

## KARILOPATNA DEGREE COLLEGE, KARILOPATNA

At/Po-Karilopatna

Via-Karilopatna

Dist-Kendrapara

Pin-754223



Letter No.

Date:- 02.11.2021

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**OFFICE ORDER**

Considering the need of the hour it is felt that the Grievance Redressal Cell should be constituted in order to meet different types of grievances and Harassments (Physical, Sexual, Mental etc.) faced by the students on regular intervals. The Institution takes extreme care & concerns to constitute Grievance Redressal Cell with the senior members to be sensitive enough to address the problems and take steps as and when required.

**Objective-**

The objective of Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The objectives of the cell are

1. To Develop an organisational framework to resolve the Grievance of students.
2. To enlighten the students on their duties and responsibilities
3. To ensure a democratic environment in the campus.
4. To make the institution student friendly.
5. To solve the various personal and educational related grievances of the students
6. To ensure the Qualitative as well as Quantitative development of the institution.

The final responsibility for Grievance Redressal rests with the principal of the college.

**Function-**


To make all necessary arrangements for receiving representations /complaints /grievances from students relating to general administration, examination and evaluation and any other problems relating to the functioning of a student in the college. The cell is constituted. The main functions of the Grievance Redressal Cell are as follows.

1. To examine the grievances.
2. To make necessary recommendations to the principal.
3. To hand over the grievances relating to examination to proper forum for redressal.
4. To redress the grievances with an immediate effect.

In case the members fail to find out any solutions then the matter is referred to the principal for final comment on the matter.

Considering the nature and depth of grievances due inquiry is made by the members of the cell and through discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance, he or she is given punishment with due consultation with the principal.

  
Signature of the Co-ordinator  
Grievance Redressal Cell

  
Signature of the Principal  
Karilopatna Degree College  
Kendrapara-754223

The Grievance Redressal Cell is constituted consisting on the following members for the session 2021-22 They are requested to be sensitive towards the grievances raised by the students cares should be taken to give proper justice as per the gravity of the situations.

1. Lalita Mohan Samantray (Principal) Chairman
2. Manas Kumar Rout (Lect. In pol.scs) Member
3. Prafulla Kumar Mohanty (Lect. In Eng) Member
4. Abhilipsa Mall( Lect. In Commerce) Member
5. Shikha Sahoo (Lect. In History) Member
6. Sailendra Kumar Pattanayak (Lect. In Economics) Member

#### **MEETING NO. 1**

A meeting of Grievance Redressal Cell is held on Dt. 03.12.2021 under the chairmanship of the principal and in the presence of the members in his office chamber to discuss and sort out the grievances / complaint raised by the students.

#### **MEMBERS PRESENT-**

1. Manas Kumar Rout (Lect.in Pol.Sc.)Member
2. Banshidhar Mishra (Lect.in History)Member
3. Sailendra Kumar Pattanayak (Lect. In Economics)Member.

At the outset the Administrative Bursar pointed out that some students are frequently complaining about the no availability of safe drinking water in the college campus.

Another member Mr. Prafulla Kumar Mohanty (Lect. In Eng.) apprised the cell that women students are complaining about unhygienic condition of the girl's common room and insufficient space in the common room.

Similarly, other member Prof Manas Kumar Rout, Lect. In Pol. Sc pointed out that some students are complaining about the no availability of requisite furniture's in the classroom.

After through discussion on the above mentioned complains raised by the students it is resolved that a water cooler with Aqua Guard will be installed shortly to provide safe drinking water to the students. Similarly, on the second complain regarding Unhygienic and limited space of girls common room it is unanimously decided that girls students will be provided with well-furnished common room with sufficient space and hygienic Lavatory.

Similarly, on the third complain regarding no availability of requisite furniture in the classroom it is resolved to purchase numbers of furniture's to provide sitting arrangement in each and every class room. The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
Principal's Signature  
03/12/21  
Karilapatna Degree College  
Mandrapara-754223

## MEETING NO. 2

A meeting of Grievance Redressal Cell is held on dt. 01.01.2022 under the chairmanship of the principal in his office chamber to discuss and sort out the grievances raised by the students of the college.

### MEMBERS PRESENT-

1. Manas Kumar Rout, (Lect. in Pol. Sc.)
2. Abhilipsa Mall (Lect. in Commerce)
3. Banshidhar Mishra (Lect. In History)


At the outset one of the member Mr. Prafulla Kumar Mohanty (Lect. In Eng.) pointed out that women students are complaining about no availability of Women's Hostel for which they are facing acute problems for accommodation.


