



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE**

ISO 21001:2018 Certified

Thakur Ramnarayan Educational Campus, S. V. Road,  
Dahisar (East), Mumbai - 400 068  
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## **Criterion 5 - Student Support and Progression**

### **Key Indicator 5.2 - Student Support**

**QnM 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance. Mechanisms for submission of online/offline students grievances Timely redressal of the grievances through appropriate committees**

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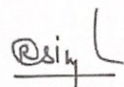
### CONSTITUTION OF GRC

The Grievance Redressal Committee (GRC) was constituted for the Academic Year 2023 - 24.  
The Committee consisted of the following members:

Sr. No.	Name of the members	Designation
1	Dr. Ravish R. Singh	Chairperson
2	Ms. Anitha Salian	Administrative Officer
3	Mr. Sumeet Rathod	Coordinator
4	Ms. Sumathi Rajkumar	Member
5	Mr. Manish Pithadia	Member
6	Mr. Harsh Jain	Student's Representative

The above mentioned members will be responsible to accept written grievances from students related to academic, administrative and exam related matters and suggest remedial measures.



  
Chairperson



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TRCAC/ADMIN/DC/32/2023-2024

Date: 30/01/2024

### Minutes of the Meeting of the College Grievance Redressal Committee

The minutes of the second meeting of the College Grievance Redressal Committee for the academic year was held on 29/01/2024, Monday at 12:00pm at the conference room. The following committee members were present at the meeting.

Grievance Redressal Committee	Sign
Ms. Ranjani Shukla – Chairperson	<i>R. Shukla</i>
Ms. Prachi Singh - Co-Chairperson	<i>Prachi</i>
Ms. Sonali Devadiga – Member	<i>Sonali</i>
Mr. Prashant Kamble – Member	<i>Prashant</i>

### Minutes of the Meeting:

- Confirmation of minutes of previous meeting.
- Ms. Ranjani Shukla, informed about the case of grievance has been reported from the stakeholders as of 15/01/2024.
- 30 Applications requesting evaluation and photocopy were received by the examination committee and resolved the same.
- The issues pertaining to the grade card correction were taken in consideration with help of the examination clerk and resolved.
- Ms. Ranjani Shukla proposed a formal vote of thanks and the meeting was then concluded.



*Dr. Ravish R. Singh*

**Dr. Ravish R. Singh**  
**Principal**





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TRCAC/ADMIN/DC/25/2023-2024

Date: 14/07/2023

Minutes of the Meeting of the College Grievance Redressal Committee

The minutes of the first meeting of the College Grievance Redressal Committee for the academic year was held on 27/06/2023, Tuesday at 12:00pm at the conference room. The following committee members were present at the meeting

Grievance Redressal Committee	Sign
Ms. Ranjani Shukla - Chairperson	<i>R. Shukla</i>
Ms. Prachi Singh - Co-Chairperson	<i>Prachi</i>
Ms. Sonali Devadiga- Member	<i>Sonali</i>
Mr. Prashant Kamble - Member	<i>Kamble</i>

Minutes of the Meeting-

- Confirmation of minutes of previous meeting
- Ms. Ranjani Shukla, informed that **no cases of grievance of serious nature were reported from the stakeholders as of 18/06/2023**
- Some informal complaints of informal nature were sorted at the primary level through mutual discussions.
- Complaints regarding the cleanliness of the IT lab and non functioning AC in classes- 701, 702 and 703 were registered after discussion with the committee members. The issues were resolved by the technicians.
- The issues pertaining to the service condition of teaching and non teaching staff were taken in the college development committee meeting
- Ms. Ranjani proposed a formal vote of thanks and the meeting was then concluded.



