

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

(2018-2023)

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5.1.4

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

PART- A

AL-AMEEN MEMORIAL MINORITY COLLEGE

Jogibattala, Baruipur, Kolkata- 700145

❖ Introduction:

Al-Ameen Memorial Minority College under Article 30 of the Constitution of India) established in 2004, is an undergraduate under co-educational college at Jogibattala, Baruipur, South 24 Parganas district. This is the first Muslim Minority General Degree College in West Bengal This college is affiliated to the University of Calcutta The College is very much keen to promote advancement and dissemination of knowledge in an environment conducive to meet the growing demand of the Society for higher education, specially focusing on Muslim community The prime aim of the college is to encourage & empower aspiring Muslim students to realize their full potential and thereby contribute to intellectual, cultural, social and economic development of the country. To fulfill these objectives the Grievance Redressal Committee (GRC) was set up at the college.

The Institutions has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

❖ Aims:

The Grievance Redressal Committee (GRC) attends to the grievances and complaints made by students regarding academic matters, library and other facilities for the students. Using an unbiased approach, the Committee ensures effective solution to the grievances. The Committee enables the students to express their grievances by initiating and following the grievance redressal procedure in accordance with the rules and regulations of the Al Ameen Memorial Minority College. The committee meets on regular basis, examines the nature and pattern of the grievances and redresses it accordingly. Any student with a genuine grievance may approach Grievance Redressal Committee to submit her grievances.

The Grievance Redressal Committee of Al-Ameen Memorial Minority College, looks into complaints lodged by students and judges each case on its merit. The Committee is empowered to look into both academic and non-academic matters It has been constituted to maintain a responsive, disciplined, accountable and harmonious atmosphere among all the members of the College. The Committee meets once in three months, or as and when required, at the Instance of the Nodal Officer.

❖ Policies adopted by the College:

1 .The Institution has a transparent mechanism for timely redressal of grievances including sexual hara

- (i) Implementation of guidelines of regulatory bodies.
- (ii) Mechanisms for submission of online/offline students' grievances.
- (iii) Timely redressal of the grievances through appropriate committees.



2. Harassment or victimization of a student, other than cases of harassment which are to be proceeded against under the penal provisions of any law for the time being in force.
3. The proceedings and the information of grievances shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee
4. The register will be treated as confidential and may not be accessed by anyone other than the members of GRC.

❖ **Guidelines of statutory/ regulatory bodies (IQAC, Al-Ameen Memorial Minority College) are effectively implemented by forming the following committees:**

1. Grievance redressal committee.
2. Internal complaints committee.
3. Anti ragging committee.
4. Anti sexual Harassment Committee.

Al-Ameen Memorial Minority College is committed to provide safe, fair and harmonious learning and working environment to students and staff. In this regard, the grievance redressal committee at Al-Ameen Memorial Minority College as per the UGC regulations. The committee has adopted a well define mechanism for redressal of the grievances.

Internal complaints committee of the college is established to maintain a congenial atmosphere. The committee has been working to raise awareness on gender equality issues.

Anti ragging committee is formed to take all necessary measures for prevention of ragging inside the campus. The committee brings awareness to all students about the actions that can be taken against those including in ragging. It also considers the complaints received from the students and conduct enquiry and recommends the punishment for the offenders.

The college's wide awareness and undertakings are made by displaying the notices in prominent places like Institution's notice board, Classrooms, etc. The Internal complaints committee, Anti-ragging committee and Grievance redressal committee are conducted to resolve the students grievances.

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, Kolkata- 700145

❖ INTERNAL GRIEVANCE REDRESSAL COMMITTEE (GRC):

SL NO.	NAME OF THE MEMBER
1.	Prof. Matin Ahmed
2.	Prof. Sayera Begum
3.	Prof. Sk Asgar Ali
4.	Ms. Benajir Khatun
5.	Ms. Sabnam Easmin
6.	Mr. Rahamatulla Molla
7.	Mr. Asadulla Khan



❖ **Functions and Responsibilities:**

1. Each case is attended to promptly on the receipt of written grievances from the students.
2. The Committee thus ensures a fair, unbiased and transparent resolution of student grievances.
3. To maintain the dignity of the institution by promoting Student-Teacher relationship.
4. To ensure effective solution to the students' grievances with an impartial and fair approach and in complete confidentiality.
5. To investigate the reason of dissatisfaction.
6. To enlighten the students on their duties and responsibilities.
7. Encouraging the students to express their grievances/problems freely and frankly, without any fear of being victimized.
8. To document students' grievances /complaints and to ensure reasonable solutions for further improvement of academic and administrative environment in the College.

