



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Katahgun College

Tuktuki, Nagaon, Assam- PIN-782123

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Ref. No.....

Date.....

CRITERIA-5

STUDENT SUPPORT AND PROGRESSION.

5.1 Student Support

5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases.

➤ Other relevant document.


Coordinator, IQAC
Katahgun College

CLASSIC

EXECUTIVE
LONG BOOK

Proceeding Book
Internal Complaints
Committee
Katahgori College

Executive Meeting
Internal Complaints Committee
Katahguri College



5

Date: 23-04-2018

An Executive Meeting of Internal Complaints Committee is held on 23rd April at 2 PM in the teachers' Common room

Agenda

- 1) Chairing by the principal.
- 2) Introductory Speech by the principal.
- 3) Speech by the Convener.
- 4) Discussion regarding the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.
- 5) Regarding organisation of Awareness Program.

The following members were present in the meeting

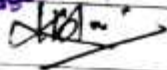
1. Dr. Khairul Islam.
2. Rakib Ahmed Fariq, Convener
3. Md. Shahidul Islam.
- 4.
5. Anika Mojib Bora.
6. Tawba Rahman, Student member
7. Nilou Parva Devi.

Minutes of Internal Complaints Committee

1. In today's meeting it is discussed that the Internal Complaints Committee of Katabhuzi College would abide by the rule Section (2) of the Women at Work place (prevention, prohibition, Redressal) Act, 2013.
2. It was decided to conduct programs and activities about gender equity and gender Sensitization.

The meeting was concluded with a vote of thanks by honorable principal Dr. Khairul Islam.

Principal
Katabhuzi College
M. B. Bagaon (Assam)




Convenor
INTERNAL COMPLAINTS COMMITTEE
Katabhuzi College

Executive Meeting
Internal Complaints Committee
Kalaburgi College
Date: 01-08-2018

7.

An Executive Meeting of Internal Complaints Committee was held on 1-08-18 at 2 PM in the teachers common room.

Agenda

- 1) Chairing by the principal
- 2) Discussion regarding the resolution of the previous meeting
- 3) Regarding the organization of awareness program
- 4) others

Members present

- 1) Dr. Khairul Islam.
- 2) Rakib Ahmed Fakir, convenor
- 3) Md. Shahidul Islam.
- 4)
- 5) Ankita Mojee Borah.
- 6) Niku Prana Devi.
- 7)

Following points were discussed in the meeting

- 1) Principal welcomed all the members of ICC.
- 2) In the meeting it was discussed to organize an awareness program to sensitize students regarding sexual harassment at workplace.

Society would be called for to discuss on day to day crime arising out of Sexual harassment.

The meeting concluded with vote of thanks by the honorable principal of the College.

Principal
Kalahuri College
Kalahuri (Assam)



Coordinator
INTERNAL COMPLAINTS COMMITTEE
Kalahuri College

Executive Meeting
Internal Complaints Committee
Kalahazurzi College

11.

Date: 22-08-2019

An Executive Meeting of Internal Complaints Committee was held on 22-8-19-2019 at 2 PM. All the members assembled in the teachers common room.

Agenda:

- 1) Chairing by the principal.
- 2) Speech by the principal.
- 3) Regarding conduct of awareness program.
- 4) Others.

Members present

- 1) Dr. Khairul Islam,
- 2) Rehib Ahmed Fakir, Convener
- 3) Md. Shahidul Islam,
- 4) Ankita Mojee Borah,
- 5) Niku Prava Devi.
- 6)

The following points were discussed in the meeting

- 1) Principal welcomed all the members of the ICC.

2) In the meeting it was discussed that any complaints of sexual harassment would be reported and recorded.

3) In the meeting it was discussed that to aware students regarding sexual harassment at workplace an awareness program would be organized.

Principal
Katabguri College
Dibrugarh (Assam)

Chairman
INTERNAL COMPLAINTS COMMITTEE
Katabguri College

Executive Meeting
Internal Complaints Committee
Katahgunzi College

13.

