

**IMPLEMENTATION OF GUIDELINES OF STATUTORY/REGULATORY BODIES
TO TIMELY REDRESS GRIEVANCES**



Ref.No. JGC/UGC/ICC/03/23

Date : 12/10/2023

Dr. Amiya Kumar Das. M.A.Ph.D
Principal

NOTIFICATION

In pursuance of the UGC Regulations (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions), 2015, an Internal Complaints Committee (ICC) of Joya Gogoi College is constituted with the following members which has come into force with immediate effect:-

| SL No | Name | Position |
|-------|------------------------|-------------------------------|
| 1 | Mrs. GAYOTRI DEVI | Presiding Officer |
| 2 | Mrs. PROGATI BORTHAKUR | Member |
| 3 | Mr. MOHENDRA HAZARIKA | Member |
| 4 | Dr. DEEPA BORUAH | Member |
| 5 | Dr. SUBRAT JYOTI BORAH | Member |
| 6 | Dr. BIDISHA RANI BORA | Member |
| 7 | Mr. RANJIT GOGOI | Member |
| 8 | Mr. SAMIRAN GOGOI | Student representative Member |
| 9 | Miss. JAMINI GOGOI | Student representative Member |
| 10 | Miss HAPPY BORAH | Student representative Member |
| 11 | Mr. SONESWAR BARHOI | Representative from local NGO |

The terms of reference of the above Committee shall be as follows: -

- The Committee shall fully adhere to the UGC Regulations (Prevention, prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions), 2015.
- Any complaint of sexual harassment, if received, by the undersigned shall be forwarded to the Committee and it shall immediately act upon as per the above regulation.
- The Committee shall keep all the original records pertaining to the cases in the safe custody with its record in a regular and prepare annual status report with details of the number of cases file and their disposal and submit the same to the undersigned for forwarding the same to the Commission, UGC.
- The terms of ICC shall be 03 (three) years. However, the term for the students' representative is for a period of 01 (one) year. They shall cease to be a member of the said Committee in case they lose their status as a student of the college.
- The student representative shall be called to attend the meeting of ICC only when the matter involves students.

Issued with due approval.


Principal

Copy to:

1. VP (Addl).
2. Coordinator IQAC.
3. Person Concern.
4. Guard File.


Coordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.

Joya Gogoi College, Khumtai-785619
Golaghat (Assam)

S



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 26/09/2019

Chairperson: Dr. Sovarani Borkotoky, Principal Joya Gogoi College, Khumtai

A meeting was held on 26/09/2019, at the conference Hall at 1:30 p.m. The Chairperson, Vice-Principal, Convener, and all members of the cell attended the meeting. The Principal cum Chairperson presided over the meeting and delivered the welcome speech. The Convener, Dr. Poresch Ch. Kalita, presented the agenda and informed about the Grievance Application submitted by Girl students of the College. Dr. Poresch Ch. Kalita then requested the Chairperson to proceed with the meeting and initiate discussion. After discussion on the agenda following resolutions were taken.

1. A resolution was adopted to visit the Girls' Common room to investigate the requirements.
2. It was decided to fulfill the requirements and maximize the facilities in Girls' Common Room.

Vote of thanks was given by Mrs. Gayotri Devi, Member, Grievance and Redressal Cell.

Members Present :

1. Dr. Golap Borah , Vice Principal *Borah*
2. Dr. Poresch Ch. Kalita, Convener *Kalita*
3. Dr. Gitima Borah Hazarika, Member *Gharzanta*
4. Mrs. Progoti Borthakur, Member *Progoti*
5. Mrs. Gayotri Devi, Member *Gayotri*
6. Dr. Archana Saikia, Member *Saikia*

S. Borah
Principal
Joya Gogoi College
Khumtai, Golaghat

Borah

Convener
Grievance and Redressal Cell
Joya Gogoi College, Khumtai



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



ACTION TAKEN REPORT OF GRIEVANCE AND REDRESSAL COMMITTEE

Date: 30/09/2019

As per the resolution taken in the meeting held on **26/09/2019**, the Grievance and Redressal Committee visited the Girls' common room on 30th September, 2019. The committee inspected the required facilities of Girls' Common Room and suggested the authority to ensure cleanliness and provide running water facilities.