❖ **INTERNAL COMPLAINT COMMITTEE (ICC):**

SL NO.	NAME OF THE MEMBER
1.	Prof. Sk Asgar Ali
2.	Prof. Dipankar Manna
3.	Prof. Bablu Nasker
4.	Prof. Shamsul Haque
5.	Prof. Abdul Ali Khan
6.	Prof. Amina Dhali
7.	Prof. Sabnam Khan
8.	Mr. Tazuddin Ahmed
9.	Ms. Benajir Khatun
10.	Ms. Sabnam Easmin
11.	Mr. Rahamatulla Molla
12.	Mr. Asadulla Khan

❖ **Functions and Responsibilities:**

1. To facilitate a safe environment that is free of sexual harassments and gender bias.
2. Spread awareness about gender equity among all stakeholders through appropriate programmes.
3. Work towards maintaining the dignity and comfort of female stakeholders on the campus.



❖ **ANTI-RAGGING COMMITTEE:**

SL NO.	NAME OF THE MEMBER
1.	Prof. Sk Asgar Ali
2.	Prof. Dipankar Manna
3.	Prof. Bablu Naskar
4.	Prof. Shamsul Haque
5.	Prof. Abdul Ali Khan
6.	Prof. Amina Dhali
7.	Prof. Sabnam Khan
8.	Ms. Benajir Khatun
9.	Ms. Sabnam Easmin
10.	Mr. Asadulla Khan

❖ **Functions and Responsibilities:**

1. Formulating and implementing anti-ragging policies in accordance with the guidelines set by the regulatory authorities of the college.
2. Conducting awareness programmes to educate students about the consequences of ragging and the importance of fostering a positive and inclusive environment.
3. Responding promptly to any compliance related to ragging and conducting through investigations into reported incidents.

❖ **Anti Sexual Harassment Committee :**

SL NO.	NAME OF THE MEMBER
1.	Prof. Matin Ahmed
2.	Prof. Sayera Begum
3.	Prof. Sk Asgar Ali
4.	Ms. Benajir Khatun
5.	Ms. Sabnam Easmin
6.	Mr. RahamatullaMolla
7.	Mr. Asadulla Khan

❖ **Functions and Responsibilities:**

1. Implementation of the college's policies procedures related to sexual harassments.
2. Investigation of complaints of sexual harassment in a fair, impartial and confidential manner, ensuring the safety and privacy of all involved stakeholders.
3. Maintaining records of all complaints, investigations and resolutions in accordance with legal requirements and college policies.



❖ PROCEDURES

The bonafide students may submit their grievances, if any, in the GRC complaint box & email box (alameenmemorialgrc@gmail.com). The Redressal Committee shall receive and redress the grievances on the following issues:

1. Complaints of alleged discrimination of against students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Minorities or persons with disabilities categories.
2. Any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution
3. Any action initiated/taken contrary to the regulations and guidelines issued by the College of the regulatory body concerned.
4. Failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force.
5. Non-transparent or unfair practices adopted by the institution for the evaluation of students.
6. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the College from time to time, college.
7. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course of program of study which such student does not intend to pursue

❖ PROCEDURE FOR REDRESSAL OF GRIEVANCES BY GRIEVANCE REDRESSAL COMMITTEE AND OMBUDSPERSON:

1. On receipt of a complaint, Student Grievance Redressal Committee shall take necessary action within reasonable time.
2. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
3. Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.
4. Grievances not resolved by the Student Grievance Redressal Committee may be referred to the Ombudsperson.
5. The college shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee's for early redressal of grievances.
6. The person may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.
7. The Committee will ensure that the grievances are redressed within the stipulated time period.



Year wise samples of notices and meeting minutes of Grievance Redressal Cell (2018-2023)

To

Members

1. Matin Ahmed (Convenor)
2. Prof. Sayera Begum
3. Benajir Khatun
4. Sk Asgar Ali
5. Rahamatulla Molla
6. Asadulla Khan

Grievance Redressal Committee
Al Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145

Meeting Notice

Grievance Redressal Committee meeting for the academic year 2018-19 of Al-Ameen Memorial Minority College is convened on 17th July 2018 at 2.30 pm -3.30 pm in the conference Hall.

Agenda of the meeting

- (i) To discuss on drawback of the learning process of the department of education teachers.
- (ii) Misc.

I hereby request all the members to make it convenient to attend the meeting and contribute your copy to all members.

