

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)

Belur Math, Howrah - 711 202, West Bengal

5.1.3: The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as -

# Institutional guidelines for students' grievance redressal



Swami Vidyamritananda
Principal (Offg.)
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.



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# 1. Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies

#### Redressal Mechanism Guidelines of RKM Sikshanamandira

Sikshanamandira is in general residential in nature and the resident trainees can easily approach the Principal of the institution and Hostel Superintendent who also reside in the campus and are always proactively available to listen and solve the problem faced by the students. They are also open to opinions, suggestions and ideas of students and leave no stone unturned to fulfill the students' needs. Though Ramakrishna Mission Sikshanamandira has its unique redressal mechanism for students, the College has different Statutory Committees and Cells for redressal mechanism like Sexual Harassment Committee, Internal Complaint Committee (ICC Committee) under POSH Act 2013, Grievance Redressal Committee, Anti-Ragging Cell. The Chairman, Convenor and the members of the Grievance Redressal Committee attend and redress the grievances in consultation with management and other faculty as and when there is an issue. To collect the offline grievances two 'Complaint Box' are fixed at prominent places - one at the college building & other at the hostel building. There are provisions of online grievance submission through the college website.

#### **Objectives of Grievance Redressal Committee:**

The Redressal Committee helps the students to -

- Create a platform where trainee-teachers / faculty members / non-teaching staff can express their grievances, regarding academic as well as non-academic issues.
- Develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- Find out the reasons for grievances related to students.
- Get suggestions from the trainee-teachers for further improvement.
- Ensure that the views of each grievance are addressed.
- Train students in problem solving strategies.

#### **Matters of Grievance Redressal:**

- The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:
- Academic issues pertaining to teaching, learning and evaluation activities



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- Student-teacher, student-student grievances
- Grievances related to library and IT services
- Grievances related to sports, cultural affairs
- Grievances related to behaviour of stakeholders

#### **Procedures:**

- The aggrieved student may submit online grievances either through the college website portal or through an written application dropping in the complaint box. While submitting the offline complaints, students are to be cautioned to drop the complaints in appropriate boxes; issues related to college affairs should be addressed to the Principal/ Vice Principal and dropped at college Complaint Box and issues related to the residential matters should be addressed to the Hostel Superintendent and dropped in the Hostel Complaint Box.
- On receipt of any complaint, if the Principal / Hostel Superintendent finds that the matter can not be solved by himself alone and feels to bring it before the committee, he will forward the complaint to the Grievance Redressal committee, as the case may be, along with comment to address the matter within 7 days from receipt of the complaint. Nevertheless, if not addressed within one week of submission of the complaint, students are advised to enquire about it at the college office or to the concerned teacher (Convenor of the Grievance Redressal Committee).
- The grievances shall be redressed depending on the nature of the grievance.
- The Redressal Committee shall review the complaint and if necessary, may invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.
- In case of any false or frivolous complaint, the institution may recommend appropriate action against the complainant.
- Complaint must not carry any abusive language.
- Complaint should also not include personal attack or defamation against any person.

#### Link to Institutional Grievance and Internal Complaints Redressal Policy:

https://rkmsm.org/uploads/ckeditor\_files/file/Institutional%20Policy/Grievance%20&%20Internal%20Complaints%20Redressal%20Policy.pdf



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# 2. Details of members of grievance redressal committees are available on the institutional website

# Composition of the grievance redressal committee and other related committees

#### **Sexual Harassment Committee**

Name	Designation	<b>Position in the Committee</b>
Swami Vidyamritananda	Principal	Chairman
Swami Satwatananda	Vice-Principal	Vice Chairman
Dr. Pradip Sarkar	Associate Professor	Convener
Dr. Madan Mohan Mondal	Assistant Professor	Member
Sri Hirak Ghosh	Librarian	Member

