



# DERABIS COLLEGE

Derabish, Kendrapara, Odisha, 754289

## Criterion V

### Key Indicator – 5.1 Physical Facilities

- 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

## INDEX

| SL. NO. | COMMITTEE  |
|---------|--|
| 1       | Anti Ragging Committee                                   |
| 2       | Anti Ragging Cell  |
| 3       | Anti Ragging Cell Warning display board                  |
| 4       | Anti Ragging proceeding                                  |
| 5       | College Development Committee                            |
| 6       | Case Disposal Committee (CDC) proceeding                 |
| 7       | Gender Sensitisation Committee Against Sexual Harassment |
| 8       | Sexual harassment Prohibition Committee proceeding       |



  
Principal  
DERABISH COLLEGE

# **DERABIS COLLEGE, DERABISH COLLEGE**

## **STUDENTS' CODE OF CONDUCT**

1. Each and All students are abided by the certain rule and regulations of college.
2. Students must come to the college in specify Dress-Code.
3. Students must bring with them their Identity Card.
4. As per Higher Education guidelines 75% attendance of each student is essential for appearing the University Exam.
5. Internal Assessments are mandatory for all students.
6. Cell Phones are strictly prohibited inside the classroom and college campus.
7. Students are warried not to de-face the walls by writings, sticking, posters or splitting.
8. To keep the campus clean, green and polythin free is the prominent duty of all.
9. In the form of fines, expulsion, rustication for violation of college rules and bad conduct.
10. Smoking, chewing, consumption of any kind of drug is strictly prohibited.
11. Ragging in any form is strictly prohibited and failing this rule, disciplinary actions will be taken against them.
12. Any kind of harassment of female student is strictly prohibited.

### **PUNISHMENT**

In the form of fines, expulsion, rustication for violation of college rules and bad conduct

## **TEACHERS' CODE OF CONDUCT**

1. Every faculty member should work within the institutional rules and regulations to fulfil the vision and mission of the college.
2. All the teachers are expected to work honestly and efficiently with utmost sincerity under the guidance of the principal.
3. All teacher should be very much punctual for classes and other duties allotted to them by the head of the institution.
4. All teaching staff should give their biometric attendance by 10 A.M positively.
5. All faculty members should inspire the student to focus on their learning and to develop their personality and should contribute in community welfare.
6. The members of teaching faculty must undertake additional duties and responsibilities of conduction Admission, Evaluation, Invigilation, Administrative work and paginating in cocurricular & extra-curricular activities.

- 7 All teachers should not discriminate students for their religion caste economic social status.
- 8 All members are expected not to involve themselves in any form of misconduct. i.e. Verbally or physical.
- 9 All teachers are to abide by the prescribed rules and regulation of the Govt. and institution in regard to leave and service conditions.
- 10 All teachers should remain vigilant in the college campus for any wrongful activities of students.

## **CODE OF CONDUCT OF NON-TEACHING STAFF**

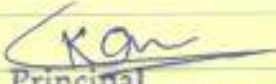
1. All non-teaching staff should follow rules and regulations of the institution to fulfil Vision & Mission of the college.
2. All non-teaching staff should work honestly and sincerely under the principalship of head of the institution
3. All non-teaching staff should give their biometric attendance before 10AM positively and should depart after 5 P.M.
4. All members are expected to maintain good professional behaviour.
5. All non-teaching staff should be students friendly.



# 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. Chaitanya Kumar Ray
2. Kishora Kumar Behera
3. Aswini Kumar Prusty
4. Bikram Kumar Mohanty
5. Aswini Kumar Prusty
6. Bidu Bhusan Mishra
7. Nageswar Pr

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara



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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
PRINCIPAL  
DERABIS COLLEGE



# Annual Report (2018-19)



| Sl No | Complaints lodged by                                     | Date of complain | Issue                                      | Action taken date | Action Taken   |
|-------|--|------------------|--|-------------------|--|
| 01    | Khageswar<br>ojha<br>BA Sem - III<br>(Economics)<br>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<br>BSC Sem - I<br>(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<br>Pradha<br>BA Sem - I<br>(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   |

  
Principal  
Derabhis College, Derabhis

  
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. Kishor 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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara





# Annual Report (2019-20)



| S/No. | Complaint lodged Date | Complain Lodged by  | Issue   | Action taken Date | Action taken   |
|-------|-----------------------|---|---|-------------------|--|
| 01    | 13/08/19              | Sareefa Begum<br>(B.Sc II <sup>nd</sup> yr)<br>(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<br>(B.A. - III <sup>rd</sup> year)<br>(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<br>(B.Sc II <sup>nd</sup> yr)<br>(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 |

Principal  
Derabhis College, Derabhis  
Kandrappara

*Kan*  
Principal  
Derabhis College, Derabhis  
Kandrappara



# Meeting - 03

## Members present

- 1 *Group*
- 2 Bikram Kumar Mohanty
- 3 Aswini Kumar Poudyal
- 4 *Mr. Mohan*
- 5 *Sanjay Kumar Mishra*
- 6 Kishore Kumar Behera
- 7 Rudraangi Pattanai
- 8 Biswajit Kumar Sahoo
- 9 Kanchan Prasad Saha
- 10 ~~Krishna Kumar Poudyal~~
- 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.

Principal  
Derabhis College, Derabhis  
Kendrapara

*Group*  
Principal  
Derabhis College, Derabhis  
Kendrapara



# Annual Report (2020-21)



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

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara

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 <sup>the</sup> 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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara

# Annual Report - (2021-



| Sl. No. | Complain loaded date | Complain loaded by   | Issue   | Action taken date | Action  |
|---------|----------------------|--|---|-------------------|---|
| 01      | 27/09/2021           | Usharani Sahoo<br>(BA III <sup>2nd</sup> year)<br>(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<br>(Bsc III <sup>2nd</sup> yr)<br>(Zoo Hons.)   | Cleanliness of Hall-02                        | 26/10/2021        | Directed the sweeper to check Hall No-02 state.   |
| 03      | 1/11/2021            | Yagnasree Mohanty<br>(Bsc III <sup>2nd</sup> yr)<br>(Bot. Hons.) | Non-availability of sanitizers in the campus. | 09/11/2021        | Administrative staff is reported and this issue is resolved immediately.  |

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
DERABHIS COLLEGE

## Meeting-as

Member present:-

Group

1. Kishor Kumar Sahu
2. Bikram Kumar Mohanty
3. Aweeni Kamal Pasby
4. Sanjay K. Mishra
5. Bishu Sahu
6. Biswanath Kumar Sahu
7. Rudrangi Pattnaik
8. Kishor Kumar Sahu
9. Nishu K. S.
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.

# ANTI-RAGGING CELL ACTIVITY REGISTER



Certified that this register contains  
66 pages.

Md. Akbar  
20/06/2018

Kan  
Principal 20/06/18  
Derabhis College, Derabhis  
Kendrapara



## ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA

## ANTI-RAGGING CELL

The Anti-Ragging cell at Derabis College plays an important role in providing a Safe environment for all Students. The cell is dedicated to Combating harassment and ragging on campus. Several awareness programs are Conducted to inform students about the harmful effects of bullying and to promote a respectful environment. Our college follows UGC regulations on curbing the menace of ragging in Higher Educational Institutions framed by University Grant Commission (in pursuance of the Judgment of the Hon'ble. Supreme Court of India Dated 08/05/2009 in Civil Appeal No. 887/2009. Strict disciplinary measures are implemented against the offenders, as guaranteed by the cell. The Derabis College anti ragging unit promotes respectful, dignified and Understanding environment among the students by actively Combating ragging a zero-tolerance policy.

## OBJECTIVES :-

- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by the UGC.
- To monitor and ensure that no ragging incident occur on college premises.

## ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC rules.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue is resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witness are documented and proof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be too harsh disciplinary measures which may include suspension or expulsion from the college.

## COMPOSITION :

| SL. NO | NAME                         | POSITION                       |
|--------|------------------------------|--------------------------------|
| 1      | Principal, Derabis College   | PRESIDENT                      |
| 2      | Tahasildar, Derabis.         | TAHASILDAR, DERABIS<br>Member  |
| 3      | IC Derabis Police Station    | IIC, DERABIS PS<br>Member      |
| 4      | Dharatri News Reporter       | NEWS PAPER REPORTER<br>Member. |
| 5      | Kishore Ranjan Kar           | SENIOR PARENT                  |
| 6      | All H.O.D S                  | MEMBERS                        |
| 7      | I. Gayatri Kabi BS16-030     | Student- MEMBER (F)            |
| 8      | II. Sri Kanta Jena BS16-033  | STUDENT COUNCIL MEMBER (M)     |
| 9      | B.K. Mohanty Reader in Chem. | SECRETARY / Convener.          |

Principal  
Derabis College, Derabis  
Kendrapara


Kan  
PRINCIPAL  
DERABIS COLLEGE 23/06/18





Signature of Members.