Members present during the Visit :

1. Dr. Gitima Borah Hazarika, Member of GRC *Ghazeeha*
2. Mrs. Progoti Borthakur, Member of GRC *Gm*
3. Mrs. Gayotri Devi, Member of GRC *es*
4. Dr. Archana Saikia, Member of GRC *Archana*

B. Borah
Principal
Joya Gogoi College
Khumtai, Golaghat

B. Borah
Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 10/02/2021



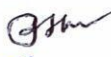

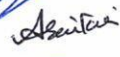


Chairperson: Dr. Golap Borah, Principal Joya Gogoi College

On 10/02/2021, a meeting was held at the office of principal at 1:30 p.m. The Chairperson cum Principal, Convener, and all members of the cell attended the meeting. Dr. Golap Borah presided over the meeting. The Convener, Dr. Poresh Ch. Kalita explained the agenda. After discussion in the meeting, the following decisions were taken:

1. The decision was taken to make the students aware of the Grievance and Redressal cell and its mechanisms.
2. The resolution was made to redress the Grievances (if received) at the earliest.

The meeting was concluded with a vote of thanks by Mrs. Progoti Borthakur, Member, Grievance and Redressal Cell.

Members Present :

1. Dr. Golap Borah, Principal 
2. Dr. Poresh Ch. Kalita, Convenor 
3. Dr. Gitima Borah Hazarika, Member
4. Mrs. Progoti Borthakur, Member 
5. Mrs. Gayotri Devi, Member 
6. Dr. Archana Saikia, Member 
7. Mr. Bijit Bora, Member 
8. Dr. Dhrubajyoti Saikia, Member 


Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.


Principal
Joya Gogoi College
Khumtai, Golaghat



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University**



ACTION TAKEN REPORT OF THE GRIEVANCE AND REDRESSAL COMMITTEE

As per the resolution taken in the meeting held on 10/02/2021, to aware the students about the Grievance and Redressal Committee, the convenor and members' names and contact numbers along with the procedure of submitting the Grievance displayed on the notice board.

**Principal
Joya Gogoi College
Khumtai, Golaghat**

**Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai**



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 10/08/2021

Chairperson: Dr. Poresh Ch. Kalita, Convenor, Grievance and Redressal Committee

On 10/08/2021, a meeting was held in the conference room at 2:00 p.m. The Convenor and all members of the cell attended the meeting. Dr. Poresh Ch. Kalita, the Convenor presided over the meeting and mentioned the Grievance about the pungent smell of fuel and the sound of the generator that disturbs the class. After discussion in the meeting, the following decisions were taken:

1. The reported grievance was found true and the resolution was taken to discuss the grievance at the earliest with the Principal for redressal.

The meeting was concluded with a vote of thanks by Mrs. Progoti Borthakur, Member, Grievance and Redressal Cell.

Members Present:

1. Dr. Poresh Ch. Kalita, Convenor
2. Dr. Gitima Borah Hazarika, Member
3. Mrs. Progoti Borthakur, Member
4. Mrs. Gayotri Devi, Member
5. Dr. Archana Saikia, Member
6. Mr. Bijit Bora, Member
7. Dr. Dhruvajyoti Saikia, Member

Paula
Ghazarika

Progoti
Borthakur

Borah
Bijit

Borah
Principal
Joya Gogoi College
Khumtai, Golaghat




Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



ACTION TAKEN REPORT OF GRIEVANCE AND REDRESSAL COMMITTEE

As per the resolution of the meeting held on 10/08/2021, the committee discussed the problem of the pungent smell and sound of the generator with the authority and requested to replace the generator with a new one (if possible) or shift the place of the generator to a suitable area.


Principal
Joya Gogoi College
Khumtai, Golaghat


Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 23/08/2021



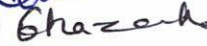


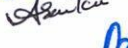


Chairperson: Dr. Poresh Ch. Kalita, Convenor, Grievance and Redressal

On 23/08/2021, a meeting was held at the Teachers' Common room of the History Department at 2:30 p.m. The Convenor and all members of the cell attended the meeting. Dr. Poresh Ch. Kalita, Convenor, presided over the meeting and explained the Grievance received from 3rd-semester students about the inadequate facility of drinking water on college premises. After discussion in the meeting, the following resolutions were taken:

1. Resolution was made to promptly repair damaged aqua guards to fulfill the drinking water requirement.
2. It was also decided to investigate other issues pertaining to the fundamental needs of students within the college.

The meeting was concluded with a vote of thanks by Mrs. Gayotri Devi, Member, Grievance and Redressal Cell.

