



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

Phone : (033) 2462-6869
E-mail : principal.sammilani@gmail.com
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Ref. No.....

Date

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Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094



Ref. No.....

Date.....

- As decided in the on line meeting held today, **24th May 2021 at 7pm** under meeting id myq-syvv-tse it has been resolved unanimously that in lieu of complaint lodged by Moumita Mondal the Anti ragging and anti harassment cell of the college will definitely undertake the necessary measures and actions as required. But for implementation of the measures it has been decided that Moumita Mondol has to furnish the following details in an official email to you. These include:

1. The full name of the accused
2. The date/dates of the incident
- 3, Any document as proof of occurrence of the said incident for which the accused has been named
4. The address of the police station where the complaint has been lodged with the required complaint ID
5. Primary source of information regarding the occurrence of the incident.

- On Tue., 25 May 2021, 12:24 principal sammilani, <principal.sammilani@gmail.com> wrote:

Dear Moumita,

In response to your complaint on 23rd May, 2021 at 01:33 p.m. regarding harassment by Prosenjit, a student in your class through chats on his mobile, I informed the matter immediately to the anti harassment cell of the college for necessary steps.

The members of the anti harassment cell organized an online meeting on 24th May,2021 about this matter and as decided in the meeting you are asked to furnish the following details to the college mail :

1. The full name of the accused.
2. The date/dates of the incident.
- 3, Any document as proof of occurrence of the said incident for which the accused has been named.
4. The address of the police station where the complaint has been lodged with the required complaint ID.
5. Primary source of information regarding the occurrence of the incident.

It will be helpful for the members of the cell if the above information is made available to them. So you are requested to cooperate with the committee members and do the needful.

- Forwarded message -----
From: **Prasenjit Das** <dasprasenjit889@gmail.com>
Date: Fri, May 28, 2021 at 11:22 AM
Subject: prasenjit

- Dear Sir,

In the on line meeting held today, 30th May 2021 at 7pm under meeting id myq-syvv-tse it has been discussed that Prasenjit Das has provided documents with proper explanation where he has mentioned the name of a second accused, a student from the General stream, Sudipto Roy whose

phone number has been given as 8101973138. So the house decided that this student should be informed and asked for clarification and explanation of the matter. In this context it was also unanimously decided that the prime complainant Moumita Mondal should also be informed officially about the involvement of Sudipto Roy's name in this regard.

Thanking You,

Sincerely Yours,

Sharmila Chakraborty

- Dear Moumita,

We, the members of the anti harassment cell, had discussed the complaint lodged by you in a number of online meetings and accordingly informed the prime accused, Prasenjit Das. He was also directed to clarify the matter with proper explanation and submit the documents.

Prasenjit provided the documents with proper explanation where he mentioned the name of a second accused, Sudipta Roy. He is a student from the General stream and Sudipta did this virtual misconduct with you using Prasenjit's mobile phone as confessed and claimed by Prasenjit. Prasenjit also provided us the phone number of Sudipto Roy.

So all the members of the committee unanimously decided to inform you officially of all the documented facts at this point.

Thanking You,

Principal
Sammilani Mahavidyalaya
[E.M.By Pass, Baghajatin](#)
Kolkata - 700094.



Ref. No.....

Date.....

31.05.2021

Minutes of meetings of ICC held in connection with the case of a 4th Semester female student lodging a complaint against another fellow student regarding an issue on social media.

An incident was reported by a 4th Semester female student lodging a complaint against another fellow student regarding an issue on social media on **23rd May 2021**. In response to the complaint the members of the cell met in online meetings to look into the matter.

In response to a complaint lodged to the Principal via email on 23rd May, 2021 at 01:33 p.m. regarding harassment by, a classmate of the complainant through chats on his mobile, the Principal informed the matter immediately to the anti harassment cell of the college for necessary steps.

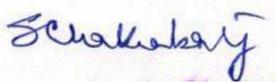
The members of the anti harassment cell organized an online meeting on 24th May, 2021 about this matter under meeting id myq-syvv-tse.

- On **24th May 2021 at 7pm under meeting id myq-syvv-tse** that in lieu of complaint lodged by Moumita Mondal the members of the ICC decided to undertake the necessary measures and actions as required. But for implementation of the measures it was decided that Moumita Mondol has to furnish the following details in an official email to the Principal.

1. The full name of the accused
2. The date/dates of the incident
- 3, Any document as proof of occurrence of the said incident for which the accused has been named
4. The address of the police station where the complaint has been lodged with the required complaint ID
5. Primary source of information regarding the occurrence of the incident.

- In the next meeting held on **26th May 2021 under meeting id myq-syvv-tse** it was decided that Prasenjit Das would be informed about the matter. Accordingly Principal Sir would send him an email asking for explanation of the entire situation.

- In the on line meeting held on **30th May 2021 at 7pm under meeting id myq-syvv-tse** it was discussed that Prasenjit Das had provided documents with proper explanation where he had mentioned the name of a second accused, a student from the General stream, Sudipto Roy whose phone number was also given as 8101973138. In this context the members decided that this student should be informed and asked for clarification and explanation of the matter. It was also unanimously decided that the prime complainant Moumita Mondal should also be informed officially about the involvement of Sudipto Roy's name in this regard.



ICC Presiding Officer



Principal



Ref. No.....

Date.....

Compliance of meetings held in connection with the case of a 4th Semester female student lodging a complaint against another fellow student regarding an issue on social media

- Members of the ICC in the on line meeting held on **24th May 2021 at 7pm** under meeting id myq-syvvtse resolved unanimously that in lieu of complaint lodged by Moumita Mondal the ICC of the college will definitely undertake the necessary measures and actions as required. But for implementation of the measures it was decided that Moumita Mondol has to furnish the following details in an official email to you. These include:

1. The full name of the accused
2. The date/dates of the incident
- 3, Any document as proof of occurrence of the said incident for which the accused has been named
4. The address of the police station where the complaint has been lodged with the required complaint ID
5. Primary source of information regarding the occurrence of the incident.

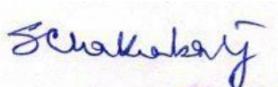
- In the next meeting held on **26th May 2021** under meeting id myq-syvvtseit was decided by the members unanimously that the prime accused, Prasenjit Das should be informed about the matter. Accordingly Principal Sir sent him a mail and he answered back with an explanation of the entire situation.
- In the on line meeting held on **30th May 2021 at 7pm** under meeting id myq-syvvtse it was discussed that Prasenjit Das had provided documents with proper explanation where he had mentioned the name of a second accused, a student from the General stream, Sudipto Roy whose phone number was also given as 8101973138. So the house decided that this student should be informed and asked for clarification and explanation of the matter. In this context it was also unanimously decided that the prime complainant Moumita Mondal should also be informed officially about the involvement of Sudipto Roy's name in this regard.
- The members of the anti harassment cell, had discussed the complaint lodged by you in a number of online meetings and accordingly informed the prime accused, Prasenjit Das. He was also directed to clarify the matter with proper explanation and submit the documents.

Prasenjit provided the documents with proper explanation where he mentioned the name of a second accused, Sudipto Roy. He is a student from the General stream and Sudipto did this virtual misconduct with you using Prasenjit's mobile phone as confessed and claimed by Prasenjit.

Prasenjit also provided us the phone number of Sudipto Roy.

So all the members of the committee unanimously decided to inform the complainant officially of all the documented facts at this point.

The matter was thoroughly investigated with proper documentation and was referred back to the complainant for further processing. However due to lack of further communication on part of the complainant the matter could not be finally resolved and no action could be taken.



ICC Presiding Officer



Principal

The Full Name Of The Accused:-

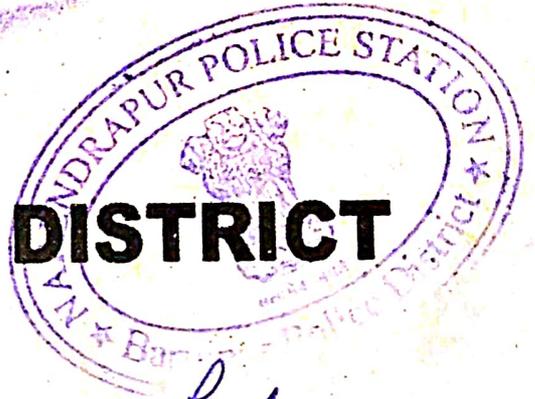
PRASENJIT DAS

The Date/Dates Of The Incident:-

I don't know exactly when he started this. I first known about it from some of my friends on 20/05/2021. I got the last news about this on 22/05/2021 at night.

No. **24**

BARUIPUR POLICE DISTRICT



Name of the P.S. Warendrajam P.S.

GDE /FIR /Complaint received No. 1511 Date 23/5/21

[Handwritten signature]
A-11

Signature of the Officer with Seal

The Primary Source Of Information:-

A friend of mine named Rakesh Mandal informed me first about this on 20/05/2021.