Date: 10-09-2020

An Executive Meeting of Internal Complaints Committee was held on 10-09-20 at 2 PM. All the members of ICC assembled in the meeting teachers' common room.

Agenda

- 1) Chairing by the principal
- 2) Speech by the principal
- 3) Regarding placing of Complaints box / Suggestion box.
- 4) Regarding organisation of ANKNESS program
- 5) Others

Members Present

- 1) Dr. Khairul Islam
- 2)
- 3) Nilou Prava Devi.
- 4) Antita Mojib Borah.
- 5) Md. Shahidul Islam.
- 6)

Following points were discussed in the meeting

- 1) principal welcomed all the members of the ICC.
- 2) In the meeting it was discussed that a Complaint box / Suggestion box would be placed in the College.
- 3) In the meeting it was discussed to organize an Awareness program to sensitize the students regarding Sexual harassment at workplace.

The meeting concluded with a vote of thanks by the honorable principal.

Principal
Kalanjuri College
Kalanjuri (Assam)
12/11/20

INTERNAL COMPLAINTS COMMITTEE
Kalanjuri College

Executive Meeting
Internal Complaints Committee
Katakantzi College

19.

Date: 30-06-2022

An executive meeting of Internal Complaints Committee was held on 30-06-22 at 2 PM.

Agenda

- 1) Chairing by the principal
- 2) Welcome Speech by the principal.
- 3) Regarding organization of poster making competition
- 4) Others.

Members present

- 1) Dr. Khairul Islam.
- 2) Rakib Ahmed Fakir, Convener
- 3) Niku Prava Devi
- 4) Md. Shahidul Islam
- 5) Ankita Mojee Borah.

The following points were discussed in the meeting

- 1) principal welcomed all the ICC members.
- 2) In the meeting it is discussed that a poster making competition will be

be organized to sensitize the students regarding sexual harassment at work place.

The meeting ended with a vote of thanks by the honorable principal.

Principal
Alahguri College
Assam

Principal
Alahguri College
Assam

Executive Meeting
Internal Complaints Committee
Katahgwazi College

21.

Date: 24-02-2023

An executive meeting of Internal Complaints Committee was held on 24-02-2023 at 2 PM. The members of ICC assembled in the teachers' common room.

Agenda

- 1) Chairing by the principal
- 2) Welcome Speech by the principal
- 3) Discussion regarding the steps to be followed to prevent sexual harassment at workplace
- 4) Others

The following members were present in the meeting

- 1) Dr. Khairul Islam.
- 2) Rakib Ahmed Fakir, Convener
- 3) Md. Shahidul Islam
- 4) Niku Prava Devi.
- 5) Asmat Sharif (G.S) student member

The following points were discussed in the meeting

- 1) principal welcomed all the ICC members.

2) In the meeting it is discussed to hire a physical trainer to train the girls and staff as they can take self defence.

The meeting was concluded with the principal's speech.

Principal
Kalahuri College
Kalahuri (Assam)
[Signature]

[Signature]
Convener
INTERNAL COMPLAINTS COMMITTEE
Kalahuri College

Executive Meeting

Students Grievances and Redressal Cell
Katahguni College.

Date: 20/06/2018

Venue: Teachers Common Room.

An executive meeting of Students grievances and redressal cell is held on 20/06/2018 at 2:30 p.m. at teachers Common Room of Katahguni College under the Chairmanship of Dr. Khairul Islam, Principal of Katahguni College.

Agendas the meetings:-

1. Chairing by the Chairperson.
2. purpose of the meeting.
3. Recitation of earlier meeting and its approval.
4. Discussion regarding on about Grievance/ Suggestion Box.
5. Discussion on about Grievances and Redressal format preparation.
6. Discussion about opening of Grievance/ Suggestion box.
7. Others.