*Dr. Ravish R. Singh*

Dr. Ravish R. Singh  
Principal



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TRCAC/Admin/DC/30/2023-2024

Date - 15/03/2024

### **Grievance Redressal Committee Annual Report A.Y. 2023-24**

The Grievance Redressal Committee serves as a critical component of the institution's commitment to transparency, fairness, and accountability. Comprising members from various departments, the committee is tasked with addressing grievances promptly and impartially. The following are the members of the Grievance Redressal Committee for the Academic year 2023-24

<b>Grievance Redressal Committee</b>
Ms. Ranjani Shukla - Chairperson
Ms. Prachi Singh - Co-Chairperson
Ms. Sonali Devadiga- Member
Mr. Prashant Kamble - Member

### **Initiatives and Programs**

- 1) **Awareness Campaigns** - Conducted bi-annual awareness campaigns to educate stakeholders on the grievance redressal process, emphasizing the importance of timely reporting.
- 2) **Training for Committee Members** - Organized training sessions for committee members to enhance their skills in handling grievances, ensuring consistency and fairness in the resolution process.
- 3) **Streamlined Complaint Registration** - Implemented an online portal for lodging complaints, providing a user-friendly platform for students, faculty, and staff to submit their grievances.
- 4) **Collaborative Approach** - Collaborated with other committees and departments to address systemic issues identified through grievances, fostering a holistic approach to problem solving.

**Conclusion** - Because of the biannual awareness initiatives aimed at educating stakeholders, no complaints pertaining to significant concerns were filed by any stakeholders during the academic year 2023-2024.



*Dr. Ravish R. Singh*

**Dr. Ravish R. Singh  
Principal**





TRCAC/Admin/DC/29/2023-2024

Date - 19/06/2023

NOTICE

Composition of Anti-Ragging Committee and Anti-Ragging Squad

The following are the members of the Anti-Ragging Committee and Anti Ragging squad consisting of students for the Academic year 2022-23

Anti-Ragging Committee	Anti-Ragging Squad (Students)
Dr. Ravish R. Singh - Chairperson	Ms. Hasti Oza
Ms. Sumathi Rajkumar - Co-Chairperson	Ms. Sakshi Prabhu
Ms. Sonali Devadiga- Member	Mr. Om Mishra
Mr. Sumeet Rathod - Member	Mr. Amisha Sharma

The students need to fill the online undertaking/ Affidavit for Anti-Ragging and submit one copy of the same to college. The link for the same is –

[https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)

Any student who is a victim of Ragging or any act which is justified to be Ragging or amounts to Ragging can be reported to the committee Member in writing or orally.



*Ravish R. Singh*

Dr. Ravish R. Singh  
Principal



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TRCAC/ADMIN/DC/25/2023-2024

Date: 24/06/2023

Minutes of the Meeting of the Anti- Ragging Committee

The minutes of the first meeting of the Anti- Ragging Committee for the academic year was held on 21/06/2023, Wednesday at 12:00pm at the conference room. The following committee members were present at the meeting

Anti - Ragging Committee	Sign	Anti - Ragging Squad (Students)	Sign
Dr. Ravish R. Singh - Chairperson		Ms. Hasti Oza	
Ms. Sumathi Rajkumar - Co-Chairperson		Ms. Sakshi Prabhu	
Ms. Sonali Devadiga- Member		Mr. Om Mishra	
Mr. Sumeet Rathod - Member		Ms. Amisha Sharma	

Minutes of the Meeting-

- Confirmation of minutes of previous meeting
- Ms. Sumathi Rajkumar, informed that **no cases of ragging were reported as of 21/06/2023.**
- She also directed the Anti- Ragging Squad about the menace of ragging and consequences of the same. It was highlighted that the members of the squad take rounds in the campus especially during the admission process of the first year students and give students information about the Anti- Ragging Committee and means and methods of securing its help in the time of distress.
- She also informed the members to take immediate actions on the grievances submitted online/ offline Sumathi Rajkumar proposed a formal vote of thanks and concluded the meeting.



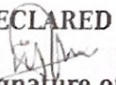
Dr. Ravish R. Singh  
Principal



### ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, Disha Ashok Tadhani s/o - d/o Mr./Mrs./Ms Rashmi Ashok Tadhani, having been admitted to Thakur Ramnarayan College of Arts and Commerce have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-  
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.  
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 09/11/23

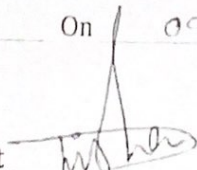
  
Signature of Deponent

Disha Ashok Tadhani

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at TRCAC On 09/11/23

  
Signature of Deponent



### UNDERTAKING BY PARENT/GUARDIAN

1. I, ~~Mr./Mrs./Ms.~~ Rashmi Ashok Tadhani father / mother/guardian of Disha Ashok Tadhani having been admitted to Thakur Ramnarayan College of Arts and Commerce , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-  
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.  
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

