dt: 20.08.2024.

Minutes of Meeting of Women Grievance & Redressal Cell on Commencement of New Academic Session 2024-25.

Date: 20th August 2024
Time: 2:30 P.M
Venue: College Staffroom
Chairperson: Dr. Sangeeta Singh, Principal.
Members - Convenor: Prof. Shikha Dharwal, A.P Commerce.

AGENDA -

i. Review of previous year's grievances handled.
ii. Planning activities for the new academic session.
iii. Awareness and Sensitization programs.
iv. Any other matter with the permission of the chair.

PROCEEDINGS -

i. Welcome Address:

The convenor welcomed the chairperson and all the members and highlighted the importance of the cell in ensuring a safe and inclusive environment for all women (faculty, students, peons, etc) on campus.

ii Review of Previous Year:

A brief report was presented on 'NIL' grievance received during the previous year, and the members appreciated the efforts for the NIL grievances.

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iii Planning for the new academic Session:

a. It was resolved to conduct orientation sessions for new students to introduce the cell and its functioning.

b. Quarterly meeting or whenever necessary will be scheduled to review and discuss any issues or suggestions.

c. Complaint Box will be checked regularly for any anonymous complaints or feedback.

d. A google form is to be uploaded on the college website for any grievances to be submitted via online platform.

e. The cell will organize workshops on gender sensitization, workplace ethics and safety measures.

f. External experts were suggested for Impactful sessions.

g. Engagement of Gender champions is proposed.

iv. Other Discussions:

a. e-Newsletter (Shivnagar Pulse) showcasing the cells activities

VOTE of THANKS -

The meeting concluded with a vote of thanks by Dr. Neetika Sharma, A.P Commerce, appreciating everyone's contribution and commitment towards the Cell's objectives.

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Members:-

1.	Dr. Sangeeta Singh	chairperson	
2.	Prof. Shikha Dhaundial	Convenor	
3.	Dr. Neelika Sharma	Member	
4.	Smt. Anita	Member	
5.	Smt. Asha Devi	Member	31/5/11
6.	Smt. Maya Devi	Member.	

Principal
Govt. College Shivnagar
Distt. Kangra (H.P.)
DDO Code 230

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dt: 2 Sep 2024

Minutes of Meeting for the Women Grievance and Redressal Cell following the appointment of New Gender champions.

Date - 2nd September 2024
Time - 2:30 PM
Venue - Staff Room
chairperson - Dr. Sangeeta Singh
Special Invitees - Newly appointed Gender champions

Agenda -

i. Introduction of Newly appointed gender champions.
ii. Discussion on their roles and responsibilities.
iii. Review of previous activity and planning collaborative activities with gender champions.
iv. Any other matter with permission of chair.
v. Review of any incidence of Harassment / Disparity, etc.

Proceedings :-

1. Introduction of Gender champions :

The convenor, Prof. Shikha Dharwal welcomed the chairperson and members and the newly appointed Gender champions, Muskan and Pallavi and appreciated their willingness to contribute towards promoting gender equality and creating a safe, respectful environment on campus.

2. Roles and Responsibilities explained :

- Gender champions were briefed on their roles, including acting as peer educators, helping in awareness initiatives and being the first point

of contact for students facing gender-related issues.
- They were also informed about maintaining confidentiality and the importance of empathy and sensitivity while addressing concerns.
- Gender champions suggested holding regular interactive sessions with students to promote gender sensitivity.
- An orientation programme was also organized by the cell on dt: 24th August 2024 to raise awareness about gender issues, challenge stereotypes and promote gender equality among students and staff under the Vishakha guidelines.

Next Meeting: November/December or As per need.

Vote of Thanks:

The meeting concluded with a vote of thanks by Dr. Neetika Sharma, who congratulated the new Gender champions and encouraged them to be proactive and approachable. Since 'No' incidence of harassment reported till date.

Members

1.	Dr. Sangeeta Singh	Chairperson	
2.	Prof. Shikha Dhardial	Convenor	
3.	Dr. Neetika Sharma	Member	
4.	Smt. Anita Kumari	Member	
5.	Smt. Asha Devi	Member	
6.	Smt. Maya Devi	Member	
7.	Ms. Muskan (B.A III)	Gender Champion	Muskan
8.	Ms. Pallavi (B. Com I)	Gender Champion	Pallavi

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dt: 31 Dec 2024

Minutes of Meeting for the WG&RC, focussing on reviewing activities conducted and noting that no grievances were received.