Professor Matin Ahmed

Convenor

Place: Al-Ameen Memorial Minority College

Date- 14/07/2018



NAAC

Meeting Minutes

Date:17.07.2018

Place:Conference Hall

Time:4.00PM

Signature of IQAC Members presence:

1.Dr.Nurul Haque(principal) Chairman

2.prof.Matin Ahmed (convenor)

3.Prof.Sayera Begum

4.Benajir Khatun

5.Sk Asgar Ali

6.Rahamatulla Molla

7.Asadulla Khan

Grievance Redressal Committee

Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

A meeting of the Grievance Redressal Committee was held today, 14th July 2018 on the Conference Hall at 3.30 p.m. The meeting was chaired by the principal, Dr. Nurul Haque, the Chairman of IQAC.

Item No:

1. Resolved that the teachers (Dept. of Education) will update themselves to the latest pedagogical techniques and technological advancements.

*Resolved that the teachers (Dept. of Education) will evaluate themselves to bring fresh participants into the learning process.

There being no other item for discussion, the meeting ended with a vote of thanks to the chair.

Dr. Nurul Haque

Grievance Redressal Committee

AL-Ameen Memorial Minority College



To

Members

- 1.Prof.Matin Ahmed
- 2.Prof. Sayera Begum
- 3.Benajir Khatun
- 4.Sk Asgar Ali
- 5.Rahamatulla Molla
- 6.Asadulla Khan

Grievance Redressal Committee
Al Ameen Memorial Minority College
Jogibattala,Baruipur,kol-145

Meeting Notice

Grievance Redressal Committee meeting for the academic year 2019-20 of Al-Ameen Memorial Minority College is convened on 16th May 2019 at 2.30 pm-3.30 pm in the conference Hall.

Agenda of the meeting :

- (i)To discuss on concession of students' fees
- (ii)Misc.

I hereby request all the members to make it convenient to attend the meeting and contribute your copy to all members.

Professor Matin Ahmed
Convenor
Place Al-Ameen Memorial Minority College
Date- 15/05/2019



NAAC

Meeting Minutes

Date:16.05.2019

Place:Conference Hall

Time:2:30PM

Signature of IQAC Members presence:

1.Dr.Nurul Haque(principal) Chairman

2.prof.Matin Ahmed (convenor)

3.Prof.Sayera Begum

4.Benajir Khatun

5.SK Asgar Ali

6.Rahamatulla Molla

7.Asadulla Khan

Grievance Redressal Committee

Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

A meeting of the Grievance Redressal Committee was held today, 16th May, 2024 on the Conference Hall at 2:30p.m. The meeting was chaired by the principal, Dr. Nurul Haque, the Chairman of IQAC.

Item No:

- 1.Resolved that the deadline for applying for student concessions by two weeks to accommodate more applicants.
- 2.Resolved that the eligibility criteria for concessions would be revised to include students facing financial hardships due to the pandemic.

There being no other item for discussion, the meeting ended with a vote of thanks to the chair.

Dr. Nurul Haque

Grievance Redressal Committee

AL-Ameen Memorial Minority College.



To

Members

1. Prof. Matin Ahmed (convenor)
2. Prof. Sayera Begum
3. Benajir Khatun
4. Sk Asgar Ali
5. Rahamatulla Molla
6. Asadulla Khan

Grievance Redressal Committee
Al Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145

Meeting Notice

Grievance Redressal Committee meeting for the academic year 2019-20 of Al-Ameen Memorial Minority College is convened on 21st November 2019 at 3.30 pm -4.30 pm in the conference Hall.

Agenda of the meeting:

- (i) To discuss on taking extra classes for students' enrichment.
- (ii) Misc.

I hereby request all the members to make it convenient to attend the meeting and contribute your copy to all members.

Professor Matin Ahmed
Convenor
Place Al-Ameen Memorial Minority College
Date- 20/11/2019



NAAC

Meeting Minutes

Meeting No.

Date:21.11.2019

Place:Conference Hall

Time:4.00PM

Signature of IQAC Members presence:

1.Dr.Nurul Haque(principal) Chairman

2.prof.Matin Ahmed (convenor)

3.Prof.Sayera Begum

4.Benajir Khatun

5.Sk Asgar Ali

6.Rahamatulla Molla

7.Asadulla Khan

Grievance Redressal Committee

Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

A meeting of the Grievance Redressal Committee was held today, 21st November 2019 on the Conference Hall at 4.00 p.m. The meeting was chaired by the principal, Dr. Nurul Haque, the Chairman of IQAC.