Members Present:

1. Dr. Golap Borah, Principal 
2. Dr. Poresh Ch. Kalita, Convenor 
3. Dr. Gitima Borah Hazarika, Member 
4. Mrs. Progoti Borthakur, Member 
5. Mrs. Gayotri Devi, Member 
6. Dr. Archana Saikia, Member 
7. Mr. Bijit Bora, Member 
8. Dr. Dhrubajyoti Saikia, Member 


Principal
Joya Gogoi College
Khumtai, Golaghat



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



ACTION TAKEN REPORT OF THE GRIEVANCE AND REDRESSAL COMMITTEE

As per the resolution taken in the meeting held on 23/08/2021, the committee discussed the matter with the principal and the damaged aqua guard was repaired and a new aqua guard was installed.

Principal
Joya Gogoi College
Khumtai, Golaghat



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University



MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 20/01/2022

Chairperson: Dr. Amiya Kumar Das, Principal Joya Gogoi College

A meeting was held at the conference Hall on August 18, 2021, at 1:30 p.m. The Chairperson, Principal, Convener, and all members of the cell attended the meeting. Dr. Amiya Kr. Das, President of the meeting welcomed everyone and the Convener, Dr. Poresh Ch. Kalita introduced the agenda. After discussion in the meeting, the following decisions were taken:

1. The decision was made to hold regular meetings of the cell to address grievances promptly.
2. Departments were asked to collaborate with students on internal marks-related complaints and keeping accurate records.
3. It was resolved to review and revise the policy document of the grievance and redressal committee.

The meeting was concluded with a vote of thanks by Mrs. Gayotri Devi, Member, Grievance and Redressal Cell.

Members Present :

1. Dr. Poresh Ch. Kalita, Convenor
2. Dr. Gitima Borah Hazarika, Member
3. Dr. Archana Saikia, Member
4. Dr. Gayotri Devi, Member
5. Mrs. Progoti Borthakur, Member
6. Mr. Bijit Bora, Member
7. Dr. Dhruvajyoti Saikia, Member


Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.


Principal
Joya Gogoi College
Khumtai, Golaghat



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University**

MINUTES OF THE MEETING OF THE GRIEVANCE AND REDRESSAL COMMITTEE

Date: 04/08/2022

Chairperson: Dr. Amiya Kumar Das, Principal Joya Gogoi College

A meeting was held at the Principal's office on August 04, 2022, at 1:30 p.m. The Chairperson, Convener, and all members of the cell attended the meeting. The Chairperson presided over the meeting. The Convener, Dr. Pores Ch. Kalita presented the agenda and requested the Chairperson to proceed with the meeting. After a brief discussion following resolutions were taken.

1. Resolution was taken to organize awareness programs to educate students about grievance redressal procedures.
2. In the meeting it was decided to enhance the digital grievance redressal platform for easier submission of complaints.

A vote of thanks was given by Dr. Pores Ch. Kalita, Convener, Grievance and Redressal Cell.

Members Present:

1. Dr. Pores Ch. Kalita, Convener
2. Dr. Gitima Borah Hazarika, Member
3. Dr. Archana Saikia, Member
4. Dr. Gayotri Devi, Member
5. Mrs. Progoti Borthakur, Member
6. Mr. Bijit Bora, Member
7. Dr. Dhrubajyoti Saikia, Member

Banta
Ghazal

Archana

Progoti

Bor

Dhrubajyoti

Dr. Pores Ch. Kalita
Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.

Dr. Amiya Kumar Das
Principal
Joya Gogoi College
Khumtai, Golaghat



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

ACTION TAKEN REPORT OF THE GRIEVANCE AND REDRESSAL COMMITTEE

As per the resolution taken in the meeting held on 4th August 2022, the HODs were requested to properly guide the students regarding procedures (if any) of Grievance submission. The students were guided and notified about the online Grievance procedure through the Heads of the Departments.

(Dr. Amiya Kumar Das)
Principal, Joya Gogoi College
Principal
Joya Gogoi College
Khumtai, Golaghat

Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University**

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING

Date: 25/08/2022



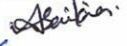

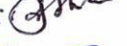

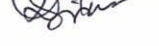
Chairperson: Dr. Amiya Kumar Das, Principal Joya Gogoi College

The Grievance and Redressal Committee organized a meeting on 25th August 2022 to address the request of students through an application regarding providing a carrom board in the Girls' Common Room.

Agenda of the meeting:

1. Review of the application for grant a carrom board in the Girls' Common Room.
2. Discussion on approving or denying the application.