স্মারক -

স্মারক আমি প্রায়শই আমার কাজে ছুটা টাইম,

স্মারক মোটা নীচ গলে এ বিশেষ আমি কিছু

উপস্থাপনা না, 22 may এ বিশেষ আমি উপস্থ

আমি, স্মারক মাথার টা আমার কিছু SMS

সমস্যা আমি করি,

স্মারক আমার বাড়ি সুন্দর সব অবস্থায়

আমার, আমার প্রথম জেলে কাজে করা

আমার না গলে আমার সুচ. প্রায়শই জেলে

আমার, আমার আল আমার কাজে গলে

আমি জেলে জেলে গলে বাড়ি করি, আমার

আমার জে আমার এই মাথার জেলে -

62 0756 8873 জে আমারই whatsapp জেলে

আমি জে whatsapp এ save করে আমার

আমার জেলে জেলে জেলে জেলে -

আমি জে SMS করে, জে জে জে জে

আমি জেলে জে জে জে আমার জেলে

আমি জে জে জে জে আমার জেলে

আমি জে, 22 may রাত 12 টা আমার

আমি জে আমার জে জে আমি সুন্দর

আমি আমার এই নম্বর এ জে whatsapp জেলে,

স্মারক জে আমার আমার জেলে

আমি জে আমার জেলে আমার জেলে

whatsapp জে নীচ,

ଫ୍ରାଟ୍ ଦିଆଯିବି ଏକାକୀ ଚାଲି ସବୁ ଭେଦିବା
 ଡିପାର୍ଟମେଣ୍ଟ ଏକାକୀ ଗଠାଏ ଭେଦି ~~ସବୁ~~ ପ୍ରକାର
 କୁଡ଼ି କୁଡ଼ି କୋରା କରାଏ ସବୁ, ଫ୍ରାଟ୍ ଭେଦି ଡାକି
 ଭେଦାକ୍ ଲୋକା ଲୋକ ବିଶି କିନ୍ତୁ ନାହାନ୍ତି ତା ଭେଦାକ୍
 ତାହି ~~କି~~ ଭେଦାକ୍ ସାଧୁ ସାଧୁ ଦିଆଯିବି ଭେଦାକ୍
 ଭେଦାକ୍ ସାଧୁ ସାଧୁ ସାଧୁ କରା ଚାଲିବି

ଫ୍ରାଟ୍ ଭେଦାକ୍ ତାହି ନାହାନ୍ତି ତା ଭେଦାକ୍ ଏକାକୀ
 ସାଧୁ ସାଧୁ ସାଧୁ ଭେଦାକ୍ ନା ତାହି ଭେଦାକ୍ ତା
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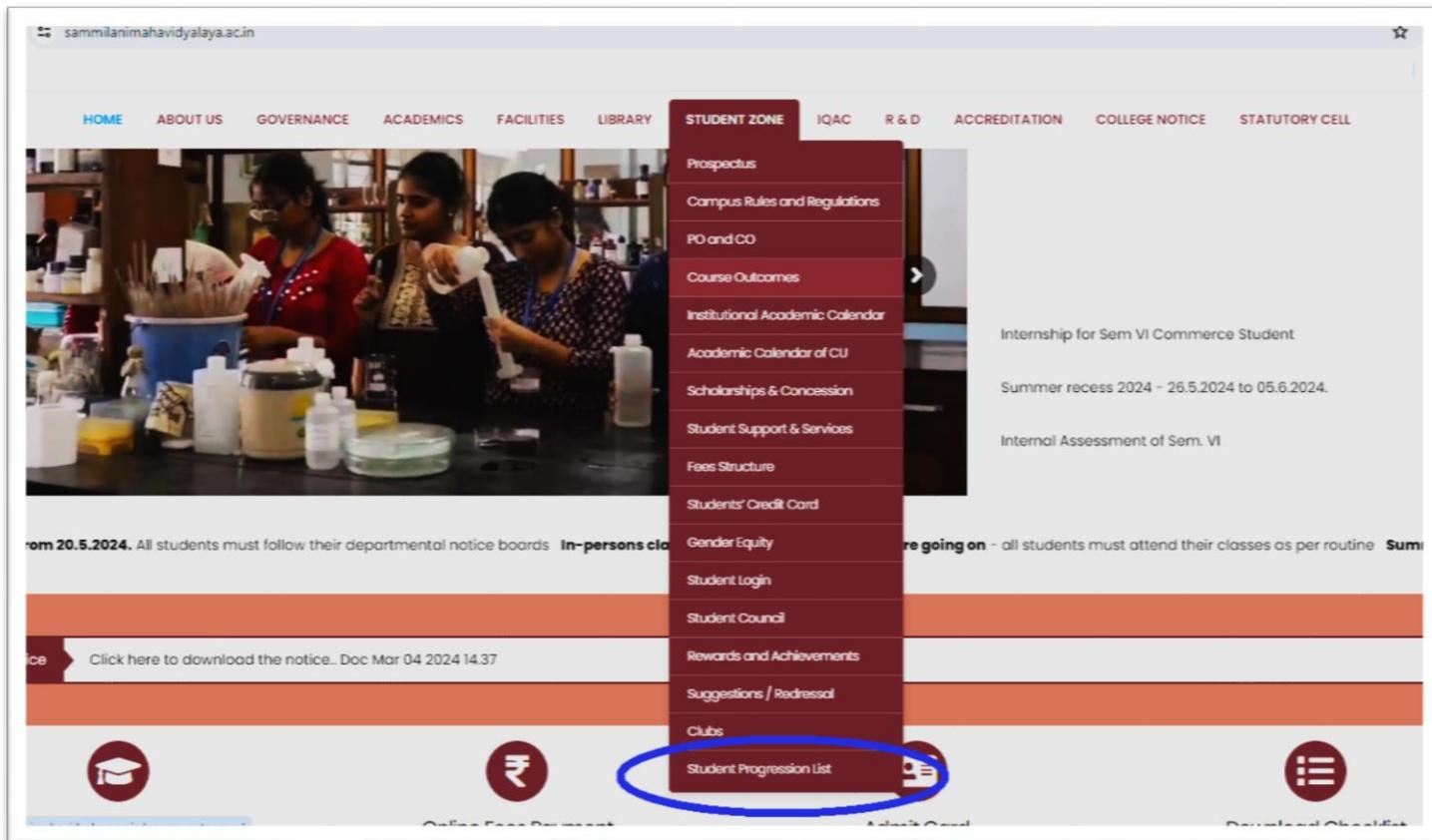
ଫ୍ରାଟ୍ 8101973138 ତାହି ତାହି ଭେଦାକ୍ ନାହାନ୍ତି
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 ଭେଦାକ୍ ଭେଦାକ୍ ସାଧୁ ଏକାକୀ ଭେଦାକ୍ ଭିନ୍ନଭିନ୍ନ
 ଭେଦାକ୍ ଭେଦାକ୍

ଫ୍ରାଟ୍ ଭେଦାକ୍ କୁଡ଼ିକ ସାଧୁ ଭିନ୍ନ ତାହି ନାହାନ୍ତି
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 ସାଧୁ ସାଧୁ

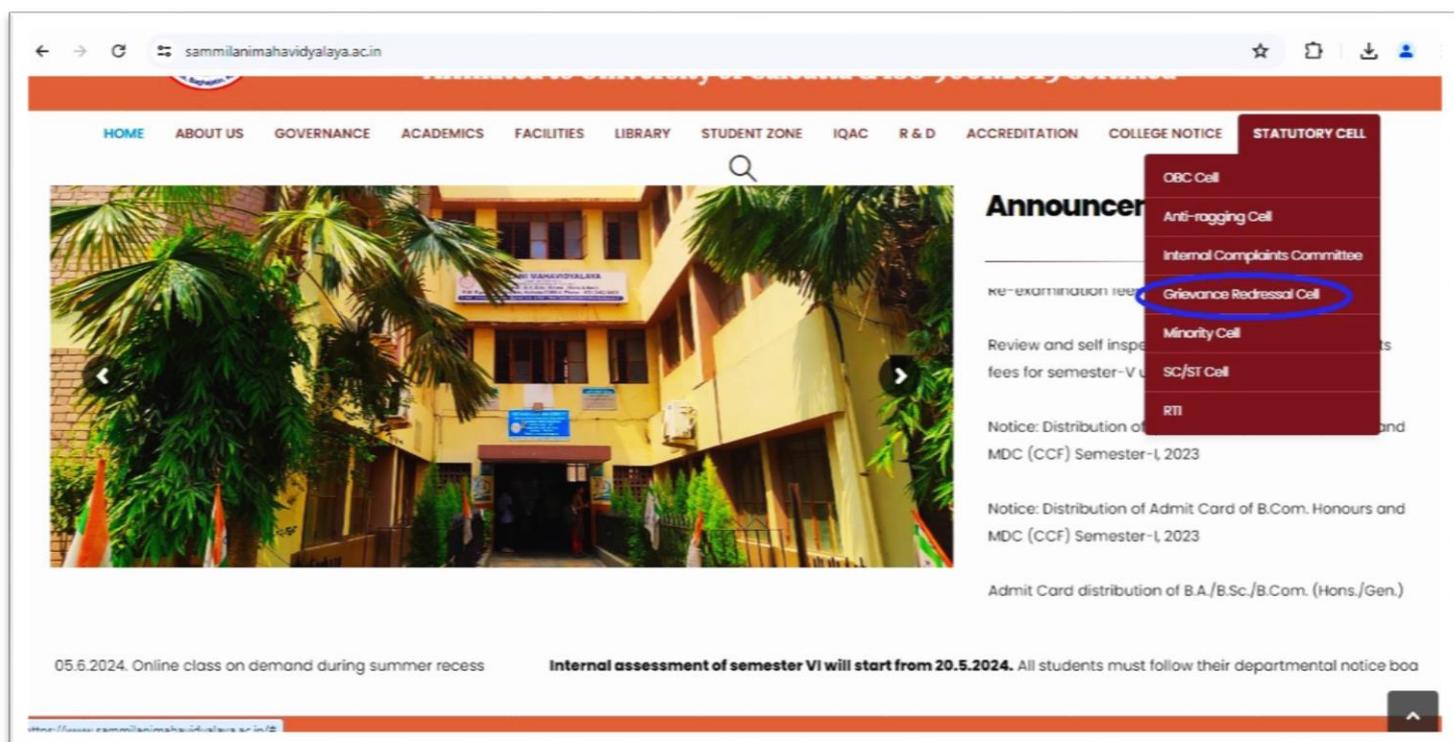
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 ନାହାନ୍ତି ଭେଦାକ୍ sms ସାଧୁ ଭେଦାକ୍ ନା ତାହି
 ଭେଦାକ୍ ଭେଦାକ୍ ସାଧୁ ସାଧୁ ମିଳିବି

ଫ୍ରାଟ୍ ଭେଦାକ୍ ସାଧୁ ଭେଦାକ୍ ଭେଦାକ୍ ସାଧୁ
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 ଭେଦାକ୍ ଭେଦାକ୍ ଭେଦାକ୍ ଭେଦାକ୍ ସାଧୁ

Evidences of ONLINE Grievance Redressal Mechanism



Evidences of ONLINE Grievance Redressal Mechanism



Evidences of ONLINE Grievance Redressal Mechanism

The screenshot shows the website for the Grievance Redressal Cell at Sammilan Mahavidyalaya. The page includes a navigation menu, a search bar, and a 'Reset' button. The main content area is titled 'Grievance Redressal Cell' and contains the following information:

Functions & Responsibilities: This Cell acts as the bridge-gap between the complainant and accused/defendant. It receives grievances of students, guardians, teachers, and staffs of the college and addresses them in consultation with appropriate sub-committee/Cell, etc depending upon the gravity of the grievance.

