



DERABIS COLLEGE

Derabish, Kendrapara, Odisha, 754289

5.1.4

1. The grievance and redressal cell is a statutory body acts according to the UGC guidelines.
2. It receives complaints from employees, students and the members of the community both through online & offline.
3. The committee handles the complaints impartially, fairly and undertakes the policies with zero tolerance.
4. It educates the employees, students about their rights responsibilities and the grievance redressal procedure's available to them.
5. It takes timely redressal of grievances through appropriate committees within stipulated time.
6. It Fosters a safe and inclusive environment where all individual feel respected and protected from any form of sexual harassment and discrimination in the campus.

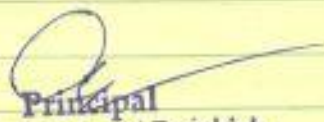



Principal
DERABISH COLLEGE



STUDENTS' GRIEVENCE REDRESSAL CELL

It is certified that this register contains 49 pages


Principal

Derabhis College, Derabhis
Kendrapara



Principal
Derabhis College, Derabhis
Kendrapara



Members present :-

1. Chaitra Lakshmi Ray
2. Kishora Kumar Behera
3. Aswini Kumar Prusty
4. Bikram Kumar Mohanty
5. Aswini Kumar Prusty
6. Bidu Bhusan Mishra
7. Nayanika Pr

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Meeting No. :- 01

A meeting of Grievance cell was held under the chairmanship of principal cum President Derabhis College on 20th June 2018 at 11 am in Hall No. 13 to discuss and develop mechanism to address the grievance of students. Following decisions were taken unanimously -

1. The cases will be attended promptly on receipt of written grievances from the students
2. The Cell formally will review all cases and will act as Peric Management policy
3. The cell will give report to the authority about the cases attended to and the no. of pending cases, if any, which require direction and guidance from the higher authorities

The meeting ended with vote of thanks to the chairperson as well as all the members and students present, by the convener.


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PRINCIPAL
DERABIS COLLEGE



Annual Report (2018-19)



Sl No	Complaints lodged by	Date of complain	Issue	Action taken date	Action Taken
01	Khageswar ojha BA Sem - III (Economics) Hons	17/07/18	Problem regarding vehicle parking	21/07/18	Grievance cell consulted with principal sir regarding the issue and it was decided that the vacant space near main gate on both sides has been arranged for parking of vehicle of students
02	Zeehan Khan BSC Sem - I (Physics Hons)	20/09/18	Provide identity card as early as possible	24/09/18	The concerned office has been informed and it was decided that identity card will be issued by 24/09/18
03	Urbani Pradha BA Sem - I (Education)	12/11/18	cleanliness of ladies toilet	14/11/18	called upon sweeper to look to the cleanliness and hygiene working condition of the toilet


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Principal
Derabhis College, Derabhis

Meeting - 02



Members present

1. ~~Kan~~
2. Ashwini Kumar Prusty
3. Niyam Pr
4. Bikram Kumar Mohanty
5. Sujana K. Mishra
6. Rudrange Pattanai.
7. Sarab Ch. Prusty
8. Kishora Kumar Behera
9. Biswajit Kumar Sahu
10. Rajan Saha

A meeting of Grievance cell was held under the chairmanship of principal cum President, Derabhis College on 08/07/2019 at 10.30 am in Hall No. -13.

The meeting was started with a round of applause to all the members for their great work ethics and quick response to the issues imposed by students in previous years. It was decided in the meeting to maintain the same work ethics and to put more effort in future in resolving the issues of students and to provide solutions as soon as possible.

The meeting was ended with a vote of thanks to the chairperson as well as to all the members present, by the convenor.


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Annual Report (2019-20)



S/No.	Complaint lodged Date	Complain Lodged by	Issue	Action taken Date	Action taken
01	13/08/19	Sareefa Begum (B.Sc II nd yr) (Bot. Hons.)	Fans and lights in the classroom not working properly	16/08/19	The electrician has been notified
02	25/09/2019	Diptirani Sahoo (B.A. - III rd year) (Education)	Prayer for more books from college library	28/09/19	Principal sir instructed the library committee to provide 3 books and Pass Students 2 books each from the library
03	20/04/2020	Biswajit Moharana (B.Sc II nd yr) (Phy. Hons.)	Problems with online classes	21/04/20	The matter has been informed to teachers of the Concern department and the teachers have been given the study material