Members Present:

1. Dr. Poresh Ch. Kalita, Convenor 
2. Dr. Gitima Borah Hazarika, Member 
3. Dr. Archana Saikia, Member 
4. Dr. Gayotri Devi, Member 
5. Mrs. Progoti Borthakur, Member 
6. Mr. Bijit Bora, Member 
7. Dr. Dhrubajyoti Saikia, Member 

Resolutions:

1. The meeting has taken the decision to provide a carrom board in the Girls' Common Room.
2. The decision has been taken to provide the carrom board within a week.



(Dr Amiya Kr. Das)

Principal, Joya Gogoi College

**Principal
Joya Gogoi College
Khumtai, Golaghat**



Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

ACTION TAKEN REPORT ON GRIEVANCE AND REDRESSAL COMMITTEE

As per the resolution taken in the meeting held on 25th August 2022 a carrom board was provided in the Girls' common room for the recreation of the Girl students.

Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai

Principal
Joya Gogoi College
Khumtai, Golaghat



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

MINUTES OF THE GRIEVANCE & REDRESSAL COMMITTEE MEETING

Date: 22/11/22



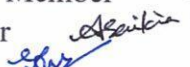




Venue: Principal Room

Chairperson: Dr. Amiya Kumar Das, Principal, Joya Gogoi College

Agenda:


1. Addressed student application submitted on 18th August 2022, regarding a broken bench due to a minor altercation between two students.

Members Present:

1. Dr. Pores Ch. Kalita, Convenor 
2. Dr. Gitima Borah Hazarika, Member 
3. Dr. Archana Saikia, Member 
4. Dr. Gayotri Devi, Member 
5. Mrs. Progoti Borthakur, Member 
6. Mr. Bijit Bora, Member 
7. Dr. Dhruvajyoti Saikia, Member 

Resolutions:

1. The meeting has taken the decision to find out the root cause & confirmation of the incident.
2. Taken a decision to find out the students involved and provide counseling.


(Dr. Amiya Kumar Das)
Principal, Joya Gogoi College

Principal
Joya Gogoi College
Khumtai, Golaghat


Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

MINUTES ON GRIEVANCE AND REDRESSAL COMMITTEE

Date: 26/11/22

Venue: Principal Room

Chairperson: Dr. Amiya Kumar Das, Principal, Joya Gogoi College

Agenda:


1. Preview of the previous meeting held on 22/11/22

Members Present:

1. Dr. Poresh Ch. Kalita, Convenor
2. Dr. Gitima Borah Hazarika, Member *Gitazanka*
3. Dr. Archana Saikia, Member *Asikia*
4. Dr. Gayotri Devi, Member *GD*
5. Mrs. Progoti Borthakur, Member *PB*
6. Mr. Bijit Bora, Member *BB*
7. Dr. Dhrubajyoti Saikia, Member *DS*

Resolutions:

1. Repairing of benches has been approved.
2. The decision has been made to resolve the conflict between the students.


(Dr. Amiya Kumar Das)
Principal, Joya Gogoi College

Principal
Joya Gogoi College
Khumtai, Golaghat


Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

ACTION TAKEN REPORT ON THE GRIEVANCE AND REDRESSAL COMMITTEE

As Per resolutions taken in the meeting held on 26/11/2022, the broken bench was repaired and the conflict between the students was peacefully resolved.

(Dr. Amiya Kumar Das)
Principal, Joya Gogoi College

Principal
Joya Gogoi College
Khumtai, Golaghat

Convenor
Grievance and Redressal Cell
Joya Gogoi College, Khumtai



Joya Gogoi College, Khumtai-785619
Golaghat (Assam)
Affiliated to Dibrugarh University

MINUTES ON GRIEVANCE AND REDRESSAL COMMITTEE

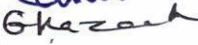


Date: 19/05/23

Venue: Principal Room

Chairperson: Dr. Amiya Kumar Das, Principal, Joya Gogoi College

A meeting of the Grievance and Redressal Committee was held on 19th May, 2023 regarding an application about a small conflict between two students and the damage caused during the conflict.

Members Present:

- 1 Dr. Poresh Ch. Kalita, Convenor 
- 2 Dr. Gitima Borah Hazarika, Member 
- 3 Dr. Archana Saikia, Member 
- 4 Dr. Gayotri Devi, Member 
- 5 Mrs. Progoti Borthakur, Member 
- 6 Mr. Bijit Bora, Member 
- 7 Dr. Dhrubajyoti Saikia, Member 

Resolutions:

1. Replacement of the damaged switchboard has been approved.
2. The decision has been made to resolve the conflict between the students.



(Dr. Amiya Kumar Das)
Principal, Joya Gogoi College

Principal
Joya Gogoi College
Khumtai, Golaghat



Co-ordinator, IOAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.