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NOTIFICATION
Grievance Redressal Committee

Whereas the redressal of different kinds of grievances of students is one of the important functions of an educational institution, the students' and Staff's grievances are being discharged by the Principal's Office with the help of faculty and other non-teaching staff since the inception of the college, it has now been felt expedient to form a Grievance Redressal Committee which will be specifically assigned the work of receiving and dealing with the different kinds of grievances of the students and staff with a view to making the grievance redressal mechanism more transparent, brisk and effective. Hence, Grievance Redressal Committee, Barbhag College is formed vide Barbhag College Governing Body Resolution No... in its meeting held on 02.04.2022 with the following operational specifications.

A. Objectives:

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

B. Composition

- (a) Convener: Dean of science / Dean of Arts
- (b) Members: 1. Vice Principal- Ex Officio (Administration)
2. Vice Principal- Ex Officio (Academic)

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| 3. Member | (Senior Faculty) |
| 4. Member | (Student representative) |
| 5. Member | (Student representative) |

a. The convener of the Committee will be either the Dean of Arts Faculty or the Dean of Science Faculty members, which will be selected by the Principal for a term of 3 years, who may be re-nominated by the Principal at the end of a term for one more term. However, the Dean of one faculty cannot be nominated for than two consecutive terms.

b. Both the Vice Principals will be Ex Officio members of the committee

c. One senior faculty will be a member of the committee for a term of 3 years. A faculty member cannot be nominated for two consecutive terms.

d. The student members will be nominated by the Principal in consultation with the President and the General Secretary of the Students' Union.

C. Operational Guidelines:

1. The Grievance Redressal Committee shall receive grievances of different kinds from students and staff and will refer it to the concerned department/officer/cell/sub-committees for redressal, if necessary. In cases where a particular grievance can be redressed by the committee itself, the same will be redressed by the committee.

2. The committee shall see to it that the grievance of a student of a staff member is effectively redressed, and in order to ensure it, the committee may ask for action taken report on a particular grievance.

3. If a grievance involves financial matter, it would be referred either to the Principal or the Finance Committee.

4. The Grievance Redressal Committee shall keep all records of grievances lodged by the students and staff and the action taken on those grievances. The committee shall also inform the students concerned about the action taken on his/her grievance.

5. If a student or a staff member is not satisfied with the action taken on his/her grievance, he/she shall be allowed to appeal to the Principal who may then have a special sitting with the Grievance Redressal Committee to settle the matter.

D. Functions:

1. To accept written grievances from students and Staff
2. To create and implement a mechanism to handle the reported grievances.
3. To forward the findings to the Management if necessary for further action.

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4. To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
5. To attend to the grievances based on the authenticity and gravity of the criticisms made.
6. To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
7. To convene periodical meetings to discuss whether the grievances have been settled.
8. To make a follow-up of these matters at regular intervals till their final disposal.
9. To maintain strict confidentiality, if necessary.

E. Sub-Committees:

In order to deal with grievances specifically related to Admission and Examination, Sexual Harassment and Ragging of students, there will be three sub-committees with 5 (five members each). The sub-committees shall be liable to report to the Grievance Redressal Committee in Connection with a grievance which is referred to it. The members of the sub-committees shall be nominated by the Principal in consultation with the convener of the Grievance Redressal Cell. The following will be the sub-committees:

1. **Admission and Examination Sub-Committee**
 One Convener: Asst. Officer-in-charge of B.A. & B.Sc. Examination
 (Term: Till the time he/she functions in that capacity)
 Members: 4 members from among the faculty and one from among the non-teaching staff
2. **Sub-Committee on Sexual Harassment**
 Convener: One Senior faculty member
 Members: 4 members from among the faculty and one from among the non-teaching Staff.
3. **Anti-Ragging Sub-Committee**
 Convener: One Senior faculty member
 Members: 4 members from among the faculty and one from among the non-teaching Staff.

4. *Election Grievance Redressal Cell*
 1. *Vice principal / senior faculty, Chairman*
 2. *Three senior faculty members at least*
 3. *2 students of 3rd year One male female*
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Principal & Secretary
 Barbhag College, Kalag
 Nalbari, Assam



Office of the Principal

BARBHAG COLLEGE

Kalag : Nalbari : Assam
Phone No : 03624-283417

Dr. Birinchi Choudhury
M.A., MPhil, PhD
Principal & Secretary
Contact No. 9401257688
Email Id : birinchi@gmail.com

20/04/22
Date: 15/02/2022

MEMO NO. 13C/101/G.R.C/22/02

Grievance Redressal Committee

(Barbhag College, Kalag- 781351, Nalbari)

The Grievance Redressal Committee of Barbhag College be form at the date of 15th February 2022, with the following members -

1. Vice Principal (Academic): Dr. Karuna Baruah.
2. Vice Principal (Administration): Nivedita Goswami.
3. Dean of Science (Convener): Mahananda Pathak.
4. Hefijul Mazahid (Student, 5th semester, English dept.).
(8011664277)
5. Dhitasri Kalita (Student, 5th semester, Education dept.).
(6001258199)

Principal, Barbhag College

Principal & Secretary
Barbhag College, Kalag
Nalbari, Assam

Barbhag College : P.O.-Kalag, Dist.-Nalbari (Assam), Pin- 781351
E-mail : barbhagcollege@gmail.com., URI : [https:// www.barbhagcollege.co.in](https://www.barbhagcollege.co.in)



Office of the Principal

BARBHAG COLLEGE

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Phone No : 03624-283417

Dr. Birinchi Choudhury

M.A., MPhil, PhD

Principal & Secretary

Contact No. 9401257688

Email Id : birinchi@gmail.com

MEMO NO. SC/M/REG/2022/03

Date: 29/3/22

Admission and Examination Committee

(Barbhag College, Kalag- 781351, Nalbari)

The Admission & Examination Committee of Barbhag College be form at the date of 29th March 2022, on behalf of Grievance Redressal Cell/ Committee with following members -

1. Sushanta N. Choudhary (Convener)
2. Dr. Karuna Baruah (Member)
3. Nevedita Goswami (Member)
4. Khagen Kalita (Member)
5. Ratul Kalita (Member)

Birinchi
29/3/22
Principal, Barbhag College

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Barbhag College, Kalag
Nalbari, Assam

COLLEGE



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Dr. Birinchi Choudhury
M.A., MPhil, PhD
Principal & Secretary
Contact No. 9401257688
Email Id : birinchi@gmail.com

MEMO NO. BC/NA.S.H.C./2022/04

Date: 20/4/2022
29/3/2022

Sexual Harassment Committee

(Barbhag College, Kalag- 781351, Nalbari)

The Sexual Harassment Committee of Barbhag College be form at the date of 29th March 2022, on behalf of Grievance Redressal cell/committee with the following members -

1. Ajit Kr. Sharma (Convener).
2. Gitanjali Goswami (Member).
3. Gautam Baishya (Member).
4. Ashim ~~kr.~~ Deka (Member).
5. Bikash Bhuyan (Member).

Principal, Barbhag College

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