Item No:

(i) Resolved that the continuous feedback mechanisms will be established to monitor progress and adapt the programme as needed.

(ii) Resolved that teachers would offer extra-classes for students' enrichment to enhance their understanding of key concepts.

There being no other item for discussion, the meeting ended with a vote of thanks to the chair.

Dr. Nurul Haque

Grievance Redressal Committee

AL-Ameen Memorial Minority College.



To

Members

- 1.Prof.Matin Ahmed(convenor)
- 2.Prof. Sayera Begum
- 3.Benajir Khatun
- 4.Sk Asgar Ali
- 5.Rahamatulla Molla
- 6.Asadulla Khan

Grievance Redressal Committee
Al Ameen Memorial Minority College
Jogibattala,Baruipur,kol-145
Meeting Notice

Grievance Redressal Committee meeting for the academic year 2022-23 of Al-Ameen Memorial Minority College is convened on 6th April 2022 at 2.00 pm -3.00 pm in the conference Hall.

Agenda of the meeting:

- (i)To discuss on regular sanitization of classroom and financial assistance of the effected students under the pandemic situation.
- (ii)Misc.

I hereby request all the members to make it convenient to attend the meeting and contribute your copy to all members.

Professor Matin Ahmed

Convenor

Place Al-Ameen Memorial Minority College

Date- 05/04/2022



NAAC

Meeting Minutes

Meeting No:

Date:06.04.2022

Place :Conference Hall

Time:2.30PM

Signature of IQAC Members presence:

1.Dr.Nurul Haque(principal) Chairman

2.prof.Matin Ahmed (convenor)

3.Prof.Sayera Begum

4.Benajir Khatun

5.Sk Asgar Ali

6.Rahamatulla Molla

7.Asadulla Khan

Grievance Redressal Committee

Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

A meeting of the Grievance Redressal Committee was held today, 6th April 2022 on the Conference Hall at 2.00p.m. The meeting was chaired by the principal, Dr. Nurul Haque, the Chairman of IQAC.

Item No:

1.Resolved that the supervision team to be directed to ensure that Covid guidelines are followed meticulously.

2.Resolved that the classrooms of the college be sanitized on regular intervals and the same be forwarded to the Principal for approval.

There being no other item for discussion, the meeting ended with a vote of thanks to the chair.

Dr. Nurul Haque

Grievance Redressal Committee

Al-Ameen Memorial Minority College



To

Members

1. Prof. Matin Ahmed (Convenor)
2. Prof. Sayera Begum
3. Benajir Khatun
4. Sk Asgar Ali
5. Rahamatulla Molla
6. Asadulla Khan

Grievance Redressal Committee
Al-Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145
Meeting Notice

Grievance Redressal Committee meeting for the academic year 2023-24 of Al-Ameen Memorial Minority College is convened on 22nd November 2023 at 3.00 pm -4.00 pm in the conference Hall.

Agenda of the meeting:

- (i) To discuss on proper guidelines to the choice of subject of the students according to CCF system.
- (ii) Misc.

I hereby request all the members to make it convenient to attend the meeting and contribute your copy to all members.

Professor Matin Ahmed
Convenor
Place Al-Amin Memorial Minority College
Date-21 /11/2023



NAAC

Meeting Minutes

Meeting No.

Date:22.11.2023

Place:Conference Hall

Time:4.00PM

Signature of IQAC Members presence:

1.Dr.Nurul Haque(principal) Chairman

2.prof.Matin Ahmed (convenor)

3.Prof.Sayera Begum

4.Benajir Khatun

5.Sk Asgar Ali

6.Rahamatulla Molla

7.Asadulla Khan

Grievance Redressal Committee

Al-Ameen Memorial Minority College

Jogibattala, Baruipur, Kolkata-700145

A meeting of the Grievance Redressal Committee was held today, 10th March 2023 on the Conference Hall at 4.00 p.m. The meeting was chaired by the principal, Dr. Nurul Haque, the Chairman of IQAC.

Item No:

1.Resolved that the Syllabus and Examination Cell of the college will organize a workshop to solve difficulties of the 2nd semester students for choosing subjects for CCF.

2.Resolved that the Office and Examination Cell of the college will issue a clear guidelines for students and also to provide all sorts of assistance to students as CCF was new to them.

Dr. Nurul Haque

Grievance Redressal Committee

AL-Ameen Memorial Minority College





Government of West Bengal
Department of Higher Education,
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata – 700 091.