#### **Grievance Redressal Committee**

Name	Designation	Position in the Committee
Swami Vidyamritananda	Principal	Chairman
Swami Satwatananda	Vice-Principal	Vice Chairman
Prof. Rathin Kuri	Assistant Professor	Convener
Dr. Pradip Sarkar	Associate Professor	Member
Prof. Mukul Mahato	Assistant Professor	Member

### **Anti-Ragging Cell**

Name	Designation	<b>Position in the Committee</b>
Swami Vidyamritananda	Principal	Chairman
Swami Satwatananda	Vice-Principal	Vice Chairman
Prof. Santanu Biswas	Assistant Professor	Convener
Dr. Gautam Bandyopadhyay	Associate Professor	Member
Prof. Alik Kumar Mondal	Assistant Professor	Member



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# **Internal Complaint Committee (ICC Committee) under POSH Act** 2013

Name	Designation	Position in the Committee
Smt. Shampa Dutt (Paul)	Hon'ble Justice, Calcutta High Court	President
Swami Vidyamritananda	Principal	Chairman
Swami Satwatananda	Vice-Principal	Vice Chairman
Brahmachari Vinayachaitanya	Faculty	Member
Dr. Madan Mohan Mandal	Associate Professor	Convener
Dr. Gautam Bandyopadhyay	Associate Professor	Member
Dr. Abhijit Guha	Associate Professor	Member

Website link to the Details of the Grievance Redressal Committees members:

https://rkmsm.org/cms\_pages.php?page\_id=61

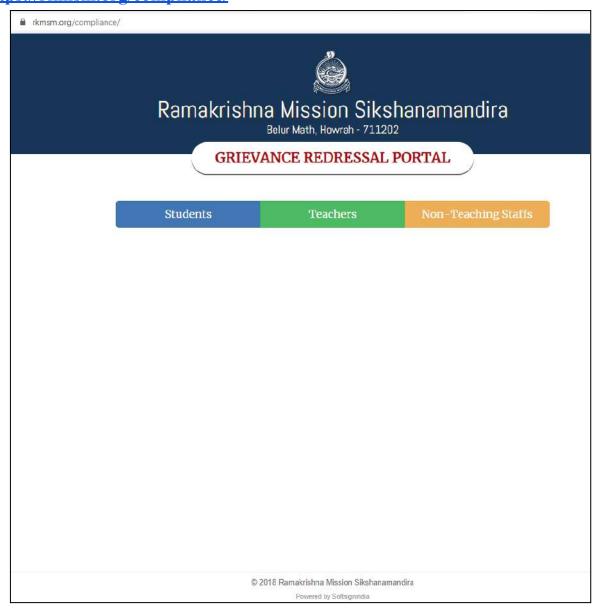


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### Provision of Online Grievance Submission

# Landing Page of the Grievance Redressal Portal on the college website - <a href="https://rkmsm.org/compliance/">https://rkmsm.org/compliance/</a>





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#### **GRIEVANCE REDRESSAL FOR STUDENT:**

https://rkmsm.org/compliance/form student.php

	Ramakrishna Mission Sikshanamandira Belur Math, Howrah - 711202 GRIEVANCE REDRESSAL FOR STUDENT
Student Name :	Enter your name
Roll No :	Enter Roll No
Course/ Programme :	Enter your Course/ Programme
Email :	Enter your email
Subject of Complaint :	Type here Subject
Complaint Detail :	※ □ □ □ ★ → □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
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#### GRIEVANCE REDRESSAL FOR TEACHER

https://rkmsm.org/compliance/form\_teacher.php

	Ramakrishna Mission Sikshanamandira Belur Math, Howrah - 711202
	GRIEVANCE REDRESSAL FOR TEACHER
Teacher Name :	Enter your name
Designation :	Enter your Designation
Email :	Enter your email
Subject of Complaint :	Type here Subject
Complaint Detail :	※ □ □ □ □ →   ● →   ● →   ● □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
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#### **GRIEVANCE REDRESSAL FOR STAFF**