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. <u>C. Kar</u>               | President - Chatterbhujia Kar. |
| 2.                             |                                |
| 3.                             |                                |
| 4.                             |                                |
| 5. Soikant Jena                | Student - Member.              |
| 6. <u>Aswini Kumar Prusty.</u> | H.O.D phy.                     |
| 7. <u>Samir K. Mishra</u>      | H.O.D Eco                      |
| 8. <u>Ganesh Chandra Seth</u>  | " Soci                         |
| 9. <u>Nagendra Pr</u>          | " History                      |
| 10. <u>Santanu Kumar Maiti</u> | " pol. sc.                     |
| 11. <u>Bikram Kumar Mishra</u> | " Chemistry                    |

  
Principal  
Derabis College, Derabis  
Kendrapara

A meeting of anti-ragging cell was held on 23/06/2018 at 11 am under the chairmanship of principal cum president of the cell to take different measures to prevent ragging and any such behaviour leading to ragging inside the college campus and its periphery.

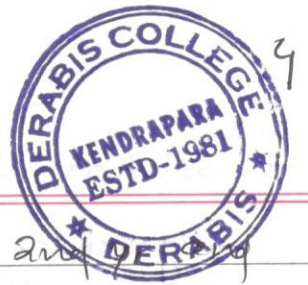
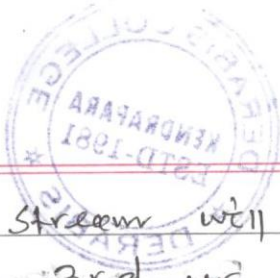
Following decisions were taken unanimously -

1. To aware the students of dehumanizing effects of ragging inherent in its perversity.
2. To keep a continuous watch and vigil so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with incidents of ragging brought to our notice.

The principal has taken charge to serve notice to respective departments to fulfil the objectives of the cell.

The meeting has ended with vote of ~~thanks~~ thanks to the





Stream will advise the students of +3 and 3rd yr to deal cordially with their juniors in the department.

- 5. Any incident of ragging or any behavior leading to ragging must be reported in the ragging cell or with the office of the principal immediately.

The meeting ended with vote of thanks to the chairman and the members present - there in

*M. S. Mohanty*  
26/08/19

*K. A. ...*  
PRINCIPAL  
DERABIS COLLEGE

*[Signature]*  
Principal  
Derabis College, Derabis  
Kendrapara

Academic Session 2019-20



ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA

ANTI -RAGGING CELL

The Anti-Ragging cell at Derabis College plays an important role in providing a Safe environment for all Students. The cell is dedicated to Combating harassment and ragging on campus. Several awareness programs are Conducted to inform students about the harmful effects of bullying and to promote a respectful environment. Our college follows UGC regulations on curbing the menace of ragging in Higher Educational Institutions framed by University Grant Commission (in pursuance of the Judgment of the Hon'ble. Supreme Court of India Dated 08/05/2009 in Civil Appeal No. 887/2009. Strict disciplinary measures are implemented against the offenders, as guaranteed by the cell. The Derabis College anti ragging unit promotes respectful, dignified and Understanding environment among the students by actively Combating ragging a zero-tolerance policy.

OBJECTIVES :-

- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by the UGC.
- To monitor and ensure that no ragging incident occur on college premises.

ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC rules.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue is resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witness are documented and prof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be too harsh disciplinary measures which may include suspension or expulsion from the college.

COMPOSITION :

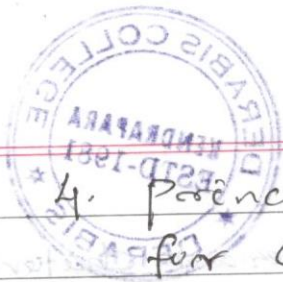
| SL NO | NAME                       | POSITION                       |
|-------|----------------------------|--------------------------------|
| 1     | Principal, Derabis College | PRESIDENT                      |
| 2     | Tahasildar, Derabis        | TAHASILDAR, DERABIS<br>Member. |
| 3     | IIC Derabis PS             | IIC, DERABIS PS<br>Member      |
| 4     | News Reporter Dharâtré     | NEWS PAPER REPORTER<br>Member. |
| 5     | Keshore Ranjan Kar         | SENIOR PARENT                  |
| 6     | All H.O.D S                | MEMBERS                        |
| 7     | Suchitra Samal BA-17-017   | Student-Council MEMBER (F)     |
| 8     | Abhijit Routray BA-17-125  | STUDENT COUNCIL MEMBER (M)     |
| 9     | Bekram Kumar Mishra        | SECRETARY                      |

Reader in chemistry

Principal  
Derabis College, Derabis  
Kendrapara

Kan  
PRINCIPAL  
DERABIS CO: E 18/06/19





4. Principle of "Zero Tolerance" to ragging for cases of ragging.

The meeting ended with vote of thanks to all the members and the president by the Convener of the cell.

M. Dutta  
19/06/19

Kan  
PRINCIPAL  
DERABHIS COLLEGE  
19/06/19

Principal  
Derabhis College, Derabhis  
Kendrapara

## Signature of Members Present-

1. Chaturbhuj Kar Chaturbhuj Kar, Principal & President
- 2.
- 3.
- 4.
5. Santam Kumar Maji H.O.D Pol. Sc.
6. Aswini Kumar Prusty H.O.D Phy
7. Gurucharan Setu H.O.D Soci
8. Sanjay K. Mishra H.O.D Eco
9. Bikram Kumar Mishra H.O.D Chem
10. Ng... H.O.D History
11. Sushitra Sanaal Student Member.

In view of the orientation class of newly admitted students of B.A and B.Sc. for the session 2019-20 to be held on 26th Aug 2019, a meeting of this cell was held on 22nd Aug 2019 at 11:30 AM in Hall No. 11 under the chairmanship of Principal cum president. The members gave their valuable opinions to combat ragging and following decisions are unanimously taken.

1. Mr. A.K. Prusty, Reader in physics and Mr. Biswanjit Sahoo, Senior Lecturer in English are nominated to represent the cell in the orientation classes for +3 1st yr Science and +3 1st yr Arts respectively.
2. Both Mr. Prusty and Mr. Sahoo will convey the newly admitted students that our college campus is free of ragging and they should come college without any apprehensions of ragging. And if any of them face any incident of harassment or misbehaviour from senior student - should bring it to the notice of his H.O.D or any other member of cell or to the notice of Principal



immediately.

3: All H.O.D.s will counsel the students of +3 1st yr (newly admitted) to deal with their seniors soberly and should counsel 2nd yr and 3rd yr students to deal with juniors affectionately and should ensure no ragging incident in their respective departments.

The meeting ended with vote of thanks to the chair persons and the members by the convener.

*Handwritten signature*  
23/08/19

*Handwritten signature*  
PRINCIPAL 23/08/19  
DERABIS COLLEGE

*Handwritten signature*  
Principal  
Derabis College, Derabis  
Kendrapara



# ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA



## ANTI-RAGGING CELL

The Anti-Ragging cell at Derabis College plays an important role in providing a Safe environment for all Students. The cell is dedicated to Combating harassment and ragging on campus. Several awareness programs are Conducted to inform students about the harmful effects of bullying and to promote a respectful environment. Our college follows UGC regulations on curbing the menace of ragging in Higher Educational Institutions framed by University Grant Commission (in pursuance of the Judgment of the Hon'ble, Supreme Court of India Dated 08/05/2009 in Civil Appeal No. 887/2009. Strict disciplinary measures are implemented against the offenders, as guaranteed by the cell. The Derabis College anti ragging unit promotes respectful, dignified and Understanding environment among the students by actively Combating ragging a zero-tolerance policy.

### OBJECTIVES :-

- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by the UGC.
- To monitor and ensure that no ragging incident occur on college premises.

### ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC rules.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue is resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witness are documented and prof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be too harsh disciplinary measures which may include suspension or expulsion from the college.

### COMPOSITION :


| SL NO | NAME                                   | POSITION                        |
|-------|--|---------------------------------|
| 1     | Principal, Derabis College             | PRESIDENT                       |
| 2     | Tahasildar, Derabis                    | TAHASILDAR, DERABIS<br>Member . |
| 3     | IIC Derabis Police Station             | IIC, DERABIS PS<br>Member       |
| 4     | Dharmtri News reporter                 | NEWS PAPER REPORTER<br>Member . |
| 5     | Kishore Ranjan Kar                     | SENIOR PARENT<br>Member         |
| 6     | All H.O.D S                            | MEMBER                          |
| 7     | Barsa Sutar BS18- 017                  | Student Council MEMBER (F)      |
| 8     | Prakash Kumar Mallik<br>BS18-008       | STUDENT COUNCIL MEMBER (M)      |
| 9     | Bikram Kumar Mohanty<br>Reader in Chem | SECRETARY                       |

  
Principal  
Derabis College, Derabis  
Kendrapara

  
PRINCIPAL  
DERABIS COLLEGE  
19/06/20.