Memo. No. 30 (23) – SSS (A/CS/T)/2023

Date: 14th August 2023

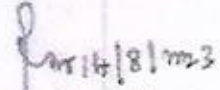
From: Siladitya Basuray, IAS
Sr. Special Secretary to the Government of West Bengal

To: Commissioner of Police, Kolkata
18, Lal Bazar Street, Kolkata- 700001

District Magistrate (All)

Sir/ Madam,

Kindly find herewith a copy of Circular No. 780-Edn(U)/10M-75/2018 dated 14.08.2023 and Notification No. 781-Edn (U)/10M-75/2018 dated 14.08.2023 on Prohibition of Ragging in the Higher Educational Institutions in the State of West Bengal for kind perusal and necessary action.



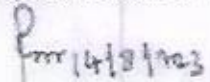
Sr. Special Secretary

Memo. No. 30 (23) /1 (10) – SSS (A/CS/T)/2023

Date: 14th August 2023

Copy for information and taking necessary action to:-

1. Special Commissioner, University Branch, Department of Higher Education, Government of West Bengal, with a request to circulate the above Circular along with Notification to all the Universities in the State.
2. Director of Public Instruction, West Bengal with a request to circulate the above Circular along with Notification to all the Colleges under her control in the State.
3. Director of Technical Education, West Bengal with a request to circulate the above Circular along with Notification to all the Engineering & Professional Colleges under her control in the State.
4. Sr. Special Secretary to the Hon'ble Governor, West Bengal.
5. Private Secretary to the Hon'ble Minister-in-Charge, Department of Higher Education, Government of West Bengal.
6. Sr. PS to the Additional Chief Secretary, Department of Animal Resources Development, Government of West Bengal along with the copy of Circular and Notification.
7. Sr. PS to the Principal Secretary, Department of Higher Education, Government of West Bengal.
8. Sr. PS to the Principal Secretary, Agriculture Department, Government of West Bengal along with the copy of Circular and Notification.
9. Sr. PS to the Principal Secretary, Health & Family Welfare Department, Government of West Bengal along with the copy of Circular and Notification.
10. Sr. PS to the Secretary, Minority Affairs and Madrasah Education Department, Government of West Bengal along with the copy of Circular and Notification.



Sr. Special Secretary



Al-Ameen Memorial Minority College

It is hereby informed to all students that
West Bengal Govt. anti ragging toll free
number is 1800 345 5678



আল-আমীন মেমোরিয়াল মাইনরিটি কলেজ

যোগীবটতলা, বারুইপুর, কলকাতা - ৭০০১৪৫

Form No. 283

ছাত্র/ছাত্রীর অঙ্গীকার

Roll No. 134.....

Provisional Admission / Enrollment to: B.A. Hons./General (1st/2nd/3rd year), 2018-19

আমি আল-আমীন মেমোরিয়াল মাইনরিটি কলেজ, যোগীবটতলা, বারুইপুর, কলকাতা - ৭০০১৪৫ এর ক্যাম্পাস সমূহ ও এগুলির পরিকাঠামো এবং নিয়মাবলী সম্পর্কে অবগত হইয়া কলেজে ভর্তি হইবার আবেদন পেশ করিয়াছি।

আমি অঙ্গীকার করিতেছি, যতদিন আমি এই কলেজে পড়িব কলেজের সংবিধান ও বিভিন্ন সময়ে কলেজ কর্তৃপক্ষ কর্তৃক নির্ধারিত বিভিন্ন নিয়মকানুন যথাযথ ভাবে মানিয়া চলিব।

আরো অঙ্গীকার করিতেছি যে, কলেজের ফিজ্, উপস্থিতি, বিভিন্ন স্কলারশিপ/স্টাইপেন্ড, ইত্যাদি সংক্রান্ত কলেজ নির্ধারিত নিয়মকানুন মানিয়া চলিব।

উপরোক্ত অঙ্গীকারের অন্যথা আমার আচরণ হইলে কলেজ কর্তৃপক্ষ / অধ্যক্ষ মহাশয় যে সিদ্ধান্ত গ্রহণ করিবেন তাহা মানিয়া লইব / মানিয়া লইতে বাধ্য থাকিব।

স্বাক্ষর Md. Saifur Raheem

তারিখ.....

