

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)

SION WEST, MUMBAI -22

Students' Grievance Committee Report (2022-23)

This committee is formed to address the Students' Grievance if any.

This year the committee included the following members.

1. Ms. Vaishali Fahnkar
2. Ms. Pallavi Rege
3. Dr. Varsha Muley
4. Dr. Manoj Singh
5. Dr. Pallavi Roy Tiwari
6. Dr. Aditya Akerkar.
7. Ms. Shama Kale

Meetings were held once in each semester.

Three grievances were received.

1. SYBA students requested to improve ventilation in Room no 29.
2. Some TYBSc students mentioning the stress experienced due to journal completion, syllabus completion and having exam without any preparatory leave.
3. Mrs. Vaishali Inarkar, an ex-student of this college had submitted a grievance to the Department of Students' Development and Universities Information Bureau, stating that she wanted SYBCom marklist of October 1998 Exam.

Actions taken:

The grievances were brought to the notice of Principal Dr. Uma Shankar and following actions were taken.

AC remote was made available to switch on the AC during the lectures in room no 29.

Second and Third grievances were discussed with Exam committee members. The suggestion was to give at least 5-6 days of study leave before start of the exam.

Mrs. Vaishali Inarkar was given the required marklist.

Principal

SIES College of Arts, Science &
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Sion (West), Mumbai - 400 022.



Students' Grievance Committee 2022-23

Minutes of the meeting held on 18-11-2022

Following members were present

Ms. Vaishali Falnikar

Ms. Pallavi Rege

Dr. Varsha Muley

Dr. Manoj Singh

Dr. Pallavi Roy Tiwari

The Grievance boxes were opened a day before and it was found that there were following suggestions

Sr. No.	Addressed to	From	Suggestion
1	Statistics Department	No details	To have lectures on the fourth floor instead of room no 5 for fresh air
2	Grievance committee	No details	Request from TYBSc student to postpone sem V examination
3	-----	No details	Requesting to provide I-cards as early as possible
4	Exam Committee	Some signatures of TYBSc students	Mentioning the stress experienced due to journal completion, syllabus completion and having exam without any preparatory leave.
5	-----	Siddhivinayak Nadar, 11 th -F, Roll no 65	Suggesting to install CC TV in Electronics laboratory as he lost his new cutter over there.
6	Principal	SYBA students	To have good ventilation in Room no 29.

These were looked into and then the following points were discussed.

To decide the schedule for opening the grievance boxes.

The suggestion was to open the boxes every month in the fourth week of the month on Wednesday or Thursday and then to have a meeting on Friday.

To discuss the plan of action.



Principal

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Student's Grievance Committee

Minutes of the meeting held on 03-03-2023

All the members were present for the meeting.

As decided, the grievance boxes were opened in the fourth week of February. There was no grievance submitted by any student.

Convener, Students' grievance committee

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Internal Complaints Committee (ICC)

2022 - 23


20th February 2023

ICC MEETING NOTICE

A meeting of the following members of the Internal Complaints Committee will be held online on Wednesday, 1st March 2023 at 4.30 pm on the MS TEAMS platform with the agenda as follows. The joining link for the meeting would be shared one day prior to the meeting. All members are requested to attend the meeting without fail.

Agenda:


- To acquaint the members with the role of ICC in the college.
- To understand the legal technicalities involved in the overall functioning of ICC.
- Any other relevant matter with the permission of the chair.


(Dr. Neeraja Tutakne)

ICC Convener

- Dr. Dinesh Pathak
- Dr. Seema C.
- Dr. Madhavan Gopalan
- Ms. Vrushali Gupte
- Ms. Sarojini K.
- Ms. Maya Nair
- Ms. Snehal Velkar (Legal Expert, Akshara NGO)
- Ms. Samata Kadam (Non-teaching staff)
- Ms. Maya Khedekar (Non-teaching staff)




Principal
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SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)
SION (W) MUMBAI: 400022

Internal Committee (IC)


2022 - 23


1st March 2023

A meeting of Internal Committee was held online on Wednesday, 1st March 2023 at 4.30 pm on the MS TEAMS platform. Following members were present for the same.

- Dr. Neeraja Tutakne – **Present**
- Dr. Dinesh Pathak – **Present**
- Dr. Seema C. – **Present**
- Dr. Madhavan Gopalan – **Present**
- Ms. Vrushali Gupte – **Present**
- Ms. Sarojini K. – **Present**
- Ms. Maya Nair – **Present**
- Ms. Snehal Velkar (Legal Expert, Akshara NGO) – **Present**
- Ms. Samata Kadam (Non-teaching staff) – **Absent**
- Ms. Maya Khedekar (Non-teaching staff) – **Present**




Principal
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Sion (West), Mumbai - 400 022.