NO Meeting  
COVID-19

  
**Principal**  
Derabhis College, Derabhis  
Kendrapara



ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA

ANTI -RAGGING CELL

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- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by the UGC.
- To monitor and ensure that no ragging incident occur on college premises.

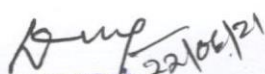
ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC rules.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue is resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witness are documented and prof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be too harsh disciplinary measures which may include suspension or expulsion from the college.

COMPOSITION :

| SL NO | NAME  | POSITION                      |
|-------|---|-------------------------------|
| 1     | Principal, Derabis College                  | PRESIDENT                     |
| 2     | Tahasildar, Derabis                         | TAHASILDAR, DERABIS<br>Member |
| 3     | IC, Derabis Police Station                  | IC, DERABIS PS<br>Member      |
| 4     | Dharidri News reporter                      | NEWS PAPER REPORTER<br>Member |
| 5     | Kishore Ranjan Kar                          | SENIOR PARENT                 |
| 6     | All H.O.D S                                 | MEMBER                        |
| 7     | Mamata Sahoo BS19-044                       | Student Council MEMBER (F)    |
| 8     | Biswajit Mohapatra BS19-031                 | STUDENT COUNCIL MEMBER (M)    |
| 9     | Bikram Kumar Mohanty<br>Reader in Chemistry | SECRETARY                     |

  
Principal  
Derabis College, Derabis  
Kendrapara

  
PRINCIPAL  
DERABIS COLLEGE  
22/06/21



Members present -

1. Guy Dr. Debabrata Nayak, Principal & President -
- 2.
- 3.
- 4.
5. Santanu Kumar Maiti H.O.D. Pol. Sc.
6. Aswini Kumar Prusty H.O.D. Phy
7. Ganeshan Seta H.O.D. Socio
8. Sanjiv Kh. Mishra H.O.D. Eco.
9. Bikram Kumar Mishra H.O.D. Chem.
10. Algh H.O.D. Hist.
11. B. Mohapatra Student member

A meeting of this anti-ragging cell was held on 21st June 2021 at 3 PM in the office of the principal.

The principal being the president of the cell chaired the meeting. There was no meeting of the cell in the academic session 2020-2021 due to COVID-19.

The members and principal expressed their satisfaction for no ragging incident in the college campus for the last four years. All the members agreed to continue <sup>with</sup> the same measures taken in previous years to combat ragging in the campus and its periphery.

The convener thanked the members and the principal and the meeting ended.

1. Mr B.K. Mohanty Reader in Chemistry and Mr Sanjiv Ku Mishra Lect in Economics are instructed to represent the cell in the orientation class of new students of U.G. course.

2. All members of the cell to remain vigilant over the students inside the campus.

3. If any incident of student harassment comes to notice, it should be reported to the principal.

Principal  
Derabhis College, Kendrapara

Principal



Signature of Members present -

1. Group Dr. Debabrata Nayak Principal and Presiding
- 2.
- 3.
- 4.
5. Santanu Kumar Mahi H.O.D Pol. Sc.
6. Aswini Kumar Prusty H.O.D Phy
7. Ganeshan Saha H.O.D Sociology
8. Sanjay K. Mishra H.O.D Eco
9. Bikram Kumar Mohanty H.O.D Chem
10. [Signature] H.O.D Hist.
11. Mamata Sahoo student-member.

A meeting of the anti-ragging cell was called on 24th Aug 21 before commencement of the orientation class of new U.G. students of Arts and Science faculty. The meeting was held in the office of the principal. The principal being president chaired the meeting. Following decisions were taken in the meeting.

1. Mr. B.K. Mohanty Reader in Chemistry to address to 3 1st yr. sc. students and Mr. B. Sahoo Lecturer in English to address to 3 1st yr Arts students in the orientation class on behalf of ragging cell.
2. All members to remain fully alert and to be watchful in the college campus.
3. Any complaint of ragging should be addressed instantly by the cell.

The meeting ended with vote of thanks and members present by Group 26/08/21

[Signature]  
Principal  
Derabhis College, Kendrapara

[Signature]  
PRINCIPAL  
DERABHIS COLLEGE



Academic session 22-23.

ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA

ANTI -RAGGING CELL

The Anti-Ragging cell at Derabis College plays an important role in providing a Safe environment for all Students. The cell is dedicated to Combating harassment and ragging on campus. Several awareness programs are Conducted to inform students about the harmful effects of bullying and to promote a respectful environment. Our college follows UGC regulations on curbing the menace of ragging in Higher Educational Institutions framed by University Grant Commission (in pursuance of the Judgment of the Hon'ble. Supreme Court of India Dated 08/05/2009 in Civil Appeal No. 887/2009. Strict disciplinary measures are implemented against the offenders, as guaranteed by the cell. The Derabis College anti ragging unit promotes respectful, dignified and Understanding environment among the students by actively Combating ragging a zero-tolerance policy.

OBJECTIVES :-

- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by the UGC.
- To monitor and ensure that no ragging incident occur on college premises.

ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC rules.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue is resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witness are documented and prof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be too harsh disciplinary measures which may include suspension or expulsion from the college.

COMPOSITION :

| SL NO | NAME  | POSITION                       |
|-------|---|--------------------------------|
| 1     | Principal, Derabis College                  | PRESIDENT                      |
| 2     | Tahasildar, Derabis                         | TAHASILDAR, DERABIS<br>Member  |
| 3     | 11c Derabis Police Station                  | IIC, DERABIS PS<br>Member      |
| 4     | Dharmêtra News reporter                     | NEWS PAPER REPORTER<br>Member, |
| 5     | Kishore Ranjan Kar.                         | SENIOR PARENT                  |
| 6     | All H.O.D S                                 | MEMBER                         |
| 7     | Rozê Parêda BS20-054                        | Student Council MEMBER (F)     |
| 8     | Abhijit Parêda BS20-002                     | STUDENT COUNCIL MEMBER (M)     |
| 9     | Bekram Kumar Mohanty<br>Reader in chemistry | SECRETARY                      |

Principal  
Derabis College, Derabis  
Kendrapara

22/06/22



Signatures of members present-

1. Gump Dr. Debabrata Nayak Principal/19
- 2.
- 3.
- 4.
- 5.
6. Aswini Kumar Prasad H.O.D Phy
7. Gunehan Sethi H.O.D Socio
8. Saraju K. Mishra H.O.D Eco
9. Bikram Kumar Mishra H.O.D Chem
10. X H.O.D History
11. Rozi Parida Student-Member.
12. Abhisit Prade Student-Member.

A meeting of the cell was held under the chairmanship of Principal cum President on 22 June 2022 in Hall No 13 at 11 AM to discuss and develop mechanism to maintain the status of zero ragging for the session 2022-23.

The principal who is president of the cell congratulated all the members for maintaining ragging free campus of our college and advised to adopt the established means of yester years of the current session to ensure ragging free campus once again. Accordingly following decisions were taken:

1. To Counsel Senior students to deal with new comers cordially and to help them for anything they ask.
2. To keep an eye over the students movement inside the campus.
3. To advise new students to spend maximum time in their class rooms.

The meeting ended with vote of thanks all members and chairperson.

Principal

Derabhis College, Derabhis  
Kendrapara

andwtkh  
22/06/22

Gump  
22/06/22



Signatures of members present -

1. *[Signature]* Dr. Debarata Nayak President
- 2.
- 3.
- 4.
- 5.
6. Aswini Kumar Poustoy H.O.D. phy
7. Gunchanan Sethi H.O.D. Soa.
8. Saikat K. Mishra H.O.D. Eco.
9. Bikram Kumar Mishra H.O.D. Chem
10. *[Signature]* H.O.D. Hist
11. Rozi Parida student Member
- [Signature]* student Member

A meeting of the cell was held under the chairmanship of principal in Hall No 13 at 12 AM on 17th Aug 2022. Following decisions were taken to maintain zero regging status quo inside the campus.

1. Mr B.K. Mohanty and Mr B. Sahoo are to be deputed to orientation class of newly admitted students in science & Arts respect fully.

2. To make aware new students regarding Code and Conduct of students in our College.

3. To inform H.O.D of department if any harassment of new students face during initial days of their college life.

The meeting ended with vote of thanks to all

*[Signature]*  
17/08/22

*[Signature]*  
Principal  
Derabhis College, Derabhis

*[Signature]* 19-08-22  
Principal



Academic Session  
2023-24



## ANTI RAGGING CELL

DERABIS COLLEGE, DERABIS, DIST.- KENDRAPARA

### ANTI-RAGGING CELL

The Anti-Ragging cell at Derabis College plays an important role in providing a Safe environment for Students. The cell is dedicated to Combating harassment and ragging on campus. Several awareness programs are Conducted to inform students about the harmful effects of bullying and to promote a respectful environment. Our college follows UGC regulations on curbing the menace of ragging in Higher Educational Institutions framed by University Grant Commission (in pursuance of the Judgment of the Hon'ble. Supreme Court of India Dated 08/05/2009 in Civil Appeal No. 887/2009. Strict disciplinary measures are implemented against the offenders, as guaranteed by the cell. The Derabis College anti ragging unit promotes respect, dignified and Understanding environment among the students by actively Combating ragging a zero-tolerance policy.

