

Minutes of the Grievance redressal

Date: 18/01/2022

At the very outset of the meeting the convenor addressed the house with the main agenda of the meeting. The Cell is formed to promote and maintain a conducive and unprejudiced educational environment. It was expressed that everyone has a responsibility to make the committee effective.

It was resolved that :

- The Hand Book on Prevention, Prohibition and Redressal (Act 2013) issued by the Ministry of Women and Child Development must be uploaded on the college website.
- The college premises will have anti-ragging placards.
- The complaint /suggestion box must be installed in the campus.
- The management of the complaint box will be decided at the next meeting.
- A gender sensitization program will be scheduled with the help of Internal Complaints Committee.

Members that are advised to contact are:

Aditi Sarkar (convenor)

Bidyut kumar Das

Rakhi Bhattacharya

Chironjeeb Bandhyopadhyay

Manik Kisku

The meeting ended with the vote of thanks from the convenor. The members agreed to meet on a regular basis and work effectively.

Minutes of the Grievance redressal
Date: 12/05/2022

The meeting opened with the cordial exchange of the committee members. The convenor addressed the house with the main agenda of the meeting. The Cell is formed to promote and maintain a conducive and unprejudiced educational environment.

It was unanimously decided that :

- Redressal Procedure of Grievance is designed to solve academic and administrative problems. The purpose of this cell is to co-ordinate between stakeholders and Departments / Sections to redress the grievances. and to decide the ways and means to redress the problems.
- Procedure: The stakeholders ought to lodge their grievances in a plain paper. The paper, duly filled in, is required to be submitted in the drop box placed outside the college office.
- The Principal intimates by forwarding the matter to the committee for necessary action.
- Final report based on grievance received and resolved on the basis of hearing of the parties involved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the stakeholder(s).

Exclusions:

Grievance Cell shall not entertain following issues.

Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college.

Decisions with regard to award of scholarships / fee concessions / awards / medals/ admissions of different courses.

Decisions of the competent authority on assessment, examination, and academic result.

Members that are advised to contact are:

Aditi Sarkar (convenor)

Bidyut kumar Das

Rakhi Bhattacharya

Chironjeeb Bandhyopadhyay

Manik Kisku

The meeting ended gleefully.