অভিভাবকের অঙ্গীকার

আমি মোঃ সফিউর রহমান সাদিক এর পিতা/মাতা। আমি অঙ্গীকার করিতেছি যে, আমার পুত্র / কন্যার এই কলেজে উপস্থিতি, পড়াশুনা ও আচার-আচরণ সংক্রান্ত খোঁজখবর নেওয়ার জন্য অন্ততঃ পক্ষে প্রতি তিনমাস অন্তর স্বেচ্ছায় কলেজে উপস্থিত হইব এবং অধ্যক্ষ মহাশয় / কলেজ কর্তৃপক্ষের সঙ্গে সাক্ষাৎ করিব। আরও অঙ্গীকার করিতেছি যে, অধ্যক্ষ মহাশয় উপরিউক্ত বিষয়ে আমাকে যখনই সাক্ষাৎ করিতে বলিবেন আমি তাঁহার সহিত সাক্ষাৎ করিব।

আমি ঘোষণা করিতেছি যে, আমার পুত্র / কন্যা যে অঙ্গীকার করিয়া স্বাক্ষর দিয়াছে সে বিষয়ে আমি সহমত পোষণ করি এবং সে কারণে অঙ্গীকার করিতেছি যে, ঐ সংক্রান্ত বিষয়ে কর্তৃপক্ষের সিদ্ধান্ত আমি মানিয়া লইব।

স্বাক্ষর মোঃ সফিউর রহমান সাদিক, স্বাক্ষর Md. Saifur Raheem

তারিখ 28/8/18

ফোন নং ০০৬২৪৬৪১৫০





AL-AMEEN MEMORIAL MINORITY COLLEGE

STUDENT GRIEVANCE FORM

Part - A

1. Student Name : SHIFA KHATUN
2. Student ID : 18B049
3. Department : Bengali (H)
4. Semester : 2nd
5. Mobile No. : 8017339592
6. Email Id (Optional):
7. Area of Grievance: Academic / Administrative / Other : Other
8. Date / Duration of the Problem / Incident : 12.06.2019
9. Description of the Problem/ Incident : Teaching by student



Shifa Khatun

Student Signature and Date



মাননীয়
অতিরিক্ত মহাপাঠ্য,

শ্রীমান-আমীন মেমোরিয়াল মাইনোরিটি কলেজ-
খোশাবিহাটলা, বারুলপুর, কলকাতা- ৭০০১৭৫

বিষয়: অতিরিক্ত পত্র,

মাননীয়- অতিরিক্ত মহাপাঠ্য,

আমি শিক্ষা ছাত্র, দ্বিতীয় সেমিস্টার (শ্রীমান-
১৪৩০৭৭) যাংলা অনার্সের দ্বারা, এই কলেজে দ্বিতীয়
সেমিস্টারের দ্বারা মাইনোরিটি মডেল, (শ্রীমান- ১৪৩০৭৭) অধ্যয়নে
কলেজ জুড়ে খোশাবিহাটলা ফোন নম্বর বিশেষ ব্যবহার স্থাপন করে
শিরকু করতে। যখন আমায় পত্র কলেজে আমায় সমুদ্র
নয়।

অতএব, আমায় কাছে আমায় প্রার্থনা
করুন যে, আমায় যদি এই ব্যাপারে বিশেষ
চিন্তা করা হয় তবে, তাহলে আমায় আমায় কাছে
শিরকু করতে পারেন।

তারিখ,

১২.০৬.২০১৫

স্বাক্ষর,

শ্রীমান ছাত্র

স্বাক্ষর + মোবাইল: মোহাম্মদ আলী
ফোন: - ৯৮৬৩৫৬





AL-AMEEN MEMORIAL MINORITY COLLEGE

STUDENT GRIEVANCE FORM

Grievance Application Form of Shifa Khatun enclosed

Part - A

1. Student Name :
2. Student ID :
3. Department :
4. Semester :
5. Mobile No. :
6. Email Id (Optional):
7. Area of Grievance: Academic / Administrative / Other :
8. Date / Duration of the Problem / Incident :
9. Description of the Problem/ Incident :

Part - B (To be filled by the committee)

a. Cause of Dissatisfaction and Description of Appeal: *Written application - against a male student.*

b. Action Taken or Outcome of the Report:

- 1) *The student was warned.*
- 2) *An undertaking has been taken from the said student regarding not to repeat such things in future.*



~~Student Signature and Date~~

Hali Ahmed
19/06/2019.

Convener, Grievance Redressal Committee

Action Taken Report

Date: 15/07/2019

Subject: Action taken report against complaint of harassment.

The actions taken in response to a complaint received from a girl student of the 2nd semester named Shifa Khatun regarding harassment by a male student who obtained her phone number from the college group.

