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প্ৰাগজ্যোতিষ মহাবিদ্যালয়

PRAGJYOTISH COLLEGE

Accredited by NAAC since 2004 (3rd Cycle); Recognised under sections 2(f) and 12(B) of UGC
Affiliated to Gauhati University; ISO 9001:2015 Certified; SDG Accord Certified

DVV Clarification

CRITERIA V

METRIC 5.1.4

COMMENT 1

**MINUTES OF THE MEETINGS/ REPORT OF GRIEVANCES FROM THE
CONCERNED COMMITTEE**

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Response- Minutes of the meetings held by the Student Grievance Redressal Cell (now Committee), Anti-Ragging and Discipline Maintenance Committee and Internal Complaints Committee (now Internal Cell) can be viewed in Document 1 of 5.1.4.

Proceedings Students' Grievance Redressal Committee (SGRC) meeting held on
14th October, 2023

An in-house committee meeting of the Students' Grievance Redressal Committee was held on 14th October, 2023, Saturday, at 2.30 pm, at the Conference Hall of Pragjyotish College. The meeting was presided over by the Chairperson of the committee Mr. Bishwajyoti Dev Mahanta. At the beginning of the meeting, the Chairperson read out the proceedings of the joint meeting between SGRC and Criterion –I hold on 1st June, 2023 and it was unanimously accepted.

The Chairperson then briefed the members of the committee about some anonymous letters found inside the Complain Box on 9th October, expressing grievances about irregularity of 3rd Semester Generic classes in Zoology Department. Mr. Nabadeep Das, and Dr. Deepali Baruah, members of SGRC, wanted to know about the contents of the letters. Chairperson read out the letters in the meeting and invited suggestions from its members. All the members present in the meeting expressed their opinions and after thorough discussion following resolutions were adopted in the meeting.

Resolution No-1:

Today's meeting has resolved to inform the Principal, about the anonymous letters found in the Complaint Box regarding alleged irregularity of the 3rd Semester Generic classes and to request the authority to verify the authenticity of such allegations.

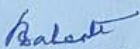
Resolution No-2:

Today's meeting has resolved to request the Principal, about the non-availability of 'particular class room' for the 3rd Semester Generic classes for Zoology Department as has been stated in the letters.

Resolution No-3:

Today's meeting has resolved that as the letters dropped in the Complaint Box don't contain the names of the aggrieved students, follow-up steps taken by the SGRC cannot be communicated to any particular student(s).

After adoption of the above mentioned resolutions the Chairperson of SGRC expressed his thanks to the committee members and for their co-operation and valuable suggestions and announced the end of the meeting.


Bishwajyoti Dev Mahanta

Chairperson, SGRC
Students' Grievance Redressal Committee
Pragjyotish College
Guwahati-781009

Proceedings of the joint meeting of the SGRC and Criterion-I of IQAC held on 1st
June, 2023

A joint meeting of the Students' Grievance Redressal Committee and Criterion-I of AQAR preparation sub-committee of IQAC was held at 1.30 pm at the Conference Hall of the college, which was presided over by the Chairperson of the SGRC, Mr. Bishwajyoti Dev Mahanta.

At the beginning of the meeting, Mr. Mahanta briefed about the purposes of the meeting by stating that to have a discussion on the grievances of the students' feedback circulated and collected by the IQAC on the role of the SGRC during the college admission and on future course of actions to be undertaken by the SGRC were the main purposes of the meeting.

After that Mr. B.D. Mahanta, Chairperson of SGRC read out the proceedings of the last meeting of the committee, held on 2nd May, and it was unanimously approved by the members present.

Dr. Sangeeta Das, a member of the Criterion-I, AQAR preparation sub-committee read out the important grievances of the students found in the students' feedback analysed letter on by the IQAC opined that all those might not be termed as 'proper grievances'. However, the authority might be informed about the appropriate measures meant to be undertaken. After thorough discussion following resolutions were adopted in today's meeting.

Resolution No-1:

Today's meeting resolved to request the college authority to arrange for a "Help-Desk" in the college premise consisting of the members from the office, Admission Committee and SGRC during admission days.

