



## Criterion 5 – Student Support and Progression

### ***5.1.4 The Institution Has A Transparent Mechanism For Timely Redressal Of Student Grievances Including Sexual Harassment And Ragging Cases***

### ***Proof Of Implementation Of Guidelines Of Statutory And Regulatory Bodies***



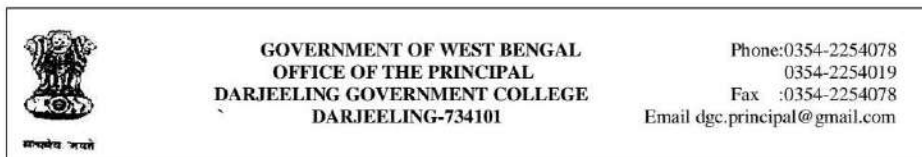
Officer-in-Charge  
Darjeeling Govt. College



## Implementation of guidelines of statutory and regulatory bodies

### A. Implementation of guidelines of students' grievance redressal cell

#### Students' Grievance Redressal Cell : Formation as per UGC regulation 2019 and its objectives



#### Students' Grievances Redressal Cell (SGRC)

*Right to be heard and treated without bias.*

Darjeeling Government College has constituted Students' Grievance Redressal (SGRC) Committee as per the guidelines set by the University Grants Commission (Redress of Grievances of Students) Regulations, 2019 published vide Notification F.No. 14-4/2012(CPP-2), dated 6.5.2019 act 3391 and University Grants Commission (Redressal of Grievances of Students) Regulations, 2023. It aims at effectively addressing and resolving grievances of the students on various academic and non academic concerns. All students of DGC have equal access to the Students' Grievance Redressal Committee to voice their concerns on the following matters.

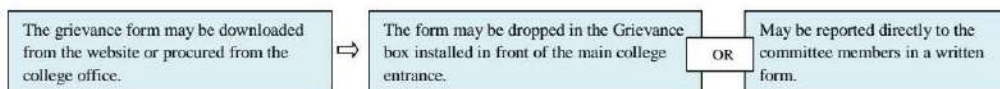
- Academic matter within the purview of the college (classes, classrooms, library etc.).
- Scholarship issues.
- Discrimination issues based on caste, creed, religion, language, ethnicity, gender or disabilities.
- Basic infrastructural issues.

**The college has a zero tolerance policy for any form of grievance.**

#### Objective:

- To redress the grievances reported by the students in a judicious and transparent manner.
- To help the students to express their genuine grievance without any inhibition and to timely redress it
- To develop and maintain a conducive educational atmosphere in the college to uphold the dignity of the students.

#### Procedure for voicing the grievance.



*Nisha Tamang*  
Convenor,  
Students Grievances Redressal Committee  
Darjeeling Government College

*P. J. M. M. M.*  
Officer in Charge  
Darjeeling Government College  
Darjeeling



*P. J. M. M. M.*  
Officer-in-Charge  
Darjeeling Govt. College



## Mechanism of Grievance Redressal and Policy Guidelines



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING-734101

Phone:0354-2254078  
0354-2254019  
Fax :0354-2254078  
Email dgc.principal@gmail.com

### Students' Grievances Redressal Cell (SGRC)

#### Mechanism of Grievance Redressal:

The complaint box shall be unlocked in the presence of convener or any two members twice a month. The grievances are redressed on priority basis depending on the seriousness of the issue. The committee tries to redress the issue at the earliest. In all cases the aggrieved student is informed of the measures taken. The departmental issues/grievances are to be settled at the departmental level. In case the complainant is not satisfied then he /she may lodge a written grievance with the College Students' Grievance Redressal Committee. The basic aim of the committee is to look into the complaint/grievance lodged by any student, and judge its merit in a strictly confidential manner. The Grievance Redressal Committee shall communicate its decision within fifteen days of receipt of the complaint. The committee shall meet every three months or as and when the need arises. Moreover, the committee shall hand over those issues that come under the ambit of other committee for justifying the issue and work in tandem with the concerned committee.

