



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721426, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in



Circulars, web links, and committee reports explaining the purpose of the metric.



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Dated-06.07.2018.

Circular

The following committee is formed, and members are identified from all the wings of the college for the academic year 2018-19. The duties and other responsibilities of the committee members will be intimated by the principal. Furthermore, the committee is informed that the annual report of the overall activities is to be prepared at the end of each academic year and a copy of the report must be submitted to the IQAC office for documentation.

Constitution of the Grievance Redressal Cell

Sl No	Name	Designation	responsibility
1	Dr. Swapan Kumar Misra	Principal	Chairman
2	Dr. Bidhan Chandra Samanta	Associate Professor of Chemistry	Member
3	Jonaki Biswas	Associate Professor of Political Science	Member
4	Saugata Bera	Non-teaching staff	Member
5	GS	Students Union	Member

Copy to

Members of the Grievance Redressal Cell

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Students Union




Principal - 06.07.2018
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra

Principal



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Dated-10.07.2019.

Circular

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Principal
Mugberia Gangadhar Mahavidyalaya
10.07.2019

Dr. Swapan Kumar Misra

Principal



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Dated-09.07.2020.

Circular

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5	Dr. Pintu Roychoudhury	Assistant Professor of Bengali	Member
6	Saugata Bera	Non-teaching staff	Member
7	GS	Students Union	Member

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Principal
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra

Principal



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Dated-06.07.2021.

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Principal
Mugberia Gangadhar Mahavidyalaya
06.07.2021

Dr. Swapan Kumar Misra
Principal





MUGBERIA GANGADHAR MAHAVIDYALAYA

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Dated-08.07.2022

Circular

The following committee is formed, and members are identified from all the wings of the college for the academic year 2022-23. The duties and other responsibilities of the committee members will be intimated by the principal. Furthermore, the committee is informed that the annual report on the overall activities is to be prepared at the end of each academic year and a copy of the report must be submitted to the IQAC office for documentation.

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5	Dr. Pintu Roychoudhury	Assistant Professor of Bengali	Member
6	Taniya Neogi	Assistant Professor of English	Member
7	Ranita Bain	Assistant Professor of English	Member
8	Sk. Khabiruddin	SACT, B.P.Ed & M.P.Ed	Member
9	Ananda Barui	Librarian	Member
10	Saugata Bera	Non-teaching staff	Member
11	GS	Students Union	Member

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Principal
08.07.2022
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra
Principal



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Circular

Dated – 06.09.2018

The following committee is formed, and members are identified from all the wings of the college for the academic year 2018-19. The duties and other responsibilities of the committee members will be intimated by the principal.

Constititon of the Internal Complaint Committee (ICC)

SI No	Name	Designation	responsibility
1	Dr. Swapan Kumar Misra	Principal	Chairman
2	Dr. Prasenjit Ghosh	Associate Professor of History	Member
3	Jonaki Biswas	Associate Professor of Political Science	Member
4	Dr. Sutapa Saha	Assistant Professor of Music	Member
5	Dr. Pintu Roychoudhury	Assistant Professor of Bengali	Member
6	Ranita Bain	Assistant Professor of English	Member
7	Saugata Bera	Non-teaching staff	Member
8	GS	Students Union	Member

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Members of the Internal Complaint Committee (ICC)

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MUGBERIA GANGADHAR MAHAVIDYALAYA

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Sami Misra
Principal - 06.07.2018
Mugberia Gangadhar Mahavidyalaya

Circular

Dated – 10.07.2019


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6	Ranita Bain	Assistant Professor of English	Member
7	Saugata Bera	Non-teaching staff	Member
8	GS	Students Union	Member

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Principal 10.07.2019
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ESTD.-1964
Purba
Medinipur
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Sourish
19.07.2020
Principal

E-mail : mugberia_college@rediffmail.com // www.mugberiangadharMahavidyalaya.ac.in

Dated – 06.07.2021

Circular

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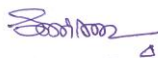
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6	GS	Students Union	Member

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06.07.2021
Principal
Mugberia Gangadhar Mahavidyalaya



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Swapan Misra
Principal 08/07/2022
Mugberia Gangadhar Mahavidyalaya



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Grievance Redressal Cell Report

2018-2023

The college has its own Grievance Redressal Cell under the guidance of the principal of the college. The objective of the cell is given underneath.

The Grievance Redressal Cell is committed to fostering a supportive and transparent atmosphere where students, faculty, and staff can express their concerns, complaints, or grievances without fear. The primary objectives of the cell are as follows:

1. **Prompt Resolution:** To address and resolve grievances in a fair, impartial, and timely manner, ensuring minimal disruption to the academic environment.
2. **Confidentiality:** To maintain the confidentiality of the complainant and the details of the grievance, respecting the privacy of all individuals involved.
3. **Preventive Measures:** To identify recurring issues and suggest preventive measures that contribute to the overall improvement of the college's functioning.
1. **Open Communication:** To facilitate open communication between all stakeholders and promote a positive and collaborative environment within the college community.