DECLARED ON 09/11/23

Rashmi

Signature of Deponent

Address

Rashmi Ashok Tadhani

MAHARASHTRA

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at TRCAC On 09/11/23

Signature of Deponent Rashmi



TRCAC/Admin/DC/29/2023-2024

Date - 18/03/2024

### **Anti-Ragging Committee Annual Report A.Y. 2023-24**

The Anti-Ragging Committee is committed to fostering a safe and conducive environment for all students, ensuring their well-being, and preventing any form of ragging or harassment on campus. This report provides an overview of our activities and achievements during the academic year 2022-23. The following are the members of the Anti-Ragging Committee and Anti Ragging squad

<b>Anti-Ragging Committee</b>	<b>Anti-Ragging Squad (Students)</b>
Dr. Ravish R. Singh - Chairperson	Ms.Hasti Oza
Ms. Sumathi Rajkumar - Co-Chairperson	Ms. Sakshi Prabhu
Ms. Sonali Devadiga- Member	Mr. Om Mishra
Mr. Sumeet Rathod - Member	Mr. Amisha Sharma

### **Initiatives and Programs**

- 1) **Awareness Campaigns** - Conducted monthly awareness campaigns targeting both incoming and existing students. Topics included the legal consequences of ragging, building positive campus relationships, and the importance of reporting incidents promptly.
- 2) **Orientation Programs** - Organized a comprehensive orientation program for new students, highlighting the institution's zero-tolerance policy towards ragging. Conducted separate sessions for faculty and staff to equip them with the necessary tools to identify and address potential ragging situations.
- 3) **Counseling Services** - Offered confidential counseling services to many individuals keeping their identity secret. Follow-up sessions were conducted to monitor progress and provide ongoing support.
- 4) **Monitoring and Surveillance** - Implemented CCTV surveillance in key areas of the campus, aiding in timely detection and response to any suspicious activities. Increased presence of security personnel during high-risk periods.





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**Conclusion** - No case of ragging was reported during A.Y. 2023-24 due to the awareness campaigns targeting both incoming and existing students.



Dr. Ravish R. Singh

Principal



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TRCAC/Admin/DC/29/2023-2024

Date - 19/06/2023

### NOTICE

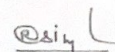
#### Composition of Internal Complaint Committee (ICC)

The Internal Complaint Committee (ICC) has been constituted under the provisions of the POSH ACT- (Sexual Harassment of women at workplace prevention, prohibition and redressal) Act of 2013, 9th December 2013 and the university Grants Commission (Prevention, Prohibition and redressal of sexual harrassment of women employees and students in higher educational institutions) Regulations, 2015 dated 2nd May 2016

The following are the members of the Internal Complaint Committee (ICC) for the academic year 2022-23.

Name of the member	Designation	Position	Contact
Ms. Sumathi Rajkumar	Asst. Professor	Presiding Officer, ICC	9920587652
Ms. Prachi Singh	Asst. Professor	Member	9028399443
Mr. Sumeet Rathod	Asst. Professor	Member	90045443628
Ms. Ranjani Shukla	Asst. Professor	Member	7900170668
Ms. Anitha Salian	Asst. Professor	Member	9818592018
Mr. Rahul Kolekar	Treasurer NGO	Member	8828028500
Ms. Prathna Sethi	Third Year student	Student Member	7030733625
Mr. Tusshar Girish	Second Year student	Student Member	7208727969



  
Dr. Ravish R. Singh  
Principal





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TRCAC/ADMIN/DC/25/2023-2024

Date: 23/06/2023

Minutes of the Meeting of the Internal Complaint Committee (ICC)

The minutes of the first meeting of the Internal Complaint Committee (ICC) for the academic year was held on 22/06/2023, Monday at 12:00pm at the conference room.

