

CHANDIDAS MAHAVIDYALAYA

A Govt. Aided Degree College Affiliated to the University of Burdwan.

UGC Accredited under section 2(f) & 12(B) [1979] * NAAC Accredited in 2016 (2nd Cycle)

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Estd. - 1972

Ref. No.....

Date.....

GRIEVANCE REDRESSAL POLICY DOCUMENT

Prepared by

INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.)

Grievance Redressal Policy

Chandidas Mahavidyalaya, Khujutipara, Birbhum, has always been dedicated about redressing any type of grievance arising amongst any of its stakeholders and sincerely concerned about adopting the requisite preemptive measures for prevention of any such type of occurrence. In view of this a separate general "**Grievance Cell**" has been formed under the headship of Prof. Mousumi Roy Chowdhury, Associate Prof. in History, comprising another four members of the college. Apart from this there are four other designated Sub-Committees in the college - a) **Disciplinary Sub-Committee** b) **Sexual Harassment Redressal Sub-committee** c) **Anti Ragging Sub Committee** and d) **Equal Opportunity Cell**.

Students, staff or any other stakeholder of our college can raise any complaint or grievance or suggestion in the college using a specified FORM kept beside the '**Grievance Box**'. In addition, students can lodge their complaint in person to the Convener/ Information Officer/ any other member of the "**Grievance Redressal**



Cell'. There is also scope for online submission of grievances in the college website.

In formation of "**Grievance Redressal Cell**" of the college, the Prevention, Prohibition and Redressal Act-2013 has been followed. It addresses any form of grievance from students, teachers, non-teaching staff of the college and also parents. If there is any specific grievance relating to the nature of physical/mental/sexual harassment or ragging or discrimination in terms of caste, creed etc. then this type of grievance or complaint is referred to the designated Sub-Committee.

A general "**Disciplinary Sub-committee**" under the headship of Dr. Subhas Singha Roy, Associate Prof. in the deptt. of Political Science, comprising another four members has been formed to look after disciplinary issues inside the campus. Any misconduct pertaining to the violation of social norms and the college code of conduct is mainly addressed in this body. All stakeholders of the college are within the purview of this committee which attempts to resolve the grievances received by itself. If a resolution cannot be arrived at, the committee subsequently forwards the unresolved issue to the Governing Body as and when required.

The **Sexual Harassment Redressal Sub-committee** has been formed as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act.-2013 for Prevention, prohibition and redressal of sexual harassment of women employees and students in educational institutions. The committee holds regular meetings to check whether any complaint has been lodged by any student or staff. No such complaint has been received so far.

An **Anti-Ragging Committee** has been formed as per the UGC Regulations on curbing the **Menace of Ragging** in Higher Educational Institutions-2009. The Anti-ragging Committee, headed by Prof. Mousumi Roychowdhury, teaching faculty of the college, includes representatives of Police Administration, local media, NGO involved in youth activities, representatives from faculty and students. It is clearly



mentioned in the prospectus and on the website of the college that ragging is strictly prohibited inside the campus. At the beginning of the session all students and all other stakeholders are made aware and sensitized through circulation of notice about the '**Zero tolerance policy**' of the college for any type of ragging inside the campus. Also a declaration from the students is taken at the time of admission. Posters propagating the anti-ragging law are displayed on the notice boards and prominent places within the college campus. Moreover, the Ice-breaking session and the frequent meetings of the Anti-Ragging Committee ensure that no such case of harassment occurs at any level. In the college website every detail of the procedure to lodge the complaint and other related regulations have been clearly cited.

The **Equal Opportunity Cell** keeps all SC, ST, OBC (non-creamy layer) and Minority students updated about scholarships and stipends offered by Central and State Governments, UGC, and other agencies to provide all kinds of support. It comprises four members representing all of the above-mentioned categories. It is headed by Prof. Susmita Sen(Das), Asstt. Prof. in Bengali.

While framing the policy of the Cell, the following acts have been taken into consideration-

- Article 340, Article 29 and Article 30 for the protection and development of the backward and minority section.
- The SC and ST (Prevention of Atrocities) Act, 1989,
- CEI Act 2006 and Amendment Act, 2012


The college is committed to protect the rights of the students in accordance with the provisions laid down in the aforesaid sections and thereby maintain the spirit of the Constitution. The Committee organises awareness programs for the new students about the Grievance Redressal Policy of the college with the objective of protecting the rights of reserved candidates and to ensure the prevention of any kind of discrimination in any way. During the Ice-breaking session as well,



students are cautioned and made aware about the college's 'zero tolerance policy' in any case of discrimination or bias based upon caste, class or creed.

With all of the above robust preventive initiatives the college has not reported any such type of sensitive complaint from any corner so far and there has been a consistent and continuous effort to maintain a healthy, humane and friendly atmosphere inside the campus.




(Dr. Sk. Ataur Rahaman)
Principal

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