The function of the cell is to investigate the complaints lodged by any students or employees of the college. The grievance cell in collaboration with internal complaint committee/ anti-sexual harassment committee, women cell can investigate any matter related to harassment of any student or employees of the college. Anyone with a genuine grievance may approach the principal or any committee member for a remedial solution.

Rules of Grievance Redressal Cell:

1. Submission of Grievances:

Grievances can be submitted in writing, either online through the designated portal or by filling out a physical form available at the Grievance Redressal Cell office.

Anonymous complaints will not be entertained, and complainants are encouraged to provide accurate details for effective resolution.

2. Nature of Grievances:

The Grievance Redressal Cell will address academic, administrative, or personal grievances related to college activities and services.

Discrimination, harassment, or any form of unfair treatment will be dealt with seriously.

3. Timely Resolution:

The Grievance Redressal Cell is committed to resolving grievances within a reasonable timeframe.

A systematic approach will be followed to investigate and address each grievance efficiently.

4. Confidentiality:

The identity of the complainant and the details of the grievance will be kept confidential throughout the resolution process.

Only the necessary personnel involved in the resolution process will have access to the information.

5. Appeal Process:

If a complainant is dissatisfied with the resolution provided by the Grievance Redressal Cell, they may appeal to higher authorities within the college.

The appeal process will be clearly communicated to the complainant during the initial resolution.

6. Feedback Mechanism:

The Grievance Redressal Cell welcomes feedback from the college community to continuously improve its processes and effectiveness.

Periodic reviews and assessments have been conducted to ensure the cell's responsiveness and efficiency.

Several Complaint Boxes are available in the campus for grievances, students and staff may submit complaints to our college Mail ID mugberia_college@rediffmail.com, college website could be used by our Students for their Grievance.

By adhering to these rules and objectives, we aim to create a college environment where every individual feels heard, valued, and supported, contributing to the overall success and well-being of our academic community.



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Grievance Redressal Cell

Dated -19.12.2018.

Report – 2018-19

Submitted to IQAC for further action.

The college's Grievance Redressal System is an essential component. It is the college's duty to guarantee the security of both its staff and students when they are on campus. In compliance with UGC standards, a grievance redressal committee has been established to address grievances from both employees and students. The principal has had direct control over the committee's operations. Any grievance that the principal or any member has received has been forwarded to the principal or concerned committee members, who investigate the issues based on how serious they are.

The committee has been making every effort to establish a cordial and helpful environment for all parties involved. The cell assists students in documenting their concerns and resolving issues with personal grievances and academic resources. The committee for concerns will handle complaints of harassment against women. Ragging cases are being handled by the competent authority along with the anti-ragging cell in accordance with the government policy.

Students who have complaints about their academic performance, financial difficulties, health care, or library-related issues come to the cell. The cell quickly and wisely resolves its issue. Additionally, the cell addresses the student's complaints as needed. This system has led to a nice atmosphere, a positive work culture, and a sense of mutual understanding and goodwill among the students at the institution. The grievance redressal cell's members are as follows.

Sl No	Name	Designation	responsibility
1	Dr. Swapan Kumar Misra	Principal	Chairman
2	Dr. Bidhan Chandra Samanta	Associate Professor of Chemistry	Member
3	Jonaki Biswas	Associate Professor of Political Science	Member
4	Saugata Bera	Non-teaching staff	Member
5	GS	Students Union	Member

The following issues are monitored by the cell during the year 2018-19.

1. No complaint was obtained in the admission process as the admission policy of the college is strictly based on merit basis. A few technical problems have arisen and have been sorted out immediately by the principal.
2. The college prospectus is published before the admission process.
3. There was no complaint by the students regarding the demand for the money more than that specified in the admission policy approved by the authority to be charged by the college.
4. All policies regarding reservation were followed.
5. There were no complaints found regarding the alleged discrimination of students from SC, ST, OBC, women, minority, or disabled categories.
6. No complaints were found regarding non-payment or delay of scholarship or unfair means regarding access to various Govt. & Non-Govt. scholarships offered by the institution.
7. The central library of the colleges offered induction programmes for the library users. Access to library sources was discussed in the programme. No complaints were found regarding the non-availability of books.
8. A verbal complaint from the non-teaching staff has been received by the principal regarding the maintenance of the books for PG programmes. This was successfully sorted out by the cell.
9. No complaint has been received by the cell regarding examination.
10. There was no complaint regarding harassment or victimization of students on the campus.
11. Issues regarding the access of wi-fi to all the teachers have been sorted out by the cell.