Composition of the Cell:

- Convener: Dr. Shafali Pal

Members:

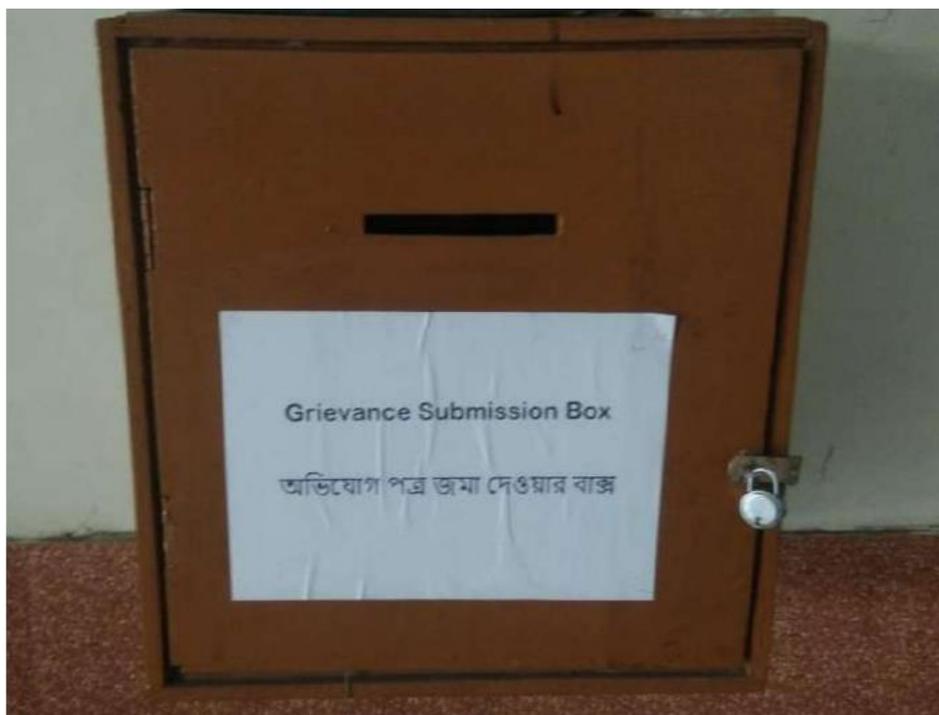
- Dr. Ruma Chakrabarti
- Sri Debashish Roy
- Smt. Sangita Dey Sarkar, IQAC Coordinator
- Smt. Anyoma Chakrabarty
- Dr. Durba Ganguly
- Sri Zahir Abbas
- Sri Parikash Mondal

Any aggrieved person can email at: grievancecell.smv@gmail.com

Year-wise list of grievances (if any)

| YEAR | NO. OF GRIEVANCE RECEIVED | ADDRESSED |
|-----------|---------------------------|-----------------|
| 2018-2019 | 2 | 2 |
| 2019-2020 | 1 | 1 |
| 2020-2021 | 0 | 0 |
| 2021-2022 | 0 | 0 |
| 2022-2023 | 2 | 2 |
| 2023-2024 | 4 (SI February) | 4 (SI February) |

Evidences of OFFLINE Grievance Redressal Mechanism





Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

Phone: (933) 2462 6969
E-mail: principal.sammilani@gmail.com
info@sammilanimahavidyalaya.ac.in
Website: <https://www.sammilanimahavidyalaya.ac.in>

Ref. No.

Date

REPORT OF GRIEVANCE REDRESSAL CELL

The objective of Sammilani Mahavidyalaya Grievance redressal cell is to maintain a sustainable compliance w.r.t to the needs and feedbacks of the students and other stake holders in a continuous fashion. The grievance cell works as a central domain that remain interconnected with the rest of the service providing subcommittees for fruitful and timely solution of grievances. So far, the grievance redressal cell has come across grievance from various service-sectors like canteen (food and water), library (books and journals), health and hygiene (classroom, toilets and college premises), drinking water and many more. Apart from the students other stake holders like college staff also submit their grievances. Thus, it is of paramount importance to redress the grievances in time and simultaneously also to maintain the benchmark both qualitative and quantitative as per the compliances of the Institution. The grievance redressal cell is pleased and thankful to the other subcommittees, HOI and governing body members for successful coordination, cooperation and supports necessary for serving all the stake holders and full filling their need and expectations.

It is therefore necessary for the cell to classify these service sectors, followed by supervision and regular scrutiny so that needful timely action can be taken on priority basis. The cell able to classify the grievances in four categories on the basis of frequency of grievances received. Most Frequent, less frequent, occasional and one time as represented in Graph 1. For timely redressal of grievances, the cell set up a grievance specific schedule that ranges from 24 hr to one months as represented in Table 1. The third classification of grievances is done on the basis of redressal priority. This priority matrix provides prior information about grievances that shall be redressed and treated first, out of two and more simultaneous complaints, on priority basis (Table 2).

And finally, Table 3 represents a summary of grievances with steps taken with in stipulated time and priority as mentioned in table 2.

The Grievance redressal cell thus able to preview every grievance through these 3D window and can redress every issue with utmost care and compliance fulfilling the need of the stake holders and maintaining the Institutional benchmark simultaneously (Table 3).

The Grievance redressal cell finally expresses its humble gratitude to the respected Governing body members, respected HOI, other subcommittee members and our beloved students for their cooperation and support. This cumulative effort is the vital guiding force that create a sustainable ecosystem at Sammilani Mahavidyalaya.

Graph 1: Representing grievances and time taken for redressal

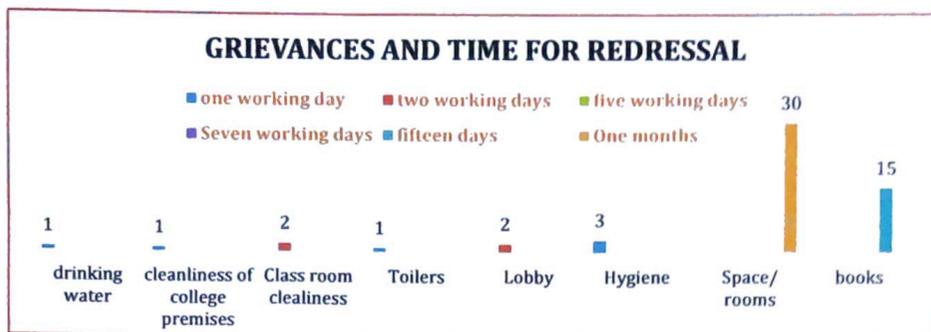


TABLE 1: REPRESENTING CLASSIFICATION OF GRIEVANCES ON THE BASIS OF ITS FREQUENCY

| | <u>Most Frequent</u> | <u>Less frequent</u> | <u>Occasional</u> | <u>One time</u> |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Drinking water | | | <input checked="" type="checkbox"/> | |
| Cleanliness of college premises | <input checked="" type="checkbox"/> | | | |
| Class room cleanliness | | <input checked="" type="checkbox"/> | | |
| Lobby | | <input checked="" type="checkbox"/> | | |
| Hygiene / Toilet | <input checked="" type="checkbox"/> | | | |
| Space / rooms | | | | <input checked="" type="checkbox"/> |
| Books | | | <input checked="" type="checkbox"/> | |

Table 2: Priority Matrix

| | Primary (Most Urgent) | Secondary (Less Urgent) | Tertiary (Least Urgent) |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Drinking water | <input checked="" type="checkbox"/> | | |
| Cleanliness of college premises | | <input checked="" type="checkbox"/> | |
| Class room cleanliness | <input checked="" type="checkbox"/> | | |
| Lobby | | <input checked="" type="checkbox"/> | |
| Hygiene / Toilet | <input checked="" type="checkbox"/> | | |
| Space / rooms | | | <input checked="" type="checkbox"/> |
| Books | <input checked="" type="checkbox"/> | | |