#### OBJECTIVES :-

- To Prevent any Incidents of ragging on the College campus.
- To make students aware of the harmful Consequences of ragging
- To offer assistance and guidance to student have experienced Or are experiencing ragging.
- To take Strict action against those found guilty of ragging as per guidance and regulations set by UGC.
- To monitor and ensure that no ragging incident occur on college premises.

#### ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING :

- When ragging occurs Derabis College, the Cell responds Quickly following the law and the UGC regulations.
- Anti-ragging cell makes sure that the victim is given any necessary medical attention and the issue resolved as soon as possible.
- To find offenders, a comprehensive investigation is carried out. Statements from victim and witnesses documented and proof is gathered
- In accordance with the UGC regulation on Curbing the Menaces of ragging will be taken strict disciplinary measures which may include suspension or expulsion from the college.

#### COMPOSITION :

| SL NO | NAME                          | POSITION                   |
|-------|-------------------------------|----------------------------|
| 1     | Principal, Derabis College    | PRESIDENT                  |
| 2     | Tahasildar, Derabis           | TAHASILDAR, DERABIS        |
| 3     | IIC Derabis P.S               | IIC, DERABIS PS            |
| 4     | Dharmendra News Reporter      | NEWS PAPER REPORTER        |
| 5     | Kishore R. Kar                | SENIOR PARENT              |
| 6     | All H. O. D. s                | MEMBER                     |
| 7     | Manisha Giri BS21-005         | Student Council MEMBER (F) |
| 8     | Lalati Kishore Basal BS21-009 | STUDENT COUNCIL MEMBER (M) |
| 9     | Bikram K. Mohanty             | SECRETARY                  |

Reader in Chemistry

  
Principal  
Derabis College, Derabis  
Kendrapara



Signature of Members present :

01.

02.

03.

04.

05.

06. Bikram Kumar Mohanty Reader in Chemistry.

07. Nagendra Prasad Lecturer in Hry.

08. Manisha Ghosh Student-Member (F)

09. Lalit Baral Student Member (M).

A meeting of the Anti Ragging Cell was held under the chairmanship of Principal cum President on 24th June, 2023 in Hall No 13 at 11 AM to discuss and develop mechanism to maintain the status of zero ragging for the session 2023-24. The following decisions were taken unanimously.

01. To counsel senior students to deal with new comers cordially and to help them for anything they ask for.
02. To keep an eye over the students movement inside the campus.
03. Any complaints of ragging should be addressed instantly by the cell.

All the members expressed their satisfaction towards No ragging in the college campus for previous years.

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

Manish Chandra  
24/06/23

Principal  
K. J. Somaiya Institute of Technology, Dabholi

Gender Sensitization Committee  
Against Sexual Harassment (GSCASH)  
Activity Register

Certified that this register  
contains 66 pages

**Principal**  
Derabhis College, Derabhis  
Kandranara

Academic Session - 2018-19



**GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT :**

Derabis College Derabish is committed to creating and maintaining community in which students, teachers and non-teaching staffs can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender related violence; sexual harassment and discrimination on the basis of sex/gender. This college is Strives to build respectful and safe space for both the Female Staff and Students where they can f fearlessly raise their voice against Sexual harassment. The Cell promises to act as a Support System. And offer assistance to those who have experienced or witnessed such incidents.

**VISION :**

As per the guidelines of the UGC and Supreme Court on Anti-Sexual harassment, Derabis College, Derabish formed The Prevention of Sexual Harassment Cell in the year 2013. The Cell aims at providing a safe studying environment for the students by organizing awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and conducting an enquiry if any of them have been a victim of sexual harassment. The envisions a positive environment Where every woman associated with the College feels safe and empowered.

**MISSION :**

The mission of the WDC & to promote gender equality, prevent sexual harassment, build Self-Confidence and promote leadership among women.

**Objectives: -**

- To prevent all forms of sexual harassment.
- To create awareness of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt with in a sensitive, equitable, timely and confidential manner.

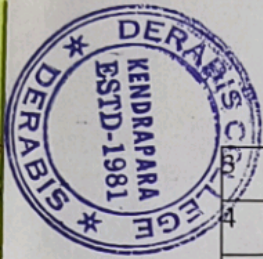
**COMPOSITION :**

Derabis College Derabis is also within the purview of the law and hence the Principal has constituted the anti -sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

The committee consist to the following members

**Composition of GSCASH :**

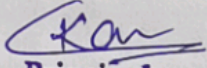
|   |                      |               |             |
|---|----------------------|---------------|-------------|
| 1 | Mr. Chaturbheja Kar  | Principal     | Chairperson |
| 2 | Dr. Pragyan Pattnaik | Lect. in odia | Member      |



|   |                           |                    |        |
|---|---------------------------|--------------------|--------|
| 4 | Dr. Rudreangee Pattanayak | Lect. in History   | Member |
| 5 | Mrs. Sanjukta Sethy       | Lect. in Economics | Member |
| 6 | Mrs. Mamata Satpathy      | Librarian          | Member |
|   | Mrs. Swarnalata Mishra    | Demon. Chemistry   | Member |

**Registration of Complaints :**

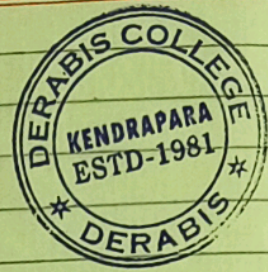
1. Complaint Filing Process: Any student, teaching or non-teaching staff member may lodge a complaint of sexual harassment against another student, teaching or non-teaching staff member. Third-party complaints and witness complaints will be entertained.
2. The complaint may be submitted orally or in writing. If the complaint is oral, it shall be transcribed into writing by the GSCASH member receiving the complaint. The transcription will be authenticated by the complainant with their dated signature or thumb impression, as applicable. A formal inquiry will be conducted, and a report with recommendations will be submitted to the authority.

  
**Principal**  
Derabhis College, Derabhis

Resolution No. I Date 23.06.2018

Signature of Members:

01. Pragna Pattnaik
02. Rudrangini Pattnaik
03. Mrs. S. Sathy
04. Swarnalata Mishra
05. Manasa Sathya
- 06.



A meeting of GSCASH Cell was held on 23/06/2018 at 11 am under the Chairmanship of Principal cum President of the Cell to take different measures to prevent ragging and any such behaviour leading to sexual harassment to girl students inside the college campus and its periphery.

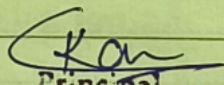
Following decisions were taken unanimously -

01. To create awareness regarding Women's/Girls rights and health attentiveness
02. To offer counselling & attentiveness relating to legal issues to ~~men~~ women/girls stakeholders.
03. To build self esteem and develop sense of dignity among the girl students and female employees.

04. To check happening of sexual harassment at work place and neighbouring areas.
05. To organise programmes in health, hygiene, personal counselling and gender awareness.

The principal has taken charge to serve notice to respective departments to fulfill the objectives of the cell.

The meeting has ended with vote of thanks to the chair persons and the members present.

  
Principal  
High College Derahat

Principal

Resolution No. 02 Dt 25/08/18



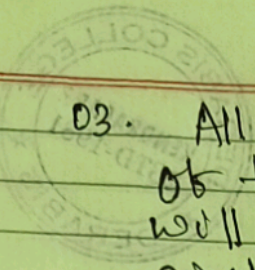
Signature of the members present :

01. Prangya Jaisain ...
02. Rudranjee Pattanayak
03. Mrs. S. Sethy
04. Swarnalata Mishra
05. Manoj Kumar Sathpathy
- 06.
- 07.

A meeting of GSCASH Cell was held on 25th August 2018 at 11 AM in the office of the Principal under the chairmanship of principal cum president of the cell to discuss and decide the steps to be taken to prevent sexual harassment inside the college campus and its periphery as the +3 fresher classes will commence from next week. After thorough discussions, following decisions were taken.

01. Mrs. Prangya Pattanayak, Lect in Odia and Mrs. Sanjukta Sethi, Lect in Economics will remain present in the orientation class of +3 1st yr. Science and +3 1st yr. Arts respectively to counsel the students regarding sexual harassment measures taken by the college.
02. The principal Sir is requested to serve notice to all teaching staffs that no 1st yr. class of UG stream is dropped.





