



Memo No.084/0919/CSGRC

Date: 09.09.2019

NOTIFICATION

This is for general information that the **College Student Grievance Redressal Committee (CSGRC)**, an autonomous body of the college, is hereby established as per the guidelines of the UGC to look into the matter of Grievances received from students and find out the proper way of actions for its solution to maintain the healthy atmosphere in the college. The undersigned is pleased to inform that the **College Student Grievance Redressal Committee (CSGRC)** of the college is thus formed with effect from 09.09.2019 as follows complying Govt. rules and regulations until further notification:

SL NO.	NAME	NOMINATED AS
1	Shri Alope Kumar Das, Officer-in-Charge, Kabi Jagadram Roy Government General Degree College (KJRGGDC)	Chairperson
2	Dr. Indrani Hazra, Assistant Professor of Bengali, KJRGGDC	Convenor
3	Mr. Samim Rahaman Molla, Assistant Professor of History, KJRGGDC	Member
4	Mr. Biswajit Bera, Assistant Professor of Mathematics, KJRGGDC	Member
6	Biltu Chatterjee, Student of 1 st Semester	Student representative

Sd/-
Officer-in-Charge

Copy to the-

- 1) Aforementioned members
- 2) All Departments

Officer-in Charge

Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist - Bankura W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 01/2019-20/ CSGRC

Date: 13/09/2019

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held on 14/09/2019 (Saturday) at 12.00 pm at the Chamber of the Officer-in-Charge. All the members are requested to attend the same.

Agenda:

1. Role and Functions of the Committee.
2. Mechanism of redressal of grievances.
3. Matters arising.

Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist - Bankura, W.B.

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 14/09/2019

As per Notice (No. 01/2019-20/ CSGRC dated 13/09/2019) of the CSGRC, a meeting was held at 12.00 Noon onward on 14/09/2019 at the chamber of Officer-in-Charge. The following members were present in the meeting.

Sl. No.	Name & Designation	Signature
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.	
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.	
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.	
04	Shri Biswajit Bera, Member, Assistant Professor, Dept. of Mathematics.	
05	Biltu Chatterjee, Student Representative (Special Invitee), Geology Hons.	

1. It was resolved that the College Student Grievance Redressal Committee (CSGRC) shall provide a platform for students to voice their concern and grievances related to their college experience.
2. It was decided that a complaint from an aggrieved student relating to the college shall be addressed to the College Student Grievance Redressal Committee (CSGRC) and in considering the grievances before it, the CSGRC shall follow principles of natural justice. The committee would try their level best to redress the grievances submitted to the committee.
3. It was resolved that a complaint/suggestion box will be kept in the college premises to receive complaint/suggestion related to the college and the students will be notified that they can submit their grievances through college e-mail id available in the college website (kjrggdcmejia@gmail.com). They will be also informed that they can submit their grievance to a CSGRC member of the college.
4. The CSGRC shall meet whenever any grievance is submitted to them and they would try to resolve the grievances within a period of 15 days of its receiving. In case no grievance is received, the CSGRC shall meet once in a semester.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

5. The CSGRC shall prepare and submit the recommendations related to the redressal of grievances to the concerned.
6. The CSGRC shall submit an annual report and an Action Taken Report related to the redressal of grievances (if any kind of grievance is received) to the Officer-in-Charge.
7. The students will be notified about the role and activities of the CSGRC.

Hanna

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

AK

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 02/2019-20/CSGRC

Date: 16/09/2019

All the students are hereby notified that the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are established by the college to address student grievances related to the College. Students can submit a written complaint in the Complaint/Suggestion box located in the main building. They can submit their grievance through college e-mail id available in the college website (kjrggdcmejia@gmail.com). Also they can submit their grievance to a CSGRC member of the college. The CSGRC members are

1. Shri Alope Kumar Das (Officer-in-Charge and Chairperson of CSGRC).
2. Dr. Indrani Hazra (Convenor, Assistant Professor, Dept. of Bengali).
3. Shri Samim Rahaman Molla (Member, Assistant Professor, Dept. of History).
4. Shri Biswajit Bera (Member, Assistant Professor, Dept. of Mathematics).
5. Biltu Chatterjee (Student Representative, Geology Hons.).