Principal 19.12.2018
Mugberia Gangadhar Mahavidyalaya



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Grievance Redressal Cell

Dated -11.12.2019.

Report – 2019-20

Submitted to IQAC for further action.

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The committee has been making every effort to establish a cordial and helpful environment for all parties involved. The cell assists students in documenting their concerns and resolving issues with personal grievances and academic resources. The committee for concerns will handle complaints of harassment against women. Ragging cases are being handled by the competent authority along with the anti-ragging cell in accordance with the government policy.


Students who have complaints about their academic performance, financial difficulties, health care, or library-related issues come to the cell. The cell quickly and wisely resolves its issue. Additionally, the cell addresses the student's complaints as needed. This system has led to a nice atmosphere, a positive work culture, and a sense of mutual understanding and goodwill among the students at the institution. The grievance redressal cell's members are as follows.

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10. There was no complaint regarding harassment or victimization of students on the campus.
11. Issues regarding the access of wi-fi to all the teachers have been sorted out by the cell.




Principal 11.12.2019
Mugberia Gangadhar Mahavidyalaya



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Dated – 16.12.2020.

Grievance Redressal Cell

Report – 2020-21

Submitted to IQAC for further action.

The college's Grievance Redressal System is an essential component. It is the college's duty to guarantee the security of both its staff and students when they are on campus. In compliance with UGC standards, a grievance redressal committee has been established to address grievances from both employees and students. The principal has had direct control over the committee's operations. Any grievance that the principal or any member has received has been forwarded to the principal or concerned committee members, who investigate the issues based on how serious they are.

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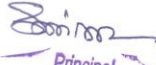
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4	Saugata Bera	Non-teaching staff	Member
5	GS	Students Union	Member

The following issues are monitored by the cell during the year 2020-21.

1. No complaint was obtained in the admission process as the admission policy of the college is strictly based on merit basis. A few technical problems have arisen due to Pandemic & lockdown and have been sorted out immediately by the principal.
2. The college prospectus is published before the admission process.
3. There was no complaint by the students regarding the demand for the money more than that specified in the admission policy approved by the authority to be charged by the college.
4. All policies regarding reservation were followed.
5. There were no complaints found regarding the alleged discrimination of students from SC, ST, OBC, women, minority, or disabled categories.
6. Due to Pandemic, Students union has demanded fee waiver for all the 1st year students, and the authority have decided to waive fee a sum of rupees 350/-.
7. The central library of the colleges offered online induction programmes for the library users. Access to library sources was discussed in the programme. No complaints were found regarding the non-availability of books.
8. A drive for online teaching learning was carried out by the institution.
9. As per the demand of the students and IQAC, most of the departments have arranged online seminar/skill development programme etc.
10. No complaint has been received by the cell regarding online examination.
11. There was no complaint regarding harassment or victimization of students on the campus.
12. Issues regarding the access of wi-fi to all the teachers have been sorted out by the cell.




Principal 16.12.2020
Mugberia Gangadhar Mahavidyalaya



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in

Dated -15.12.2021.

Grievance Redressal Cell

Report – 2021-22

Submitted to IQAC for further action.

The college's Grievance Redressal System is an essential component. It is the college's duty to guarantee the security of both its staff and students when they are on campus. In compliance with UGC standards, a grievance redressal committee has been established to address grievances from both employees and students. The principal has had direct control over the committee's operations. Any grievance that the principal or any member has received has been forwarded to the principal or concerned committee members, who investigate the issues based on how serious they are.

The committee has been making every effort to establish a cordial and helpful environment for all parties involved. The cell assists students in documenting their concerns and resolving issues with personal grievances and academic resources. The committee for concerns will handle complaints of harassment against women. Ragging cases are being handled by the competent authority along with the anti-ragging cell in accordance with the government policy.

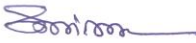
Students who have complaints about their academic performance, financial difficulties, health care, or library-related issues come to the cell. The cell quickly and wisely resolves its issue. Additionally, the cell addresses the student's complaints as needed. This system has led to a nice atmosphere, a positive work culture, and a sense of mutual understanding and goodwill among the students at the institution. The grievance redressal cell's members are as follows.

Sl No	Name	Designation	responsibility
1	Dr. Swapan Kumar Misra	Principal	Chairman
2	Dr. Bidhan Chandra Samanta	Associate Professor of Chemistry	Member
3	Jonaki Biswas	Associate Professor of Political Science	Member
4	Dr. Sutapa Saha	Assistant Professor of Music	Member
5	Dr. Pintu Roychoudhury	Assistant Professor of Bengali	Member
6	Saugata Bera	Non-teaching staff	Member
7	GS	Students Union	Member

The following issues are monitored by the cell during the year 2021-22.