Signatures of the members:-

1. Dr. Khairul Islam.
2. Md. Shahidul Islam.
3. Monisha Sikia.
4. Md. Anjarul Azam Akri
5. Shamim Khanam
6. Imdadul Ram, President of Student Union

In the meeting the following resolution unanimously have been taken.

Resolution No-1:

In the meeting resolution have been taken to review read out and accept the resolutions of the previous meeting.

Resolution No-2:

Today in the meeting a resolution has been taken to prepare a grievance/ suggestion box for dropping the complaint or suggestion letter and also setting it's in front of the office room of Katakuri College.

Resolution No-3:

In the meeting a resolution has been taken to prepare a application format for grievances and redressal and also decided that to provide the format to aggrieved students and others when it's necessary.

Resolution No-4:

In the meeting a resolution has been taken that to open the grievance/ suggestion box by end of the every month through the presence of the Convener or Chairperson of Students grievance and redressal cell.

At last, the meeting ended with the vote of thanks after the valuable speech of the Chairperson of Dr. Khairul Islam, Principal of the College.


Principal
Katabguni College
Nok-Bingon (Assam)


Convenor
Students Grievance and Redressal Cell
Katabguni College



Executive Meeting

Students Grievances and Redressal Cell
Katakuri College

Date: 06/03/2019, Time: 2.35 P.M.
Venue: Teachers Common Room.

Today on 06-03-2019 an executive meeting of the Students grievances and redressal Cell is held at teachers common room under the chairmanship of Dr. Khairul Islam, Principal of the College.

Agendas of the meeting:-

- (1) Taking Chair by the chairperson.
- (2) Objectives of the meeting.
- (3) Reviewed the resolution of the previous meeting.
- (4) Discussion on the Complaints lodged by the students.
- (5) Action taken against the Complaints.
- (6) Discussion on organize an awareness programme of Students grievances and redressal.
- (7) Others
- (8) Chairperson's Comment and end of the meeting.

Signature of the members - Present

- (1) Dr. Khairul Islam.
- (2) Shamim Khanam
- (3) Md. Shahidul Islam.
- (4) Monisha Saikia.
- (5) Md. Anjorul Azam Fakir.

Proceedings:-

The convenor briefed the objectives of the meeting and urged all the members to discuss on Complaints in the Complaint/grievance box, which were opened on 27/02/2019. The convenor called upon the members to discuss and take needful action.

Complaint: 1- Regarding water filter in College Campus.

Follow up action:- The Cell will place the matter before the College authority.

Complaint: 2- Regarding inadequate reference books of Political Science in College Library.

Follow up action:- The Cell will inform the matter to the Librarian of the College Library.

Resolutions:-

Resolution No-1:- In the meeting resolution has been taken to review read out and accept the resolutions of the previous meeting.

Resolution No-2: In today's meeting it is decided that to organise an awareness programme on Students grievances and redressal mechanism by this Cell. It is also decided that to nominate the following persons as resource person from the teaching staff of our college.

1. Saïdur Rahman, Asstt. professor,
2. Md. Shahidul Islam, Asstt. professor
to conduct the awareness programme.

The Chairperson extends thankfulness for the Co operation of the members and their valuable suggestion to solve the complaints raised by the Students and declared the end of the meeting.


Principal
Katabguri College
Katabguri (Assam)


Convenor
Katabguri College
Katabguri (Assam)



Executive Meeting

Students Grievances and Redressal cell
Katabguri College

Date: 02-03-2021 Time: 2:30 P.M.

Today on 02-03-2021 an executive meeting of the Students Grievances and Redressal cell of Katabguri College is held at Teachers Common room under the chairmanship of Dr. Khairul Islam, Principal of the College.

Agendas of the meetings-

1. Taking Chair by the chairperson.
2. Objectives of the meeting.
3. Discussion on Complaints Lodged by Students.
4. Discussion on needful follow up action.
5. Others.
6. Chairperson's Comment and declaration of Conclusion of the meeting.