LIST OF EVENTS ON GRIEVANCES: AT A GLANCE

Table 3

| Grievances | Events of Redressal | | | | Time taken |
|---|-----------------------------|---|---|--|---|
| | Date of grievance collected | Date of meeting w.r.t the collected grievance | Meeting resolutions | Action taken | |
| Inadequate laboratory attendant for smooth running of laboratory activity in geography and botany department. | 20.06.18 and 22.06.18 | 3.07.18 | Recommendation for appointment of laboratory attendants in concerned department was placed to the HOI on urgent basis | The recruitment of laboratory attendant was already resolved in the Governing body meeting dated 26.06. 2018. | Immediately |
| Insufficient space for preserving answer scripts | 23.02.18 | 10.01.19 | Recommendation was forwarded to the building committee to take needful steps for preserving university answer scripts. | Building committee meet with the teacher, grievance redressal cell and HOI to finalize necessary infrastructure change through proper channel. | Within one month from date of receiving the grievance. |
| Inadequate supply of lending and reference books on newly implemented CBCS curriculum . | 12.07.22 | 29.09.19 | Resolution and recommendation were made for procurement of good subject books under CBCS curriculum. The proposal was sent to the library committee for implementation. | The library committee took needful action for preparation of book list, fund approval and purchase of books. | Within two weeks from date of receiving the grievance. However, the library staff and teachers of various departments helped the students to full fill their need on the existing stock, as the topic remain unchanged even in the new curriculum |
| Issue related to drinking water | 10.08.22 | 08.09.22 | Resolution was made and recommendation forwarded towards installation of RO water purifiers to the HOI. | Installation of RO. | Within 7 days from the date of receiving the grievances. |
| Issue related to cleanliness in class room, washroom and laboratory | 10.03.23 | 23.03.23 | Resolution was made and recommendation forwarded to the house keeping staffs. | Preparation of specific demand list, purchase of items to carryout cleaning programme under supervision of committee members. | Within 2 days from the date of receiving the grievances. |

DR P SP

GRIEVANCE REDRESSAL CELL

OBJECTIVES

Sammilani Mahavidyalaya caters over two thousand students in each academic session. It has almost all the disciplines and related subjects to offer. Students and other stake holders from various socio-economic sections are beneficiaries of this institution. Thus, it is important for the administration to serve them in a continuous fashion while also to maintain qualitative and quantitative benchmark for service issuance, maintenance and assurance in multiple domains. Some of these domains are Classroom: teaching learning, water: drinking and other usages; Paper work: office; Hygiene / cleaning: Toilets, rooms and college premises; Food: canteen; Books, magazines, computer: library services etc. Sammilani Mahavidyalaya grievance redressal cell continuously works on the grievances to meet with the expectation of the students and other stake holders. It receives and preserves all the complaints of students and other stake holder and perform needful action to redress the grievances through coordination with other relevant sub committees and higher authority as and when required.

PLAN OF ACTION:

1. **Regular monitoring and maintenance:** Different subcommittees and Grievance Redress cell carry out regular monitoring and supervise maintenance services to meet with the compliances of the Institutional benchmark. It covers all the services and facilities that an Institution could offer. From class room teaching to library facility, from drinking water to canteen food products, from hygienic toilet to a plastic free college campus and so on.
2. **Complaints collected by Grievance Redressal cell:** The Institution caters over more or less 2000 stake holders on regular basis through diversified services. As the beneficiaries are from different socio-economic sections the chances of short comings of some of the services are always there. The Grievance Redress cell thus arranged a grievance drop box where one can submit/ post his/her complaint as and when required. The members of the Grievance Redressal cell Collect all the grievances on regular interval.
3. **Analysis of Grievances:** Grievance Redressal cell categorize and analyze the complaints and meet with the aggrieved stake holder/ holders to get additional information and suggestions from them.
4. **Understanding of Grievance specific needs and demands:** The members of the grievance redressal cell inspect every complaint physically and prepare a priority list and set a time schedule for the actions to be taken. Case specific discussion with respective subcommittees and meeting with the internal members of the cell are being carried out to finalize the plan of action and to issue additional demand if any.
5. **Final proposal:** The Grievance Redressal cell submits its final proposal along with the demand, priority list and time schedule of action to the higher authority. It also furnishes additional information collected from stake holders, relevant subcommittee or even from their self-experience during the process, if found useful during redressing grievances and also for future references.
6. **Action and follow up to redress grievances:** The proposal, demands and additional requirements (if any) once approved by the higher authority are send back to the Grievance redressal cell for necessary action to redress the issues. The members of the cell finally take necessary steps to redress the grievances under supervision of relevant sub committees and student representatives. Once the action is taken Grievance Redress cell members and coordinator take a follow up and feedback to ensure smooth functioning of the

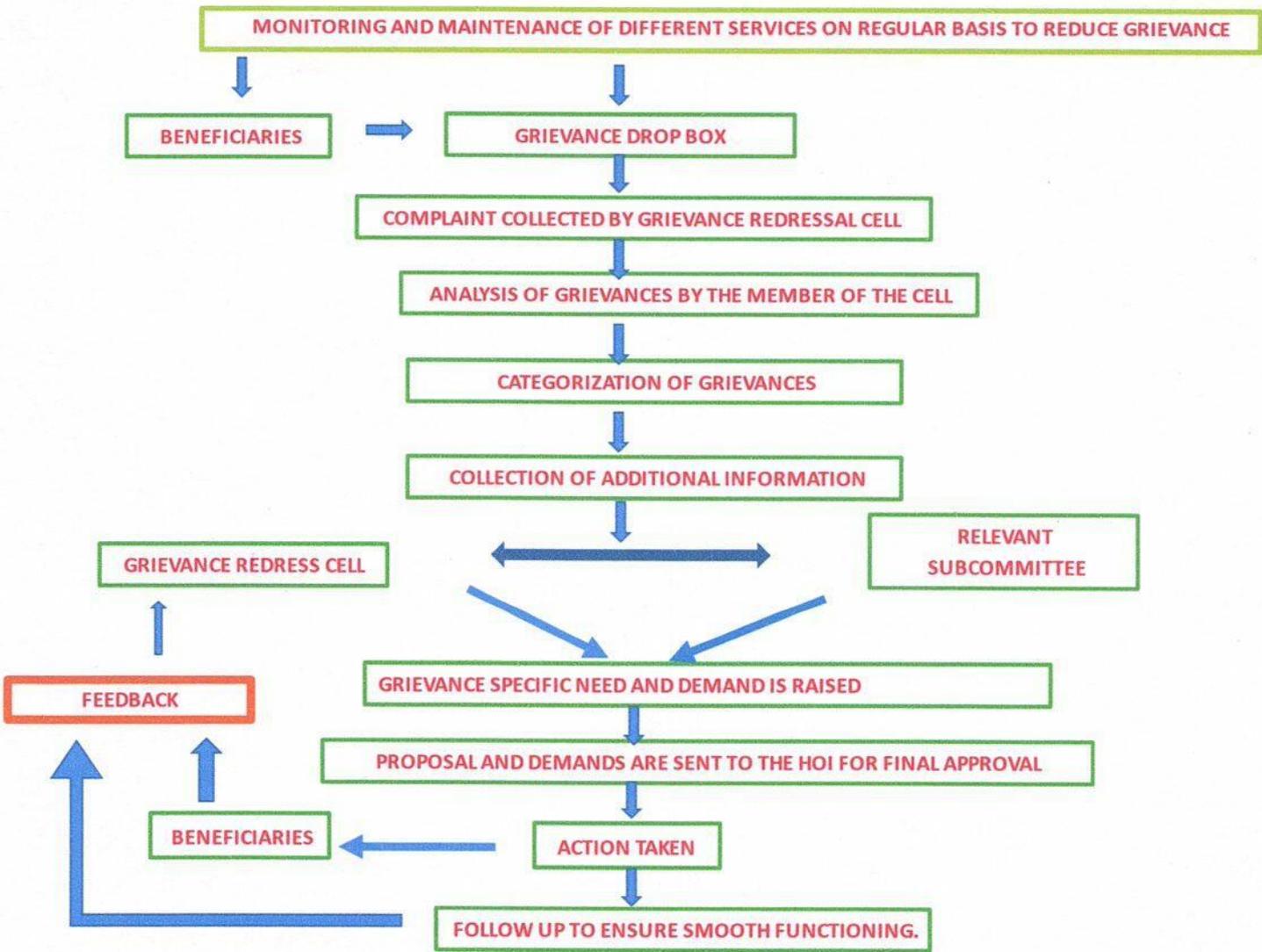
ATTESTED

[Signature]

Principal
Sammilani Mahavidyalaya
E. M. Bypass, Baghajatin
Kolkata - 700 094

entire process, progress and its efficacy. The cell Records the entire episode from origin of grievances till its redressal and follow up through its meeting and adopted resolutions.

Flow-Chart Mechanism of action



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ANTI SEXUAL HARASSMENT CELL

OBJECTIVE: A zero tolerance sexual harassment cell in Sammilani Mahavidyalaya, framed after "Vishakha" guide line of Supreme court, is key to ensure an optimized ecosystem for teaching and learning amongst students and staffs of different gender. The sexual harassment cell develops the guidelines, principles, procedure plan of action etc. against sexual harassment. It not only protects women and girls from sexual abuse, harassment in institution but also forces students / staff to remain abstain from such mal practice. A strict zero tolerance policy of sexual harassment cell so far appears to be very effective as grievance related to such case is almost nil as appeared from the past data.

To ensure sustainable respectful relation among all the stake holders within Sammilani Mahavidyalaya ecosystem the cell furnished signages at different strategic locations of the college building and organized seminars, workshops and discussion on this undesirable event and its consequences with active participation across the board.