Upon receiving the complaint, the following steps were taken:

1. The complaint was promptly responded by the college authorities to ascertain the validity of the allegations.
2. Through the investigation, the individuals responsible for the harassment were identified.
3. The identified student was subjected to disciplinary action as per the regulations of the college. As a primary action, the college authority warned the student and the student took responsibility and apologized by submitting an apology letter to the college authority.

To prevent similar incidents in the future, the college has reinforced guidelines regarding the use of contact information obtained through college groups and emphasized the importance of respecting others' privacy and dignity.

Yatin Ahmed. 15/07/2019
Sayera Begum
Safiqul Haq
Benazir Khatun
Saleem Ersmir
Rahamatulla Hella
Asadulla Khan



ଆବଦ୍ଧ
ଅଧିକାରୀଙ୍କୁ



ଆଲ - ଆମୀନ (ଆଲ-ଆମୀନ) ମାଧ୍ୟମିକ ବିଦ୍ୟାଳୟ
(ଆଲ-ଆମୀନ) ଚଳା, ବରପୁର, ଜଗତସିଂହପୁର - 751004

ପିଲା: ଅମର କୁମାର

ଆଜ୍ଞାପନ

ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି
ଅଧିକାରୀଙ୍କୁ ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ (ଆଲ - 188049) ଚଳା, ଆଲ
ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି
ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି
ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି

ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି
ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି
ଆମର ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ ଆପଣଙ୍କୁ ଜଣାଉଛି

ଆଲ-ଆମୀନ (ଆଲ-ଆମୀନ) ମାଧ୍ୟମିକ ବିଦ୍ୟାଳୟ,
ଆଲ-ଆମୀନ, ଜଗତସିଂହପୁର - 751004
28.09.2023

ଆମର
ଆବଦ୍ଧ ଅଧିକାରୀଙ୍କୁ





AL AMEEN MEMORIAL MINORITY COLLEGE

(A Govt. Aided College affiliated to the University of Calcutta)

Jogibattala, Baruipur, Kolkata-700145, Phone No.: (033) 2437 0111

Website: alameenmemorial.org / Email: alameenmemorial@gmail.com

Undertaking / Declaration for Provisional Admission to B. A Honours / Multidisciplinary (General) 1st Semester 2023-24

I am fully aware of the rules and regulations, infrastructure, fees structure, etc. of this Muslim Minority college, and I am fully satisfied with those, and I take provisional admission / enrolment in this Al Ameen Memorial Minority College. In my future years / semester of studies, I shall take admission / enrolment within the stipulated date (s) fixed by the college, pay tuition fees, examination fees, or any other fees on time and as per charges fixed / to be fixed by the college authority, and fully abide by the norms, rules, notices to be decided by the college from time to time. During my studentship in the college, I shall never break discipline of the college nor shall involve/ engage / indulge in any such activities like groupism with ulterior motive. If I am ever found to be involved or associated with any such activities in the college, I am / shall be bound to accept whatever disciplinary actions including my cancellation of studentship / my expulsion to be taken by the college authority. I am also aware that if ever I face any problem in the college regarding my academic matters, I may bring it to the notice of Prof. Matin Ahmed, Secretary, Students' Grievance Cell And Disciplinary Matters (SGCDM) of the college by writing individual application to him / to the person may be authorized by the college authority.

Further, as an Honours student if I fail in two or more subjects / papers at a time in any semester examination under the CU or as a Multidisciplinary (General) student if I fail in three or more subjects / papers at a time in any semester examination under the CU. I shall have no complaint against the college upon cancellation of my studentship in the college or my transfer from the Institution.

Date: 07/8/2023

Form No: 582

Mobile No: 9359948119

Saifulla Hasko

Signature of Student





AL-AMEEN MEMORIAL MINORITY COLLEGE

STUDENT GRIEVANCE FORM

Part - A

1. Student Name : *Tasnim Sultana*
2. Student ID : *229100*
3. Department : *General*
4. Semester : *3rd*
5. Mobile No. : *9748108506*
6. Email Id (Optional):
7. Area of Grievance: Academic / Administrative / Other : *Other*
8. Date / Duration of the Problem / Incident :
10.2.23
9. Description of the Problem/ Incident : *Teaching by Student*