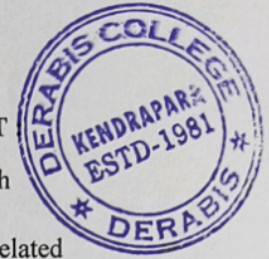
- 03. All teaching and non-teaching staff of the college will remain vigilant & will not allow movement of boys to girls gathering.
- 04. All the H.O.D. s of Arts and Science Stream will advise the students of 1<sup>st</sup> 3<sup>rd</sup> yr. Science & Arts Boys deal cordially with their juniors in the dept.
- 05. ~~Any~~ Any incident regarding Sexual harassment or any behaviour leading to sexual harassment and Gender sensitization must be reported by the GSCASH Cell or with the office of the Principal immediately.

The meeting ended with vote of thanks to the chairman and the members present there in

Kan  
Principal  
Derabhis College, Derabhis  
Kendrapara

Principal

Academic Session - 2019-20



### GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

Derabis College Derabish is committed to creating and maintaining community in which students, teachers and non-teaching staffs can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender related violence; sexual harassment and discrimination on the basis of sex/gender. This college is Strives to build respectful and safe space for both the Female Staff and Students where they can f fearlessly raise their voice against Sexual harassment. The Cell promises to act as a Support System. And offer assistance to those who have experienced or witnessed such incidents.

#### VISION :

As per the guidelines of the UGC and Supreme Court on Anti-Sexual harassment, Derabis College, Derabish formed The Prevention of Sexual Harassment Cell in the year 2013. The Cell aims at providing a safe studying environment for the students by organizing awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and conducting an enquiry if any of them have been a victim of sexual harassment. The envisions a positive environment Where every woman associated with the College feels safe and empowered.

#### MISSION :

The mission of the WDC & to promote gender equality, prevent sexual harassment, build Self-Confidence and promote leadership among women.

#### Objectives: -

- To prevent all forms of sexual harassment.
- To create awareness of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt with in a sensitive, equitable, timely and confidential manner.

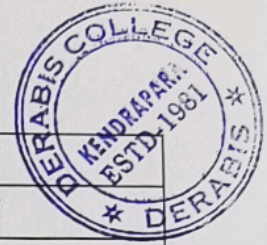
#### COMPOSITION :

Derabis College Derabis is also within the purview of the law and hence the Principal has constituted the anti -sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

The committee consist to the following members

#### Composition of GSCASH :

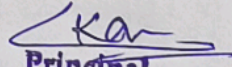
|   |                          |                |             |
|---|--------------------------|----------------|-------------|
| 1 | Mrs. Chaturbhuja Kar     | Principal      | Chairperson |
| 2 | Dr. Rudrangee Pattanayak | Head of Hostel | Member      |



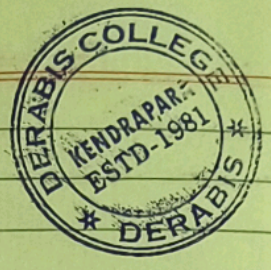
|   |                        |                    |        |
|---|------------------------|--------------------|--------|
| 3 | Mrs. Sanjukta Sethy    | Leet. in Economics | Member |
| 4 | Mrs. Swarnalata Mishra | Demon. Chem.       | Member |
| 5 | Mrs. Pratima Swamy     | Leet. in Sociology | Member |
| 6 | Mamata Satpathy        | Librarian          | Member |

**Registration of Complaints :**

1. Complaint Filing Process: Any student, teaching or non-teaching staff member may lodge a complaint of sexual harassment against another student, teaching or non-teaching staff member. Third-party complaints and witness complaints will be entertained.
2. The complaint may be submitted orally or in writing. If the complaint is oral, it shall be transcribed into writing by the GSCASH member receiving the complaint. The transcription will be authenticated by the complainant with their dated signature or thumb impression, as applicable. A formal inquiry will be conducted, and a report with recommendations will be submitted to the authority.

  
**Principal**  
 Derabhis College, Derabhis  
 Kendrapara

Resolution No. 3 Dt: 18/06/19



- 01. Dr. Bagan Pattarai
- 02. Rudrange Pattarai
- 03. Mrs. S. Sethy
- 04. Pratima Swain
- 05. Swarnalata Mishra
- ~~06.~~
- ~~07.~~

A meeting of GISCASH Cell was held on 18th June 2019 under the chairmanship of Principal cum President in the staff Common Room at 3 PM to discuss about the measures to be taken to prevent Sexual harassment inside the College Campus and its periphery.

The members of the Committee were informed that no ~~no~~ harassment incident of girls had occurred in our college in the previous session and the President thanks all the members for the same. The members expressed their views and following conclusions are made unanimously.

- 01. The teaching staff will make students aware of harmful consequences of sexual harassment and Gender sensitization.
- 02. All teaching and non-teaching staff to keep eye open students movement inside the college premises.
- 03. To take prompt actions when any incident of sexual harassment or any such behaviour leading to sexual harassment



takes place.

04. Principle of "Zero Tolerance" followed for cases of sexual harassment.

The meeting ended with vote of thanks to all the members and the president by the Convener of the cell.

*Ka*  
Principal  
Derabis College, Derabis  
Kendrapara

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Resolution No. 4 Dt. 22.08.19

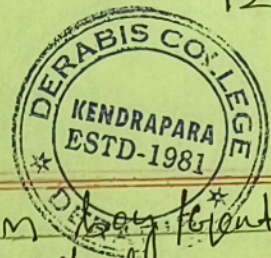


Signature of Members Present :

01. Dr. Pragyan Pattnaik
02. Rudrangee Pattnaik
03. Mrs. S. Sathy
04. Swarnalata Mishra
05. Manata Setpaty
06. Prafima Swain

In view of the orientation class of newly admitted students of B.A and B.Sc. for the session 2019-20 to be held on 26th Aug. 2019, a meeting of GSCASH cell was held on 22nd August 2019 at 11:30 AM in Hall NO 11 under the chairmanship of principal cum President. The members gave their valuable opinions regarding Gender sensitization and following decisions are unanimously taken.

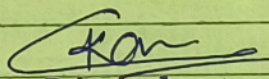
01. Mrs. Sanjukta Sathy, Lect in Economics and Mrs. Rudrangee Pattnaik, Lect in History are nominated to represent the cell in the orientation classes for 1st yr Science and Arts Girl Students, respectively.
02. Both Mrs. Pattnaik and Mrs. Sathy will convey the newly admitted girls students that our college campus is free of Gender sensitization and Sexual harassment and they should come College without any apprehensions of sexual harassment. And if any of them face any incident



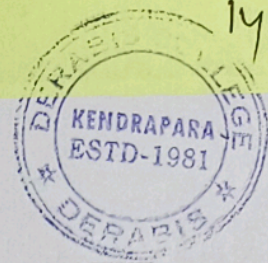
of harassment or misbehaviour from boys/girls students should bring into the notice of his H.O.D or any other member of the cell or to the notice of principal immediately.

03. All H.O.D.s will counsel the students of +3 1st yr freshers to deal with girl students affectionately and should ensure no sexual harassment incident in their respective departments.

The meeting ended with vote of thanks to the ~~chair~~ Chair persons and the members by the convener.

  
Principal  
Derabis College, Derabis  
Kendrapara

21  
Academic Session 2020-21



### **GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT :**

Derabis College Derabish is committed to creating and maintaining community in which students, teachers and non-teaching staffs can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender related violence; sexual harassment and discrimination on the basis of sex/gender. This college is Strives to build respectful and safe space for both the Female Staff and Students where they can f fearlessly raise their voice against Sexual harassment. The Cell promises to act as a Support System. And offer assistance to those who have experienced or witnessed such incidents.

#### **VISION :**

As per the guidelines of the UGC and Supreme Court on Anti-Sexual harassment, Derabis College, Derabish formed The Prevention of Sexual Harassment Cell in the year 2013. The Cell aims at providing a safe studying environment for the students by organizing awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and conducting an enquiry if any of them have been a victim of sexual harassment. The envisions a positive environment Where every woman associated with the College feels safe and empowered.

#### **MISSION :**

The mission of the WDC & to promote gender equality, prevent sexual harassment, build Self-Confidence and promote leadership among women.

#### **Objectives: -**

- To prevent all forms of sexual harassment.
- To create awareness of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt with in a sensitive, equitable, timely and confidential manner.

