



DON BOSCO COLLEGE

Dhodar Ali Road, Railway Gate No 3
P.O. Golaghat – 785 621
Assam

Phone: 9508989780
www.dbcgolaghat.com
dbcgolaghat@gmail.com

Ref No: DBC/

Date:

Anti Ragging Committee meeting was held on 20/01/2021 to discuss and decide anti ragging measures to be taken within the college campus. The meeting was chaired by Sr. Sheela Paul, IQAC Coordinator of Don Bosco College, Golaghat. The meeting was attended by the following members along with IQAC Coordinator:-

1. Lt. Himadri Dutta, Dept of Assamese & ANO, NCC *Himadri Dutta*
2. Mr. Micheal Xaxa, Dept of Economics *M Xaxa*
3. Mr. Madhujya Handique, Dept of Sociology *M Handique*
4. Sr. Reena P George, Dept of English. *Sr. Reena George*

Students members:-

1. Alisha Topno *Alisha Topno*
2. Suraj Dhanwar *Suraj Dhanwar*

The meeting discussed on various issues of anti ragging activities and conducted the following to be resolved:-

1. Committee is asked to conduct meeting with the students regularly.
2. Strict warning to be given to the students that the admission may be cancelled or the students may be suspended from attending the college if he or she found involved in any sort of ragging in the college campus.

Sr. Sheela Paul



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INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints committee has been formed at Don Bosco College on 4th March 2021 to address issues under the sexual harassment of women. Minutes of an emergent meeting of the Internal Complaints Committee held on 5th March, 2021 at 10 am in the Conference Hall. The following members were present:

- a. Fr. Dr. Policarp Xalxo *Xalxo*
- b. Mr. Shiv Kumar *Shiv*
- c. Ms. Banya Kasturi Dutta *Banya*
- d. Ms. Lalita Osga *Lalita*

The purpose of this committee is to provide protection against sexual harassment of women and the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Resolution

The presiding Officer and every member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of nomination.

Any cases of sexual harassment in the college shall be dealt with firmly and in a time bound manner.

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Minutes of the meeting of Grievance Redressal Cell

Grievance Redressal Cell was constituted and a meeting of the Grievance Redressal Cell was held on 10th February 2021, 10.45 am in Staff room.

A meeting of the Grievance Redressal Cell was held on 10th February 2020 with the objective of looking into the grievances of the students regarding unavailability of books in the library. The following members were present:

a). Fr. Dr Policarp Xalxo- Principal

b) Mr. Mukul Sarmah – Asst. Professor, Dept. of Economics

c) Ms. Heena Saikia- Asst. Professor, Dept. of English

d) Mr. Bijoy Gogoi- Asst. Professor, Dept. of Pol Science

Student members

a) Vincent Bhengra, Dept. of English

b) Lirdona Engtipi, Dept. of Commerce

ACTION TAKEN

After discussion with Rev. Fr. Dr. Policarp Xalxo , Principal it was decided that the required books for the students are to be immediately purchased.

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Mechanism and procedure for Grievance Redressal of students

The student Grievance Redressal Committee at Don Bosco College Golaghat, looks into the matter complaints lodged by the students. The Committee look into both academic and non academic matters. It has been constituted to maintain a responsive, disciplined, accountable and harmonious atmosphere among all the members of the college. The committee meets once in 6 months or as and when required.

The members are –

1. Fr.Dr. Policrap Xalxo - principal *Xalxo*
2. Mr. Mukul Sarmah – Asst. Professor Dept of Economics *Mukul*
3. Ms. Heena Saikia – Asst. Professor, Dept of English *Heena*
4. Mr. Bijoy Gogoi- Asst Professor, Dept of Pol. Science *Bijoy*

Students Members-

1. Vincent Bhengra, Dept of English *Vincent Bhengra*
2. Lirdona Engtipi, Dept of Commerce. *Lirdona Engtipi*

The committee includes

1. Facilitating a fair and just evaluation of student complaints
2. Developing a student support system based on feedback/ Grievance/ complaints.
3. Encouraging a student friendly, learner- centric system.

Function of the Committee

1. Each case is attended to promptly on the receipt of written grievances from the students
2. The committee thus ensures a fair unbiased and transparent resolution of student grievances.

Process for lodging a complaint

1. The students may feel free to submit a grievance by writing application or letter through mail or can drop a complaint in Complaint Box that available in the college.
2. The committee act upon those cases which have been forwarded along with the dully filled in form.
3. The committee ensure those grievances are redressed within the stipulated time period.

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Grievance- handling Mechanism

The following Mechanism are in place for timely action towards grievance handling

1. **Mentor Mentee System-** For the benefit and guidance of the students this feature exists in most institutions, Regular meetings between the mentor mentee are held wherein students are free to discuss any personal or academic problem being faced by them.
2. **Complaint Box-** A compliant box has been placed at college office for the students to access it conveniently and drop the dully filled in grievance Form.
3. **Open Door Policy** – All students are free to personally contact the principal of the college during the working hours of the college.
4. **Confidentiality-** The college will maintain the confidentiality of information.
5. **Withdrawal-** Students are free to withdraw his or her grievance without prejudice at any given point of time.

For any other matter not covered above, the *UGC Redress of Grievances of Students Regulations, 2019* are followed in the right earnest.


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