

5.1.4

SSR 2019-2024

Digboi Mahila Mahavidyalaya

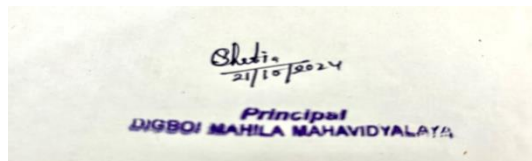
Evidence of Grievance Redressal



There is no grievance that is a fit object of redress by mob law. - Abraham Lincoln

At Digboi Mahila Mahavidyalaya, a robust grievance redressal mechanism ensures both online and offline accessibility for addressing student and staff concerns. Online options include WhatsApp, and email, allowing individuals to submit grievances anonymously and efficiently. Offline, a complaint box is provided on campus for easy submission of written complaints. Regular awareness activities, such as orientation sessions, workshops, and posters displayed across campus, educate the community about these mechanisms. Additionally, committees like the Anti-Ragging Committee, the Internal Complaints Committee, and the Grievance Redressal Committee hold regular meetings to review and address submitted grievances.

Here we have attached some evidence of Grievance Redressal:



(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Important Committees Digboi Mahila Mahavidyalaya

(i) Anti Ragging Cell

- a. Dr Sanjita Chetia, Principal and Chairperson,7896394070,
Email id – asksanjita030@gmail.com
- b. Dr Pankaj Luchan Gogoi,Coordinator,IQAC,9954792418,
Email id – plgogoidemow@gmail.com
- c. Dr Jovial Kalita,Convener,Anti-Ragging Committee,8486403521,
Email id – jovialkalita@gmail.com
- d. Mrs. Tilottoma Gogoi,Convener,CriteriaV,8638100826,
Email id – tilottomagogoi1964@gmail.com

(ii) Sexual Harassment Cell

- a. Dr.SanjitaChetia, Principal & Chairperson,7896394070,
Email id– asksanjita030@gmail.com
- b. Dr. P.L Gogoi ,Coordinator, IQAC.9954792418,
Email id– plgogoidemow@gmail.com
- c. Dr. Jhuma Borthakur, Convenor, Sexual Harassment Committee
- d. Mrs. Tilottoma Gogoi, Convenor, Criterionv, 8638100826,
Emailid–tilottomagogoi1964@gmail.com
- e. Ms. Kalpana Chetri,8473097749, Email id-kalpanachetri81@gmail.com
- f. Ms. Ishani Senapoti,8822466296,Emailid-ishanee2509@gmail.com

(iii) Grievance Redressal Cell

- a. Dr. Sanjita Chetia, Principal & Chairperson7896394070,
Email id– asksanjita030@gmail.com
- b. Mrs.Urmi Sharma, Convenor, Grievance Redressel Cell,8135857628
Email id - urmisharmagoswami@gmail.com
- c. Mrs. TilottomaGogoi,Convenor,Criterionv, 8638100826,
Emailid–tilottomagogoi1964@gmail.com
- d. Ms.KiranTeronpi,9365043830,Emailid-kiranteronpi777@gmail.co
- e. Dr.PutulBorah,9990145625,Emailid-putulborah79@gmail.com

A. Online:

i. QR Code:



- ii. Whatsapp No : 7896394070
- iii. Email: grievanceredressal.dmm24@gmail.com

B.Offline

- i. Offline complaint box



C.List of Activities

Redressal of grievances assume great significance in not only delivering justice to the victims but also containing the very likelihood of their occurrence. Digboi Mahila Mahavidyalaya has taken strong preemptive measures to redress grievances of the students and staff. The preemptive measures, among others, include awareness programmes and signing undertakings. The college is fortunate enough to experience grievance free environment. Yet, the college attempts to maintain that glory by taking some necessary measures. Here, we have attached the following files:

- (i) Awareness programme on Sexual Harassment (09-12-2022)
- (ii) Awareness programme on Sexual Harassment (06-03-2024)
- (iii) Anti Ragging Undertaking

i. Awareness programme on sexual harassment (09-12-2022)

Sexual Harassment Cell's Meeting

An awareness programme on sexual harassment was organized by Sexual Harassment Committee on 9th December, 2022. The programme aimed at sensitizing the students about sexual harassment at different places and times of their life. The resource person was Kaberi Borpujari, Assistant Professor of Political Science, Doomdooma College. In her deliberation she touched many important points on sexual harassment being faced by women at different places and circumstances. She talked about the preemptive measures to be adopted by the present day girls and women. Legal measures also hogged her deliberation much to the benefit of the attendees. A lively interaction also followed in the session and everyone shared their opinions on the crucial issue.



ii. Awareness programme on sexual harassment (06-03-2024)

Report on Sexual Harassment Program



Like the various counseling programmes conducted by the Department of Philosophy in the previous years, this year the we organized a program on “Responding to Sexual Harassment” under Psychological Counseling on 06-03-2024 at 4:00 PM in the Old hostel of our college.

