



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


Supporting Documents for NAAC Self Study Report (SSR)

(3rd Cycle)

Period: 2017 – 2022

Criterion – 5	Key Indicator – 5.1
Student Support and Progression	Student Support
Metric Number: 5.1.4.	The institution has a transparent mechanism for timely redressal of students grievances including sexual harassment and ragging cases

Prepared and submitted by
IQAC, Kakojan College, Jorhat, Assam


(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam




(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Metric No.	Heading
5.1.4	The institution has a transparent mechanism for timely redressal of students grievances including sexual harassment and ragging cases

Minutes of the Meeting of Students Grievance Committee

ICC

Meeting held on 9/11/2018

classmate

Date _____

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Members Present:-	Signature
1. Dr Ruprekha Bordoloi Principal	R Bordoloi 9/11/2018
2. Dr Bijay Lalshmi Neog	B L Neog
3. Mrs Sumoni Saikia	S Saikia
4. Mrs Pallabi Lakon	P Lakon
5. Mrs Munmi Gogoi	M Gogoi
6. President, Student Union	S Bordoloi
7. General Secretary, Student Union	Amarjit Baruah
8. Secretary, Girls' Common Room	Gayatri Borah
9. Ms Mani Saikia	M Saikia


A meeting of the Internal Complaints Committee (ICC) is held today on 9/11/2018 at college premises under presidency of Dr Ruprekha Bordoloi, Principal of the college. Dr Ruprekha Bordoloi, Principal of the college informed that as per guideline of UGC, the ICC is formed as per section 4 of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulation, 2015. The sitting resolved the following decisions.

- 1) The sitting unanimously agreed to follow the UGC guideline on ICC in the institution.
- 2) The sitting resolves that the formation of ICC will be informed to all for proper implementation of the ICC guideline.
- 3) The sitting decides that in case of any complaints lodged in the ICC, it will be discussed, verified and action will be taken as per guideline.


Approved

R Bordoloi 9/11/2018

Principal
Kakojan College
Jorhat, Assam


(Dr. Ruprekha Bordoloi)
Principal
Kakojan College
Jorhat, Assam




(Dr. Nibedita Gogoi)
Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Meeting held on 27/6/2018

Date _____
Page _____

Members Present

1. B. Neog
2. B. Borah
3. P. Lahon,
4. M. Gogoi
5. S. Borah
6. Amarjit Baruah,
7. Gayatri Borah
8. B. Borah.

A meeting of the Internal Complaints Committee is held on today, i.e. on 27/6/2018 under Presidentship of Dr. Bijaya Lakshmi Neog. The meeting resolves the following resolution:

1. As there is no complaints received in ICC, so there is no question of redressal of grievance on this issue.
2. The sitting unanimously agrees the point that the situation is favourable for all as there is no complaints from anybody.

Approved

R. Bordoloi

Principal
Kakojan College
Jorhat, Assam

R. Bordoloi

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



N. Gogoi

(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Meeting held on 29/3/2019

CLASSMATE

Date
Page

Members Present

1. Almas
2. Saikia
3. P. Laha
4. M. Gogoi
5. Pooja Bora
6. Abhinav Gogoi
7. Rakhi Saikia
8. Mballui

A meeting of the ICC is held today on 29/3/2019 under
Presidency of Dr. Bijay Lakshmi Neog.

- ① There is no complaints lodge on ICC of the institution.
- ② The sitting decides to aware all about the aims and objectives of ICC and its benefits.
- ③ As there is no complaints, so there is no question of redressal of grievance.

Approved

R Bordoloi
29/3/2019.

Principal
Kakojan College
Jorhat, Assam

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Meeting held on 06/7/2020

Page _____

Members Present

- 1) ~~R. Neog~~
- 2) JSaikin
- 3) M. Goswami
- 4) P. Lahon.
- 5) ~~M. Neog~~
- 6) Vipul Boruah
- 7) Malushri Neog
- 8) Msaitiee

A meeting of ICC held on today on 06/7/2020 under
Presidentship of Dr Biswajit Lakshmi Neog,

- 1) No complaints received during this period.
- 2) As there is no complaints, so there is no question of redressal of grievances.