Resolution No-2:

Today's meeting resolved to inform the College Canteen Monitoring Committee regarding the grievances of the students reflected in the students' feedback collected by the IQAC and undertake appropriate measures for their redressal.

Resolution No-3:

Today's meeting resolved to request the authority to display the issues may be redressed by the Students' Grievance Redressal Committee for the students at a prominent place.

Resolution No-4:

Today's meeting resolved to request the authority to arrange an Orientation Programme for the students at the beginning of the new session to make them aware about different in-house committees and their functions.

After the adoption of the above mentioned resolutions the Chairperson of SGRC expressed his thanks to the committee members and Invited members of Criterion-I of AQAR preparation sub-committee for their co-operation and valuable suggestions and announced the end of the meeting.

Babanti

Bishwajyoti Dev Mahanta

Chairperson

Students' Grievance Redressal Committee.

Chairperson
Students' Grievance Redressal Committee
Pragjyotish College
Guwahati-781009

Proceedings Students' Grievance Redressal Committee (SGRC) meeting held on
2nd May, 2023

An in-house committee meeting of the Students' Grievance Redressal Committee was held on 2nd May, 2023, Tuesday, at 4.30 pm, at the Principal's chamber of Pragjyotish College. The meeting was presided over by the Chairperson of the committee Mr. Bishwajyoti Dev Mahanta. At the beginning of the meeting, the Chairperson briefed the newly appointed members of the committee about the latest UGC notification about redressing the grievances of the students issued on 11th April, 2023.

In his speech Dr. Manoj Kumar Mahanta, Principal, Pragjyotish College, said that as the new UGC notification has brought some changes in the formation of the SGRC as well as redressal procedures of the students in a higher educational institution, a new Students' Grievance Redressal Committee has been formed as per the guidelines of the notification. He also appealed the members present to remain active and supportive in redressing the grievances of the students.

Chairperson, Mr. B.D. Mahanta, then tabled the draft of the policy document of SGRC, Pragjyotish College for the discussion of its members. All the members of the committee took part in the deliberations that ensued and offered some valuable suggestions. After a thread bear discussions following resolutions were adopted in the meeting.

Resolution No-1:

Today's meeting has resolved to accept the draft policy document of the newly constituted Students' Grievance Redressal Committee of the college.

Resolution No-2:

Today's meeting has resolved to consider the grievance/grievances found in the Complaint/ Grievance Box submitted by any anonymous student(s). However, in such case(s), an enquiry is to be conducted at the initiative of the committee immediately after receiving such complaint(s) about its authenticity and take/suggest measure(s) accordingly.

Resolution No-3: Today's meeting has resolved to consider the following categories grievances of students in conformity with UGC's notification dated 11th April, 2023.

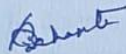
- (i) Admission;
- (ii) Prospectus;
- (iii) non-return of any document without valid reason;
- (iv) demand of undue money;
- (v) reservation of seats in admission to different category of students;

- (vi) scholarships or financial aid;
- (vii) internal examinations;
- (viii) students' amenities;
- (ix) evaluation procedure;
- (x) delay in, or denial of, the refund of fees as per law;
- (xi) discrimination of on the grounds of caste, community, sex, religion or disabilities categories;
- (xii) denial of quality education;
- (xiii) Harassment or victimization of a student;
- (xiv) Any action initiated/ taken contrary to the students, rules, regulations or guidelines of the institution or of UGC.

Resolution No-4:

Today's meeting has resolved to hold a joint meeting with Criterion-I of IQAC of the college which collects the feedback of the students on overall facilities and environment of the college to know about their complaints, grievances and suggestions which may help the smooth functioning of the committee.

After the adoption of the above mentioned resolutions, the Chairperson expressed his thanks and gratitude to all the members present in the meeting and announced its end.