Another member Mr. Manas Kumar Rout (Lect. In Pol. SC) raised about the no availability of Boys Common room with urinal facility.

After thorough discussion on the complains raised by the students it is resolved that the construction work of women's Hostel from College Development Fund will be started at an early so that Accommodation facility for women students can be provided from the coming session.

Similarly, on the second complain regarding the Canteen raised by some students it is resolved that before the commencement of the coming session new Canteen facilities will be provided for all staff and Students.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
**Principal' Signature**  
**02.01.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

  
**IQAC Co-Ordinator**  
**02.01.2022**

**MEETING NO. 03-**

**DATE-03.04.2022**

A meeting of Grievance Redressal Cell is held on dt..... under the chairmanship of the principal in his office chamber to discuss and sort out the grievances raised by the students of the college.

**MEMBERS PRESENT-**

1. Manas Kumar Rout (Lect.in Pol.Sc.) Member
2. Prasanta Kumar Dalai(Lect.in Math) Member
3. Prafulla Kumar Mohanty(Lect. In English) Member

At the outset the Administrative Bursar Prof. Manas Kumar Rout (Lect. in Pol.Sc) raised the complaint made by some students that the library service is not up to satisfaction.

Similarly, another member pointed out that some non-collegiate are creating disturbances in the college campus for which the study atmosphere is decorated regularly.

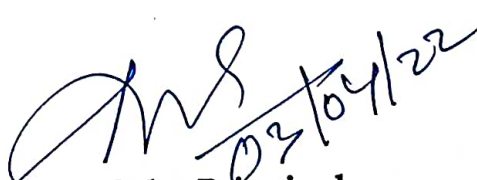
Another member Mr. Bijaya Kumar Swain raised the complaint made by the students that the sports facilities are not provided so that they are debarred from getting chance to take part in different athletic competition in both college & University level.

After thorough discussion on the complains raised by the students it is resolved that the librarian will be instructed to maintain the schedule in case of issuing books to the students.

Similarly, on the second complain raised by some students it is resolved that a disciplinary committee will be instructed to keep vigilant during college hour i.e. from 09:00 AM to 03:00 PM. So that the entry of non-collegiate can be checked. If the situation found warrants the F.I.R will be lodged against the mischief mongers.

Similarly, on the third complain regarding the sports facility it is resolved that the sports I/C and P.E.T will be instructed to make a list of sports equipment's after due consultation with the students for purchase of the same to fulfil the demand of the students.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
**Signature of the Principal**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

A meeting of Grievance Redressal Cell is held on dt. 01.06.2022 under the chairmanship of the principal in his office chamber to discuss and sort out the grievances raised by the students of the college.

**MEMBERS PRESENT-**


1. Manas Kumar Rout (Lect.in Pol.Sc.)
2. Abhilipsa Mall (Lect.in Commerce)
3. Shikha Sahoo (Lect. In History)

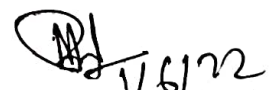
In the meeting Prof. Manas Kumar Rout (Lect. In Pol.Sc) raised the complaint made by some students that the practical classes are not taken as per time table. Another member Prof Banshidhar Mishra raised the complaint made by some of the students that the college canteen could not be opened till today for which they are facing acute problem. Another member Prof Shikha Sahoo (Lect. In History) pointed out that model Questions are not supplied to them for which they are facing problems to prepare themselves properly to appear the University Exams with full preparation.

After thorough discussion on the complains raised by the students it is resolved that the HODs along with Demonstrators are directed to make the practical possible measures, so that the practical classes of each and every department can be taken regularly as per time table. Similarly, another complain regarding the opening of canteen will function shortly in the session 2022-2023

Similarly, on the complaint regarding the non-supply of model & university questions it is resolved that the exam in charge Prof Sailendra Kumar Pattanayak, Lect. In Economics and Prof. Samiranjan Sethy (lect. In Political Science) will be directed to hand over all the unused questions of all subjects to the librarian immediately just after the end of the university exam. The librarian will be instructed to arrange the questions year wise and subject wise and issue the students as and when demanded.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
**Principal' Signature**  
**01.06.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

  
**IQAC Co-Ordinator**  
**01.06.2022**