Members present of the meeting:

1. Dr. Khairul Islam.
2. Md. Shahidul Islam.
3. Monisha Saeik'a.
4. Md. Anjarul Azam Farid
5. Shamim Khanam

In the meeting, the Convener of the cell explained the objectives focusing on the complaints/grievances lodged by the students in the grievance/suggestion box, opened on 27/02/2021. After thorough discussion on different items

of agenda, the following resolutions have been taken unanimously adopted.

Agenda item No-3:- Discussion on Complaints lodged by Students:-

1. Request to provide another one water tube well installation in college campus.
2. Request to supply mask in Covid-19 period.

Resolutions:-

1. The matter will be placed before the college authority at the earliest needful action and also resolved the matter within the short time.
2. The cell will inform and request the college authority for fulfill their needs within a short period of time.

At last, the meeting ended with the vote of thanks after the valuable speech of the chairperson.


Principal
Katahiguri College
Tea-Angam (Assam)


Convenor
Students Grievance and Redressal Cell
Katahiguri College



Executive meeting
Students Grievances and Redressal Cell
Katahuri College
Date: 03/03/2022
Venue: Teachers Common Room
Time: 3.20 P.M. onwards.

Today on dated 03/03/2022, an Executive meeting is held at 3.20 P.M. onwards in the Teachers Common room of Katahuri College to discuss about the grievances lodged by the students under the Chairmanship of the cell Dr. Khairul Islam (Principal) of the College.

Agendas of the meeting:-

1. Taking Chair by the chairperson.
2. Objectives of the meeting.
3. Discussion on Complaints/grievances lodged by students.
4. Action taken against the grievances.
5. Others.
6. Chairperson's Comment and declaration of conclusion of the meeting.

Signatures of the Present Members:

1. Dr. Khairul Islam.
2. Md. Shahidul Islam.
3. Monisha Saikia.
4. Md. Anjuran Azam Fakir
5. Shamim Khanam
6. Ashraful Alam (President) Student Union

In the meeting, the Convener of the Cell explained the objectives focusing on the grievances lodged by the students

In the grievance/suggestion box - i.e. provide ceiling fan in classroom no. 04, cleaning the backside of the classroom, playing Carrom board in the off time in the Girls' Common Room. Also, convenor of the cell intimated the members about the action taken on resolutions adopted in the previous meeting held on dated 03/12/2021. After thorough discussion on different items of agenda, the following resolutions have been unanimously adopted :-

Agenda Item No. 3: Discussion on grievances lodged by students:-

1. Request to provide another one fan in classroom no. 04.
2. cleaning the backside of the classroom.
3. playing Carrom board in the off time in the Girls' Common Room.

Resolution Nos:-

1. The matter will be placed before the college authority and resolved the matter within the short time.
2. The cell will inform and request the college authority take action to clean the backside of the classroom within an short period of time.
3. The cell will inform the matters to the authority and secretary girls' common room to solve the matter as soon as possible.

The Chairperson at length urged upon the members for their patient hearing over the problems faced by the students and suggested to provide a congenial academic environment in the college. The meeting concluded with the chairperson's comment and extended thanks for the co-operation and support of the members present.


Principal
Katahguni College
Mokshagunna (Assam)


Convenor
Students Grievance and Redressal Cell
Katahguni College



Executive Meeting

Students Grievances and Redressal Cell
Katabguri College

venue: Teachers Common Room

Date: 02-06-2023, Time: 2:30 P.M.

Today on dated 02/06/2023, an executive meeting is held at Teachers Common Room at 2:30 P.M. onwards to discuss about the grievances lodged by the students under the chairmanship of the cell Dr. Khairul Islam, Principal of the College.

Agendas of the meeting:-

1. Taking chair by the chairperson.
2. objectives of the meeting.
3. Discussion on grievances lodged by students.
4. Follow up action taken against the grievances.
5. Others.
6. Chairperson's comment and conclusion of the meeting.