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ANNUAL REPORT 2019-2020

The College has constituted a College Student Grievance Redressal Committee (CSGRC) in the academic Year 2019-20. The meeting of the Committee was held in the chamber of Officer-in-Charge in the month of September.

1. The CSGRC tried to provide a platform for students to voice their concern and grievances related to their college experiences.
2. The CSGRC arranged a complaint/suggestion box in the college premises to receive complaint/suggestion related to the college and notified the students to submit their grievances through college e-mail id available in the college website (kjrggdcmejia@gmail.com) and also to the CSGRC member of the college.
3. The CSGRC intimated the students about the activities of the Grievance Cell.

The Committee has found that no complaints have been reported to the Committee in the annual year 2019-2020.

Indrani Hazra

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ACTION TAKEN REPORT

Grievance Redressal Initiatives	Resolved in the meeting dated (Notice No.)	Action Taken by CSGRC
Keeping a complaint/suggestion box in the college premises to receive complaint/suggestion related to the college.	14/09/2019 (Notice No: 01/2019-20/CSGRC dated 13/09/2019)	A complaint/suggestion box has been kept near the office in the academic cum administrative building since 13/11/2019. It is easily accessible to the students.
To submit an annual report related to the redressal of grievances to Officer-in-Charge.	14/09/2019 (Notice No: 01/2019-20/CSGRC dated 13/09/2019)	An annual report has been prepared and submitted to Officer-in-Charge.

Indrani Hazra

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 01/2020-21/CSGRC

Date: 11/09/2020

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held virtually on 12/09/2020 (Saturday) at 12.00 pm. All the members are requested to attend the same. The meeting link is provided below –

<https://meet.google.com/iwc-darm-juo>

Agenda:

1. Confirmation of the previous meeting.
2. Redressal of grievances during Covid Period.
3. Matters arising.


Officer-in-Charge
KJRGGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 12/09/2020

Time : 12.00 pm

As per Notice (No. 01/2020-21/CSGRC dated 11/09/2020) of the College Student Grievance Redressal Committee of Kabi Jagadram Roy Government General Degree College, a meeting was held virtually at 12.00 Noon onward on 12/09/2020. The following members attended the virtual meeting.

Sl. No.	Name & Designation
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.
04	Shri Biswajit Bera, Member, Assistant Professor, Dept. of Mathematics.
05	Biltu Chatterjee, Student Representative, Geology Hons.

- The minutes of last meeting was read and confirmed.
- It was resolved that as the Covid-19 Pandemic has created new difficulties in college life, the CSGRC members will also accept grievances submitted via WhatsApp. This information will be notified to the students.
- If any complaint is submitted, the CSGRC will meet virtually to discuss the matter.

Indrani Hazra

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College,
Mejia-722143 Dist-Bankura, W.B

AK

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 02/2020-21/CSGRC

Date: 16/09/2020

All the students are hereby notified that during this Covid-19 Pandemic situation they can submit their grievances through college e-mail id provided in the college website (kjrggdcmejia@gmail.com) and also via WhatsApp to the CSGRC members. The WhatsApp number of the members are mentioned below.

1. Shri Alope Kumar Das (Officer-in-Charge and Chairperson of CSGRC) - 9434246196
2. Dr. Indrani Hazra (Convenor) - 9474145868
3. Shri Samim Rahaman Molla (Member) - 9851109446
4. Shri Biswajit Bera (Member) - 95471932348
5. Biltu Chatterjee, Student Representative, Geology Hons. - 8101541920

Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ANNUAL REPORT 2020-2021

A meeting of the College Student Grievance Redressal Committee (CSGRC) was held virtually in the month of September. The committee took decision that the CSGRC members would also accept grievances through their WhatsApp because of the Covid-19 Pandemic situation. The committee notified the information to the students and the WhatsApp number of the committee members also notified in the college website.