#### **COMPOSITION :**

Derabis College Derabis is also within the purview of the law and hence the Principal has constituted the anti -sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

The committee consist to the following members

#### **Composition of GSCASH :**

|   |                      |           |             |
|---|----------------------|-----------|-------------|
| 1 | Dr. Debabrata Nayak  | Principal | Chairperson |
| 2 | Dr. Pragyaa Pattnaik |           | Member      |

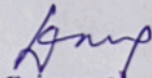




|   |                        |                    |        |
|---|------------------------|--------------------|--------|
| 3 | Mrs. Poatima Swach     | Leet. in Sociology | Member |
| 4 | Mrs. Sanjukta Sethy    | Leet. in Economics | Member |
| 5 | Mrs. Mamata Satpathy   | Librarian          | Member |
| 6 | Mrs. Swarnalata Mishra | Demor. Chem.       | Member |

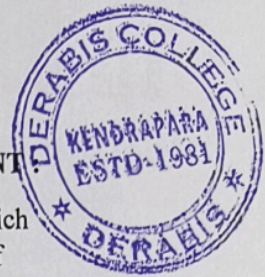
**Registration of Complaints :**

1. Complaint Filing Process: Any student, teaching or non-teaching staff member may lodge a complaint of sexual harassment against another student, teaching or non-teaching staff member. Third-party complaints and witness complaints will be entertained.
2. The complaint may be submitted orally or in writing. If the complaint is oral, it shall be transcribed into writing by the GSCASH member receiving the complaint. The transcription will be authenticated by the complainant with their dated signature or thumb impression, as applicable. A formal inquiry will be conducted, and a report with recommendations will be submitted to the authority.

  
 Principal  
 Derabhis College, Derabhis  
 Kendrapara

No meeting  
COVID 19

Academic Session 2021-22



## DER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

Derabis College Derabis is committed to creating and maintaining community in which students, teachers and non-teaching staffs can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender related violence; sexual harassment and discrimination on the basis of sex/gender. This college is committed to build respectful and safe space for both the Female Staff and Students where they can fearlessly raise their voice against Sexual harassment. The Cell promises to act as a support System. And offer assistance to those who have experienced or witnessed such incidents.

### MISSION :

In order to follow the guidelines of the UGC and Supreme Court on Anti-Sexual harassment, Derabis College, Derabis formed The Prevention of Sexual Harassment Cell in the year 2013. The Cell aims at providing a safe studying environment for the students by organizing awareness programmes on sexual harassment, provide necessary facilities to overcome the harassment and assist the students on lodging a complaint and conducting an enquiry if any of them have been a victim of sexual harassment. The Cell envisions a positive environment Where every person associated with the College feels safe and empowered.

### VISION :

The mission of the WDC & to promote gender equality, prevent sexual harassment, build self-Confidence and promote leadership among women.

### OBJECTIVES: -

- To prevent all forms of sexual harassment.
- To create awareness of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt with in a sensitive, equitable, timely and confidential manner.

### COMPOSITION :

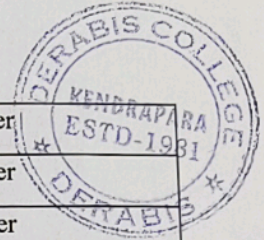
Derabis College Derabis is also within the purview of the law and hence the Principal has constituted the anti -sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

The committee consist to the following members

### Composition of GSCASH :

|   |                         |                 |             |
|---|-------------------------|-----------------|-------------|
| 1 | Dr. Debabrata Nayak     | Principal       | Chairperson |
| 2 | Dr. Rudranjee Pattnayak | Leet. M. Hafary | Member      |

|   |   |        |
|---|---|--------|
| 3 | Mrs. Sanjukta Sethy. Lect. in Economics | Member |
| 4 | Mrs. Pratima Swamy Lect in Social       | Member |
| 5 | Mrs. Swarnalata Mishra Demn. Chem.      | Member |
| 6 | Mrs. Mamata Satpathy Librarian.         | Member |



**Registration of Complaints :**

1. Complaint Filing Process: Any student, teaching or non-teaching staff member may lodge a complaint of sexual harassment against another student, teaching or non-teaching staff member. Third-party complaints and witness complaints will be entertained.
2. The complaint may be submitted orally or in writing. If the complaint is oral, it shall be transcribed into writing by the GSCASH member receiving the complaint. The transcription will be authenticated by the complainant with their dated signature or thumb impression, as applicable. A formal inquiry will be conducted, and a report with recommendations will be submitted to the authority.

*19/11/19*  
**Principal**  
 Derabis College, Derabis  
 Kendrapara

## Resolution No. 5 Dt 21.06.21

### Members Present -

01. Dr. Pragyan Pattnaik
02. Rudhrangee Pattanaik
03. Mrs. S. Sethy
04. Swarnalata Mishra
05. Pratima Swain
06. Manata Sathpathy
- 07.

A meeting of GSCASH Cell was held on 21st June 2021 at 3 PM in the office of the Principal. The Principal being the president of the cell chaired the meeting. There was no meeting of the Cell in the academic session 2020-2021 due to COVID 19. The members and Principal expressed their satisfaction for no sexual harassment incident in the college campus for the last four years. All the members agreed to continue with the same measures taken in previous years to combat Gender Sensitization in the campus and its periphery.

The convenor thanked the members and the Principal and the meeting ended.

01. Mrs. Pragyan Pattnaik, Lect. in Odia and Dr. Rudhrangee Pattnaik, Lect in History are instructed to represent the cell in the orientation class of new students of UG Course.

Resolution No. 10 Dt. 24-08-21

- 02. All members of the cell to remain vigilant over the students inside the campus.
- 03. If any incident of girl student harassment comes to notice, it should be reported to the cell immediately to resolve the issue.
- 04. President Sir praised the members of GSCAST Cell as there is no sexual harassment case in our college.

*[Signature]*  
 Principal  
 Arabhish College, Derabhis  
 Kurukshetra

A meeting of the GSCAST Cell was held on 21st Aug 21 before commencement of the orientation class of new PG students of Arts and Science faculty (girl students & lady staff). The meeting was held in the office of the Principal. The principal being present chaired the meeting. Following resolutions were taken in the meeting.

01. The Professor Pathan, Lect in History to address the PG Science girls students and PG girls to set up a committee for the welfare of GSCAST Cell.

Resolution No. 6. Dt. 24-08-21

Signature of Members Present:

01. Prangh Patain

02. Rudrangee Pattayak

03. Mrs. S. Sathy

04. Swarnalata Mishra

05. Manata Satpathy

06. Pratima Swain

~~07.~~

~~08.~~



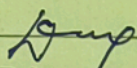
A meeting of the GSCAST cell was held on 24th Aug 21 before commencement of the orientation class of new UG students of Arts and Science faculty (Girls students & Lady staffs). The meeting was held in the office of the Principal. The principal being president chaired the meeting. Following discussions were taken in the meeting.

01. Dr. Rudrangee Pattayak, Lect. in History to address to 1st yr. Science Girls students and Mrs. Sanjukta Sathy, Lect. in Economics to address to 1st yr. Arts girls students in the orientation class on behalf of GSCAST Cell.



02. All members to remain fully ~~at~~ alert and to be watchful in the college campus.
03. Any complaint of harassment should be addressed instantly by the cell.
04. All the Lady staffs should notice the problems regarding girls Adolescence.

The meeting ended with vote of thanks to president and members present by the Convener.

  
Principal  
Derabhis College, Derabhis  
Kendrapara



Academic Session 22-23



## GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

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### VISION :

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### MISSION :

The mission of the WDC & to promote gender equality, prevent sexual harassment, build Self-Confidence and promote leadership among women.

### Objectives: -

- To prevent all forms of sexual harassment.
- To create awareness of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To encourage the early reporting of any allegations of sexual harassment.
- To ensure that the complaints will be dealt with in a sensitive, equitable, timely and confidential manner.

### COMPOSITION :

Derabis College Derabis is also within the purview of the law and hence the Principal has constituted the anti -sexual harassment cell for prevention of sexual harassment in the campus, and the cell is empowered to deal with cases concerning sexual harassment of women staff and students and hence will function as a sub-committee of the institute.

The committee consist to the following members

### Composition of GSCASH :

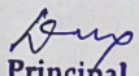
|   |                         |                 |             |
|---|-------------------------|-----------------|-------------|
| 1 | Dr. Debabrata Nayak     | Principal       | Chairperson |
| 2 | Dr. Rudranage Pathnayak | Leet. M History | Member      |



|    |                       |                    |        |
|----|-----------------------|--------------------|--------|
| 3. | Mrs. Sanjukta Sethy   | Leat. in Economics | Member |
| 4  | Mrs. Subhasini Mishra | Leat. in Botany    | Member |
| 5  | Mrs. Poojya Swade     | Leat. in Sociology | Member |
| 6  | Mrs. Mamata Satpathy  | Librarian          | Member |

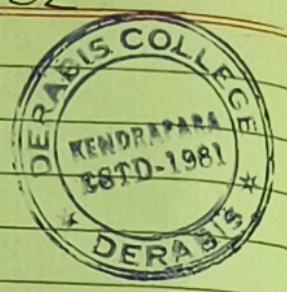
#### Registration of Complaints :

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**Principal**  
 Derabhis College, Derabhis  
 Kendrapada

Resolution No. 7 Dt 22.06.22

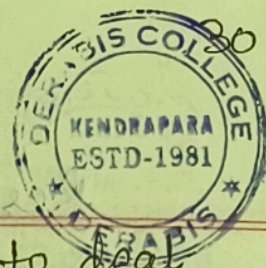
Signature of members present :



- 01. Prangya Pattanik
- 02. Rudranga Pattanik
- 03. Mamata Satpathy
- 04. Sushasni Mishra
- 05. Ratna Sahoo

A meeting of the GSCASH cell was held under the Chairmanship of principal cum president on 22nd June 2022 in Hall No 13 at 11 AM to discuss and develop mechanism to maintain the status of Zero harassment for the session 2022-23

The principal who is president of the cell congratulated all the members for maintaining gender sensitization free campus of our college and advised to adopt the established means of previous years for the current session to ensure ~~no~~ harassment free campus once again. Accordingly following decisions were taken.