The grievances concerning to sexual harassment/assault and ragging shall be dealt by the respective committees and does not come under the purview of the committee. The committee shall not deal with the cases beyond its jurisdiction.

#### Policy Guidelines:

The committee shall redress the complaint received as per the set guidelines of the UGC. On receipt of the complaints from aggrieved student/students the committee shall convene a meeting with the aggrieved student and the accused (if any) and shall hear and judiciously settle the grievance as soon as possible. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be five. In considering the grievances before it, the SGRC shall follow principles of natural justice.

The decision of the committee shall be final and any appeal against the decision shall not be entertained. However, the committee welcomes any suggestion/suggestions for improving the academic ambience of the college. The committee shall send its report with recommendations, if any, to the competent authority of the institution preferably within a period of 15 working days from the date of receipt of the complaint as per the notification of UGC. In case of any false or frivolous complaint, the chairman may order appropriate action against the complainant.

On the request of the complainant or otherwise, depending upon the severity of the grievance, a disciplinary action is liable to be taken against the accused. It may be warning, written apology, bond of good behavior, adverse remarks in the report, debarring entry into a hostel/ campus, suspension for a specific period of time, debarring from holding posts such as class representative or in worst situation even expulsion as deemed suitable subject to approval to competent authority. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges against any person. The committee shall take the same disciplinary action stated above.

In case of Non-Compliance with the recommendation of the Students' Grievance Redressal Committee, the committee shall take necessary and appropriate action as per the set regulations of UGC till the accused complies with these Regulations to the satisfaction of the Committee. The cases beyond the capacity of the committee shall be reported to the higher authority for necessary action.

Nisha Tamang

Convener,  
Grievances Redressal Committee  
Darjeeling Government College

P. J. M. M. M.

Officer in Charge Students  
Darjeeling Government College  
Darjeeling



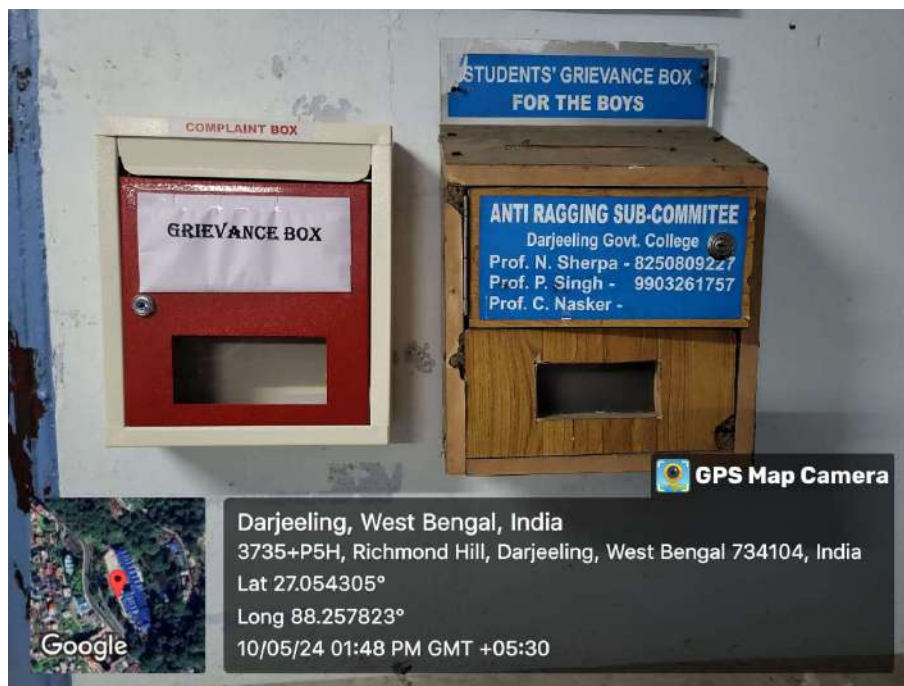
P. J. M. M. M.