The Committee has found that no complaints have been reported to the Committee in the annual year 2020-2021.

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ACTION TAKEN REPORT

Grievance Redressal Initiatives	Resolved in the meeting dated (Notice No.)	Action Taken by CSGRC
To accept grievances from the students through WhatsApp of CSGRC members.	12/09/2020 (Notice No: 01/2020-21/CSGRC dated 11/09/2020)	The WhatsApp number of CSGRC members has been notified on the college website as well as to the students in WhatsApp group.

Indrani Hazra

Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 01/2021-22/CSGRC

Date: 09/02/2022

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held on 14/02/2022 (Monday) at 2.00 pm at the chamber of Officer-in-Charge. All the members are requested to attend the same.

Agenda:

1. Confirmation of the previous meeting.
2. Create Awareness about the Grievance Redressal Committee and its Activities among Students.
3. Matters arising.


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 14/02/2022

Time: 2.00 pm

As per Notice (No: 01/2021-22/CSGRC dated 09/02/2022) of the CSGRC of Kabi Jagadram Roy Government General Degree College, a meeting was held at 2.00 pm onward on 14/02/2022 at the chamber of Officer-in-Charge. The following members were present in the meeting.

Sl. No.	Name & Designation	Signature
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.	
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.	
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.	
04	Shri Biswajit Bera, Member, Assistant Professor, Dept. of Mathematics.	
05	Biltu Chatterjee, Student Representative, Geology Hons.	Biltu Chatterjee

The Chairperson of CSGRC and Officer-in-Charge Alope Kumar Das welcomed all the members. As the pandemic caused a major communication gap between the college and the students, he requested the members to Create Awareness about the College Student Grievance Redressal Committee and its Activities among Students.

- The minutes of last meeting was read and confirmed.
- The students faced many difficulties and technical problems during online classes and online examinations. But the annual report shows no grievance was registered during the pandemic period. Their hesitation or lack of awareness may be the reason behind it. So, it was resolved that the students will be notified properly about the College Student Grievance Redressal Committee (CSGRC) and its Activities.
- Few posters can be placed around the campus explaining the role of grievance cell.
- The head of all Departments would be requested to circulate the notice among students in their classes.
- A dedicated webpage may be introduced for CSGRC on the college website.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 02/2021-22/CSGRC

Date: 16/02/2022

All the students are hereby notified that the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College is available to address student grievances related to the College. Students can submit a written complaint in the Complaint/Suggestion box located in the main building. They can submit their grievance through college e-mail id available in the college website (kjrggdcmejia@gmail.com). Also they can submit their grievance to a CSGRC member of the college. The CSGRC is dedicated to provide a safe space for students to voice their concerns and seek fair resolutions. The CSGRC members are -

1. Shri Aloke Kumar Das (Officer-in-Charge and Chairperson of CSGRC)
2. Dr. Indrani Hazra (Convenor, Assistant Professor, Dept. of Bengali)
3. Shri Samim Rahaman Molla (Member, Assistant Professor, Dept. of History)
4. Shri Biswajit Bera (Member, Assistant Professor, Dept. of Mathematics)
5. Biltu Chatterjee (Student Representative, Geology Hons.)