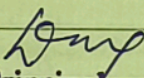
01. To counsell seniore. Girl students to deal with new comers girls cordially and to help them fore anything they ask fore.

02. To keep an eye over the girl students movement inside the common room and inside the campus.

03. To advise new students to spend maximum time in their class rooms.

04. All members express their satisfaction about No Sexual harassment in college campus.

The meeting ended with vote of thanks to the members and chairperson.

  
Principal  
Derabhis College, Derabhis  
Khandrapara

A meeting of the Cell was held under the Chairmanship of Principal in Hall No 13 at 11 AM on 17th August 2022. Following decisions were taken to maintain zero sexual harassment inside the campus.

1. Mrs. Pooja Singh, Head of Cell, and Mrs. Richa Singh, Head of Cell, were requested to coordinate the Cell activities. The Cell members were requested to report any sexual harassment incident to the Cell members respectively.

Resolution No. 08 Dt 17. 08.22

Signature of Members :



01. Pragnya Pattanayak

02. Rudrange Pattanayak

03. Manata Satpathy

04. Swarnalata Mishra

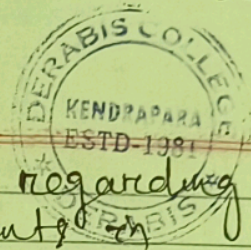
05. Subhasini Mishra

06. Pratima Swain

Principal  
Derabis College, Kendrapara

A meeting of the Cell was held under the chairmanship of principal in Hall No 13 at 11 AM on 17th August 2022. Following decisions were taken to maintain zero sexual harassment inside the campus.

- 01. Mrs. Pragnya Pattanayak, Lect. in Odia and Mrs. Rudrange Pattanayak, Lect. in History are to be deputed to orientation class of newly admitted to 1st yr. Se. and Arts girls students respectfully.



02. To make aware new students regarding code and conduct of girl students in our college.

03. To inform H.O.D of department, if any harassment of new girl students face during initial days of their college life.

04. All members express their satisfaction about no harassment in college campus.

The meeting ended with vote of thanks to all members present.

*Kany*  
Principal  
Derabhis College, Derabhis  
Kendrapara

Academic Session 2023-24



### GENDER SENSITISATION COMMITTEE AGAINST SEXUAL HARASSMENT

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The committee consist to the following members

#### Composition of GSCASH :

|   |                                       |             |
|---|---------------------------------------|-------------|
| 1 | Mrc. Chandrasekhar Nayak<br>Principal | Chairperson |
| 2 | Dr. Pragya Pattnaik<br>Leet. in odia  | Member      |

|   |                         |                 |        |
|---|-------------------------|-----------------|--------|
| 3 | Dr. Rudrangee Pattnayak | Leet. in Hrs.   | Member |
| 4 | Mrs. Subhasini Mishra   | Leet. in Bot.   | Member |
| 5 | Mrs. Pratima Swain      | Leet. in Soc.   | Member |
| 6 | Mrs. Swarnalata Mishra  | Demor. in Chem. | Member |



**Registration of Complaints :**

1. Complaint Filing Process: Any student, teaching or non-teaching staff member may lodge a complaint of sexual harassment against another student, teaching or non-teaching staff member. Third-party complaints and witness complaints will be entertained.
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**Principal**  
Derabhis College, Derabhis  
Kendranara

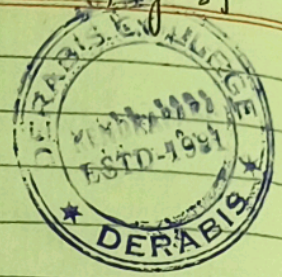


Resolution No. 09

Dt: 10th August

Signature of Members:

01. Pragya Pattnaik
02. Dr. Rudranegi Pattanayak
03. Pratima Swain
04. Sumanalata Mishra
05. Subhasini Mishra



A meeting of the Gender Sensitization Committee (GSCASH) Cell was held under the Chairmanship of Principal in Hall No 13 at 11 AM on 10th August 2023. Following decisions were taken to maintain Zero Sexual Harassment cases inside the campus.

01. Mrs Pragya Pattnaik, Lect in Odia and Mrs. Rudranegi Pattanayak Lect. in History are to be deputed for orientation class to newly admitted to 1st yr sc. and to 1st yr. Arts girl students respectively.
02. To make aware new students regarding code and Conduct of girl students in our college.
03. To keep an eye over the girl students movement inside the college campus as well as girl's common room.



04. All members expressed their satisfaction about no sexual harassment cases in college campus.

The meeting ended with vote of thanks to president and members present by the convener.


A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line and a small flourish.

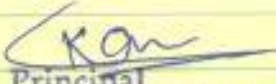
**Principal**  
Derabhis College, Derabhis  
Kendrapara



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

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara



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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
PRINCIPAL  
DERABIS COLLEGE



# Annual Report (2018-19)



| Sl No | Complaints lodged by                                     | Date of complain | Issue                                      | Action taken date | Action Taken   |
|-------|--|------------------|--|-------------------|--|
| 01    | Khageswar<br>ojha<br>BA Sem - III<br>(Economics)<br>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<br>BSc Sem - I<br>(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<br>Pradha<br>BA Sem - I<br>(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   |

  
Principal  
Derabhis College, Derabhis

  
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. Kishor 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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara



# Annual Report (2019-20)



| S/No. | Complaint lodged Date | Complain Lodged by  | Issue   | Action taken Date | Action taken  |
|-------|-----------------------|---|---|-------------------|---|
| 01    | 13/08/19              | Sareefa Begum<br>(B.Sc II <sup>nd</sup> yr)<br>(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<br>(B.A. - III <sup>rd</sup> year)<br>(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<br>(B.Sc II <sup>nd</sup> yr)<br>(Phy. Hons.)   | Problems with online classes                          | 21/04/20          | The matter has been informed to teachers of the Concerns department and the teachers have been given the study material |

Principal  
Derabhis College, Derabhis  
Kandrappara

*Kan*  
Principal  
Derabhis College, Derabhis  
Kandrappara





# Meeting - 03

## Members present

- 1 *Group*
- 2 Bikram Kumar Mohanty
- 3 Aswini Kumar Poudyal
- 4 *Group*
- 5 *Group*
- 6 Kishore Kumar Behera
- 7 Rudraangi Pattanai
- 8 Biswajit Kumar Sahoo
- 9 Kanchan Mohanty
- 10 *Group*
- 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.

Principal  
Derabhis College, Derabhis  
Kendrapara

*Group*  
Principal  
Derabhis College, Derabhis  
Kendrapara



# Annual Report (2020-21)



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

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara

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 <sup>the</sup> 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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara

# Annual Report - (2021-



| Sl. No. | Complain loaded date | Complain loaded by   | Issue   | Action taken date | Action  |
|---------|----------------------|--|---|-------------------|---|
| 01      | 27/09/2021           | Usharani Sahoo<br>(BA III <sup>2nd</sup> year)<br>(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<br>(Bsc III <sup>2nd</sup> yr)<br>(Zoo Hons.)   | Cleanliness of Hall-02                        | 26/10/2021        | Directed the sweeper to check Hall No-02 state.   |
| 03      | 1/11/2021            | Yagnasree Mohanty<br>(Bsc III <sup>2nd</sup> yr)<br>(Bot. Hons.) | Non-availability of sanitizers in the campus. | 09/11/2021        | Administrative staff is reported and this issue is resolved immediately.  |

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
DERABHIS COLLEGE

## Meeting-as

Member present:-

Group

1. Kishor Kumar Sahu
2. Bikram Kumar Mohanty
3. Aweeni Kamal Pasby
4. Sanjay K. Mishra
5. Bishu Sahu
6. Biswanath Kumar Sahu
7. Rudrangi Pattenai
8. Kishor Kumar Sahu
9. Nishu K. S.
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.

## RTI Act 2005

### RIGHT TO INFORMATION (RTI)

The Right to Information Act is a Law that enables citizens of India to request information from a public authority. It promotes transparency and accountability in governance by allowing citizens to access government records. The Right to Information Act came into force on the 12th October, 2005.

#### *Procedure to obtain information*

According to sub-section (1) of section 6, a person who desires to obtain information admissible under the Act, should make a written request in Form-A to the Public Information Officer (PIO), Derabis College, Derabish, Kendrapara accompanied by a Bank Draft/IPO of Rs.10/- (Rupees Ten only) in the favour of the Principal and payable at Derabish or enclose the copy of receipt for Rs.10/- (Rupees Ten Only), by depositing the same in Accounts Section of the institute towards the application fee, specifying the particulars of the information sought by him or her.