B.D. Mahanta

Chairperson

Students' Grievance Redressal Committee

Chairperson

Students' Grievance Redressal Committee

Pragjyotish College

Guwahati-781009

Students' Grievance Redressal Cell,

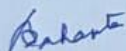
Pragjyotish College, Guwahati

Activities:

- Students' Grievance Redressal Cell has held 3 (three) in-house committee meetings on 20/12/2022, 07/02/2023 and 09/03/2023 respectively till today to discuss various issues.
- It has chalked out its future plans and action plans to implement these.
- It has communicated its resolutions to the Principal of the College on 30/01/2023.
- The Coordinator of the Cell has been regularly checking the Complaint Box of the College.
- It has arranged one Help Desk of the Cell during Pragjyotish College Students' Unions general election on 11/02/2023
- In a meeting of the Students' Grievance Redressal Cell was held on 13/03/2023 to discuss about a grievance of Sri Swarnab Kashyap, a bonafide student of H.S. II year (Com) and after discussion with Sri Kashyap, the grievance was redressed and the complaint letter was voluntarily withdrawn.

Future Action Plans:

- To ensure implementation of the resolutions of the meeting of the Cell held on 20/12/2023.
- To discuss about the major students' grievances expressed in their 'Students' Feed-back' for the session 2021-22.
- To arrange for a Help Desk during the college admission days for the session 2023-24.
- To intimate other concerned in-house committees/ IQAC regarding the grievances of the students reflected in Students' Feed-back and help them to adopt remedial measures to redress such grievances.
- To have an online grievance submission procedure for the students.



Bishwajyoti Dev Mahanta
Coordinator
Students' Grievance Redressal Cell
Pragjyotish College, Guwahati

Coordinator
Students' Grievance Redressal Cell
Pragjyotish College
Guwahati -781009

Anti-Ragging Central Committee Meeting 28.06.2018



Today, on 28th June 2018, the Central Committee Meeting of Anti-Ragging, of Praggyatish College is held in a conference Hall at 3.30 PM. The meeting is chaired by the convenor Badam Ch. Mahanta and the following members were present.

The committee discussed the plans and strategies for the Academic Session 2018-2019. The members gave their suggestions to deal with matters relating to Ragging. Of course, ~~for the~~ there is not a single issue of Ragging in our college in the ~~1~~ for many years, more than a decade. Even then the Anti-Ragging Committee has been working sincerely to deal with Ragging.

After discussion the following resolutions are adopted

1. All the members will involve sincerely to deal with Ragging whenever any such incident happens inside the college premise including girls' hostel.
2. A Flying squad of six teachers is reformed and they will ~~not~~ constantly monitor Ragging related incident.
3. Anti-Ragging Committee suggests the Principal to display the members name and phone numbers of the committee members.
4. To display the various criminal codes for punishment for involving Ragging.

signatures

1. Badam Ch. Mahanta - 
2. Ramesh B. Kalita - 

22/10/2021, venue: Conference Hall, Time: 2.30 PM

Anti Ragging Central Committee Meeting

Today on 22/10/2021, Anti-Ragging Central Committee Meeting is held in the Conference Hall of Praggyatosh college, at 2.30 PM. The meeting is chaired by the convenor, Badam Ch. Mahanta and the following members are present:

1. Badam Ch. Mahanta - Conv
2. Namita Das - Mem
3. Surojit Sarma - Secy
4. Pradip Ch. Kalita - Mem
5. Chandana Sarma - Mem
6. Baikuntha Rajbargi - Mem
7. Purnima Debn - Mem
8. Dr. Manish Saikia - Mem

The agenda

1. To make an appeal to reconstitute the Central Anti-Ragging Committee.
 2. Vigilance in the college campus.
 3. Any other
-
1. As discussed in the meeting a verbal request is to be placed before the Principal to reconstitute the Committee.
 2. Vigilance to be continued and no lapse should be there regarding ragging.

Dr.
22/10/2021

Internal Complaints Committee Report for the Session 2021-2022

Pragjyotish College

Santipur

The ICC has been constituted in the College as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015. The ICC is meant to address complaints from students, teaching and non-teaching members on matters of sexual harassment and ensure support services to the victims.