Officer-in-Charge  
Darjeeling Govt. College





### Drop-box for students to submit grievances



*P. S. Malla*

Officer-in-Charge  
Darjeeling Govt. College



### Online procedure

Institutional website link for submission of grievances :

<http://www.darjeelinggovernmentcollege.com/students-grievance-cell.html>


<http://www.darjeelinggovernmentcollege.com/userfiles/file/Grivance%20form.pdf>

### Students Grievance Cell

Sl.No.	Document Name	Click to View
01	Collegiate Students Grievances Redressal Cell (SGRC)	<a href="#">Download</a>
02	Grivance form	<a href="#">Download</a>
03	UGC (Redressal of Grievances of Students) Regulations, 2023	<a href="#">Download</a>

Students's Grievance Cell Details as displayed in college website

### GRIEVANCE FORM FROM WEBSITE



**Darjeeling Government College**  
*Cherishing the Silence*

**Grievance Form**

COMPLAINANT INFORMATION

1. Name: \_\_\_\_\_

2. Gender (Male/Female/Other): \_\_\_\_\_

3. Department: \_\_\_\_\_

4. Semester: \_\_\_\_\_

5. Roll No. \_\_\_\_\_

6. Contact Number: \_\_\_\_\_

7. Present Address: \_\_\_\_\_

8. Email ID: \_\_\_\_\_

9. Details of the Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Complainant with Date: \_\_\_\_\_









Officer-in-Charge  
Darjeeling Govt. College



## Annual Reports of Students' Grievance redressal Cell during last 5 years 2018-2023

### Annual Report : 2018-19

 <p>GOVERNMENT OF WEST BENGAL OFFICE OF THE PRINCIPAL DARJEELING GOVERNMENT COLLEGE DARJEELING-734101</p>	<p>Phone:0354-2254078 0354-2254019 Fax :0354-2254078 Email dgc.principal@gmail.com</p>
Memo No	Date:
<p><b>Students' Grievances Redressal Committee (SGRC)</b> <u>Annual Report 2018-2019</u></p>	
<p>SGRC, Darjeeling Government College provides a sound platform for students to voice their complaints in a free environment. The Students' Grievance Redressal Committee was formed in 05/05/2018 as SC/ST/OBC Minority and Students' Grievance Redressal Committee with the following members:</p> <p>Prof Rujas Yonle of the Department of Zoology and Prof. Binay Barman of Bengali Department as Jt.Conveners. The Committee members were Professor Amarjeet Tamang of Mathematics, Prof. Kishore Biswas of Botany and Prof. Banani Dutta of Mathematics department. The committee met on 23/5/2018 to keep the students abreast about the functioning of the Committee. The members felt the need of organizing an awareness programme on the procedure for addressing the grievance of the students. Subsequently it was decided by the committee to organize a basic programme for the 2nd year students on the mechanism to redress the grievance and the functioning of the committee. The program was held on 04/06/2018 from 11 am in the seminar hall with the convener, Prof Rujas Yonle highlighting the functioning of the committee, the procedure to file a complaint if any and the redressal mechanism.</p>	
 Convener, Students Grievances Redressal Committee Darjeeling Government College	 Officer in Charge Darjeeling Government College Darjeeling
	



  
**Officer-in-Charge**  
**Darjeeling Govt. College**



Annual Reports : 2019-20, 2020-21, 2021-22



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING-734101

Phone:0354-2254078  
0354-2254019  
Fax :0354-2254078  
Email  
dgc.principal@gamil.com

Memo No:

Date:

Students Grievances Redressal Cell (SGRC)

Annual Report 2019-2022

The grievance committee is formed with the goal of resolving student grievances. To create a conducive atmosphere and to ward off any harassment students sensitization hold prime importance. A meeting of the students' grievance redressal committee was held on 20/09/ 2019. The committee discussed in length the reason for the non receipt of any complaint/ suggestion by the students. Hence the committee organised awareness programme on the different issues for the redressal of grievance in the month of September with the new 1st year students so that the students become aware of the grievance redressal system.

Due to Covid 19 Pandemic and the imposition of lockdown the committee could not hold any meeting in 2020 as a result all the activities were stalled.