For providing the information under sub-section 4(1) (b) of RTI Act 2005, the fee shall be charged by way of cash against proper receipt or by demand draft or banker cheque payable to the PIO at the following rates: Rs.1/- for each page in (A4 size paper) and Rs.2/- for each page in (A3 size paper) created or copied.

The college follows all the rules and regulations which are implemented by Govt. of Odisha. Statutory declaration on RTI section 4(1) (b) of RTI Act 2005 covers the statutory declaration of Derabis College, Derabish, Kendrapara, Odisha. All information about the college under 4(1) (b) of the RTI Act 2005 is accessible to the public and can be obtained through the college website.

### FIRST APPLIATE ATUTHORITY

Santanu Kumar Mati, Associate Professor, Deptt. of Political Science

Derabis College, Derabish, Kendrapara

Phone no-06727295148

[Email.-derabishcollege@gmail.com](mailto:derabishcollege@gmail.com)

### PUBLIC INFORMATION OFFICER (PIO)

Dr. Kishora Kumar Bedanta, Asst. Professor, Deptt. of Education

Derabis College, Derabish, Kendrapara

Phone No-06727295148

[Email.-derabishcollege@gmail.com](mailto:derabishcollege@gmail.com)

**FORM - A**  
**See Rule - 4 (I)**

Application for Information under section 6 (1) of the Act

To

**The Public Information Officer**  
(Name of the office with address)

1. Full name of the applicant
2. Father / Spouse name
3. Permanent address
4. Particulars in respect of Identity of the applicant
5. Particulars of information solicited
  - (a) Subject matter of information
  - (b) The period to which the information relates
  - (c) Specific details of information required
  - (d) Whether information is required by post or in person  
(The actual postal charges shall be included in providing information)
  - (e) In case by post (ordinary, registered or speed)
6. Address to which information will be sent & in which form
7. Has the information provided earlier
8. Is this information not made available by the Public authority
9. Do you agree to pay the required fee
10. Have you deposited application fee  
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same ?

Place  
Date

Full Signature of the applicant  
Address

**Office of the Public Information Officer**

Received the application from -----  
address-----  
-----  
on-----seeking information.

Place  
Date

Full name of Public Information Officer  
Designation & Seal

**FORM – D**  
[See Rule – 7 (1)]

Form of Memorandum of Appeal to the first Appellate Authority under *Section 19 (1) of the Act*

From

\_\_\_\_\_ (Applicant's Name & address)

Before

**The First Appellate Authority**

1. Full name of the Appellant :
2. Address :
3. Particulars of Public Information Officer :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information:
  - (a) Nature and subject matter of the information required :
  - (b) Name of the office or Department to which the information relates
7. The grounds for appeal :  
(Details if any to be enclosed in separate sheet)

**Verification**

I, \_\_\_\_\_ Name of the appellant, son of / daughter of / wife of \_\_\_\_\_ hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

**To**

\_\_\_\_\_ Name and address of Appellate Authority



**FORM – E**  
[See Rule 7 (3)]  
**Second Appeal under Section 19 (3) of the Act**

From

(Applicant's Name & address)

To

**The Orissa Information Commission**

1. Full name of the Appellant
2. Address
3. Particulars of the first Appellate Authority
4. Date of receipt of the order appealed against
5. Last date for filing the appeal
6. Particulars of information
  - (a) Nature and subject matter of the information required
  - (b) Name of the office or Department to which the information relates
7. The grounds for appeal  
(Details, if any, to be enclosed in separate sheet)

**Verification**

I,  Name of the appellant  son of /  daughter of /  
 wife of  hereby declare that the particulars furnished  
in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed  
any material fact.

Signature of the Appellant

To  
**Orissa Information Commission**  
**Bhubaneswar, Orissa**

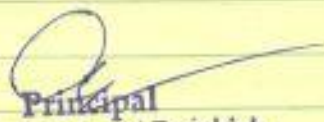
Place

Date



# 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

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara



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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
PRINCIPAL  
DERABIS COLLEGE



# Annual Report (2018-19)



| Sl No | Complaints lodged by                                     | Date of complain | Issue                                      | Action taken date | Action Taken   |
|-------|--|------------------|--|-------------------|--|
| 01    | Khageswar<br>ojha<br>BA Sem - III<br>(Economics)<br>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<br>BSc Sem - I<br>(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<br>Pradha<br>BA Sem - I<br>(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   |

  
Principal  
Derabhis College, Derabhis

  
Principal  
Derabhis College, Derabhis

## Meeting - 02



### Members present

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

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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara



# Annual Report (2019-20)



| S/No. | Complaint Lodged Date | Complain Lodged by  | Issue   | Action taken Date | Action taken  |
|-------|-----------------------|---|---|-------------------|---|
| 01    | 13/08/19              | Sareefa Begum<br>(B.Sc II <sup>nd</sup> yr)<br>(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<br>(B.A. - III <sup>rd</sup> year)<br>(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<br>(B.Sc II <sup>nd</sup> yr)<br>(Phy. Hons.)   | Problems with online classes                          | 21/04/20          | The matter has been informed to teachers of the Concerns department and the teachers have been given the study material |

Principal  
Derabhis College, Derabhis  
Kandrappara

*Kan*  
Principal  
Derabhis College, Derabhis  
Kandrappara



# Meeting - 03

## Members present

- 1 *Group*
- 2 Bikram Kumar Mohanty
- 3 Aswini Kumar Poudyal
- 4 *Group*
- 5 *Group*
- 6 Kishore Kumar Behera
- 7 Rudraangi Pattanai
- 8 Biswajit K. Sahoo
- 9 Kanchan Sah
- 10 ~~Kishore Kumar Poudyal~~
- 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.

Principal  
Derabhis College, Derabhis  
Kendrapara

*Group*  
Principal  
Derabhis College, Derabhis  
Kendrapara





# Annual Report (2020-21)



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

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara

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 <sup>the</sup> 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.

  
Principal  
Derabhis College, Derabhis  
Kendrapara

  
Principal  
Derabhis College, Derabhis  
Kendrapara

# Annual Report - (2021-



| Sl. No. | Complain loaded date | Complain loaded by   | Issue   | Action taken date | Action  |
|---------|----------------------|--|---|-------------------|---|
| 01      | 27/09/2021           | Usharani Sahoo<br>(BA III <sup>2nd</sup> year)<br>(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<br>(Bsc III <sup>2nd</sup> yr)<br>(Zoo Hons.)   | Cleanliness of Hall-02                        | 26/10/2021        | Directed the sweeper to check Hall No-02 state.   |
| 03      | 1/11/2021            | Yagnasree Mohanty<br>(Bsc III <sup>2nd</sup> yr)<br>(Bot. Hons.) | Non-availability of sanitizers in the campus. | 09/11/2021        | Administrative staff is reported and this issue is resolved immediately.  |

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
Derabhis College, Derabhis  
Kendrapara

Principal  
DERABHIS COLLEGE

## Meeting-as

Member present:-

Group

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

# Annual Report - (2022-23)



| Sl. No. | Complainant<br>Dated | Complain<br>Dated by   | Issue   | Action taken<br>date | Action   |
|---------|----------------------|--|---|----------------------|--|
| 01      | 27/09/2021           | Usharani Saha<br>(BA III <sup>rd</sup> year)<br>(Edu. Hons.)         | Not satisfied<br>with internal<br>exam marks.             | 05/10/2021           | It was arranged for<br>the concerned teacher<br>to present the answer<br>script and provide an<br>explanation for low<br>grades. |
| 02      | 22/10/2021           | Madhusmita Saha<br>(Bsc III <sup>rd</sup> year)<br>(Zoo Hons.)       | cleanliness<br>of Hall-02                                 | 26/10/2021           | Directed the sweeper<br>to check Hall No-02<br>state.  |
| 03      | 1/11/2021            | Yagnasree<br>Mohanty<br>(Bsc III <sup>rd</sup> year)<br>(Bot. Hons.) | Non-<br>availability<br>of sanitizer<br>in the<br>campus. | 09/11/2021           | Administration is<br>is reported and<br>this is resolved<br>immediately.   |

  
 Principal  
 Derabhis College, Derabhis

  
 Principal  
 Derabhis College, Derabhis

  
 Principal  
 DERABHIS COLLEGE

## Meeting of

Members present:-

Group

1. Kishor Kumar Dasgupta
2. Bikram Kumar Mohanty
3. Aweini Kamal Parshy
4. Saigga K. Meher
5. Bishu Bhanu Mishra
6. Biswajit Kumar Sahu
7. Rudrangi Patteraill
8. Karanika Sahu
9. Nishu K. Pr
10. Kishor K. Meher
- 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.

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- 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.