Approved

R Bordoloi
6/7/2020

Principal
Kakojan College
Jorhat, Assam

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
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Jorhat, Assam



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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	<i>B. Neog</i> 5/11/2020
Mr. Mridul Gogoi, Associate Professor	Member from Faculty	<i>M. Gogoi</i>
Ms. Jinumoni Saikia, Assistant Professor	Member from Faculty	<i>J. Saikia</i> 5/11/2020
Ms. Pallabi Lahon, Junior Assistant	Member from Non-teaching Staff	<i>P. Lahon</i>
Ms. Munmi Gogoi, Library Bearer	Member from Non-teaching Staff	<i>M. Gogoi</i>
Mr. Arnob Jyoti Borborah, General Secretary	Student Member	
Mrs. Malashree Neog	Student Member	
Ms. Monti Saikia	Member from NGO	

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.

R. Bordoloi
(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



N. Gogoi
(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
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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	R Bordoloi 3/3/2021
Dr. Bijoy Lakshmi Neog, Vice Principal	Member from Faculty	B Neog 3/3/2021
Mr. Mridul Gogoi, Associate Professor	Member from Faculty	M Gogoi
Mrs. Babita Phukon Borkotoky, Assistant Professor	Member from Faculty	B Borkotoky 3/3/2021
Arnob Jyoti Borborah	Member from student community	

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.

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Meeting held on 20/8/2021

Page _____

1. B. Neog
2. M. Goswami
3. P. Lahon
4. Ummi Goswami
5. Arznojjoti Borborah
6. Dishamoni Bora
7. M. Saikia

A meeting of the ICC is held on 20/8/2021 under
Residency of Dr. Bijay Lakshmi Neog.

- 1) No complaints received till date
- 2) The meeting decided to inform about an e-mail id
for lodging complaints on online mode.
- 3) The meeting resolved that the mail id - iqueke@gmail.com
~~will~~ may be used to lodge any complaint in this aspect

Approved

R. Bordoloi
20/8/2021

Principal
Kakojan College
Jorhat, Assam

R. Bordoloi
(Dr. Ruprekha Bordoloi)

Principal
Kakojan College
Jorhat, Assam



N. Gogoi
(Dr. Nibedita Gogoi)

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Minutes of
Collegiate Student Grievance Redressal Committee

A meeting of Collegiate Student Grievance Redressal Committee was held on 17-01-2022 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</i>
Dr. Bijoy Lakshmi Neog, Vice Principal, Kakojan College	Member from Faculty	<i>B Neog</i>
Mr. Mridul Gogoi, Associate Professor	Member from Faculty	<i>M Gogoi</i>
Mrs. Babita Phukon Borkotoky, Assistant Professor	Member from Faculty	<i>B Phukon Borkotoky</i>
Bishal Das, General Secretary	Member from student community	<i>Bishal Das</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.

R Bordoloi
Principal
Kakojan College
Jorhat, Assam

R Bordoloi
(Dr. Ruprekha Bordoloi)
Principal
Kakojan College
Jorhat, Assam



N Gogoi
(Dr. Nibedita Gogoi)
Co-ordinator
IQAC
Kakojan College
Jorhat, Assam

Meeting held on 31/5/2022

Page

Members Present:

1. R. Neog
2. M. Gosoi
3. P. Lahon
4. Musmi Gosoi
5. Bisal Das
6. M. Borker

A meeting of the Internal Complaints Committee (ICC) held on today, i.e. 31/5/2022 under Presidentship of Dr. Bijay Lakshmi Neog.

The minutes of the meeting are:-

- 1) Till date no complaints received via ICC.
- 2) The meeting discusses about the present scenario and opined that there is no such situation in the institution to lodge any complaint in this aspect.
- 3) No complaints have been received through e-mail also which was informed earlier.

Approved

R. Bordoloi
31/5/2022
Principal
Kakojan College
Jorhat, Assam

R. Bordoloi
(Dr. Ruprekha Bordoloi)
Principal
Kakojan College
Jorhat, Assam



M. Gogoi
(Dr. Nibedita Gogoi)
Co-ordinator
IQAC
Kakojan College
Jorhat, Assam