Signature of the present members:-

1. Dr. Khairul Islam.
2. Md. Shahidul Islam.
3. Shamim Khanam
4. Monisha Seikia.
5. Md. Anjarul Azam Fakir.
6. Meruzul Islam (President Student Union)

In the meeting the Convener of the cell explained the objectives focusing

on the grievances lodged by the students in the grievance/suggestion box - i.e. request for creating google form of grievance redressal in college website, request for providing certificate course in college campus and request for providing sufficient reference books of Political Science in college library. After the thorough discussion on different items of agenda, the resolutions have been taken unanimously :-

Agenda Item No-3

Discussion on grievances lodged by students :-

- i. Request regarding creating and uploading the google form for lodge grievance redressal in college website.
- ii. Request for providing free Certificate Course in college Campus.
- iii. Request for providing sufficient reference books of Political Science in college library.

Resolutions have been taken in this meeting :-

Resolution No-1 - The matter will be placed before the principal of the college for proper action.



Resolution No-2:

The matter will be placed before the convenor of Admission and Academic Committee of Katahguri College for necessary action.

Resolution No-3:

The matter will be placed before the Librarian of the College and College authority for proper action.

The Chairperson delivered a speech at the end of the meeting and hoped that the matters be solved for the betterment of the students. He extended thanks to all present members on this day and declare to conclude the meeting.


Principal
Katahguri College
Nisarganoni (Assam)


Convenor
Students Grievance and Redressal Cell
Katahguri College

CLASSIC

EXECUTIVE

LONG BOOK

*Proceeding Book
Anti-Ragging Cell
Katakuni College.*

Executive meeting
Anti-Ragging cell
Katakgorzi college
Date: 14/08/2018

5

An executive meeting of Anti-Ragging Cell is held on 14/08/2018 at 3:00 PM in the office of the principal.

Agenda:

- (1) Chair taking by the chairperson.
- (2) purpose of the meeting.
- (3) Discussion regarding the activities of the Anti-Ragging Cell.
- (4) Discussion on the awareness programme.
- (5) others.
- (6) Speech of the chairperson.

Signature of the members:

1. Dr. Khairul Mann.
2. Saiful Rahman
3. Sabina E Yasmin
4. Anisul Islam
5. Babarul Islam
6. Taibur Rahman O.S


The chairperson took the chair and purpose of the meeting was explained by the convenor.

In today's meeting following resolutions have been taken.

Resolution No-1 In today's meeting it is decided that Anti-Ragging Cell would abide by the rules of UGC Regulation on Curbing the menace of ragging in Higher Education institutions.

Resolution No 2-9n today's meeting, it is decided to organize an awareness programme of the ragging free campus in the college.

The meeting concluded with a vote of thanks after valuable speech by the chairperson.


Principal
Katahuri College
Dibrugarh (Assam).


Convenor
Anti Ragging Cell
Katahuri College

Executive meeting
Anti-Ragging cell
Katabhura college
Date: 16/08/2019

7

An executive meeting of Anti-Ragging cell is held on 16/08/2019 at 3:00 PM in the office of the principal.

Agenda:

- (1) Chair taking by the chairperson.
- (2) purpose of the meeting.
- (3) Confirmation the minutes of the last meeting.
- (4) Discussion on steps for Ragging free campus.
- (5) Others.
- (6) speech of the chairperson.

Signature of the members:

1. Dr. Khairul Islam.
2. Saidur Rahman
3. Sabina E Jamin
4. Amimul Islam
5. Baharul Islam.
6. Dadul Islam (G.S)

The chairperson took the chair and purpose of the meeting was explained by convenor.


In today's meeting following resolutions have been taken.

Resolution No-1. In today's meeting it is decided to organize an awareness programme the new and old students to make aware

about menace of ragging in
the college :

Resolution No-2 In
today's meeting it is decided to
make ragging free campus
by taking various steps.

The meeting concluded
with a vote of thanks after
the valuable speech by the
chair person.