(Dr. Neeraja Tutakne)

IC, Convener

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)

SION (W) MUMBAI: 400022

Internal Committee (IC)

2022 - 23

IC Meeting Attendance (Online)

Full Name	User Action	Timestamp	Remark
Neeraja Tutakne	Joined	3/1/2023, 4:21:08 PM	Present
Neeraja Tutakne	Left	3/1/2023, 5:06:09 PM	
Vrushali Gupte	Joined	3/1/2023, 4:26:00 PM	Present
Vrushali Gupte	Left	3/1/2023, 5:06:05 PM	
Sarojini K	Joined	3/1/2023, 4:26:55 PM	Present
Sarojini K	Left	3/1/2023, 5:06:07 PM	
Seema C	Joined	3/1/2023, 4:30:14 PM	Present
Seema C	Left	3/1/2023, 5:05:59 PM	
Maya Nair	Joined	3/1/2023, 4:31:29 PM	Present
Maya Nair	Left	3/1/2023, 5:06:08 PM	
Madhavan Gopalan	Joined	3/1/2023, 4:33:09 PM	Present
Dinesh Pathak	Joined	3/1/2023, 4:35:32 PM	
Dinesh Pathak	Left	3/1/2023, 4:40:41 PM	Present
Dinesh Pathak	Joined	3/1/2023, 4:41:50 PM	
Samata Kadam	Joined	3/1/2023, 4:35:32 PM	Absent
Samata Kadam	Left	3/1/2023, 4:35:34 PM	
MAYA KHEDEKAR	Joined	3/1/2023, 4:35:34 PM	Present
MAYA KHEDEKAR	Left	3/1/2023, 4:36:10 PM	
MAYA KHEDEKAR	Joined	3/1/2023, 4:40:33 PM	Present
MAYA KHEDEKAR	Left	3/1/2023, 5:06:08 PM	
Snehal Velkar (Guest)	Joined	3/1/2023, 4:37:53 PM	Present
Snehal Velkar (Guest)	Left	3/1/2023, 5:05:57 PM	



MT
(Dr. Neeraja Tutakne)

IC, Convener



Siva
Principal
SIES College of Arts, Science &
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Sion (West), Mumbai - 400 022.

2nd March 2023

MINUTES OF THE IC MEETING HELD ON 1st MARCH 2023

A meeting of the Internal Committee was held online on Wednesday, 1st March 2023 at 4.30 pm on the MS TEAMS platform. The minutes of the meeting are as follows:


1. The meeting was attended by 09 (Nine) members including internal and external members of IC.
2. Leave of absence was sanctioned to Ms. Samata Kadam, Head Clerk, SIES (Autonomous) College, Sion (West) Mumbai.
3. **Agenda No. 1: To acquaint the members with the role of IC in the college** – The Chairperson, Dr. Neeraja Tutakne, welcomed the external Legal Expert, Ms. Snehal Velkar and other members to the meeting. The Chairperson explained the role of the IC and the need to prevent sexual harassment of women in the workplace. She also mentioned that the committee did not receive any complaints for the academic year 2022 -23.
4. **Agenda No. 2: To understand the legal technicalities involved in the overall functioning of IC** – Ms. Velkar explained the legal aspect of handling cases of sexual harassment. She highlighted a few points:
 - That “Complaint” in the title of ICC should be removed due to the interim court ruling. The committee to now be called Internal Cell.
 - That the Internal Cell is purely for sexual harassment cases by women.
 - A written complaint to be procured from the complainant. A report to be submitted by the committee within 90 days of receiving such a complaint and action to be taken by the institution within 10 days of receiving the report.
 - That the complainant be provided with two options in addressing a complaint:
 - ✓ Reconciliation which would mean reprimand only without any enquiry and legal action.
 - ✓ Conduct enquiry and initiate subsequent proceedings.



5. **Agenda No. 4: Any other relevant matter with the permission of the Chair** – Ms. Velkar suggested sensitizing students, staff, and non-teaching staff on sexual harassment by conducting awareness sessions. She also suggested complaint boxes, dedicated email ID etc. to register complaints.
6. The meeting ended with the Vote of Thanks delivered by Ms. Vrushali Gupte.
7. Following members were present for the meeting:
- Dr. Neeraja Tutakne, (IC Convener) – Present
 - Dr. Dinesh Pathak – Present
 - Dr. Seema C. – Present
 - Dr. Madhavan Gopalan – Present
 - Ms. Vrushali Gupte – Present
 - Ms. Sarojini K. – Present
 - Ms. Maya Nair – Present
 - Ms. Snehal Velkar (Legal Expert, Akshara NGO) – Present
 - Ms. Samata Kadam (Non-teaching staff) – Absent
 - Ms. Maya Khedekar (Non-teaching staff) – Present


(Dr. Neeraja Tutakne)
IC Convener




Dr. Uma Shankar
Principal
Principal
SIES College of Arts, Science &
Commerce (Autonomous)
Sion (West), Mumbai - 400 022.



College of Arts,
Science & Commerce
(Autonomous)

RISE WITH EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

29th April 2023

No ragging cases were reported in the academic year 2022-23.

Pallavi Rege

Santosh Kataria

Surjeet Kaur

Principal

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