The academic session 2021-2022 was also disrupted partially due to Covid lockdown. The committee organized the first meeting after the pandemic on 11/11/2021 to discuss reaching out to the students. Subsequently the committee was able to organize a programme on 19/11/2021 but the attendance of the students was feeble.

The annual meeting was held on 11/4/2022 in the ante chamber of the Principals' office at 2pm. The members discussed about the functioning of the committee. The complaint/suggestion box was unlocked only to learn that there was no complaint dropped.

Convenor,  
Students Grievances Redressal Committee  
Darjeeling Government College

Officer in Charge  
Darjeeling Government College  
Darjeeling



Officer-in-Charge  
Darjeeling Govt. College





Annual Report : 2022-23



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING-734101

Phone:0354-2254078  
0354-2254019  
Fax :0354-2254078  
Email dgc.principal@gmail.com

Memo no.

Students Grievances Redressal Committee (SGRC)

Annual Report 2022-2023

The Committee (SGRC) is committed to follow the new guidelines issued by University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in supersession of the University Grants Commission (Redress of Grievances of Students) Regulations, 2019 in letter and spirit. In view of the non receipt of the complaint, the committee met on 10.11.2022 at 2pm in the ante chamber of the principal's office to discuss the importance of organizing awareness /sensitization programme for the students. The meeting was chaired by the Officer- in Charge, Dr. Prajwal Chandra Lama. He stressed the need of redressing the grievance of the students and to make them voice their grievance in a free and secure atmosphere if they have any.

On 12/06/2023 at 12 noon another meeting of the Committee was convened at the Ante Chamber of the Office of the Principal, DGC, to discuss the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023. The members discussed in length the implementation of the new regulations. The University Grants Commission (UGC) has introduced the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 to simplify and improve the mechanism for handling student grievances. The new regulations supersede the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, and require all higher education institutions to establish a Students' Grievances Redressal Committee (SGRC) and appoint Ombudsperson(s) at the university level. These regulations have been revised in line with the National Education Policy (NEP) 2020. The new regulations aim to provide an additional forum for redressal of complaints against caste-based discrimination. However, they do not replace the other regulations and guidelines issued by the UGC to ensure that no student is discriminated against based on their caste, creed, religion, language, ethnicity, gender, or disabilities. To make the new regulations inclusive, the UGC officials have ensured that the grievance committees have representation from women, SC, ST, and OBC members. This was not provided for in the previous regulations. The committee decided to co-opt the members as per the new regulations. The meeting ended with a vote of thanks to the chair. The SGRC, DGC is committed to create informed students capable of addressing their rights, voice their grievance at the same time committed to discharge their duty sincerely.

Convenor,  
Students Grievances Redressal Committee  
Darjeeling Government College

Officer in Charge  
Darjeeling Government College  
Darjeeling



Officer-in-Charge  
Darjeeling Govt. College





## Minutes of the Meetings Held by Student Grievance Redressal Cell

COLLEGIATE STUDENTS GRIEVANCES REDRESSAL CELL (SGRC)  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING  
**NOTICE**

Memo No.: \_\_\_\_\_ Dated: 23<sup>rd</sup> May, 2018

This is to notify that a meeting of Collegiate Students Grievances Redressal Cell (SGRC) will be held on 23<sup>rd</sup> May, 2018 at 2 pm in Principal's Ante Chamber. All the members of Collegiate Students Grievances Redressal Cell are asked to attend the said meeting.

Agenda: Organising Awareness Programme regarding SGRC.

*[Signature]*  
Convener of SGRC  
Darjeeling Government College

*[Signature]*  
OFFICER-IN-CHARGE  
DARJEELING GOVERNMENT COLLEGE  
Darjeeling Government College

*Minutes of Meeting* Date: 23/05/2018

A meeting of the collegiate students grievances redressal cell was convened on 23<sup>rd</sup> May 2018 at 2.15 pm in the principal's ante chamber. The meeting was chaired by the chairperson of the committee Dr. Projitbar Laha, Officer-in-Charge and all the members of the committee were present during the meeting. The members discussed on the need of the awareness of the SGRC to be addressed and reached to all the faculty members of the college and most importantly to the students of the college. The members further adopted the proposed plan proposed by the convener in-charge SGRC to hold a student and faculty awareness programme at the college on 04<sup>th</sup> June 2018, in consultation with the section and workshop committee of the college.

