

### HALDIA GOVERNMENT COLLEGE

Estd. 1988

P.O.-Debhog, Dist.-Purba Medinipur, West Bengal, Pin-721657

Email: hgchaldia@gmail.com

(First Government general degree college in Purba Medinipur, West Bengal)

### Accredited by NAAC with Grade B+ in 2017

### **Criterion 5 – Student Support and Progression**

Metric No.: 5.1.4 [Q<sub>n</sub>M]

Proof for Implementation of guidelines of statutory/regulatory bodies

#### **Grievance Redressal Cell:**

## PROCEDURE FOR LODGING COMPLAINT AND THE MECHANISM OF REDRESSAL (Link at College website)

#### https://www.haldiagovtcollege.org.in/facilities/grievance-redressal-cell/

#### **Screen shot:**



#### GRIVANCE REDRESSAL CELL FUNCTIONS:

- To accept written and relevant grievances from all the stakeholders related to the system.
- To analyzes the nature of grievances and conduct formal enquiry as the case may be
- · To protect privacy and confidentiality of the complainant during the enquiry.
- To collect the facts through relevant sources in a fair and objective manner.
- . To ensure timely disposal of every grievance application.

#### PROCEDURE FOR LODGING COMPLAINT AND THE MECHANISM OF REDRESSAL:

- Receiving and recording complaints mainly through ONLINE GRIEVANCE FORM, e-mail and written contents in the Grievance Cell drop box
- · After receiving complaints the cell explores the complaints and grievances and verifies the facts and evidence provided.
- The cell facilitates communication with other related cells such as: Anti-Ragging Committee, ICC cell (if necessary) to address the issues concerned for more effective solutions and measures.
- . The cell may arrange meetings and conference to resolve a complaint.
- The cell addresses the grievances within a reasonable time frame and submits the report to the competent authority.

#### **Anti-Ragging Subcommittee/ Cell:**

# Guidelines from "Anti-Ragging Subcommittee/ Cell" of Haldia Government College given at college website:

#### https://www.haldiagovtcollege.org.in/facilities/anti-ragging-cell/

#### **Screenshot:**



As per the relevant regulation UGC Regulations (6.3, 6.4) dated July 4, 2009 Haldia Government College has constituted the **Anti-Ragging Committee (2023-24)** with the bellow mentioned stakeholders to vigil frequently the hostels, Canteen, Departments and different students gathering places through its Anti-Ragging Squad (ARS). The functions of Anti-Ragging Committee is to aware the students as well as the faculty members along with the Non-Teaching staffs about the different laws and legal bodies from which they can get assistance on 24×7 mode through toll free numbers and email ids at college as well as both state and Central Government level. The victims can also mitigate their problems with the consultation of the psychologist. Main Moto of this cell to penlight different facts and myths of Ragging/ Bullying and its different measures both at college level and the Government level.

Anyone found guilty of and / or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions. For **zero tolerance to Ragging** and to make ragging free campus, the institution has taken the initiatives, such as

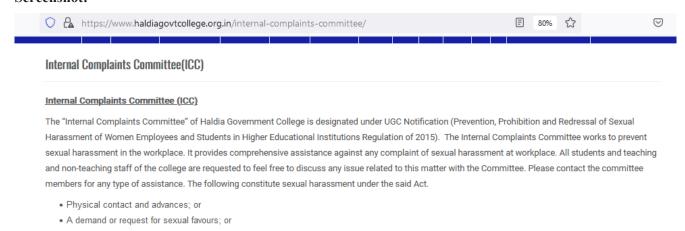
- Displayed the posters regarding different forms of Ragging Activities at different students gatherings
- Informed different forms of punishments involving in ragging activities directly and indirectly
- Cancellation of admission
- Expulsion from the hostel
- Withholding/Withdrawing Scholarship
- Debarring from Examination
- Denial of admission to any institution
- Filing FIR with local Police Station by the institution
- Sudden visits at hostels, Canteen, Departments and different students gathering places through its Anti-Ragging Squad (ARS).
- Organized awareness programs (Resource person -Psychologist from Haldia Institute of Technology)
- Conducted meetings with the members of ARC and ARS.
- · Conducted Hearings on any incident

#### **Internal Complaints Committee(ICC):**

# Guidelines from "Internal Complaints Committee(ICC)" of Haldia Government College given at college website:

https://www.haldiagovtcollege.org.in/internal-complaints-committee/

#### **Screenshot:**



- · Making sexually coloured remarks; or
- · Showing pornography; or
- · Any other unwelcome physical, verbal or non-verbal conduct

#### Functions of ICC

- The ICC shall be responsible for the formal redressal of complaints of sexual harassment. It shall receive complaints, conduct time-bound enquiries and recommend disciplinary action, if any, in accordance with the rules and procedures laid down herein.
- In all cases of sexual harassment, the ICC shall maintain the anonymity of the complainant and provide resources to ensure the complainant's safety.
- The ICC shall conduct awareness campaigns on what constitutes sexual harassment and means of redressal in order to prevent such incidents in the institution
- The ICC is responsible for implementing the policy of Zero Tolerance towards Sexual Harassment in the institution.

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

Presiding officer: Dr. Manuela Pal Convener: Mrs. Suchismita Mitra Joint Convener: Dr. Soumi Dey

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# Different UGC/ Govt. Notifications and Guidelines regarding Grievance/ Ragging/ Sexual Harassment (Given at college website):

Web link: <a href="https://www.haldiagovtcollege.org.in/students-grievance/">https://www.haldiagovtcollege.org.in/students-grievance/</a>

**Screenshot:** 



## Haldia Government College

LIVE On

Affiliated to Vidyasagar University ESTD. 1988

Student Zone s (VAC-01) NEW Write as You Like, but in Mother Tongue NEW Notice: Form Fill

Home About Academics Administration Department Facilities Programme Library IQAC NIRF NS

#### Students' Grievance

Online Grievance Form

Grievance Cell

Anti-Ragging Cell

Internal Complaints Committee (ICC)

Different UGC/ Govt. Notifications and Guidelines regarding Grievance/ Ragging/ Sexual Harassment:

- a) Sexual Harassment of Women at Workplace Act 2013
- b) DoE for Prevention of Sexual Harassment 2013
- c) DoE for Prevention of Sexual Harassment 2015
- d) Grievance Redressal at HEI 2019
- e) Ragging at HEI 2013
- f) Curbing the Ragging at HEI