Date: 31st December 2024
Time: 2:00 P.M
Venue: Staff Room
Chairperson: Dr. Sangeeta Singh

1. Agenda-
   i. Review of activities conducted during the session.
   ii. Report on grievances received.
   iii. Feedback from Gender champions
   iv. Any other matter with the permission of chair.

2. Proceedings-

i. The Convenor, Prof. Shikha Dharwal welcomed the chairperson, all member and gender champions.

ii The cell successfully organized various activities in collaboration with other cells of the college and gender champions.

→ 16th Nov. 2024: Online Invited Lecture by Ms. Apoorva Thakur
→ 2nd Dec. 2024: Awareness programme on "Gender Based Voilence" in collaboration with Road Safety Club.
Keynote Speakes:- DSP, Baijnath - Mr. Anil Sharma
Child Helpline Unit - Sh. Manmohan Choudhary

iii The online grievance portal and suggestion/complaint box remained active and accessible throughout the term.

iv It was officially recorded that NO GRIEVANCES were received during the reporting period either offline or online. Members acknowledged this as a positive indicator, suggesting increased awareness and a healthy, respectful environment on campus.

v. Gender champions shared that student response to activities was encouraging, and they suggested continuing informal peer group interactions to build trust and openness.

3. Vote of Thanks:

The meeting concluded with a vote of thanks by Dr. Neelika Sharma, who acknowledged the efforts of the members and gender champions in fostering a supportive campus environment.

4. Next Meeting: March/April 2025 (Tentative) or As per need.

Members:

1. Dr. Sangeeta Singh, chairperson

2. Prof. Shikha Dhanwal Convenor

3. Dr. Neelika Sharma Member

4. Smt. Anita Kumari — Member

5. Smt. Asha Devi — Member 3/11

6. Smt. Maya Devi — Member

7. Ms. Muskan — Gender Champion Muskan

8. Ms. Pallavi — Gender Champion Pallavi

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dt: 22 March 2025

Minutes of Meeting for the last meeting of the academic session 2024-25 before commencement of final exams, Reviewing the previous year's status of the WG&RC.

Date: 22 March 2025
Time: 2:30 PM
Venue: Staff Room
Chairperson: Dr. Sangeeta Singh.

1. Agenda:
   i. Review of the cells functioning in the academic year 2024-25.
   ii. Summary of grievances received and resolved.
   iii. Assessment of awareness programs and student involvement.
   iv. Suggestions and improvements for next academic year.
   v. Any other matter with permission of chair.

2. Proceedings:-

i. The chairperson opened the meeting by commending the team's efforts and active participation throughout the academic year, stressing the importance of continuous support for a safe and inclusive campus environment.

ii Prof. Shikha, convenor WG&RC presented a summary of the year's activities, including:-
   - 1 student Orientation sessions.
   - 2 Awareness workshops

1. International Women's day celebration.
and active participation of gender champions in organizing and promoting events.

iii. It was noted that no formal grievances were received during the years. The committee viewed this as a reflection of positive and respectful environment, supported by proactive awareness efforts. Nevertheless, members emphasized the importance of continued vigilance and responsiveness.

iv Gender champions shared their experience and received appreciation for their engagement and creativity in conducting events.

v. Suggestions –
   a. Proposals included enhanced visibility of the cell through posters, website updates, and classroom visits.
   b. Quarterly interactive sessions or open forums with students were suggested.
   c. Collaborations with external experts and NGO was recommended.
   d. It was suggested to organize a self-defense workshop in collaboration with the local police or NGOs.

vi. Resolutions passed –
   a. Submission of annual report to college administration and higher authorities.

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b. Continuation of current initiatives with added focus on peer interaction and preventive education.

c. Orientation for new Gender champions and newly admitted students at the beginning of the next session.

vii Vote of Thanks:

The meeting concluded with a vote of thanks, by Dr. Neetika Sharma, appreciating the dedication of the committee and gender champion and expressing optimism for the coming academic year.

Next Meeting: To be scheduled in the first month of the next academic session or as per need.

Members:-

1.	Dr. Sangeeta Singh	Chairperson	
2.	Prof. Shikha Dhaliwal	Convenor	
3.	Dr. Neetika Sharma	Members	
4.	Smt. Anita Kumari	Member	Anita
5.	Smt. Asha Devi	Member	31/5/11
6.	Smt. Maya Devi	Member	
7.	Ms. Muskan	Gender champion	Muskan
8.	Ms. Pallavi	Gender champion.	Pallavi

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