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



Memo No.005/0222/Reform/CSGRC

Date: 25.02.2022

NOTIFICATION

This is for general information that the **College Student Grievance Redressal Committee (CSGRC)**, an autonomous body of the college, had already been formed and functioning in this college as per the guidelines of the UGC to look into the matter of Grievances received from students and find out the proper way of actions for its solution to maintain the healthy atmosphere in the college. The undersigned is pleased to inform that the **College Student Grievance Redressal Committee (CSGRC)** of the college has been restructured with effect from 25.02.2022 as follows complying Govt. rules and regulations until further notification:

SL NO.	NAME	NOMINATED AS
1	Shri Alope Kumar Das, Officer-in-Charge, Kabi Jagadram Roy Government General Degree College (KJRGGDC)	Chairperson
2	Dr. Indrani Hazra, Assistant Professor of Bengali, KJRGGDC	Convenor
3	Mr. Samim Rahaman Molla, Assistant Professor of History, KJRGGDC	Member
4	Mrs. Sutista Ghosh, Assistant Professor of English, KJRGGDC	Member
5	Dr. Avisek Sen, Assistant Professor of Commerce, KJRGGDC	Member
6	Debi Bhui, Student of 1 st Semester	Student representative

Sd/-
Officer-in-Charge

Copy to the-

- 1) Aforementioned members
- 2) All Departments

Officer-in-Charge

Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist. - Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 03/2021-22/CSGRC

Date: 10/05/2022

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held on 11/05/2022 (Wednesday) at 2.00 pm at the chamber of Officer-in-Charge. All the members are requested to attend the same.

Agenda:

1. Confirmation of the previous meeting.
2. Discussion regarding a grievance raised by the students of English department.
3. Matters arising.


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 11/05/2022

Time: 2.00 pm

As per Notice (No: 03/2021-22/CSGRC dated 10/05/2022) of CSGRC of Kabi Jagadram Roy Government General Degree College, a meeting was held at 2.00 pm onwards on 11/05/2022. The following members were present in the meeting.

Sl. No.	Name & Designation	Signature
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.	
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.	
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.	
04	Mrs. Sutista Ghosh, Member, Assistant Professor, Dept. of English.	
05	Dr. Avisek Sen, Member, Assistant Professor, Dept. of Commerce.	
06	Debi Bhui, Student Representative, B.A. Programme.	

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

- The minutes of last meeting was read and confirmed.
- The discussion was about the grievance received from the students of English department regarding the inadequacy of teachers in their department. Having only one faculty member in English department is a serious problem in the college. It creates difficulties for the students, specially for the Honours students. The CSGRC requested the Chairperson and Officer-in-Charge to look after the matter. The Officer-in-Charge informed the committee members that he had already submitted a prayer for English teachers in the vacant posts to the higher authority previously. He will apply again for the same. It was decided that the aggrieved students will be informed about the initiative taken by the authority to resolve their problems.
- The meeting ended with thanks at 4.00 pm as there was no other points for discussion.

Harman

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

AK

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ANNUAL REPORT 2021-2022

- The College Student Grievance Redressal Committee (CSGRC) conducted 2 meetings during the year.
- As per the decision of the meeting conducted in the month of February, the committee took initiative to create awareness among students about the College Student Grievance Redressal Committee (CSGRC) and its activities after post pandemic period.
- Few posters placed around the campus explaining the role of grievance cell.
- The head of all Departments took initiative to circulate the notice of CSGRC among students in their classes as per the request of committee members.
- A dedicated webpage has been created for CSGRC on the college website.
- In the month of May, the committee met together to discuss about the grievance raised by the students of English department regarding the inadequacy of teachers in their department and the Officer-in-Charge forwarded the issue to the concerned authority as per the decision of the meeting.

Indrani Hazra

Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee

ACTION TAKEN REPORT

Grievance Redressal Initiatives	Resolved in the meeting dated (Notice No.)	Action Taken by CSGRC
To create awareness among students about the College Student Grievance Redressal Committee (CSGRC) and its activities after post pandemic period.	14/02/2022 (Notice No: 01/2021-22/CSGRC dated 09/02/2022)	a)The students have been notified on 16/02/2022 (Notice No. 02/0222/CSGRC) b)Few posters have been placed around the campus explaining the role of grievance cell in the month of March 2022. c)A dedicated webpage has been created for CSGRC on the college website in the month of April 2022.
To conduct a meeting for discussing about the grievance raised by the students of English department regarding the inadequacy of teachers in their department.	11/05/2022 (Notice No: 03/2021-22/CSGRC dated 10/05/2022)	Considering the issue, the Officer-in-Charge has sent an application on 13/05/2022, to the Department of Higher Education, Government of West Bengal for appointment of Faculty Members of English.

