



MANIKCHAK COLLEGE

(Recognized by University Grants Commission under section 2 (f) & 12 (B)
And Affiliated to the University of Gour Banga)

ESTD. – 2014

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Mechanism of Redressal Policy

A. Mechanism for Students Grievances Redressal

Manikchak College, Malda has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague students or teachers etc. We have College level grievance redressal committee to deal with the grievances of the students.

The details of this committee is furnished below:

Chairperson: Principal

Convenor: Bijan Sarkar, Asst. Prof. In History

Members:

1. Dr. Goutam Sarkar, Asst. Prof. in Bengali
2. Priyanka Paul, SACT (Education)

Grievances includes the following complaints of the aggrieved students

1. Making admission contrary to merit determined in accordance with the declared admission policy of the College/University/State Government.
2. Irregularity in the admission process adopted by the College.
3. Refusing admission in accordance with the declared admission policy of the institution.
4. Non Publication of prospectus (either hard copy / online), web notification, admission portal link, payment link as specified in these regulations.
5. Publishing any information in the prospectus, which is false or misleading, and not based on facts.
6. Institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue.
7. Demand of money in excess of that specified in the declared admission policy to be charged by such Institution.
8. Breach in reservation policy in admission as may be applicable.
9. Approval of the verified documents along with filled form downloaded from respective scholarship portal or delay in approval of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority.
10. On provision of student amenities as may have been promised or required to be provided by the institution.
11. Non transparent or unfair internal assessment process .

12. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the UGC from time to time.

B. Mechanism for Internal Complaints Committee (ICC)-Women Cell

In compliance with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars since 1998 and insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act-Sexual Harassment Act in April 2013) to all the universities and colleges, advising them to establish a permanent cell /committee and to frame guidelines to combat sexual harassment, violence against women at the universities and colleges.

It has further advised the colleges/universities to be proactive by developing a conducive atmosphere on the campus, where the women are respected and they are treated with dignity. As per the guidelines of UGC and the Supreme Court, a Committee against Sexual Harassment/ (ICC) Internal Complaints Committee at Manikchak College has been formed to provide a healthy and congenial atmosphere to the staff and students of the College.

The details of this committee is furnished below:

Convener: Sarada Pal, SACT (Sanskrit)

Members:

1. Priyanka Paul, SACT (Education)
2. Farida Parveen, SACT (Sociology)
3. Hasina Bibi, NTS

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

1. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the College.
2. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
3. To create a secure physical and social environment to deter any act of sexual harassment.
4. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Procedure for reporting a complaint:

In the college, in every category that i.e. students, teachers and employees many women have been working. Hence the permanent women cell has been formed to carry out the directives of the Supreme Court and any case related with women harassment can be reported in this cell. A written application addressed to the convener can only be accepted. In the complaint it should also be made clear that how she was sexually

harassed or how her harassment could be determined according to the parameters fixed by the Supreme Court .
On receiving such complaints (if any) action shall be taken by the cell to resolve the issue.

C. Mechanism for curbing the menace of ragging

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness, a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassments so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from college by prohibiting it under the UGC Regulations, preventing its occurrence and punishing those who indulge in ragging, as provided for in above mentioned Regulations and the appropriate law in force .

In pursuance to the directives of Honourable Supreme Court and the UGC notification on “Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, Manikchak College, Malda has formed an anti ragging committee and has taken the following preventive measures to eliminate the curse of ragging among the students and to provide them sympathetic environment to learn and develop all round development of the learners. We have also collected filled in declaration form regarding anti ragging statement signed by both student and parent at the time of 1st year admission.

- To implement the provisions of UGC regulations on curbing the menace of ragging
- To regulate and punish those who indulge in ragging as provided under the UGC

The details of this committee is furnished below:

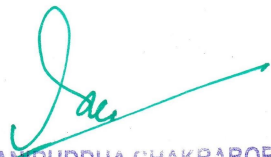
Chairperson: Principal

Convener: Rajkumar Saha, SACT (Political Science)

Members:

1. Somnath Das, Asst. Prof. In Sankrit
2. Hasina Begam, NTS
3. Abhiram Mahaldar, NTS
4. Amit Mahaladar NTS

For any clarification mail us principal@manikchakcollege.ac.in or Whatsapp to 9733770053


Dr. ANIRUDDHA CHAKRABORTY
Principal