Name of the member	Designation	Position	Sign
Ms. Sumathi Rajkumar	Asst. Professor	Presiding Officer, ICC	<i>Sumathi</i>
Ms. Prachi Singh	Asst. Professor	Member	<i>Prachi</i>
Mr. Sumeet Rathod	Asst. Professor	Member	<i>S Rathod</i>
Ms. Ranjani Shukla	Asst. Professor	Member	<i>R. Shukla</i>
Ms. Anitha Salian	Asst. Professor	Member	<i>Anitha Salian</i>
Mr. Rahul Kolekar	Treasurer NGO	Member	<i>Rahul</i>
Ms. Prathna Sethi	Third Year student	Student Member	<i>P Sethi</i>
Mr. Tusshar Girish	Second Year student	Student Member	<i>Tusshar</i>

Minutes of the Meeting-

- Confirmation of minutes of previous meeting
- Ms. Sumathi Rajkumar, welcomed all the members of the committee and briefed them about the roles and objectives of the committee.
- Ms. Anitha spoke about the functioning of the committee and emphasized the need for conducting awareness programs and seminars
- Ms. Anitha proposed a formal vote of thanks to the committee members.



*Dr. Ravish R. Singh*  
Dr. Ravish R. Singh  
Principal



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**Minutes of meeting Internal Complaint Cell held on 30th August, 2023 at 12:30 p.m.**

The following members were present:

ATTENDEES		
Name of the Members	Designation	Position
Ms. Sumathi Rajkumar	Asst. Professor	Presiding Officer, ICC
Ms. Prachi Singh	Asst. Professor	Member
Mr. Sumeet Rathod	Asst. Professor	Member
Ms. Ranjani Shukla	Asst. Professor	Member
Ms. Anitha Salian	Admin Officer	Member
Mr. Rahul Kolekar	Treasurer NGO	Member (Absent)
Ms. Prashant Sethi	Third Year Student	Student Member
Mr. Tushar Girish	Second Year Student	Student Member (Absent)

**Agenda:** Physical assault incident between Satyam Chaudhary and Varun Roy, Mahesh Kothare and Meet Undhad.

The following members were present:

Name of the Students	Signature
Satyam Chaudhary	
Varun Roy	
Mahesh Kothare	
Meet Undhad	

**1. Opening:**

The meeting commenced at the scheduled time with Ms. Sumathi Rajkumar presiding over it.

Roll call was conducted to confirm the presence of all members and relevant parties.

**2. Review of Incident:**

Satyam Chaudhary narrated the incident detailing the physical assault perpetrated by Varun Roy, Mahesh Kothare and Meet Undhad.



Varun Roy, Mahesh Kothare and Meet Undhad were given an opportunity to present their version of events.

### **3. Discussion and Decision:**

The committee deliberated on the incident, considering the severity of the assault, any mitigating circumstances, and the university's policies on such matters.

Unanimously, it was agreed that the actions of Varun Roy, Mahesh Kothare and Meet Undhad constituted a violation of the code of conduct.

Varun Roy, Mahesh Kothare and Meet Undhad was informed of the consequences of their actions as per the institution's disciplinary policies.

### **4. Action Items:**

Ms. Sumathi Rajkumar tasked Ms. Prachi Singh to prepare a formal written report summarizing the meeting's proceedings and decisions.


Satyam Chaudhary and Varun Roy, Mahesh Kothare and Meet Undhad were informed of the timeline for the disciplinary process and any further steps they need to take.

### **5. Closing:**

The meeting concluded with a reminder to all parties involved to adhere to the institution's code of conduct and to maintain professionalism.

The next steps and follow-up actions were communicated to ensure timely resolution of the matter.



  
**Presiding Officer**  
**Internal Complaint Committee**



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Ref. No.: TRCAC/DC/193/2023-2024

Date: 01/09/2023

**NOTICE**  
**(DC)**

The following students are hereby suspended for 15 Days ( 1/09/2023 to 15/09/2023) in the Academic Year 2023-2024 on the grounds of misconduct.

Sr. No.	Name of the student	Course	Seat No.
1.	ROY VARUN SHUBHANKAR JAYAGEETHA	F.Y.B.A.M.M.C	2302076
2.	KOTHARE MAHESH HARISH NANDINI	F.Y.B.A.M.M.C	2302043
3.	UNDHAD MEET PRAKASH MAYA	S.Y.B.A.M.M.C	2202056

In future, any type of in disciplinary act from their part will cause rustication of these students without any notice.