PLAN OF ACTION:

1. **Organizing seminars, work-shops and posting of signages:** The Sexual harassment cell framed after the "Vishakha" guideline of supreme court under take regular and continuous awareness among all the stake holders through different activities for cognitive and value reconstruction. The objective of the cell is to prevent sexual harassment cases through all the possible ways. However if any such unfortunate cases happen the sexual harassment cell take a zero-tolerance stance to combat the situation.
2. **Collection of complains followed by its assessment:** The victim of any sexual harassment case can post his/her complaint over phone calls, e mails, physical letters or he/ she can meet physically to the competent authority to address the same. On receiving the complaint, the members of the cell arrange a meeting with the internal members to discuss and analyze the issue with additional responsibility and utter secrecy.
3. **Arrangement of hearings:** The sexual harassment cell thereafter arrange hearings for people under three categories namely the victim, alleged and any alibi/ tracepasser separately. The cell receives their narratives in terms of description of events, opinions and information related to time and space of incidents. They also collect any other logical and psychological relevant information as well. The entire process runs secretly. All the information is being collected in written for future references.
4. **Analysis of event and timeline followed by preparation of questionnaires:** The members of the cell there after discuss the information collected during hearing and try to reconstruct the event. The purpose is to understand the truth and to figure out the anomaly and misinformation received during hearing. On the basis of the initial information and its subsequent analysis the sexual harassment cell prepares separate questionnaires for different person to verify and validate their answers or provided information. The questionnaires are presented before the victims, alleged and alibi/trace passers and their responses are recorded.
5. **Verification and validation of responses:** On submission of the responses against all the questionnaire, the sexual harassment cell compare all the answers and information accumulated during this entire process. The members of the cell make comprehensive analysis including cross verification of all the answers. This

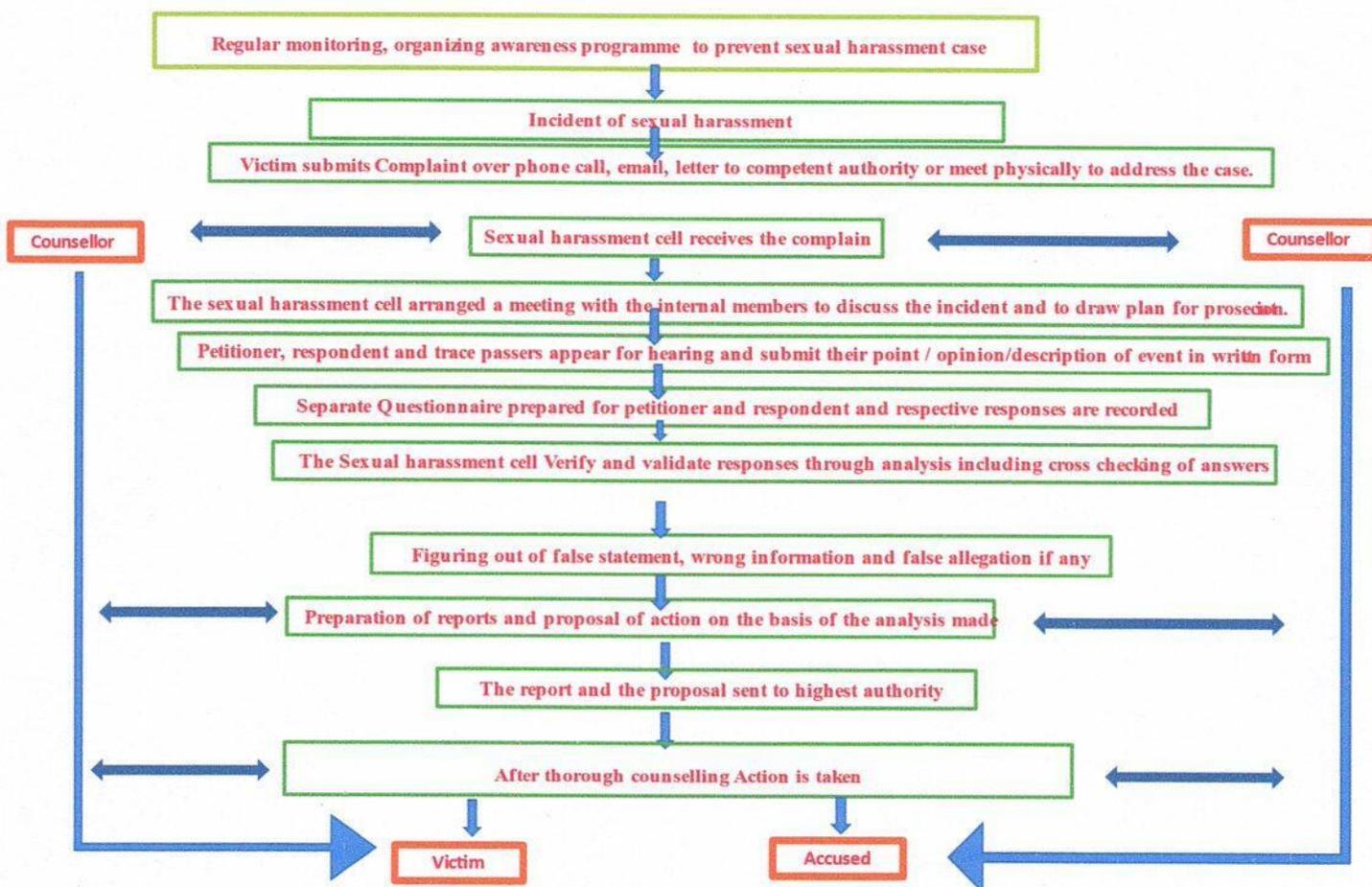
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Principal
Sammilani Mahavidyalaya
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is for **figuring out false statement, wrong information and false allegation etc. provided intentionally, during the entire course of enquiries either by the victim or by the alleged or even by the alibi.**

6. **Preparation of report and proposal of action:** On the basis of the submitted information, answers to the questionnaires and various forms of analysis the sexual harassment cell prepare a final report and propose a plan of action which thereby sent to the highest authority.
7. **Action taken:** On the basis of the report and proposal submitted by sexual harassment cell the highest authority after through counselling take necessary actions for both the victim and the accused.

Flow-Chart Mechanism of action



ATTESTED

Jana

Principal
Sammilani Mahavidyalaya
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ANTI RAGGING CELL

OBJECTIVES: It is an essential body that arrange necessary events and take steps in way to prevent ragging and making the Institution a ragging free campus. This anti ragging cell works on regular basis to create awareness among students to prevent such incidents. A zero-tolerance stance of the administration is essential to create a safe academic ecosystem to build a confident student mind for academic excellence and value recognition. The anti-ragging cell and anti -ragging squad work hand in hand through surprise visits, student's enquiry and other sudden drives that play affective role in making students abstain from ragging. The institution also collects affidavits from all the students who ever take admission in the institution so that everybody shall be aware of and remain abstained from such incidents.

Plan of action:

1. **Organizing seminars, work- shops and posting of signages:** The anti- ragging cell perform regular and continuous awareness among all the students through different activities for cognitive and value reconstruction. The objective of the cell is to prevent ragging through all the possible ways. However if any such unfortunate cases happen the anti- ragging cell take a zero tolerance stance to combat the situation.
2. **Collection of complains followed by its assessment:** The victim of any ragging can post his/her complaint over phone calls, e mails, physical letters or he/ she can meet physically to the competent authority to address the same. On receiving the complaint the members of the anti ragging cell arrange a meeting with the internal members and with to discuss and analyze the issue.
3. **Arrangement of hearings:** The anti ragging cell thereafter arrange hearings for people under three categories namely the victim, alleged and any alibi/ trace passer separately. During this meet the cell receives f description of events, opinions and information related to the event from them. The cell also collects other relevant information to understand the psychological condition of the victims and alleged. The entire process is done secretly. All the information is being collected in written for future references.
4. **Analysis of event followed by preparation of questionnaires:** The members of the cell there after discuss the information collected during hearing and try to reconstruct the event. The purpose is to understand the truth and to figure out the anomaly and mis information if provided during hearing. On the basis of the initial information and its subsequent analysis the anti-ragging cell prepare separate questionnaires to verify and validate their answers or provided information. The questionnaires are presented before the victims, alleged and alibi/trace passers and their responses are recorded.
5. **Verification and validation of responses:** On submission of the responses against all the questionnaire, the anti-ragging cell cross check all the answer **to figure out any false statement, wrong information and false allegation provided intentionally, during the entire course of enquiries either by the victim or by the alleged or even by the alibi.**
6. **Preparation of report and proposal of action:** On the basis of the submitted information, answers to the questionnaires, other relevant information and subsequent analysis the anti-ragging cell prepare a final report and propose a plan of action. The cell then submits the final report and plan of action to the highest authority.