Tasnim Sultana

Student Signature and Date

ଜ୍ଞାନନୀଧି-

ଓସ୍ତାଦ୍‌ସ୍ତ୍ରିକ୍‌ କାମାକ୍ଷ୍ୟା

ଓମ୍‌କାରୀନୀନ (କୋଲକାତା)ରୁ ଉଦ୍‌ଧୃତ କରାଯାଇଥିବା ଲେଖକ

ହୋଷ୍ଟିଆରୀ, ବାଙ୍କୁରାଜପୁର,

ଫୋନ୍‌ନମ୍ବର - ୧୦୦୨୪୫



ବିଷୟ: ଓମ୍‌କାରୀନୀନ

ଶ୍ରୀ,

ଓମ୍‌କାରୀନୀନ ଓମ୍‌କାରୀନୀନ ଉପାଧି - ଓମ୍‌କାରୀନୀନ ଉପାଧି
କାମାକ୍ଷ୍ୟା, ଓମ୍‌କାରୀନୀନ ଉପାଧି ୨୨୧୧୦୦, ଓମ୍‌କାରୀନୀନ ଉପାଧି
ଓମ୍‌କାରୀନୀନ, ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି
ଓମ୍‌କାରୀନୀନ ୨୨୧୩୫୨ ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ
ଓମ୍‌କାରୀନୀନ ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି
ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି

ଜ୍ଞାନନୀଧି ଶ୍ରୀ, ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି
ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି
ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି ଓମ୍‌କାରୀନୀନ ଉପାଧି

ବାଙ୍କୁରାଜପୁର

ଓମ୍‌କାରୀନୀନ ଉପାଧି

୨୦.୦୨.୨୦୨୩

ଓମ୍‌କାରୀନୀନ

ଓମ୍‌କାରୀନୀନ ଉପାଧି





AL-AMEEN MEMORIAL MINORITY COLLEGE

STUDENT GRIEVANCE FORM

Grievance Application Form of Tashim Sultana - enclosed

Part - A

1. Student Name :
2. Student ID :
3. Department :
4. Semester :
5. Mobile No. :
6. Email Id (Optional):
7. Area of Grievance: Academic / Administrative / Other :
8. Date / Duration of the Problem / Incident :
9. Description of the Problem/ Incident :

Part - B (To be filled by the committee)

a. Cause of Dissatisfaction and Description of Appeal: *Written application against a male student.*

b. Action Taken or Outcome of the Report:

- 1) *The student was warned.*
- 2) *An undertaking has been taken from the said student regarding not to repeat such things in future.*



Student Signature and Date

Mahin Ahmed
22/09/2023
Convener, Grievance Redressal -
Committee.

Action Taken Report

Date: 16.03.2023

Subject: Action taken report against complaint of harassment.

The actions taken in response to a complaint received from a girl student of the 3rd semester general named Tasnim Sultana regarding her teasing in the college campus by a male student.

Upon receiving the complaint, the following steps were taken:

1. The complaint was promptly responded by the college authorities to ascertain the validity of the allegations.
 2. Through the investigation, the individual responsible for the harassment was identified.
 3. As a primary action, the college authority warned the student and advised him not to repeat such objectionable acts. The student took responsibility and apologized by submitting an apology letter to the college authority.
- To prevent similar incidents in the future, the college has reinforced guidelines to maintain the security and dignity of the female students of the college.

Mali Ahmed . 16/03/2023

Sayra Begum

En. Farah Ali.

Benajir Khatun

Salenam Easmin

Rahamatulla Moka

Asadullah Khan





ଆସରୀୟା

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ
ଆଲ ଆସିବ (ଆଇଆଇଆଇଏମ) ଅରବିନ୍ଦ କଲେଜ
କୋଲିକଟା, ସଞ୍ଜୁଳପୁର
ଫୋନ୍: ୧୫୦୧୪୫

ପିଅର:- ଶ୍ରୀମତୀ ସୁମିତ୍ରା ଦେବୀ ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ,

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ,

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ କଲେଜରୁ ଶ୍ରୀମତୀ ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ
ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ, କୋଲିକଟା ୨୨୫୩୫୨, ଆସିଷ୍ଟିଂ
ଅଧ୍ୟାପକ ସୁମିତ୍ରା ଦେବୀ କେ ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ
ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ, ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ, କୋଲିକଟା
ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ କଲେଜରୁ ଶ୍ରୀମତୀ ସୁମିତ୍ରା ଦେବୀ,

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ ବିଜୟଲକ୍ଷ୍ମୀ ଦେବୀ, ଆସିଷ୍ଟିଂ
ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ କଲେଜରୁ
ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ କଲେଜରୁ ଶ୍ରୀମତୀ ସୁମିତ୍ରା ଦେବୀ,

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ

ଆସିଷ୍ଟିଂ ଅଧ୍ୟାପକ
କୋଲିକଟା,
25-03-2023



Ragging-Free Campus



WARNING
Ragging is a crime



SAY **NO** TO
RAGGING

WARNING
Ragging is a CRIME