The resource person was Mrs. Nandita G Sarma. The Key points discussed in the program are :

1. What is Sexual Harassment?

It is any unwanted sexual behavior that makes someone feel upset, scared, offended or humiliated.

2. What falls under sexual harassment?

Harassment was highlighted upon

Bullying

Uncomfortable looks

Verbal assault

Abusive language

Physical harm

Touch - bad touch

3. How to respond

Confronting the harasser

Letting them know that their comment or action are not welcome

Learning self...soothe

Art and music as a natural forms of resilience

To write it out

Learning how to create safe, non- judgemental, space and self defence. She also discussed cyber bullying and cyber crime and how it is connected with Sexual harassment. It was followed by an interactive session with the participants.

On review, the students reported the program to be a very informative and beneficial one.

(iii) **Anti Ragging Undertaking**

ANNEXURE - I
AFFIDAVIT BY THE STUDENT

Passport Size
Photo
with cross
Signature

- 1) I, Ms D/O, Mr./ Mrs./..... am willing to take admission in the H.S. 1st Year/ B.A. 1st Semester of Digboi Mahila Mahavidyalaya for study and fill proud to be a student of this college.
- 2) I do hereby declare that I shall abide by all the rules and regulations to maintain decorum and academic atmosphere of the college.
- 3) I do hereby solemnly undertake that I will not indulge in any behavior or act may be constituted as against the college/hostel.
- 4) I do hereby affirm that, if found guilty of ragging or unfair means, I am liable for punishment for violating any regulations imposed by the college authority.
- 5) I do hereby declare that I have not been expelled or debarred from admission in any institution/college on account of being found guilty or being part of a conspiracy to promote ragging and for any other and if, the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ (month) of _____ (year)

Signature of deponent (Student)

Name:.....

Address:.....

Telephone/Mobile.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ day of _____ (month) of _____ (year)

Signature of Parents/Guardian

Signature of deponent (Student)

Name:.....

Name:.....

Address:.....

Address:.....

Telephone/Mobile.....

Telephone/Mobile.....

Solemnly affirmed and signed in my presence on this the
.....(Day) of....., (Month) (Year) after reading the contents of this affidavit.

DECLARATION

I Miss.....
Daughter of Mr. and
Mrs. do hereby declare that none of my
parents/family members/guardians is a government service holder and the gross
annual income of our family is less than two lakh and I will be fully responsible
for incongruence thereof if detected afterwards.

Signature

Full Name :

Place :

Date :

Address :



OFFICE OF THE PRINCIPAL
DIGBOI MAHILA MAHAVIDYALAYA
[Estd: 1981]
DIGBOI:: 786171 (ASSAM)

UNDERTAKING

I, Ms. do hereby make this solemn promise that I will not indulge in any act, physical, verbal or otherwise of ragging anyone of Digboi Mahila Mahavidyalaya, who has newly enrolled in this College as a student.

In case I am apprehended/caught in the act of ragging by the College authorities, I shall be liable to any/all forms of punishment, as laid down in the rules of the College.

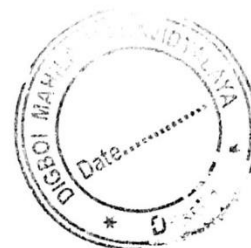
(Guardian)

Student's Name:
Class:

Website : www.digboimahilamahavidyalaya.org
Email : digboimmv@rediffmail.com
Ph. No. : 03751-264446

D. Minutes of Meeting

Digboi Mahila Mahavidyalaya Grievance Redressal Cell's Meeting



Date: 07/05/2023

Minutes

Grievance Redressal Cell meeting was held on 11:30 am, 7th May, 2023 at the Teacher's Common Room to discuss various issues. The meeting was chaired by the Principal Dr. Sanjita Chetia.

After discussion the committee expressed pleasure over not receiving any grievance case in the academic year and pledged to maintain peace at all levels of the college.