Hanna

Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 01/2022-23/CSGRC

Date: 12/11/2022

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held at 12.00 pm on 19/11/2022 (Saturday) at the chamber of Officer-in-Charge. All the members are requested to attend the same.

Agenda:

1. Review of Previous grievance.
2. Create Awareness among new students about CSGRC.
3. Matters arising.


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist. - Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 19/11/2022

Time: 12.00 pm

As per Notice (No: 01/2022-23/CSGRC dated 12/11/2022) of the College Student Grievance Redressal Committee of Kabi Jagadram Roy Government General Degree College, a meeting was held at 12.00 pm onward on 19/11/2022 at the chamber of Officer-in-Charge. The following members were present in the meeting.

Sl. No.	Name & Designation	Signature
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.	
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.	
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.	
04	Mrs. Sutista Ghosh, Member, Assistant Professor, Dept. of English.	
05	Dr. Avisek Sen, Member, Assistant Professor, Dept. of Commerce.	
06	Debi Bhui, Student Representative, B.A. Programme.	

- The Chairperson and Officer-in-Charge welcomed all the members and opened the discussion. Previously the Grievance raised by the students of English Department regarding the inadequacy of teachers in their department. The committee requested the chairperson to look after the matter. The Chairperson and Officer-in-Charge tried his best to resolve the problem. He informed the higher authority about the issue. But the post is vacant till now. The committee requested him to take care of this matter again.
- It was resolved that the committee would notify the students about the role and Activities of College Student Grievance Redressal Committee (CSGRC) and the procedure of filing a complaint.

Convenor

College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree Co.
Mejia-722143 Dist-Bankura, W.B

Officer-in-Charge

Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 02/2022-23/CSGRC

Date: 19/11/2022

All the students are hereby notified that the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College is available to address student grievances related to the College. Students can Submit a written complaint in the Complaint/Suggestion box located in the main building. They can submit their grievance through college e-mail id available in the college website (kjrggdcmejia@gmail.com). Also they can submit their grievance to a CSGRC member of the college. The CSGRC is dedicated to provide a safe space for students to voice their concerns and seek fair resolutions. The CSGRC members are -

1. Shri Aloke Kumar Das (Officer-in-Charge and Chairperson of CSGRC)
2. Dr. Indrani Hazra (Convenor, Assistant Professor, Dept. of Bengali)
3. Shri Samim Rahaman Molla (Member, Assistant Professor, Dept. of History)
4. Mrs. Sutista Ghosh, Member, Assistant Professor, Dept. of English.
5. Dr. Avisek Sen, Member, Assistant Professor, Dept. of Commerce.
6. Debi Bhui, Student Representative, B.A. Programme.


Officer-in-Charge
KJRGDC
Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ANNUAL REPORT 2022-2023

A meeting of the College Student Grievance Redressal Committee (CSGRC) was held in the month of November. The students were notified about the role and activities of the Grievance Cell. The CSGRC took initiative to create awareness among the new commers.

The Committee has found that no complaints have been reported to the Committee in the annual year 2022-2023.

Hasna

Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

AK

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

ACTION TAKEN REPORT

Grievance Redressal Initiatives	Resolved in the meeting dated (Notice No.)	Action Taken by CSGRC
To create awareness about the College Student Grievance Redressal Committee (CSGRC) and its activities among the new comers.	19/11/2022 (Notice No: 01/2022-23/CSGRC dated 12/11/2022)	The students have been notified on 19/11/2022 (Notice No: 05/2022-23/CSGRC) about the CSGRC and its activities

Handwritten signature

Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B

Handwritten signature

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 01/2023-24/CSGRC

Date: 18/11/2023

All the members of the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College are hereby notified that a meeting will be held at 2.00 pm on 24/11/2023 (Friday) at the chamber of Officer-in-Charge. All the members are requested to attend the same.