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Meeting - 03

Members present

- 1 *[Signature]*
- 2 Bikram Kumar Mohanty
- 3 Aswini Kumar Poudyal
- 4 *[Signature]*
- 5 *[Signature]*
- 6 Kishore Kumar Behera
- 7 Rudraangi Pattanai
- 8 Biswajit Kumar Sahoo
- 9 Kanchan Mohanty
- 10 *[Signature]*
- 11
- 12

A meeting of Grievance cell was held under the chairmanship of principal ~~and~~ president of Derabhis college on 16th July 2020, at 10.30 am in principal office. The principal praised the members of the grievance cell for successfully resolving the student grievances last year. It was decided in the meeting to quickly address the issues related to online classes for the smooth course progress during covid pandemic. Mr. Brajchandra Sethi, Lecturer in Sociology and Mr. Bidhubhusana Pattanai, DFO were advised to provide technical support to the teachers for the online classes. The committee members also decided to provide online study materials to the students by their respective Hods.

The meeting ended with vote of Thanks to the chairperson and other members by the convenor.

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[Signature]
Principal
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Annual Report (2020-21)



Sl. No.	Complaint Loaded date	Complain loaded by	Issue	Action taken date	Action taken
01	19/08/2020	Himanshu Saboo (BA III rd year) (Pol. Sc. Hons)	To supply Study material online	21/08/2020	Matter is reported to the H.O.D of pol sc. and he is advised to send study material Whatsapp group
02	08/10/2020	Ransa Sutan (BSc III rd year) (Phy Hons.)	The classes were held in odd hours of the day	12/10/2020	The H.O.D and other faculty members of physics are instructed to take class from 10am to 1pm
03	10/11/2020	Jayashree Nayak (BSc III rd year) (Chem. Hons.)	Poor quality audio and video of online classes.	19/11/2020	The matter is reported to B.K Mohanty and the problem is solved

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Meeting - 04



Members present
Group


1. Ishita Kuma Behera
2. Raghunath Saha
3. Bikram Kumar Mohanty
4. Aswini Kumar Prusty
5. Nagnath M.
6. Chandan Kumar Mishra
7. Rudrange Pattanayak
8. Sarab M. Prusty
9. Biswanath M. Sahoo

A meeting of the Grievance Cell was held on 23/06/2021 at 11:00 Am in the office of the principal. The principal cum president congratulated members present for successfully conducting the online classes and resolving students issues during pandemic condition. Members of the committee decided unanimously to follow following measures to be taken for the teaching learning process in the post-pandemic period.

- I. The teachers will see ^{the} students are maintaining safety distance in the class and college campus
- II. All students should wear face mask and should use sanitizer for their safety.
- III. Students having health issues should be advised not to come college for classes.

Any students grievances received should quickly be addressed. The meeting ended with vote of thanks to the members and principal by the convenor.


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Annual Report - (2021-



Sl. No.	Complain loaded date	Complain loaded by	Issue	Action taken date	Action
01	27/09/2021	Usharani Sahoo (BA III ^{2nd} year) (Edu Hons.)	Not satisfied with internal exam marks.	05/10/2021	It was arranged for the concerned teacher to present the answer script and provide an explanation for low grades.
02	22/10/2021	Madhusmita Sahoo (Bsc III ^{2nd} yr) (Zoo Hons.)	Cleanliness of Hall-02	26/10/2021	Directed the sweeper to check Hall No-02 state.
03	1/11/2021	Yagnasree Mohanty (Bsc III ^{2nd} yr) (Bot. Hons.)	Non-availability of sanitizers in the campus.	09/11/2021	Administrative staff is reported and this issue is resolved immediately.


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Principal
DERABHIS COLLEGE

Meeting-as

Member present:-

Group

1. Kishor Kumar Sahu
2. Bikram Kumar Mohanty
3. Aeweni Kamal Pasby
4. Sanjay K. Meher
5. Bishu Sahu
6. Biswanath Kumar Sahu
7. Rudrangi Pattenai
8. Kishor Kumar Sahu
9. Nishu K. Meher
10. Kishor Kumar Sahu
- 11.

A meeting was held under the chairmanship of the principal cum president, Derabis college on 27/06/2022 at 11 AM in Hall No-14. Following discussions were taken unanimously to address the student's grievance.

- i. For a student having a small problem will inform to his mentor and mentor will take necessary steps to resolve the issues.
- ii. Students having learning issues will report to the H.O.D in the department. The concerned H.O.D will solve the problem.
- iii. Student's common problems will be reported to the convenor of the grievance committee. The committee members will take necessary steps with consulting to the principal.

The meeting was ended with vote of thanks to the members and principal by the convenor.