*[Signature]*  
Principal

Copy to:

1. Student Notice Boards
2. Staff Notice Board
3. Exam Room
4. Administrative office

DOD: 01/09/2023

DOR: 16/09/2023





**Minutes of the meeting Minority Cell held on 23th April, 2024 at 12:00 p.m.**

The following members were present:

ATTENDEES		
Name of the Members	Designation	Position
Ms. Sumathi Rajkumar	Asst. Professor	Presiding Officer, ICC
Ms. Prachi Singh	Asst. Professor	Member
Mr. Sumeet Rathod	Asst. Professor	Member
Ms. Ranjani Shukla	Asst. Professor	Member
Ms. Anitha Salian	Admin Officer	Member
Mr. Rahul Kolekar	Treasurer NGO	Member (Absent)
Ms. Prashant Sethi	Third Year Student	Student Member
Mr. Tushar Girish	Second Year Student	Student Member

**Agenda:** Misbehaving incident between Mudit Rai and Saba Shaikh & Michelle Rodrigues.

The following members were present:

Name of the Students	Signature
Mudit Rai	
Saba Shaikh	
Michelle Rodrigues	

**1. Opening:**

The meeting commenced at the scheduled time with Ms. Sumathi Rajkumar presiding over it.

Roll call was conducted to confirm the presence of all members and relevant parties.

**2. Review of Incident:**

Saba Shaikh and Michelle Rodrigues narrated the incident detailing the misbehaving and swearing by Mudit Rai.

Mudit Rai were given an opportunity to present their version of events.

### **3. Discussion and Decision:**

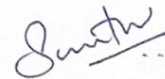
The committee did a detailed discussion of the incident, considering the severity and strictly warning Mudit Rai regarding the consequences of repeating this kind of behaviour.

### **4. Action Items:**

Ms. Sumathi Rajkumar has counselled Mudit Rai, made him understand his wrong doing and resolved the issue. Strict warning is given to him and repeating the same will lead to serious consequences.

### **5. Closing:**

The meeting concluded with a reminder to all parties involved to adhere to the institution's code of conduct and to maintain professionalism.



**Presiding Officer  
Internal Complaint Committee**





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TRCAC/Admin/DC/32/2023-2024

Date - 30/04/2024

### **Internal Complaint Committee (ICC) Annual Report A.Y. 2023-24**

The Internal Complaint Committee (ICC) is entrusted with the responsibility of ensuring a safe and respectful environment for all members of the academic community. Comprising dedicated faculty members, administrative staff, and student representatives, the ICC worked diligently throughout the academic year 2023-24 to address and prevent instances of sexual harassment. The composition of the committee is as under -

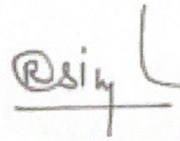
Name of the member	Designation	Position	Contact Number
Ms. Sumathi Rajkumar	Asst. Professor	Presiding Officer, ICC	9920587652
Ms. Prachi Singh	Asst. Professor	Member	9028399443
Mr. Sumeet Rathod	Asst. Professor	Member	90045443628
Ms. Ranjani Shukla	Asst. Professor	Member	7900170668
Ms. Anitha Salian	Asst. Professor	Member	9818592018
Mr. Rahul Kolekar	Treasurer NGO	Member	8828028500
Ms. Prathna Sethi	Third Year student	Student Member	7030733625
Mr. Tusshar Girish	Second Year student	Student Member	7208727969

### **Initiatives and Programs**

- 1) **Orientation Programs** - Organized comprehensive orientation programs for new students and staff members, emphasizing the institution's commitment to a harassment-free environment. Conducted workshops on recognizing and preventing harassment for faculty members.
- 2) **Training for ICC Members** - Conducted training sessions for ICC members to enhance their understanding of legal frameworks, procedures, and interpersonal skills required for complaint resolution.
- 3) **Complaint Registration and Resolution** - Implemented a streamlined online complaint

registration system for efficient and confidential reporting. Ensured prompt investigation and resolution of complaints, with a focus on protecting the rights of complainants.

**Conclusion** - The ICC remains committed to its mission of fostering a safe, inclusive, and respectful academic and work environment. The academic year 2023-234 marked significant progress in our efforts to address no complaints.

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the name.

**Dr. Ravish R. Singh**