People Present:

1. Dr. Sanjita Chetia, Principal and Chairperson
2. Dr. P. L. Gogoi, Coordinator, IQAC
3. Mrs. Urmi Sharma, Convenor, Grievance Redressal Cell
4. Mrs. Tilottama Gogoi, Convenor, Criterion v

Shujia
07/05/2023

Key
07.05.2023

Shovona
7/5/23

Gogoi
7.05.2023

Digboi Mahila Mahavidyalaya
Sexual Harassment Committee Meeting
Date: 27-08-2022 Time: 2pm



Minutes

A meeting on Sexual Harassment Committee was organized on 27th August 2022 at the Conference Hall at 2pm. The meeting was chaired by Dr. Sanjita Chetia, Principal, Digboi Mahila Mahavidyalaya. Dr. P.L. Gogoi Coordinator IQAC, Dr. Jhuma Borthakur Convener of the Sexual Harassment Committee and Mrs. Tilottoma Gogoi Convener of criteria 5 were also present at the meeting.

The committee decided to organize an awareness programme by displaying image on Sexual Harassment within college campus for the students of Digboi Mahila Mahavidyalaya to protect them from such an unwarranted situation.

The members of the committee were satisfied as till date no sexual harassment case has been reported.

Name and Signature of the members

1. Dr. Sanjita Chetia (Principal)

Chetia
27/08/2022

2. Dr. P.L. Gogoi

Gogoi
27.08.2022

3. Dr. Jhuma Bothakur

Jhuma Bothakur
27/08/2022

4. Mrs. Tilottoma Gogoi

Gogoi
27.8.2022



Digboi Mahila Mahavidyalaya
Sexual Harassment Committee Meeting
Date: 22-10-2022 Time:2pm



Minutes

A meeting on Sexual Harassment Committee was organized on 22nd October 2022 at the conference Hall at 2pm. The meeting was chaired by Dr Sanjita Chetia, Principal, Digboi Mahila Mahavidyalaya, Dr. P.L. Gogoi, Dr. J. Borthakur Convener of Sexual Harassment Committee and Mrs. T. Gogoi convener of criteria 5 were present at the meeting.

In this meeting the committee expressed satisfaction on awareness conducted on Sexual Harassment through the installation of display board, e-mail Id of Sexual Harassment Committee.

The committee members expressed satisfaction over not receiving cases regarding sexual harassment.

The committee decided to invite Dr. Kaberi Sharma Associate professor department of Political Science of Doomdooma college as a guest speaker for the Sexual Harassment day on 9th December 2022.

Name and signature of the members

- 1 Dr Sanjita Chetia 
22/10/2022
2. Dr.P.L.Gogoi 
22-10-2022
- 3 Dr. Jhuma Borthakur 
22/10/2022
4. Mrs. Tilottoma Gogoi 
22-10-2022

DIGBOI MAHILA MAHAVIDYALAYA

MINUTES OF ANTI-RAGGING CELL MEETINGS (2022-23)

01.08.2022

On the first day of the reopening of the College after the month-long Semester break, (July) all the newly enrolled students along with the 3rd and 5th semester students were asked to assemble in the auditorium for the mandatory Induction Programme, wherein the Principal addressed the students, in the presence of all the faculty members, and briefed them about the Rules and Regulations of the College. The students were told in unequivocal terms that the rules stated were hard and fast in nature and any violations/infringements will inevitably lead to stringent disciplinary action by the College authority.

The matter of ragging was also underscored and the 3rd and 5th semester students were told to refrain from indulging in any activity that might amount to ragging, and on the eve of reporting such incidents, the authority of the College will initiate strict action against those found guilty.

Thereafter, at 1.30 PM, 1st August, 2022 the Anti-Ragging Committee held a separate meeting with the 3rd and 5th semester students, along with the Office bearers of the Students' Union at the Teachers' Common Room, and discussed the matter of prevention of ragging inside the campus of the College and other issues related to Anti-Ragging activities in details.

The Meeting chaired by the Principal of the College discussed the following points and adopted the resolutions given below—

1. The Committee decided to display Anti-Ragging posters at prominent places within the campus of the College.
2. The Committee decided to create Awareness Programmes for all the students from time to time.
3. An Action Plan was formulated for filing of affidavit by senior students.