1. No complaint was obtained in the admission process as the admission policy of the college is strictly based on merit basis. A few technical problems have arisen due to Pandemic & lockdown and have been sorted out immediately by the principal.
2. The college prospectus is published before the admission process.
3. There was no complaint by the students regarding the demand for the money more than that specified in the admission policy approved by the authority to be charged by the college.
4. All policies regarding reservation were followed.
5. There were no complaints found regarding the alleged discrimination of students from SC, ST, OBC, women, minority, or disabled categories.
6. Due to Pandemic, Students union has demanded fee waiver for all the 1st year students, and the authority have decided to waive fee a sum of rupees 350/-.
7. The central library of the colleges offered online induction programmes for the library users. Access to library sources was discussed in the programme. No complaints were found regarding the non-availability of books.
8. A drive for online teaching learning was carried out by the institution.
9. As per the demand of the students and IQAC, most of the departments have arranged online seminar/skill development programme etc.
10. Grievances received from the casual staff regarding salary increment. Cell proposed a 10% hike for all the casual staff annually and GB approved the same.
11. No complaint has been received by the cell regarding online examination.
12. There was no complaint regarding harassment or victimization of students on the campus.
13. Issues regarding the access of wi-fi to all the teachers have been sorted out by the cell.




Principal
Mjgberia Gangadhar Mahavidyalaya
15.12.2021



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Grievance Redressal Cell

Report – 2022-23

Submitted to IQAC for further action.

Dated – 14.12.2022.

The college's Grievance Redressal System is an essential component. It is the college's duty to guarantee the security of both its staff and students when they are on campus. In compliance with UGC standards, a grievance redressal committee has been established to address grievances from both employees and students. The principal has had direct control over the committee's operations. Any grievance that the principal or any member has received has been forwarded to the principal or concerned committee members, who investigate the issues based on how serious they are.

The committee has been making every effort to establish a cordial and helpful environment for all parties involved. The cell assists students in documenting their concerns and resolving issues with personal grievances and academic resources. The committee for concerns will handle complaints of harassment against women. Ragging cases are being handled by the competent authority along with the anti-ragging cell in accordance with the government policy.


Students who have complaints about their academic performance, financial difficulties, health care, or library-related issues come to the cell. The cell quickly and wisely resolves its issue. Additionally, the cell addresses the student's complaints as needed. This system has led to a nice atmosphere, a positive work culture, and a sense of mutual understanding and goodwill among the students at the institution. The grievance redressal cell's members are as follows.

SI No	Name	Designation	responsibility
1	Dr. Swapan Kumar Misra	Principal	Chairman
2	Dr. Prasenjit Ghosh	Associate Professor of History	Member
3	Jonaki Biswas	Associate Professor of Political Science	Member
4	Dr. Sutapa Saha	Assistant Professor of Music	Member
5	Taniya Neogi	Assistant Professor of English	Member
6	GS	Students Union	Member

The following issues are monitored by the cell during the year 2022-23.

1. No complaint was obtained in the admission process as the admission policy of the college is strictly based on merit basis.
2. The college prospectus is published before the admission process.
3. There was no complaint by the students regarding the demand for the money more than that specified in the admission policy approved by the authority to be charged by the college.
4. No grievances were received regarding admission. All policies regarding reservation were followed.
5. There were no complaints found regarding the alleged discrimination of students from SC, ST, OBC, women, minority, or disabled categories.
6. The central library of the colleges offered induction programmes for the library users. Access to library sources was discussed in the programme. No complaints were found regarding the non-availability of books.
7. A drive for online teaching learning was carried out by the institution.
8. As per the demand of the students and IQAC, most of the departments have arranged online seminar/skill development programme etc.
9. No complaint has been received by the cell regarding online examination.
10. There was no complaint regarding harassment or victimization of students on the campus.
11. Issues regarding the access of wi-fi to all the teachers have been sorted out by the cell.




Principal
Mugberia Gangadhar Mahavidyalaya
14.12.2022



MUGBERIA GANGADHAR MAHAVIDYALAYA

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Weblink in response to DVV 5.1.4

[Sexual Harassment Policy \(UGC Guidelines\)](#)

[Gender Sensitization Statement](#)

[Gender Equity Statement & Performace](#)

[Gender Equity Report 2022-23](#)

[Link to Omdudsperson](#)

[Women's Cell activities](#)

[Gender Equity Policy](#)


[Disciplinary Action Committee Policy](#)

[Code of Conduct Policy for Teachers](#)

[Website link to register online complaint](#)

[Annual Report of Anti-Ragging & Anti Sexual Harassment Committee](#)




30.05.2024
Principal
Mugberia Gangadhar Mahavidyalaya