*Signatures of the members present*

- 1) *[Signature]*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) *[Signature]*
- 5) *[Signature]*
- 6) *[Signature]*

COLLEGIATE STUDENTS GRIEVANCES REDRESSAL CELL (SGRC)  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING  
**NOTICE**

Memo No.: \_\_\_\_\_ Dated: 12<sup>th</sup> Sept. 2018

This is to notify that a meeting of Collegiate Students Grievances Redressal Cell (SGRC) will be held on 20<sup>th</sup> September, 2018 at 3 pm in Principal's Ante-Chamber. All the members of Collegiate Students Grievances Redressal Cell are directed to attend the said meeting.

Agenda: General discussion.

*[Signature]*  
Convener of SGRC  
Darjeeling Government College

*[Signature]*  
OFFICER-IN-CHARGE  
DARJEELING GOVERNMENT COLLEGE  
Darjeeling Government College

*Minutes* Date: 20.9.2018

A meeting of Collegiate Students Grievances Redressal Cell (SGRC) was held on 20<sup>th</sup> Sept. 2018 at 3 pm in the ante-chamber of the office of the Principal. Meeting was attended by all the members, Convener and the Chairman (O-I-C).

The Grievances Redressal Cell was convened to discuss the issues and the Chairman (O-I-C) on 18<sup>th</sup> September 2018 on previous application from/through from was filed for redressal.

*Signatures:*

- 1) *[Signature]*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) *[Signature]*
- 5) *[Signature]*
- 6) *[Signature]*

Members  
Dr. Projitbar Laha



*[Signature]*  
Officer-in-Charge  
Darjeeling Govt. College



## More Minutes of the Meetings Held by Student Grievance Redressal Cell

Date - 11/11/21

**Collegiate Students Grievances Redressal Cell (SGRC)**  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING

NOTICE

Memo No. \_\_\_\_\_ Dated: 9.11.2021

This is to notify that a meeting of Collegiate Students Grievances Redressal Cell (SGRC) will be held on 11<sup>th</sup> November 2021 at 2pm in Principal's Ante Chamber. All the members of Collegiate Students Grievances Redressal Cell are directed to attend the said meeting.

Agenda: Organising Awareness Programme regarding SGRC.

Convener of SGRC  
Darjeeling Government College

OFFICER-IN-CHARGE  
Darjeeling Government College  
Principal's Office  
Darjeeling Govt. College

Minutes of the Meeting

A meeting of the Collegiate Student Grievance Redressal Cell (SGRC) was convened on 11<sup>th</sup> November 2021 at 2pm in the Principal's Ante Chamber. The meeting was chaired by the Officer in Charge Dr. Pragnan C. Lema, Chairman of the Committee and all the members of the Committee gave their presence. The Chairperson welcomed all the members and opened the discussion on the agenda points.

The Convener of the SGRC addressed the meeting by telling, presented the need of an awareness program of SGRC for teacher students. Student should freely express the grievance relating to college matter and we as committee should assist them. Chairperson appreciated the thought and gave permission to organise the program on 14/11/21 and also accordingly as per the proposal put forwarded by the convener. The member should put up their endeavour to deliver properly the very purpose of constituting this committee.

The meeting ended with vote of thanks to chairperson.

Signature: *[Signature]* C. Nishu Tamang  
for Sd/- for

Signature: *[Signature]* (Pragnan C. Lema)  
for Sd/- for

Signature: *[Signature]* 11/11/21

11/01/22

**Collegiate Students Grievances Redressal Cell (SGRC)**  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING

NOTICE

Memo No. \_\_\_\_\_ Dated: 08 April, 2022

This is to notify that a meeting of Collegiate Students Grievances Redressal Cell (SGRC) will be held on 11<sup>th</sup> April, 2022 at 2pm in Principal's Ante Chamber. All the members of Collegiate Students Grievances Redressal Cell are directed to attend the said meeting.