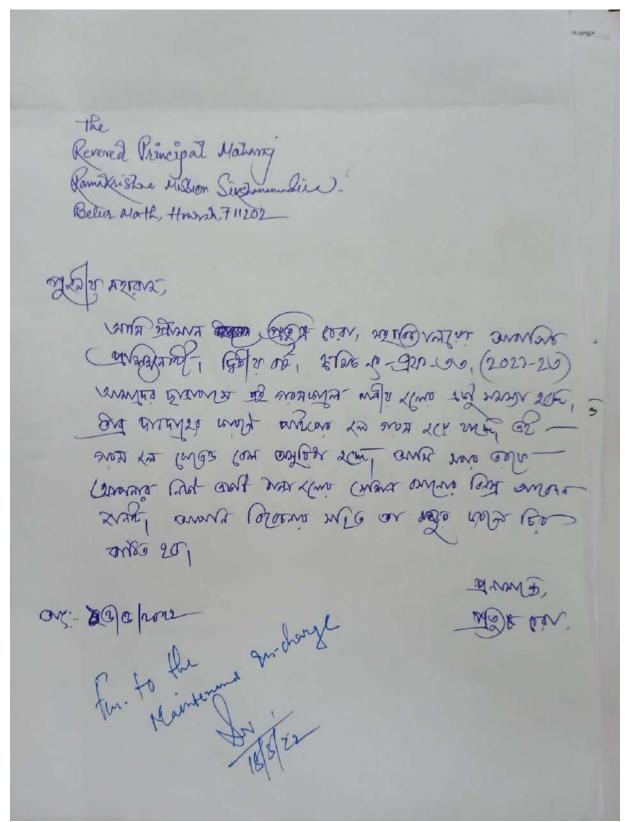
https://rkmsm.org/compliance/form\_staff.php

	Ramakrishna Mission Sikshanamandira  Belur Math, Howrah - 711202
	GRIEVANCE REDRESSAL FOR STAFF
Staff Name :	Enter your name
Department :	Enter your Department
Email :	Enter your email
Subject of Complaint :	Type here Subject
Complaint Detail :	※ 日 信
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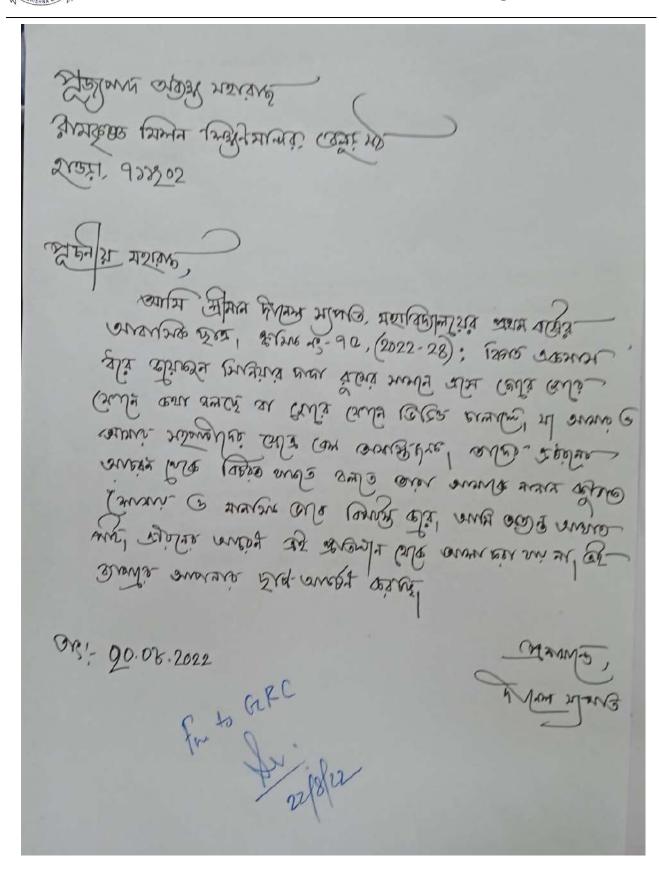
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### Samples of grievance submitted offline