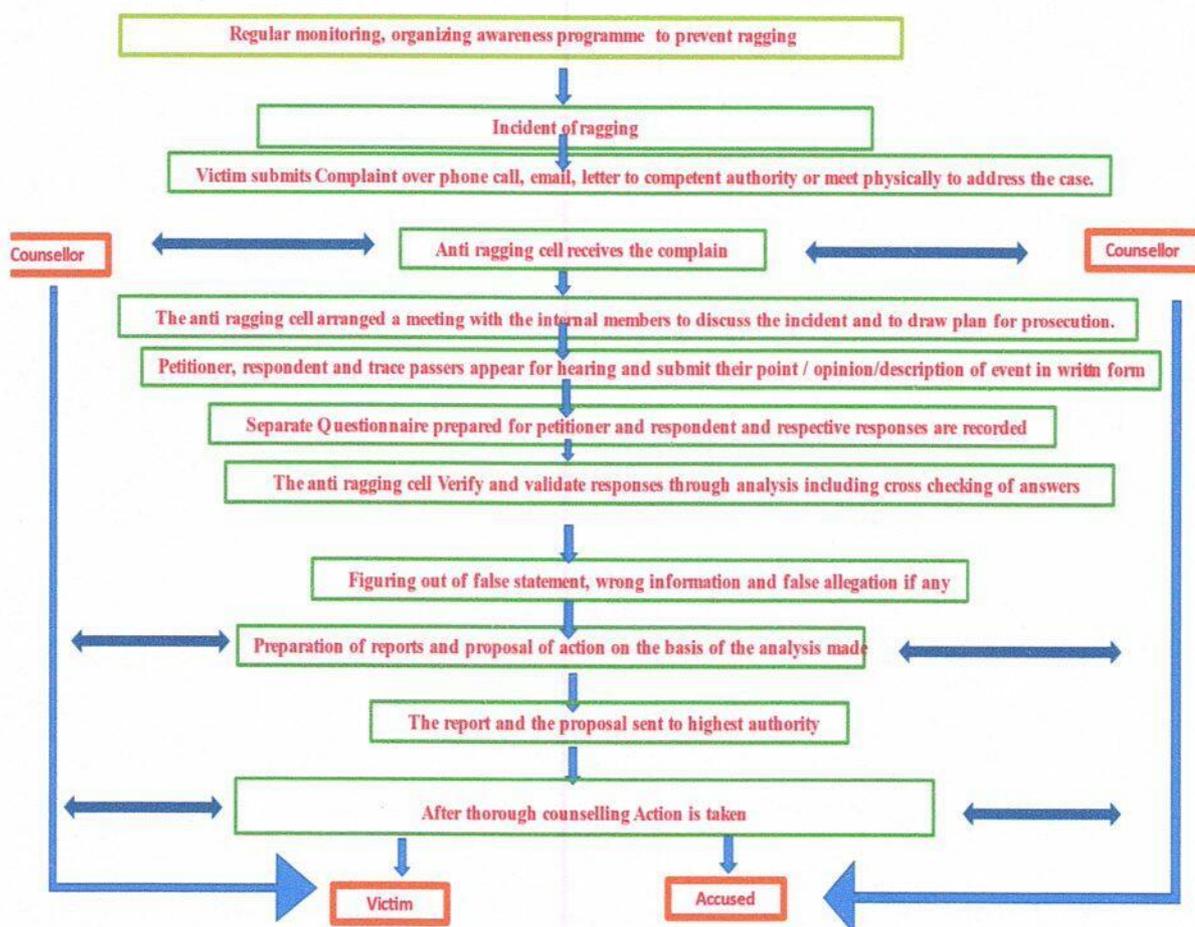
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7. **Action taken:** On the basis of the submitted report and proposal of action of anti-ragging cell the highest authority after through psychological counselling take necessary actions for both the victim and the accused.

Flow-Chart Mechanism of action



ATTESTED

Jana

Principal
Sammitani Mahavidyalaya
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RTI CELL

OBJECTIVE: It plays a vital role in handling any kind of queries officially and legally. It provides information to the applicant under the existing RTI Act 2005 as and when required.

The objective of RTI act 2005 is to empower citizen , promote openness and accountability in government operation combat corruption and to make democracy for the people in true sense. A citizen can seek information from Govt offices department, ministers from Govt offices, departments, ministers and all the organizations run by the Govt. of India or any other organization substantially aided by the Govt of India or any other State Govt.

Plan of action:

1. Any one can seek information in writing on a blank paper addressed to the SPIO of the college.
2. Submission of the evidence of Payment of application fee along with the application is very much needed
3. send the application to SPIO.
4. If there is no reply from SPIO within 30 days an application should be sent to Appellate authority of the college.

FIRST TIER

The first tier RTI filing in college is to SPIO (state public information officer under section of the RTI Act. He/ she is required to provide information to an RTI applicant as expeditiously as possible as per section 7, and in any case within 30 days of a receipt of a request as per section 7.

SECOND TIER

The second tier is designated as the first Appellate authority (FAA). A RTI applicant who does not get the required information within the specific time or is aggrieved by the decision of CPIO may, within 30 days, address his first appeal to an officer, senior in rank to each public authority.

THIRD TIER

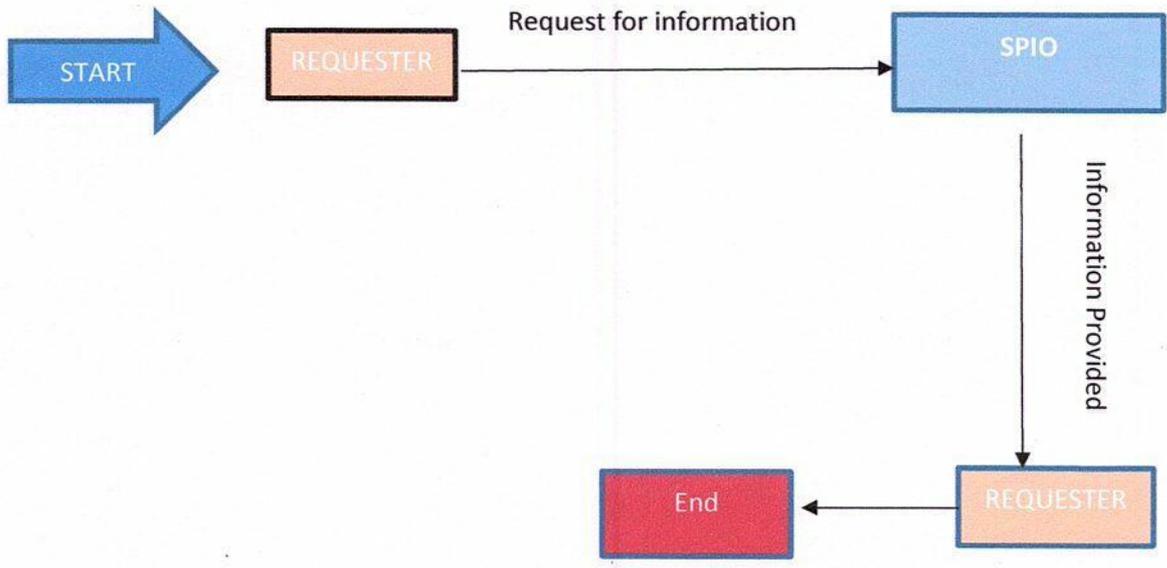
The third tier is the central information commission (CIC). An information seeker can file a second appeal to him/ her against the order of FAA if he is not satisfied or does not receive an order from FAA within the specified time as per section 19 (3) of RTI Act.

ATTESTED

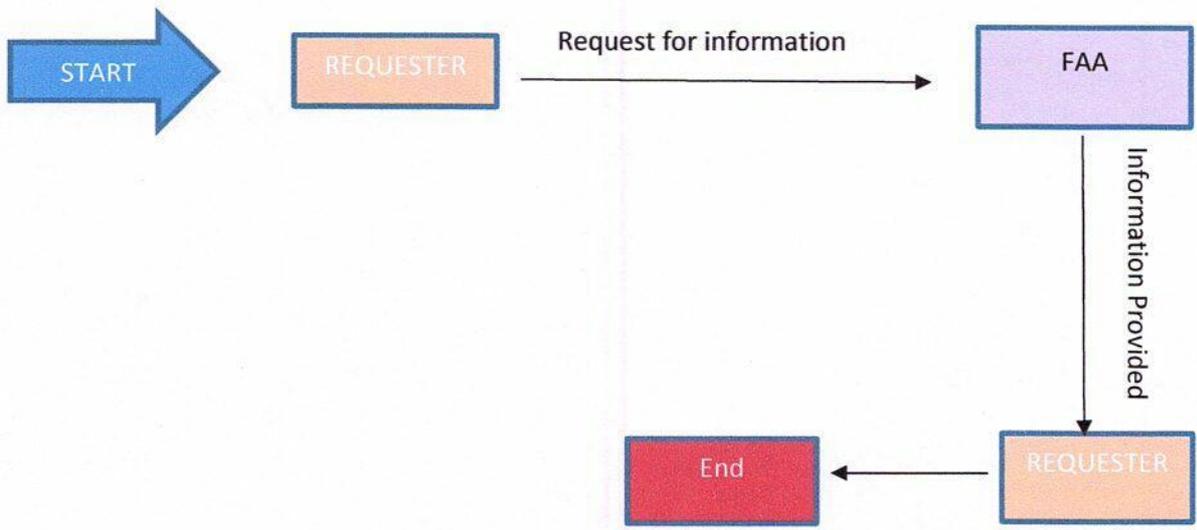
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If SPIO does not provide information to the REQUESTER within 30 days:



If any request for information has answer in the public domain, we are not bound to reply.

ATTESTED
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Principal
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Ref. No.....

Date

Dated: 02.07.18

Notice

A meeting of the grievance and redressal cell will be held on 03.07.18 in the room number 103 of the college premises at 3 p.m. All the members are requested to be present in the meeting.

Agenda:

Discussion on the complaints of the students regarding requirement for the laboratory attendants in the department of Geography and Botany

Debashis Roy

Debashis Roy
Convener

CRS
02/07/18

RSY
2/7/16

KS
2-7-18

S. Palchaudhuri

S. Palchaudhuri

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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Ref. No.....

Date 03.07.2018

Minutes of the meeting dated 03.07.2018

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the demand for laboratory attendants in the departments of Geography and Botany.

Resolution: The Honourable Principal reported that the recruitment of laboratory attendants for Geography and Botany laboratory was previously resolved in the Governing Body meeting dated 26.06.2018, that two laboratory attendants will be immediately recruited on ad-hoc basis till appointment against the permanent vacancies are received.

So, Grievance and Redressal cell unanimously recommended administration to take necessary steps for the appointment of laboratory attendants for those departments as early as possible for the smooth running of the practical classes.

Signature of the members

Uttam Kumar Ghosh

KG / 03.07.18.
Uttam Kumar Ghosh



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Ref. No.....

Date 03.01.19...

Notice

A meeting of the grievance and redressal cell will be held on 10.01.19 in the room number 103 of the college premises at 2 p.m. All the members are requested to be present in the meeting.

Agenda:

1. Confirmation of the previous meeting.
2. Insufficient space for preserving answer scripts of C.U Examination.

Debashis Roy

Debashis Roy

Convener

18/9
03/01/19

RM
2/1/19

KS
3.1.19.

S. Palchaudhuri

S. Palchaudhuri

Principal

Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
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Ref. No.....