Agenda: Annual Meeting

Convener of SGRC  
Darjeeling Government College

OFFICER-IN-CHARGE  
Darjeeling Government College  
Principal's Office  
Darjeeling Govt. College

Minutes of the Meeting

A meeting of the Collegiate Student Grievance Redressal Cell (SGRC) was held on 08 April, 2022 at 2pm in the Principal's Ante Chamber. The meeting was chaired by the Officer in Charge Dr. Pragnan C. Lema, Chairman of the Committee. All the members of the Committee were present in the meeting.

The Convener of the SGRC welcomed the Chairperson and initiated an annual meeting. Convener placed a verbal report of yearly activity performed by SGRC and mentioned few points.

An awareness program was held on 19/11/2021 at Lala Rai Bahadur Hall, Darjeeling Government College. Program was divided into two sessions each hour each from 12-2pm. First session was for BA (Hons and Program) and second session was for BSc and B.Com (Hons and Program). The programs were guided by Chairperson of the SGRC and Teacher Secretary. Majority of student attended the program.

Program started by welcoming the Chairperson and also guest by the Head Master, Lema, Sd/- (Dept of Zoology), Officer in Charge. Chairperson of SGRC welcomed the students and assured to address student problem to his utmost capacity. Then convener of SGRC, Nishu Tamang, Sd/- (Dept of Geography) gave a detail talk on importance, functioning of SGRC and assured students for immediate action of their grievance. Program ended with taking up few queries from student and vote of thanks.

Convener also mentioned there are no grievance application form / complaint lodged on the Grievance Redressal Box. The box was opened on 10<sup>th</sup> March 2021 in the presence of Convener and the Chairperson.

The meeting ended with vote of thanks to Chairperson and members of Committee for kind cooperation.

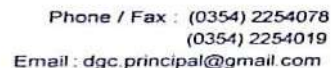
Signature: *[Signature]* C. Nishu Tamang  
for Sd/- for

Signature: *[Signature]* 11/01/22



*[Signature]*  
Officer-in-Charge  
Darjeeling Govt. College





**Officer-in-Charge**  
**Darjeeling Govt. College**





Minutes 20.11.2019

A meeting of Collegiate Students Grievance Redressal Cell (SGRC) was held on 20th September, 2019 at Anti-Chamber of the Office of the Principal. Meeting was attended by all the members, Convenor and the Chairman (O.I.C.).

The Grievance Redressal drop box was unlocked in presence of the convenor and the Chairman (O.I.C.) on 18th September, 2019, no grievance application form / complaint form was found for submission.

Signature :-

1)

2)

3)

4)

5)

6)

### Timely Redressal of Grievances

Minutes of the Meeting

A meeting of the collegiate student Grievance Redressal Cell (SGRC) was held on 18th April, 2022 at 2pm in the Principal Anti chamber. The meeting was chaired by the officer in charge Dr. Pragnya C. Laha, chairperson of the committee. All the members of the committee was present in the meeting.

The convenor of the SGRC welcomed the chairperson and initiated an annual meeting. Convenor placed a verbal report of yearly activity performed by SGRC and mentioned few points :-

→ An awareness program was held on 10/11/2021 at Lala Rai Abard Hall, Darjeeling Government College. Program was divided into two session one hour each from 12-2pm. First session was for BA (Hons and Program) and second session was for BSc and B.com (Specs and Program). The programme was graced by chairperson of the SGRC and Teacher Secretary. Majority of student attended the program.

Program started by welcoming the chairperson and other guest by the host Pinky Chatterjee, Asst Prof. (Dept of Microbiology). Officer in charge, chairperson of SGRC welcomed the students and assured to address student problem to his ultimate capacity. Then convenor of SGRC, Nisha Tanang, Asst Prof. (Dept of Geography) gave a detail talk on importance, functioning of SGRC and assured students for immediate action of their grievance. Programme ended with taking up few queries from student and vote of thanks.