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The Principal Maharay Ramakrishna Mission Sikshanamandira Belur Math, Howrah, 711202 I am Bappa Gayen one of Respected Maharas, Student in your institute Roll No- F-34, Session-2018-20 B. ED. Due to the crash of software we are not able to collect any of book from the library. So in this concern 5 am requesting you to update the software which will help us upcoming examination and future also. So respected maharais if you rinally take this regard we will highly oblised to you. yours faithfully Baffa Gazen Place - Ramknishma Mission Sixshanamandira Hostal Date - \$14.05.2019



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# 3. Grievance redressal committee meets on a regular basis

a) Meeting Minutes of the Grievance Redressal committee

The	ere will be a meeting of the Grievance Redres	sal Committee of the college at 2:00 p.m.
on	Thursday, June 22, 2023 at Conference Room	in College premises.
All	members are requested to attend the meetin	ig.
		Lathun Kuni.
		Convener
Ju	me15, 2023.	Grievance Redressal Committee
1. I mea 2. M	nda: Recent Grievances recorded by Principal a sures.  fiscellaneous.  nbers:	
1. I mea 2. M	Recent Grievances recorded by Principal a sures.	nd other faculty members and redressal  Signature
1. If mea 2. M Men SL No.	Recent Grievances recorded by Principal a sures.  fiscellaneous.  hbers:	
1. If mea 2. M Men SL No.	Recent Grievances recorded by Principal a sures.  Biscellaneous.  Members	
1. I mea 2. M Men SL No. 1.	Recent Grievances recorded by Principal a sures.  liscellaneous.  Members  Swami Vidyamritananda (Chairman)	Signature  Addition of 16/6/23  Setwatown Lyst 2
1. I mea 2. M Men SL No. 1. 2. 3.	Recent Grievances recorded by Principal a sures.  Iiscellaneous.  Members  Swami Vidyamritananda (Chairman)  Swami Satwatananda (Vice-Chairman)	Signature  Addition of 16/6/23  Setwatown Lyst 2
1. I mea 2. M Men SL No. 1.	Recent Grievances recorded by Principal a sures.  liscellaneous.  mbers:    Members     Swami Vidyamritananda (Chairman)     Swami Satwatananda (Vice-Chairman)     Prof. Rathin Kuri (Convener)	Signature  (



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Members Present:		Date: June 22, 2023
SI.	Members	Signature
1.	Swami Vidyamritananda (Chairman)	Associated soldier
2.	Swami Satwatananda (Vice-Chairman)	Cetochera Setel 21
3.	Prof. Rathin Kuri (Convener)	L'athin Kuni. 24/56/202
4.	Dr. Pradip Sarkar	brown 2 2/06/
5.	Prof. Mukul Mahato	Mikel Makel 22/04/23





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#### Committee

Venue: Conference hall of Ramakrishna Mission Sikshanamandira

The meeting of the Grievance Redressal Committee was held at the conference hall of Ramakrishna Mission Sikshanamandira on June 22, 2023 under the chairmanship of Swami Swami Vidyamritananda, Principal and in presence of the members, Swami Satwatananda (Vice-Chairman), Dr. Pradip Sarkar, Prof. Mukul Mahato. After initial greeting and addressing the meeting started.

The following matters were discussed.

- The proceeding of the last meeting was confirmed.
- A quarterly review of disciplinary measures and facilities with regards to hostel and college shall be undertaken by Principal and Hostel Superintendent.
- There being no other matter to discuss, the meeting ended with a vote of thanks to the chair.

Signature of Convener



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### b) Meeting minutes of the Anti-Ragging Cell

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#### Members Present at the Meeting

Date: August 26, 2022.