Members present:

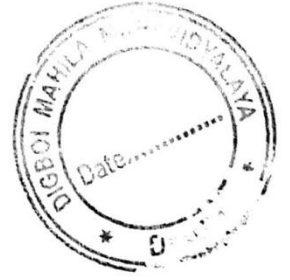
1. Dr Sanjita Chetia, Principal and Chairperson
2. Dr Pankaj Luchan Gogoi, Coordinator, IQAC
3. Dr Jovial Kalita, Convener, Anti-Ragging Committee
4. Mrs. Tilottama Gogoi, Convener, Criteria V

Chetia
01/05/2022

Gogoi
01.8.2022

Prin Kalita
01/05/22

Gogoi
01/08/2022



DIGBOI MAHILA MAHAVIDYALAYA

MINUTES OF ANTI-RAGGING CELL MEETINGS (2022-23)

04.12.2022

The Anti-Ragging Committee held a meeting on 4th December, 2022 at 2 PM at the Teachers' Common Room, in order to review the issue of ragging inside the campus of the College and other issues related to Anti-Ragging activities.

The Meeting chaired by the Principal of the College discussed the following points and adopted the resolutions given below—

1. The Committee decided to display some more Anti-Ragging posters and banners at prominent places within the campus of the College.
2. The Committee reviewed the Awareness Programmes on Anti-Ragging and other related issues, held for the students at different points of time.
3. Barring aside a couple of minor stray incidents when some newly-enrolled students complained against some senior students, the College remained, by and large, ragging-free. The senior students were asked to furnish explanation and the issues were sorted out amicably, then and there when the incidents happened.

Members present:

5. Dr Sanjita Chetia, Principal and Chairperson
6. Dr Pankaj Luchan Gogoi, Coordinator, IQAC
7. Dr Jovial Kalita, Convener, Anti-Ragging Committee
8. Mrs. Tilottama Gogoi, Convener, Criteria V

Chetia
04/12/2022

Gogoi
04.12.2022

J. Kalita
04/12/22

T. Gogoi
04/12/22

DIGBOI MAHILA MAHAVIDYALAYA

MINUTES OF ANTI-RAGGING CELL MEETINGS (2022-23)

04.01.2023



The Anti-Ragging Committee held its 3rd quarterly meeting on 4th January, 2023 at 1.30 PM at the Teachers' Common Room, in order to review the issue of ragging inside the campus of the College and other issues related to Anti-Ragging activities.

The Meeting chaired by the Principal of the College discussed the following points and adopted the resolutions given below—

1. The Committee decided to conduct a verification drive to check the condition of the Anti-Ragging posters and banners placed at different places of the College.
2. The Awareness Programmes on Anti-Ragging and other related issues, held for the students at different points of time were once again reviewed and the Committee was pleased to know that no incident of ragging had taken place in the interim between the second and the third quarterly meetings.

Members present:

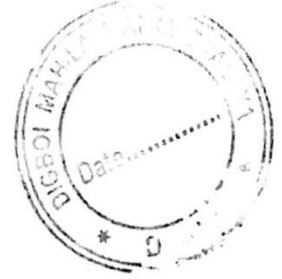
1. Dr Sanjita Chetia, Principal and Chairperson
2. Dr Pankaj Luchan Gogoi, Coordinator, IQAC
3. Dr Jovial Kalita, Convener, Anti-Ragging Committee
4. Mrs. Tilottama Gogoi, Convener, Criteria V

Sanjita Chetia
04/01/2023
Pankaj Luchan Gogoi
04/01/23
Jovial Kalita
04/01/23
Tilottama Gogoi
04/01/23

DIGBOI MAHILA MAHAVIDYALAYA

MINUTES OF ANTI-RAGGING CELL MEETINGS (2022-23)

12.04.2023



The Anti-Ragging Committee held its 4th quarterly meeting on 12th April, 2023 at 1.30 PM at the Teachers' Common Room, in order to review the issue of ragging inside the campus of the College and other issues related to Anti-Ragging activities.

The Meeting chaired by the Principal of the College discussed the following points and adopted the resolutions given below—

1. As this is the last meeting for the session 2022-23, the Committee decided to introduce more new rules for the prevention of ragging in the College campus, which will further deter students from indulging in activities related to ragging.
2. The Committee also decided to introduce more Awareness Programmes on Anti-Ragging and other related issues, for the students to be enrolled for the session 2023-24.