→ Convenor also mentioned there are no grievance application form / complaint lodged on the Grievance Redressal Drop box. The box was opened on 18th March 2022 in the presence of convenor and the chairperson.

The meeting closed with vote of thanks to chairperson and members of committee for kind cooperation.

Signature :-

for Nisha Tanang, Asst Prof.

Minutes of the Meeting 12/06/23

A meeting of the Collegiate Student Grievance Redressal (SGRC) was convened on 13th June 2023 at 2pm in the Principal Anti Chamber. The meeting was chaired by the officer in charge Dr. Pragnya C. Laha. All the members of the committee attended the meeting.

Convenor of the SGRC addressed the meeting by placing list of activities conducted by the committee and mentioned no grievance application form / complaint were found in the Grievance and Redressal Box. The Grievance Redressal Drop box was opened in the 15th April 2023 in the presence of the chairperson and convenor.

The meeting ended with vote of thanks to the chairperson for his utmost support and smooth functioning of SGRC activities.

Signature :-

20.8.2023

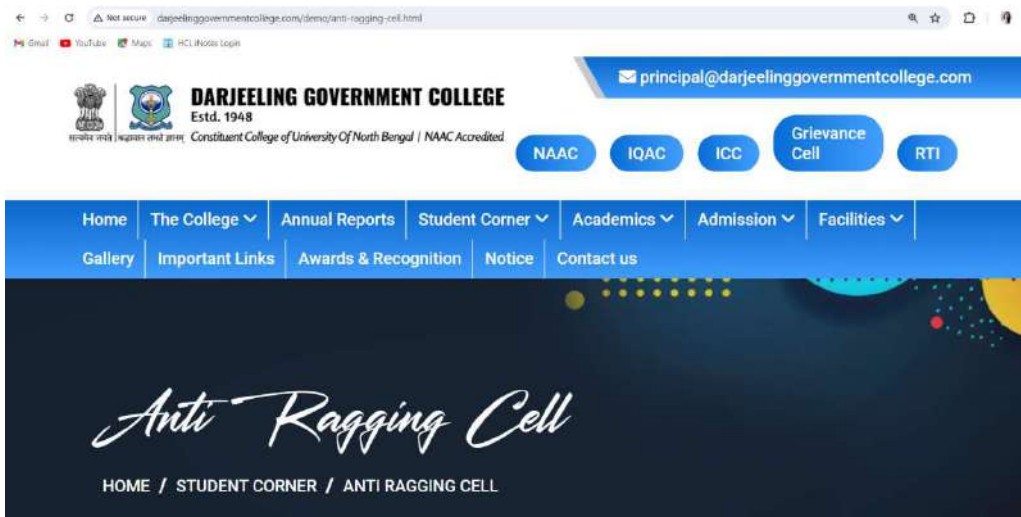
In meetings conducted by Grievance Redressal committee, it is mentioned that the committee opened and checked the grievance redressal box from time to time but no grievance was submitted. Above are samples of such mentions.



Officer-in-Charge  
Darjeeling Govt. College



## B. Implementation of guidelines of Anti-Ragging Committee



### QUICK LINKS

- Back to Previous Section
- Syllabus
- Old Question Papers
- Anti Ragging

### The Anti-Ragging Committee

The Anti-Ragging Committee is constituted to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting

#### Cell

- Students Grievance Cell
- Students Counseling Cell
- Placement Cell
- Skill Development Program

awareness programmes from time-to-time on campus. The college has an Anti-ragging committee, constituted as per the existing UGC norms. At the beginning of every academic year both the fresher and senior students of the college are made aware of ragging related rules and regulations. The committee conducts awareness programs to educate students about the fatal effects of ragging and to inculcate a culture of respect and inclusivity. The Institution is committed to 'Zero Tolerance Policy' to ragging. The college has mechanism to deal promptly, sensitively and confidentially, matters that are ragging related and take necessary action. The committee functions actively; and fortunately, Darjeeling Government College do not have any recorded case of Ragging. The campus is ragging free.




