



STUDENTS' GRIEVANCE REDRESSAL CELL

As suggested by University Grants Commission, New Delhi, the College has established a Grievance Cell to provide a mechanism for redressed of student's grievances and ensure the transparency in admission,

And prevention of unfair practices etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance Cell is also empowered to look into the complaints lodged by any student, and judged its merit. The Grievance Cell is also empowered to look into matters of harassment. Any with the genuine grievance may approach the Convenor or Members of the Cell. In case the person is unwilling to appeal in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block.

OBJECTIVE:

- ✚ The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.
- ✚ Encouraging the Students to express their grievances / problems freely and frankly.
- ✚ Suggestion / Complaint Box is installed in front of the Administrative Block in which the students who want to remain anonymous may put in writing their grievances for improving the academics / Administration in the College.
- ✚ Advising all the Students to refrain from inciting students against other students.
- ✚ Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

FUNCTIONS:

- The cases will be attended promptly on receipt of written grievances from the students. The Cell formally will review all cases and will act accordingly as per management policy.
- The Cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

PROCEDURE FOR LODGING COMPLAINT:

- The students may feel free to put up the grievance in writing / or in the format available in the Cell and drop it in boxes.
- The Grievance Cell will act upon those cases which has been forwarded along with necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the Cell.

- Students can register their complains through the WhatsApp no. 9856137899, Convenor Grievance Cell.

| Sl.No | Name | Designation | Remarks |
|-------|-------------------------|--------------------------------|---------------|
| 1. | Dr. A Surenjit Singh | Principal | Chairman |
| 2. | Dr. Th. Bimol Singh | Asst. Prof. Physical Education | Vice-Chairman |
| 3. | Y. Amubi Singh | Asst Prof.(Geography) | Convenor |
| 4. | Th. Iboton Singh | Asst. Professor, Manipuri | Member |
| 5. | N. Rajmohon Singh | Asst. Professor, Physics | Member |
| 6. | Dr. K. Brajakumar Singh | Asst. Professor, Chemistry | Member |
| 7. | Dr. N Ashalata Devi | Asst. Prof Geography | Member |
| 8. | Dr. Nandita Maisnam | Asst. Prof Home Science | Member |
| 9. | Dr. R.K. Jogendra Kumar | Asst. Professor, Physics | Member |