anti-Ragging poster making competition 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

3. **To acknowledge the contribution of Discipline Committee and Student Association in maintaining discipline**

The members acknowledged and highly appreciated the contribution of Discipline Committee and Student Association in maintaining discipline in all anti ragging steps. and it was also resolved that the Deputy Head Girls and Class Representatives will continue to help the Anti Ragging Committee to have regular inspection to prevent ragging in the Campus.

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 Chairperson 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**



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

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

**2023-24**

An emergency meeting of the Anti-Ragging and Vigilance Committee for the Academic Session 2023-2024 was held on 9<sup>th</sup> March 2024 in the Conference Room at 11.30 am.

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>Sr. Rani</i>
3.	Prof. Sandra Lee	Member	ABSENT
4.	Dr. Deepmala Singhal	Member	<i>Deepmala</i>
5.	Dr. Asha Sharma	Member	<i>Asha</i>
6.	Dr. Bhawna Sharma	Member	<i>Bhawal</i>
7	Dr. Jyoti Jagwani	Member	<i>Jyoti</i>
8	Dr. Swapana	Member	<i>S. Swapana</i>
9.	Dr. Geetika Yadav	Member	<i>Geetika</i>
10	Ms. Sheikh Alisha	Student Representative	<i>Alisha</i>



**Agenda**

To investigate the case of Daulat Shaktawat and Yamini Singh Kshatriya with Reference to case No. RJ\_0088 of Anti- Ragging Helpline, UGC Net Bureau

**Minutes**

- An emergency meeting of the Anti Ragging and Vigilance Committee was held on Saturday, 9<sup>th</sup> March 2024 at 11.30 am in the Conference room to investigate the case of Daulat Shaktawat and Yamini Singh Kshatriya with Reference to case No. RJ\_0088 of Anti- Ragging Helpline, UGC Net Bureau.
- The Principal apprised the members that she received an email from the Anti-Ragging Helpline, UGC Net Bureau, stating a case of harassment and ragging of one of the students of this Institution by another student Daulat Shaktawat. The Principal read the case description sent by the Anti- Ragging Helpline, UGC Net Bureau. The Principal further informed the members that the victim had approached her on 7<sup>th</sup> March and she has called the parents of the offender on Saturday 9<sup>th</sup> March as 8<sup>th</sup> March was a holiday.
- The offender Ms. Daulat Shaktawat of B.A Part II and the victim Ms Yamini Singh of BBA Part III along with their parents were summoned and the case was probed. It was found that both the offender and the victim had engaged in a heated argument and exchange of abusive language before the incident which led to the physical abuse by the offender Daulat Shaktawat.
- The offender accepted her mistake that she expressed her anger towards the victim by physically abusing, biting, hitting and kicking. However, there was no death threat given by the offender as mentioned by the victim. The witness of the incident who also was summoned confirmed the same.
- The offender and the victim were counselled. The offender accepted and apologised to the victim and her father for her mistake and promised never to repeat the same and wrote an apology letter to the Principal which was accepted.



- However, a disciplinary action was taken by the Anti-Ragging and Vigilance committee. A Warning Letter was issued to the offender stating that she would be suspended from the College for one-week w.e.f 9<sup>th</sup> March to 17<sup>th</sup> March 2024. She was further warned that she should not indulge in any such activity in the future or serious action would be taken against her and she would be liable to be suspended from the College. This decision was conveyed to the offender, victim and their parents.
- As there was no other matter to be discussed the meeting concluded.

*Sr. Ravi*  
(COORDINATOR)

*S. Prash*  
PRINCIPAL  
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(AUTONOMOUS)  
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**SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS), AJMER**



MINUTES OF THE GRIEVANCE REDRESSAL  
CELL MEETING

**2023-24**



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

2023-24

**MINUTES OF THE GRIEVANCE REDRESSAL CELL MEETING**

The first meeting was held on 22<sup>nd</sup> July 2023 at 1:30 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>Tary</i>
4.	Dr. Mriganka Upadhyay	Member	<i>Mriganka</i>
5.	Ms. Divya Mishra	Member	<i>Divya</i>
6.	Dr. Annu Bhardwaj	Member	<i>Annu</i>
7.	Dr. Surbhi Mehra	Member	<i>Surbhi Mehra</i>
8.	Dr. Ritu Bhargava	Member	<i>Ritugawz</i>
9.	Ms. Yuvnika Sogani	Member	<i>Yuvnika</i>
10.	Ms. Mohika Verma	Student Representative	<i>Mohika Verma</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.

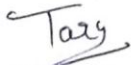
#### 2. Grievances received from the Grievance Boxes –

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

- a) Washrooms of the Commerce Block are very dirty it should be cleaned properly.
- b) Dustbin of the washrooms should be cleaned time to time.
- c) Proper water facility should be available in the washrooms.
- d) Some Washroom doors are broken and some door latches are not working

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

The meeting concluded with the formal thanks by the coordinator.



Dr. Taruna Sethi

(Coordinator)



Prof. Sr. Pearl

(Chairperson)

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(AUTONOMOUS)  
AJMER





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

2023-24

**MINUTES OF THE GRIEVANCE REDRESSAL CELL MEETING**

The second meeting was held on 20<sup>th</sup> Sep. 2023 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	<i>Sr Pearl</i>
2.	Dr. Sr. Rani	Vice Principal	<i>Sr. Rani</i>
3.	Dr. Taruna Sethi	Coordinator	<i>Tare</i>
4.	Dr. Mriganka Upadhyay	Member	<i>Mriganka</i>
5.	Ms. Divya Mishra	Member	<i>Divya</i>
6.	Dr. Annu Bhardwaj	Member	<i>Annu</i>
7.	Dr. Surbhi Mehra	Member	<i>Surbhi Mehra</i>
8.	Dr. Ritu Bhargava	Member	<i>Ritugaur</i>
9.	Ms. Yuvnika Sogani	Member	<i>Y.S.</i>
10.	Ms. Mohika Verma	Student Representative	<i>Mohika Verma</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

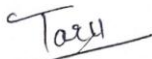
#### 1. Reading of the previous minutes and action taken report –

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–

Prof Sr. Pearl received a complaint from Paras Yadav, a resident of hostel. Paras Yadav informed that she was receiving continuous calls from a person who is telephonically abusing her and threatening her at night in an inappropriate way and Komal Bishnoi, a student of BA Part I and also a resident of college hostel provided her contact number to this Boy. Principal informed the committee members and it was considered a grave offence as the security of the aforesaid student is in danger. After a short discussion Prof. Sr. Pearl decided to suspend Komal Bishnoi for 20 days. Her parents were also instructed to take strict action against the boy.

The meeting concluded with the formal thanks by the coordinator.



Dr. Taruna Sethi

(Coordinator)



Prof. Sr. Pearl

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



Dr. Sr. Pearl  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
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