Principal
Katahgun College
Dist. Jorhat (Assam)


Convener
Anti Ragging Cell
Katahgun College

Executive meeting
Anti-Ragging cell
Kalahguri college
Date: 20/10/2020

9

An executive meeting of Anti-Ragging cell is held on 20/10/2020 at 2:30 PM in the office of the principal.

Agenda:

- ① Chair taking by the chairperson.
- ② purpose of the meeting.
- ③ Confirmation the minutes of the last meeting.
- ④ Discussion on the steps for Ragging free campus.
- ⑤ Regarding an awareness programme on Ragging.
- ⑥ Others.
- ⑦ Speech of the chairperson.

Signature of the members:

1. Dr. Khairul Islam.
2. Saideez Rahman
3. Amimul Islam
4. Sabina E Tasmin
5. Baharul Islam.
- 6.

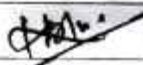
The chairperson took the chair and purpose of the meeting was explained by convenor.

On today's meeting following resolutions have been taken:

Resolution No-1-92 today's meeting it is decided to make ragging free campus by taking various steps - such as paste Toll Free Number, Anti-Ragging display boards in the wall of the college.

Resolution No-2-92 today's meeting it is decided to organize an awareness programme to aware the new and old students on the menace of ragging.

The meeting concluded with a vote of thanks after the valuable speech by the chairperson.


Principal
Katahguni College
Tezpur (Assam)


Convenor
Anti Ragging Cell
Katahguni College

Executive meeting
Anti-Ragging cell
Katakuri College
Date: 20/09/2022

13

An executive meeting of Anti-Ragging cell is held on 20/09/2022 at 2:30 PM in the office of the principal

Agenda:

- (1) Chair-taking by the chairperson.
- (2) Purpose of the meeting.
- (3) Confirmation the minutes of the last meeting.
- (4) Discussion on the activities of ragging.
- (5) Discussion to organize an awareness programme on ragging.
- (6) Others.
- (7) Speech of the chairperson.

Signature of the members:

1. Dr. Khairul Islam.
2. Saideez Rahman
3. Amionul Islam
4. Sabina E Yamin
5. Alom Hussain (G.S)
6. Baharul Islam

The chairperson took the chair and purpose of the meeting was explained by convenor.

In today's meeting following resolutions have been taken:

Resolution No-1 In today's meeting it is decided to create a Whatsapp group by all teachers with principal to curb the menace of ragging.

Resolution No-2 In today's meeting it is decided to instruct all seniors students not to indulge in any form of ragging.

Resolution No-3 - In today's meeting it is decided to organize an awareness programme or workshops to aware the new and old students on ragging.

The meeting concluded with a vote of thanks after valuable speech by the chair person.


Principal
Kalahuri College
Naga Junction, Assam


Convenor
Anti Ragging Cell
Kalahuri College

Executive meeting
Anti-Ragging Cell
Katalguzi College
Date: 16/10/2023

15

An executive meeting of Anti-Ragging Cell is held on 16/10/2023 at 3:00PM in the office of the principal.

Agenda:

- (1) Chair-taking by the chairperson.
- (2) Purpose of the meeting.
- (3) Confirmation the minutes of the last meeting.
- (4) Discussion regarding an awareness programme on ragging.
- (5) Others.
- (6) Speech by the chairperson.

Signature of the members:

1. Dr. Khairul Islam,
2. Saidur Rahman
3. Sabina E. Yasmin
4. Amimul Islam
5. Baharul Islam,
6. Asmaul Churrit (G.S)

The chairperson took the chair and purpose of the meeting was explained by convenor.


In today's meeting following resolutions have been taken.

Resolution No-1. In today's meeting it is decided to organize

an awareness programme, or workshops to award the new and old students on ragging.

Resolution No-2. In today's meeting it is decided to make ragging free campus by taking various steps.

The meeting concluded with a vote of thanks after valuable speech by the chair person.


Principal
Kalahuri College
Dibrugarh (Assam)


Convenor
Anti Ragging Cell
Kalahuri College