Date 10.01.2019

Minutes of the meeting dated 10.01.2019

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the teachers regarding the insufficient space for preserving answer scripts of C.U Examination.

Resolution:

1. As per the resolution of the previous meeting dated 03.07.2018, on the recommendation of the Grievance and Redressal cell, principal appointed two laboratory attendants within three days on ad-hoc basis for the Geography and Botany departments.
2. Grievance Redressal cell recommended building committee to look into the matter for keeping the university examined answer scripts properly.

Signature of the members present

Pramila Dasgupta

KB / 10.01.19.

Uttam Kumar Ghosh



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Ref. No.....

Date 22.09.19.

Notice

A meeting of the grievance and redressal cell will be held on 29.09.19 in the room number 103 of the college premises at 2 p.m. All the members are requested to be present in the meeting.

Agenda:

1. Confirmation of the previous meeting
2. Discussion regarding students' grievance.

S. Chakraborty
Sharmila Chakraborty

Convener

SPH
22/9/19

S. Palchaudhuri

S. Palchaudhuri

Principal
Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata - 700 094

VS
22-09-19

SPH
22/9



Sammilani Mahavidyalaya

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Ref. No.....

Date 29.09.2019

Minutes of the meeting dated 29.09.2019

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the insufficient books of Science departments of newly implemented CBCS System.

Resolution:

1. As per recommendation of Grievance Redressal Cell, Building committee conducted a meeting to solve the problem immediately.
2. The house unanimously resolved that it is necessary to purchase a number of good subject based text books of all subjects in the library for newly introduced CBCS curriculum so that students can be benefitted.

Signature of the members present

1. KS
2. Paramita Dasgupte
3. Samir Sanyal



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Ref. No.....

Date 01.09.22

Notice

It is hereby notified that a meeting of the grievance Redressal cell will be held on 08.09.22 in room no.103 of the college premises at 3.0 p.m. All the members are requested to be present in the meeting positively.

Agenda:

1. Confirmation of the previous meeting.
2. To address the complaint of students regarding the severe problem of quality of drinking water in our institution.

S. Basu, 1.9.2022,

Sudeshna Basu

Convener

Sharmila Chakraborty

Teacher-in-charge
Teacher-In-Charge

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

(R)
1.9.22
1/9/22
1.9.22



Sammilani Mahavidyalaya

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Ref. No.....

Date 08.09.2022

Minutes of the meeting dated 08.09.2022

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the severe problem of quality of drinking water in our institution.

Resolution:

1. As per the recommendation of the Grievance and Redressal cell, the Library committee has taken necessary action for purchasing sufficient number of text books for the CBCS curriculum.
2. As per complaint of a section of students, it has been founded that the quality of drinking water is not up to the mark and hence it has been resolved that the finance committee will be approached to install RO machines to have standard portable water. It was further resolved that cleaning of reservoirs should be done at regular intervals.

Signature of the members present

1. Ruma Chakrabarti
2. Lipy Nirhany
3. Partha Sanathi Bhattacharya



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Ref. No.....

Date 16.03.23.

Notice

It is hereby notified that a meeting of the grievance Redressal cell will be held on 23.3.23 in room no.103 of the college premises at 2 p.m. All the members are requested to be present in the meeting.

Agenda:

1. Confirmation of the previous meeting.
2. Requirement of cleaning staff for untidy classrooms, washrooms and Laboratories.

S. Basu, 16.3.2023,

SudeshnaBasu

Convener

Sharmila Chakraborty

Sharmila Chakraborty

Teacher-in-charge

P
16/3/23
Jan
16/3/23
16.3.23



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Ref. No.....

Date 23.03.2023

Minutes of the meeting dated 23.03.2023

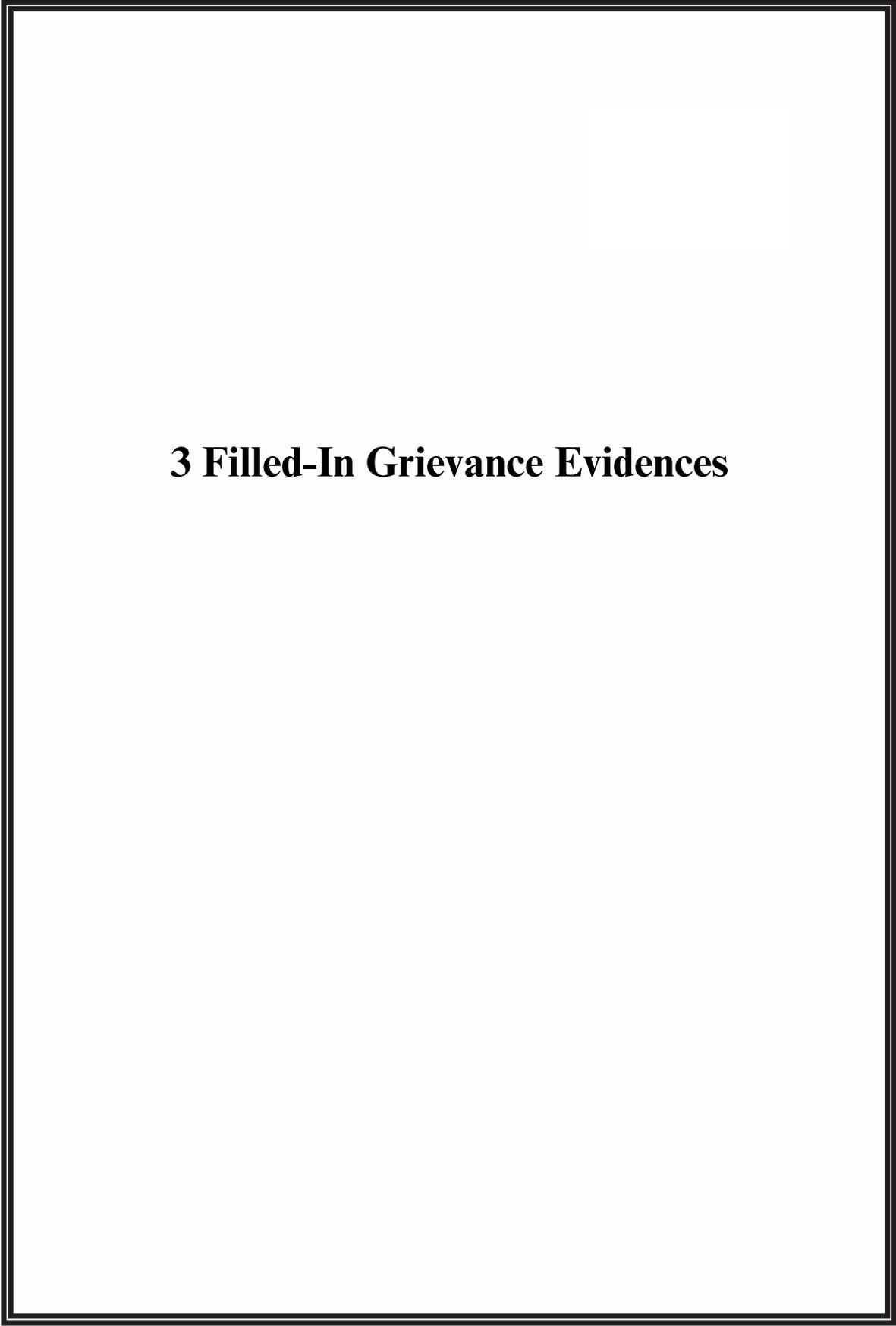
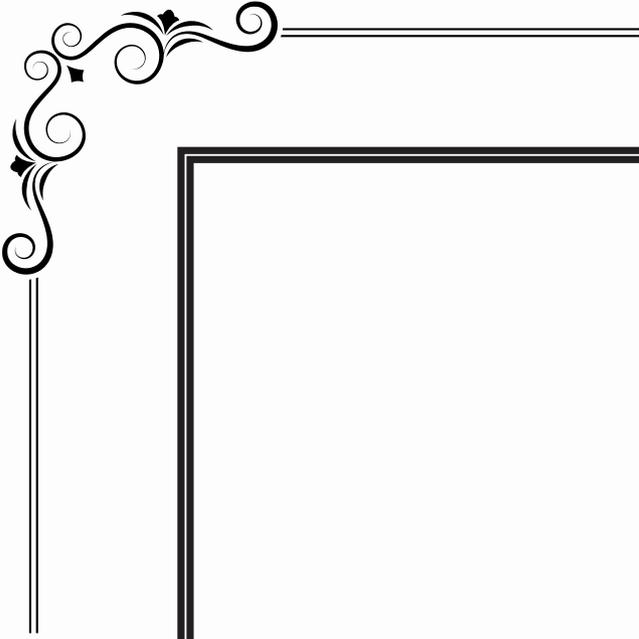
All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the requirement of cleaning staff for untidy classrooms, washrooms and Laboratories.