Agenda:

1. Confirmation of the previous meeting.
2. Create Awareness about the Grievance Redressal Committee and its Activities among Students.
3. Matters arising.


Officer-in-Charge
KJRGDC
Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.


Convenor
College Student Grievance Redressal Committee
KJRGDC
Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

CSGRC Members Present in the Meeting held on 24/11/2023

Sl. No.	Name & Designation	Signature
01	Shri Alope Kumar Das, Officer-in-Charge and Chairperson of CSGRC.	
02	Dr. Indrani Hazra, Convenor, Assistant Professor, Dept. of Bengali.	
03	Shri Samim Rahaman Molla, Member, Assistant Professor, Dept. of History.	
04	Mrs. Sutista Ghosh, Member, Assistant Professor, Dept. of English.	
05	Dr. Avisek Sen, Member, Assistant Professor, Dept. of Commerce.	

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

MINUTES OF THE MEETING HELD ON 24/11/2023

Time: 2.00 pm

As per Notice (No: 01/2023-24/CSGRC dated 18/11/2023) of the CSGRC of Kabi Jagadram Roy Government General Degree College, a meeting was held at 2.00 pm onward on 24/11/2023 at the chamber of Officer-in-Charge.

- The Chairperson of CSGRC and Officer-in-Charge Alope Kumar Das welcomed all the members and opened the discussion. He requested the members to Create Awareness about the College Student Grievance Redressal Committee and its Activities among Students. Because the students might worry that if they file a written complaint, they could be punished or they might not know how to file a formal complaint. So, if the committee would take initiative to create awareness among the Newcomers, it would be helpful to create a healthy relationship between the stakeholders.
- It was resolved that the committee would notify the students about the role and Activities of College Student Grievance Redressal Committee (CSGRC).
- The students will be provided clear instructions on how to file a complaint to the CSGRC.
- Few posters can be placed around the campus explaining the role of grievance cell.
- The head of all Departments would be requested to circulate the notice among new students in their classes.
- It was decided that the students will be informed that the grievance cell protects the identity of students who file complaints if needed.



Convenor

College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.



Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



**Kabi Jagadram Roy Government General Degree College
Mejia, Dist. – Bankura, PIN 722 143
College Student Grievance Redressal Committee**

NOTICE

Notice No: 02/2023-24/CSGRC

Date: 25/11/2023

All the students are hereby notified that the College Student Grievance Redressal Committee (CSGRC) of Kabi Jagadram Roy Government General Degree College is available to address student grievances related to the College. Students can submit a written complaint in the Complaint/Suggestion box located in the main building. They can submit their grievance through college e-mail id available in the college website (kjrggdcmejia@gmail.com). Also they can submit their grievance to a CSGRC member of the college. The students are informed that the grievance cell protects the identity of students who file complaints if needed. The CSGRC is dedicated to provide a safe space for students to voice their concerns and seek fair resolutions. The CSGRC members are -

1. Shri Alope Kumar Das (Officer-in-Charge and Chairperson of CSGRC)
2. Dr. Indrani Hazra (Convenor, Assistant Professor, Dept. of Bengali)
3. Shri Samim Rahaman Molla (Member, Assistant Professor, Dept. of History)
4. Dr. Sutista Ghosh (Member, Assistant Professor, Dept. of English)
5. Dr. Avisek Sen (Member, Assistant Professor, Dept. of Commerce)
6. Debi Bhui (Student Representative, B.A. Programme)

Officer-in-Charge
KJRGDC

Officer - in - Charge
Kabi Jagadram Roy Government General Degree College
Mejia - 722143, Dist.- Bankura, W.B.

Convenor
College Student Grievance Redressal Committee
KJRGDC

Assistant Professor
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.