The College re-constitutes the ICC membership every two years. The following are the members of the ICC for the Session 2021-2022:

1. Dr. Reena Barman Kalita	Faculty Member (Presiding Officer)
2. Dipika Roy Medhi	Faculty Member
3. Dr. Shampa Choudhury	Faculty Member
4. Unindajyoti Choudhury	Staff Member
5. Nikunja Das	Staff Member
6. Dharitri Deka	Student Member
7. Jubita Deka	Student Member
8. Priyangkhi Sarmah	Student Member
9. Bibhashree Deka	Lawyer, NGO Member

The committee organised a meeting on 10-03-2022 to discuss about the following agendas:

1. Students' Complaints
2. Awareness of the ICC among the students
3. Any other matter

The College had strength of 2530 UG students and 263 PG students during the session 2021-2022. The Committee met to discuss regarding any complaints or grievances received from the students and to address the same. The offline mechanism (Complaints box outside Principal Office) and Online mechanism (icc@pragjyotishcollege.ac.in) was taken into consideration while checking for complaints and grievances. A random survey was carried out among the students of the College to assess the awareness about the ICC mechanism and response. With student members in the Committee helping out, it was found that the current batches of students are well aware of the mechanisms for ICC and their functioning. The Committee found that no complaints were reported in, through both the mechanisms (online and offline). Therefore, the Committee is forwarding a satisfactory report in relation to ICC awareness among the students for the Session 2021-2022.


(Presiding Officer)
Presiding Officer
ICC, Pragjyotish College
Pragjyotish College

Annual Report of Anti-Ragging and Discipline Maintenance Committee

Pragjyotish College

Session 2022-2023

The College has re-constituted the Anti-Ragging and Discipline Maintenance Committee (earlier Anti-Ragging Central Committee) in the year 2022. The period of validity of the Committee is from 12-08-2022 to 11-08-2024 for a period of 2 years. The main objective of the Committee was to prevent the menace of ragging and maintain healthy inter-personal relations among the students of the college campus. Ragging is strictly forbidden in or outside the college campus. For this purpose, the Anti-Ragging and Discipline Maintenance Committee has been actively functioning. In the academic year, 2022-23 the college students were informed about Anti-ragging through the Prospectus. The members with some special invitees (faculty members) few monitoring teams were made to keep vigil inside the college campus to make the campus ragging free and maintenance of discipline. During the session 2022-23, no ragging cases have been reported to the Committee. The committee also assisted during the Pragjyotish College Student Elections, 2023 for smooth conducting of the election process.

Convenor
Anti-Ragging and Discipline Maintenance Committee
Pragjyotish College
Gangadhar - 781001
Convenor

Anti-Ragging and Discipline Maintenance Committee

Pragjyotish College

Students' Grievance Redressal Cell

In-house Meeting

Date: 20/12/2022

Time: 1:30 pm.

- ① Manoj kr Mahanta — Principal
- ② Sumpa Chandhury — Vice-Principal
- ③ Namita Das — Co-ordinator, I.R.C.

Signatures of the members present

	Contact No
① Bishwanjyoti Das Mahanta	9435207853
② Niva Deka	9864260659
③ Anpita Das	9864032648
④ Umindajyoti Chandhury	7002421213
⑤ Satya Sandhya Das	91070-56662
⑥ Reena B. Kalita	71013-272013

Agenda

- ① Purpose of the meeting
- ② Speech by the Principal
- ③ Discussion on further action
- ④ Adoption of resolutions.

Annual Report of Internal Complaints Committee (ICC),

Pragjyotish College

Session 2022-23

The Internal Complaints Committee (ICC) of Pragjyotish College was established to deal with complaints regarding sexual harassment of women in the workplace and also to focus on creating awareness, counselling and educating about gender issues. The Internal Complaints Committee with the help of college authority spread awareness by placing some banners in different locations of the college highlighting the objectives of the ICC. In this session, no complaints were lodged with the Committee from the students neither from the teachers.


Presiding Officer
Pragjyotish College

Internal Complaints Committee

Pragjyotish College