Venue: Conference Hall of Ramakrishna Mission Sikshanamandira, Belur Math, Howrah, 711202

SL No.	Members	Signature
1.	Swami Vidyamritananda, Principal (Chairman)	( days ever 10/0/2
2.	Brahamachari Girishachaitanya Hostel Superintendent (Vice Chairman)	Br. Sivioleclaitage 21/92
3.	Dr. Gautam Bandyopadhyay (Faculty)	
4.	Prof. Alik Kumar Mondal (Faculty)	Am 38/8/22

#### The Minutes of the Meeting of the Anti-Ragging Cell

Date: August 26, 2022

Venue: Conference Hall of Ramakrishna Mission Sikshanamandira, Belur Math, Howrah, 711202.

The meeting of the Anti Ragging cell was held at the Conference Hall of Ramakrishna Mission Sikshanamandira on August 26, 2022 under the chairmanship of Swami Vidyamritananda, Principal and in presence of the members Brahamachari Girishachaitanya, Dr. Gautam Bandyopadhyay, Prof. Alik Kumar Mondal.

After initial greeting and addressing the meeting started.

#### The following matters were discussed.

- The proceeding of the last meeting was confirmed.
- The Anti-Ragging Cell of the college is diligently working to prevent any incidents of
- The Anti-Ragging awareness sessions will be organize by the Anti-Ragging Cell to understand the consequences of ragging and the importance of maintaining a respectful atmosphere.

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#### NOTICE

There will be a meeting of the Anti Ragging Cell of the college at 2:30 pm on Thursday, May 29, 2023 at Conference Hall of Ramakrishna Mission Sikshanamandira, Belur Math, Howrah,

All members are requested to attend the meeting.

May 23, 2023.

(Prof. Santanu Biswas) Convener

Anti Ragging Cell

#### Agenda:

- Recent Grievances recorded by Principal and other faculty members and redressal measures
- 2. Miscellaneous

#### Members:

SL No.	Members	Signature
1.	Swami Swami Vidyamritananda, Principal (Chairman)	(Jestaring sills
2.	Swami Satwatananda, Vice-Principal. (Vice Chairman)	Salvaduasa 23/5/23
3.	Dr. Gautam Bandyopadhyay	
4.	Prof. Alik Kumar Mondal	123 05/23

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#### Members Present at the Meeting

Date: May 29, 2023.

Venue: Conference Hall of Ramakrishna Mission Sikshanamandira, Belur Math, Howrah, 711202

SL No.	Members	Signature
1.	Swami Vidyamritananda, Principal (Chairman)	A5/2/2
2.	Swami Satwatananda, Vice-Principal. (Vice Chairman)	Saturdense 29/5/2)
3.	Dr. Gautam Bandyopadhyay	
4.	Prof. Alik Kumar Mondal	Jun 3/23

#### The Minutes of the Meeting of the Anti Ragging cell

Date: May 29, 2023

Venue: Conference Hall of Ramakrishna Mission Sikshanamandira, Belur Math, Howrah, 711202

The meeting of the Anti Ragging cell was held at the Conference Hall of Ramakrishna Mission Sikshanamandira on June 29, 2023 under the chairmanship of Swami Vidyamritananda, Principal and in presence of the members. Swami Satwatananda, Vice- Principal, Dr. Gautam Bandyopadhyay, Prof. Alik Kumar Mondal,

After initial greeting and addressing the meeting started,

#### The following matters were discussed.

- · The proceeding of the last meeting was confirmed,
- Till date no incident of ragging has been reported.

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Mischievous elements shall be identified and mischievous behavior shall be liable for punishment as per guideline of our institution,

A quarterly review of disciplinary measures and facilities with regards to hostel and college shall be undertaken by Principal and Hostel Superintendent.

There being no other matter to discuss, the meeting ended with a vote of thanks to the chair.

Anti Ragging Cell

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# 4. Students' grievances are addressed within 7 days of receiving the complaint

Students' grievances are always addressed within 7 days of receiving the complaint. As the number of students at Sikshanamandira is very less, any complaints of students are addressed and resolved very promptly. In Hostel there are two monastic members, the Hostel Superintendent and the Vice -Principal of the college who works and resides in the hostel. Apart from that few faculty members also reside in the hostel. This provides a very natural way of quick redressal of students grievances.