Resolution:

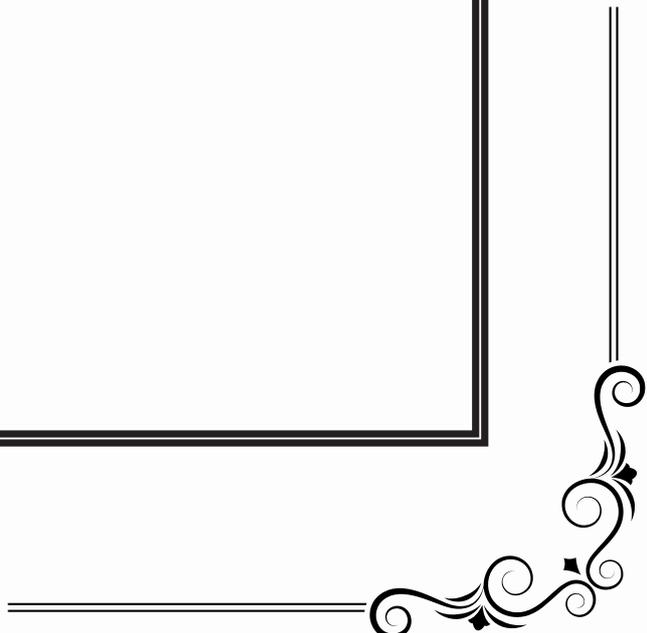
1. In response to the recommendation of the Grievance Redressal cell with regard to improvement of the quality of drinking water, the college administration took praiseworthy initiatives to install several RO machines to get improved quality drinking water. They also approved quarterly cleaning schedule for the reservoirs.
2. The matter of lack of cleanliness was resolved in the meeting held on 23.3.23 that the members of the cell will visit the entire premises along with the students to ascertain the conditions of the classrooms, washrooms and laboratories etc. , and prepare a meticulous report on necessary actions to be taken to keep the college premises neat and clean. It was further recommended that more house-keeping staff is needed for this purpose.

Signature of the members present

1. Ruma Chakrabarti
2. Ananya Mishra
3. Poorna Jyoti Chatterjee



3 Filled-In Grievance Evidences



স্বামীজী,
 অধ্যক্ষ মহোদয়, সম্মিলনী
 সঙ্ঘালয়, মহাশিবপুর
 ই. এম. বাইপাস, বাগহাটী
 কলকাতা - ৭০০০৯৪

স্বামীজী,

আজ্ঞা আপনার কলমে লেখা ডুজোন বিতরণ-
 মিল্লনশীলন, অর্থাৎ আবেদন আপনার নিকটে করিতেছি
 যে, আমাদের বিতরণে কল্যাণের জন্যে অর্থাৎ
 সর্বাঙ্গের সমস্ত বিতরণে কল্যাণের জন্যে অর্থাৎ
 অর্থাৎ প্রতিদিন প্রত্যেকেরই কল্যাণের বিস্তারিত
 সাহায্যের জন্যে একজন লোক অর্থাৎ অ্যাটর্নেট
 প্রয়োজন।

একু. অল্পবয়সি বিবেচনা করে আমাদের
 বিতরণে একজন লোক অ্যাটর্নেটের ব্যবস্থা
 করিলে, আপনার নিকটে রাখিত থাকিব।

তারিখ :- 20/06/১৮

স্বাক্ষরিত,
 ডুজোন বিতরণে দুঃস্বপ্নীক

*Forwarded to the convenor of Grievance Cell,
 Sammilani Mahavidyalaya
 20.06.18.*

দুঃস্বপ্নীক

দুঃস্বপ্নীক

সৌভাগ্য সুব্রহ্মণ্য
 সুখী কোম্পানী
 বঙ্গপ্রদেশ দেবনাথ
 সুখী সুখী কল্যাণ
 ইন্দ্রনীল হালদার
 ডাক্তার সত্যেন্দ্র
 সুখী সুখী

রজনীকান্ত গাঙ্গুলি
 সিক্কি দে
 অক্ষিতা নাথ
 অশ্রুতা বন্দ্য

ATTESTED
Gana
 Principal
 Sammilani Mahavidyalaya
 E.M. Bypass, Baghajatin
 Kolkata-700094



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)
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Ref. No.....

Date

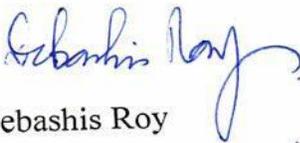
Dated: 02.07.18

Notice

A meeting of the grievance and redressal cell will be held on 03.07.18 in the room number 103 of the college premises at 3 p.m. All the members are requested to be present in the meeting.

Agenda:

Discussion on the complaints of the students regarding requirement for the laboratory attendants in the department of Geography and Botany


Debashis Roy
Convener


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S. Palchaudhuri

S. Palchaudhuri
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
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CRG
02/07/18

RS
2-7-18



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Ref. No.....

Date 03.07.2018

Minutes of the meeting dated 03.07.2018

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the demand for laboratory attendants in the departments of Geography and Botany.

Resolution: The Honourable Principal reported that the recruitment of laboratory attendants for Geography and Botany laboratory was previously resolved in the Governing Body meeting dated 26.06.2018, that two laboratory attendants will be immediately recruited on ad-hoc basis till appointment against the permanent vacancies are received.

So, Grievance and Redressal cell unanimously recommended administration to take necessary steps for the appointment of laboratory attendants for those departments as early as possible for the smooth running of the practical classes.

Signature of the members

Sanjib Kumar Dasgupta

KB / 03.07.18.
Uttam Kumar Ghosh

ATTESTED

Gana

Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

S. Palchoudhury

Principal
Sammilani Mahavidyalaya
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সমানীপ/সমানীয়া,
Teachers - In - Change
সম্মিলনী মহাবিদ্যালয়
E.M Bypass - 700092

বিষয়: সমানীপ উন্নয়ন সমন্বয়।

সমানীপ/সমানীয়া,
আমরা চলতি শিক্ষাবর্ষের দ্বিতীয়
সেমেষ্টারে পার্শ্বত জুলজি অনার্স বিভাগের শিক্ষার্থী,
বর্তমানে আমরা প্রচু কলেজের অন্যান্য শিক্ষার্থীরা
সমানীপ উন্নয়ন সমন্বয় বুডাই। কলেজ থেকে
সমানীপ হিসাবে যে উন্নয়ন ব্যবস্থা করা হবে তা অন্যান্য
বুডাই প্রচু এবং ^{বিভাগ} ~~বিভাগ~~। যা পুরোপুরি চালানোর
অযোগ্য, আদায়, আশঙ্কায় ^{কলেজ থেকে} ~~কলেজ থেকে~~, ^{প্রচুর} ~~প্রচুর~~
সমন্বয় বিহিত ব্যবস্থার আবেদন করাছি।

আমরা আশা করছি, আপনাকে অস্বস্তি
হবে সমন্বয় সমাধান করবেন।

ধন্যবাদে।

তারিখ

10-08-2022

Forwarded
to TIC
Subank Das
10/08/2022

ATTESTED
Principals
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

ইতি,
—আপনার অনুভূত
শিক্ষার্থী সম, ২য় সেমেষ্টার
জুলজি অনার্স বিভাগ—

- ① Abhirup Mandal.
- ② Ankana Mondal
- ③ Argha Mandal
- ④ Sudipta Mondal.
- ⑤ Anamika Das
- ⑥ Rupak Mandal
- ⑦ Steletoob Kossain



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Ref. No.....

Date 01.09.22.

Notice

It is hereby notified that a meeting of the grievance Redressal cell will be held on 08.09.22 in room no.103 of the college premises at 3.0 p.m. All the members are requested to be present in the meeting positively.

Agenda:

1. Confirmation of the previous meeting.
2. To address the complaint of students regarding the severe problem of quality of drinking water in our institution.

S. Basu, 1.9.2022,
Sudeshna Basu
Convener

ATTESTED
Gana
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

Sharmila Chakraborty
Sharmila Chakraborty
Teacher-in-charge
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

(P)
1.9.22
1/9/22
1.9.22



Sammilani Mahavidyalaya

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Ref. No.....

Date 08.09.2022

Minutes of the meeting dated 08.09.2022

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the severe problem of quality of drinking water in our institution.

Resolution:

1. As per the recommendation of the Grievance and Redressal cell, the Library committee has taken necessary action for purchasing sufficient number of text books for the CBCS curriculum.
2. As per complaint of a section of students, it has been founded that the quality of drinking water is not up to the mark and hence it has been resolved that the finance committee will be approached to install RO machines to have standard portable water. It was further resolved that cleaning of reservoirs should be done at regular intervals.

Signature of the members present

1. Ruma Chakrabarti
2. Lipyi Mukherjee
3. Partha Sanathi Bhattacharya

ATTESTED

Gana

Principal

Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

S. Chakrabarty
Teacher-In-Charge
Sammilani Mahavidyalaya
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Ref. No.....

Date 16.03.23.

Notice

It is hereby notified that a meeting of the grievance Redressal cell will be held on 23.3.23 in room no.103 of the college premises at 2 p.m. All the members are requested to be present in the meeting.

Agenda:

1. Confirmation of the previous meeting.
2. Requirement of cleaning staff for untidy classrooms, washrooms and Laboratories.

S. Basu, 16.3.2023,
SudeshnaBasu

Convener

Sharmila Chakraborty
Sharmila Chakraborty

Teacher-in-charge
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
Kolkata- 700 094

ATTESTED
Gane
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700094

P
16/3/23
Pooja
16/3/23
16.3.23



Sammilani Mahavidyalaya

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Ref. No.....

Date 23.03.2023

Minutes of the meeting dated 23.03.2023

All the members were present in the meeting and the discussion took place on the letter of the grievances submitted by the students regarding the requirement of cleaning staff for untidy classrooms, washrooms and Laboratories.

Resolution:

1. In response to the recommendation of the Grievance Redressal cell with regard to improvement of the quality of drinking water, the college administration took praiseworthy initiatives to install several RO machines to get improved quality drinking water. They also approved quarterly cleaning schedule for the reservoirs.
2. The matter of lack of cleanliness was resolved in the meeting held on 23.3.23 that the members of the cell will visit the entire premises along with the students to ascertain the conditions of the classrooms, washrooms and laboratories etc. , and prepare a meticulous report on necessary actions to be taken to keep the college premises neat and clean. It was further recommended that more house-keeping staff is needed for this purpose.

Signature of the members present

1. Ruma Chakrabarti
2. Lijoy Mshanky
3. Partha Sanadhi Bhattacharya

Schekaboy
Teacher-In-Charge
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin,
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ATTESTED
Principal
Sammilani Mahavidyalaya
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