Members present:

1. Dr Sanjita Chetia, Principal and Chairperson
2. Dr Pankaj Luchan Gogoi, Coordinator, IQAC
3. Dr Jovial Kalita, Convener, Anti-Ragging Committee
4. Mrs. Tilottama Gogoi, Convener, Criteria V

Handwritten signatures and dates:
Chetia / 12/04/2023
Gogoi / 12/04/23
Kalita / 12/04/23

5.1.4

Internal Complaints Committee

AQAR,2021-2022

Digboi Mahila Mahavidyalaya



Minutes

Internal Complaints Committee was held on 11:30 am, 7th May, 2022 at the Teacher's Common Room to discuss various issues. The meeting was chaired by the Principal Dr. Sanjita Chetia.

After discussion the committee expressed pleasure over not receiving any complaint in the academic year and pledged to maintain peace at all levels of the college.

People present:

Chairperson

Dr. Sanjita Chetia, Principal

Chetia
07/05/2022

Convenor

Dr. Pankaj Luchan Gogoi, Coordinator IQAC

Gogoi
07.05.2022

Members

1. Dr. Ranjita Saikia, Assistant Professor, Alumni member

RSaikia
7.5.2022

2. Dr. Abul Foyes Md. Malik, Assistant Professor

Abul Foyes
7/5/22

3. Dr. Smita Rani Saikia, Assistant Professor

Saikia
7.05.2022

Student Union members

Ms. Momita Rai, General Secretary

Momita Rai
7/05/2022

5.1.4

Internal Complaints Committee
AQAR,2022-2023
Digboi Mahila Mahavidyalaya



Minutes

Internal Complaints Committee was held on 11:30 am, 7th May, 2023 at the Teacher's Common Room to discuss various issues. The meeting was chaired by the Principal Dr. Sanjita Chetia. The meeting suggested for the sharing of WhatsApp no. and email for grievance redressal among the students and staffs.

After discussion the committee expressed pleasure over not receiving any complaint in the academic year and pledged to maintain peace at all levels of the college.

People present:

Chairperson

Dr. Sanjita Chetia, Principal

Sanjita Chetia
07/05/2023

Convenor

Dr. Pankaj Luchan Gogoi, Coordinator IQAC

Pankaj Luchan Gogoi
07.05.2023

Members

1. Dr. Ranjita Saikia, Assistant Professor, Alumni member

RS
7.5.2024

2. Dr. Abul Foyes Md. Malik, Assistant Professor

Abul Foyes Md. Malik
7/5/23

3. Dr. Smita Rani Saikia, Assistant Professor

Smita Rani Saikia
7.05.2023

Student Union members

Ms. Tuntun Moran, General Secretary

Tuntun Moran
7/05/2023

5.1.4

Internal Complaints Committee

AQAR, 2023-2024

Digboi Mahila Mahavidyalaya



Minutes

Internal Complaints Committee was held on 11:30 am, 7th May, 2024 at the Teacher's Common Room to discuss various issues. The meeting was chaired by the Principal Dr. Sanjita Chetia. The meeting suggested for the creation of QR code for filing of grievances.

After discussion the committee expressed pleasure over not receiving any complaints case in the academic year and pledged to maintain peace at all levels of the college.

People present:

Chairperson

Dr. Sanjita Chetia, Principal

Sanjita Chetia
07/05/2024

Convenor

Dr. Pankaj Luchan Gogoi, Coordinator IQAC

Pankaj Luchan Gogoi
07.05.2024

Members

1. Dr. Ranjita Saikia, Assistant Professor, Alumni member

RS
7.5.2024

2. Dr. Abul Foyes Md. Malik, Assistant Professor

Abul Foyes Md. Malik
07/05/24

3. Dr. Smita Rani Saikia, Assistant Professor

Smita Rani Saikia
7.05.2024

Student Union members

Ms. Deepamoni Basumatary, General Secretary

Deepamoni Basumatary
07/05/2024

5.1.4

Action Taken Report

AQAR,2022-2023

Digboi Mahila Mahavidyalaya



Following the suggestions of the meeting of Internal Complaints Committee held on 7th May 2023, WhatsApp number (7896394070) and email ID (grievanceredressal.dmm24@gmail.com) is shared among the staff and the students.

A handwritten signature in blue ink, followed by a purple rectangular stamp. The stamp contains the date '09/05/2023' and the name 'Dr. Sanjita Chetia' in a stylized font.
(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

5.1.4

Action Taken Report

AQAR,2023-2024

Digboi Mahila Mahavidyalaya



Following the suggestions of the meeting of Internal Complaints Committee held on 7th May 2024, QR code has been created and circulated among the staff and the students.

Sanjita
10/05/2024
Principal
Digboi Mahila Mahavidyalaya

Digboi Mahila Mahavidyalaya