Students also can come to the faculty members of the college at any time of the college hours. The Principal, being a monastic member, also resides in the same campus and looks after the matters related to the students' problem day and night.



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# Anti-Ragging Affidavit by Parents/Guardians

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah - 711202
ANTI-RAGGING AFFIDAVIT BY PARENT/ GUARDIAN
I, Mr/Mrs/Ms. CHANDI. CHARAN BHANDARI(full name of parent/guardian)
I. Mr./Mrs./Ms. C.HANDI. CHARAIY. ISVANIAN TURNING THE HAMDARI.  father/mother/guardian of
father/mother/guardian of
having been admitted to Ramakrishna Mission Siksnanamaldira, in the Head of Ranging in Higher Educational Institutions, 2009, UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,
UGC Regulations on Curbing the Menace of Ragging in Higher Educations on Curbing the Menace of Ragging in Higher Educations (hereinafter,- called the "Regulations"), carefully read and fully understood the provisions
contained in the said Regulations.  2) I have, in particular, pursued clause 3 of the Regulations and am aware as to what constitutes
ragging.  3) I have also, in particular, pursued clause 7 and clause 9.1 of the Regulations and am fully
e d
is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to
promote ragging.
4) I berehy solemnly aver and undertake that
a) My ward will not indulge in any behaviour or act that may be constituted as ragging
under clause 3 of the Regulations.
b) My ward will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under clause 3 of the Regulations.  5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to
clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken
against my ward under any penal law or any law for the time being in force.
6) I hereby declare that my ward has not been expelled or debarred from admission in any
institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be
untrue, the admission of my ward is liable to be cancelled.
2 - 21
Declared this. 23 day of Nov. month of 2021 year.
charde choson Chardon
Signature of deponent:
Name: Chandi choren Bhandwi
Telephone/ Mobile No.: 9647130118
Address: Dhal (Sundandan)



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Belur Math, Howrah - 711 202, West Bengal

# Ramakrishna Mission Sikshanamandira Belur Math, Howrah - 711202 ANTI-RAGGING AFFIDAVIT BY PARENT/ GUARDIAN I, Mr/Mrs/Ms. RAMPADA TUDU (full name of parent/guardian) father/mother/guardian of SIDDHESWAR TUDU having been admitted to Ramakrishna Mission Sikshanamandira, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter,- called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, pursued clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, pursued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations. 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled. Declared this. 21 day of \_\_\_\_\_\_\_ f month of \_\_\_\_\_\_\_ wear. Signature of deponent: Pamps Name: Rampada Tudy Telephone Mobile No.: 8250460254 Address: Vill: - Shushurid P. O. - Ghragna P. S. - Jaipus Dist: - Purulia (west Bengal) pin: - 723213



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#### ANTI-RAGGING AFFIDAVIT BY PARENT/ GUARDIAN

- 2) I have, in particular, pursued clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, pursued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this 24 th day of August month of 2022 year.

Signature of deponent: Abhiroam Samanfa.

Name: Abhiram Samanfa.

Telephone/ Mobile No.: 8967376565

Address: Vill- Uttar Bijaynagar;

P.O.-Panshi.

P.S- Bhupatinagar.

Dist-Pwiba Medinepwy

Pincade-721444



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#### Ramakrishna Mission Sikshanamandira Belur Math, Howrah - 711202

#### ANTI-RAGGING AFFIDAVIT BY PARENT/ GUARDIAN

I, Mr./Mrs./Ms.Dibakan Sankan (full name of parent/guardian) father/mother/guardian of Sujan chandra Sankan

having been admitted to Ramakrishna Mission Sikshanamandira, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter,- called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- I have, in particular, pursued clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, pursued clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this. 20 day of 07 month of 2012 year.

Signature of deponent: Cujar ch. Conton Name: Super ch. sunton Telephone/ Mobile No.: 9194201997 Address: Johniguni