



OFFICE OF THE PRINCIPAL KAKOJAN COLLEGE

Re-accredited B+ Grade by NAAC

P.O. & T.O. KAKOJAN, JORHAT: Assam-785 107

Website: www.kakojancollege.edu.in

E-mail:kakojancollegeadm@gmail.com

Ref. No.:

Date: 05/11/2020

Minutes of Internal Complaints Committee (ICC), Kakojan College

A meeting of Internal Complaints committee was held on 05/11/2020 to discuss the following Agenda under the President ship of **Dr. Bijoy Lakshmi Neog**.

Agenda of the Meeting:

- To discuss about the measures to be taken to prevent the menace of Ragging
- To discuss about the strategy to be adopted to prevent the cases of sexual harassment within the college campus.
- Any Other Issues

Member presents were:

Name of the Member	Designation	Signature
Dr. Bijoy Lakshmi Neog, Vice-Principal, Kakojan College	Presiding Officer	Bijoy Neog 5/11/2020
Mr.Mridul Gogoi, Associate Professor	Member from Faculty	Mridul Gogoi
Ms.Jinumoni Saikia, Assistant Professor	Member from Faculty	Jinumoni Saikia 5/11/2020
Ms.Pallabi Lahon, Junior Assistant	Member from Non-teaching Staff	Pallabi Lahon
Ms.Munmi Gogoi, Library Bearer	Member from Non-teaching Staff	Munmi Gogoi
Mr.Arnob Jyoti Borborah, General Secretary	Student Member	Arnob Jyoti Borborah
Mrs. Malashree Neog	Student Member	Malashree Neog
Ms. Monti Saikia	Member from NGO	Absent

After discussion, the following minutes were taken:

1. The presiding officer appreciates the functioning of the committee as no cases of Ragging and Sexual Harassment received during the year
2. Install Anti-Ragging Sign Board in the campus
3. Install Anti-ragging Complaints Box in the college campus as well as the in the Girls' Hostel Campus.
4. Periodic visit of Team comprising of the Committee members.
5. To make the students aware of the Rules and Regulations of Anti-Ragging
6. Advise the girls' student to communicate with the parents and the faculty, if any case of Ragging and Sexual Harassment occurs.



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Ref. No.:

Date: 03/03/2021

Minutes of Collegiate Student Grievance Redressal Committee

A meeting of Collegiate Student Grievance Redressal Committee was held on 03/03/2021 to discuss the following Agenda under the President ship of **Dr. Ruprekha Bordoloi**, Principal of the College.

Agenda of the Meeting:

- To discuss about the measures for timely redressal of the Student Grievances
- To discuss about procedure for redressing the grievances received from the student community as well as other stakeholders
- Any Other Issues

Members Presents were:

Name of the Member	Designation	Signature
Dr. Ruprekha Bordoloi, Principal, Kakojan College	Chairperson	<i>R Bordoloi 3/3/2021</i>
Dr. Bijoy Lakshmi Neog, Vice Principal	Member from Faculty	<i>B Neog 3/3/2021</i>
Mr. Mridul Gogoi, Associate Professor	Member from Faculty	<i>M Gogoi</i>
Mrs. Babita Phukon Borkotoky, Assistant Professor	Member from Faculty	<i>B Borkotoky 3/3/2021</i>
Arnob Jyoti Borborah	Member from student community	<i>Arnob Jyoti Borborah 3/3/2021</i>

Minutes of the meeting:

1. No grievance received from the student community.
2. Emphasis on timely redressal of the grievances.
3. Attempt to be made to create awareness among the students about various support services of the institution.