*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College



Policy Guidelines followed by Anti Ragging Cell

## The anti-ragging Committee/Squad will be guided by:

Sl No	Document Name	Click to view
01	SUMMARY OF UGC REGULATIONS	 Download
02	Regulations on Curbing the Menace of ragging in HEI-2009	 Download

### **WEBSITE LINK FOR ANTI-RAGGING CELL :**

<http://www.darjeelinggovernmentcollege.com/anti-ragging-cell.html>

### **LINK FOR REGULATIONS FOLLOWED BY ANTI-RAGGING COMMITTEE :**

[http://www.darjeelinggovernmentcollege.com/userfiles/file/summary\\_ugc\\_regulation.pdf](http://www.darjeelinggovernmentcollege.com/userfiles/file/summary_ugc_regulation.pdf)

<http://www.darjeelinggovernmentcollege.com/userfiles/file/Regulations on Curbing the Menace of ragging in HEI-2009.pdf>



Officer-in-Charge  
Darjeeling Govt. College





### Awareness regarding Anti-Ragging in College Campus



*P. P. P. P.*

Officer-in-Charge  
Darjeeling Govt. College



Present Anti-Ragging Committee List as Notified in the college website

## Members of Anti-Ragging Committee (2023-2024)

Sl.No	Members	Department	Position
1	Shri. John Kapil Chettri	Assistant Professor, Department of Political Science	Convener / Nodal Officer
2	Smt. Sudha Lama,	Assistant Professor Department of History	Member
3	Dr. Prabir Kumar Sen,	Associate Professor, Department of Chemistry	Member
4	Dr. Rujas Yonle,	Assistant Professor, Department of Zoology	Member
5	Smt. Yashowika Subba,	Assistant Professor, Department of English	Member
6	Dr. Ghambir Dhoj Subba,	Assistant Professor, Department of philosophy	Member
7	Smt. Kesang Sherpa,	Assistant Professor, Department of Botany	Member
8	Dr. Subrata Kar,	Associate Professor, Department of commerce	Member
9	Dr. Shraddhanjali Singh,	Assistant Professor, Department of Hindi	Member
10	Smt. Norjin Tshering Bhutia,	Non- Teaching Staff,	Member



Officer-in-Charge  
Darjeeling Govt. College



The college also has an Anti Ragging Squad

https://dgc.ac.in

### Anti-Ragging Squad

The Anti-Ragging Squad member work under the supervision and guidance of the Anti-Ragging Committee and engage in continuous vigilance in places like hostels, canteens, classrooms, other campus spaces and places of student congregation to keep a vigil and prevent the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punitive action against students indulging in such prohibited activities. As per the directions of related Anti-Ragging regulations, an Anti -Ragging Squad is constituted with the following faculty members to keep continuous watch and vigil over ragging so as to prevent its occurrence in the premises of the college and hostel.



Officer-in-Charge  
Darjeeling Govt. College





List of Members in Anti Ragging Squad displayed  
in college website

## Anti - Ragging Squad Member.

Sl.No	Members	Department	Position
1	Dr. Prabir Kumar Sen	Associate Professor, Department of Chemistry	Member
2	Shri. Nirmal Subba	Assistant Professor Department of Economics	Member
3	Dr. Salim Masud Molla	Assistant Professor, Department of Mathematics	Member
4	Dr. Shraddhanjali Singh,	Assistant Professor, Department of Hindi	Member
5	Shri. Kabi Basnet	Assistant Professor, Department of Nepali	Member
6	Smt. Kesang Sherpa	Assistant Professor, Department of Botany	Member



Officer-in-Charge  
Darjeeling Govt. College



The students are instructed to submit anti-ragging declaration at the time of admission

In compliance of the UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year declaring noninvolvement in ragging activities or any other violent form of behavior

**"Ragging is strictly prohibited in and around the campus and hostel."**

Students in distress due to ragging-related incidents can contact:

The Officer-in-Charge,  
Darjeeling Government  
College

or

John Kapil Chettri, Nodal  
Officer/ Convener Anti  
Ragging Committee  
Mobile Number: 8967100882

For any other information  
regarding ragging, please  
visit the UGC website i.e.

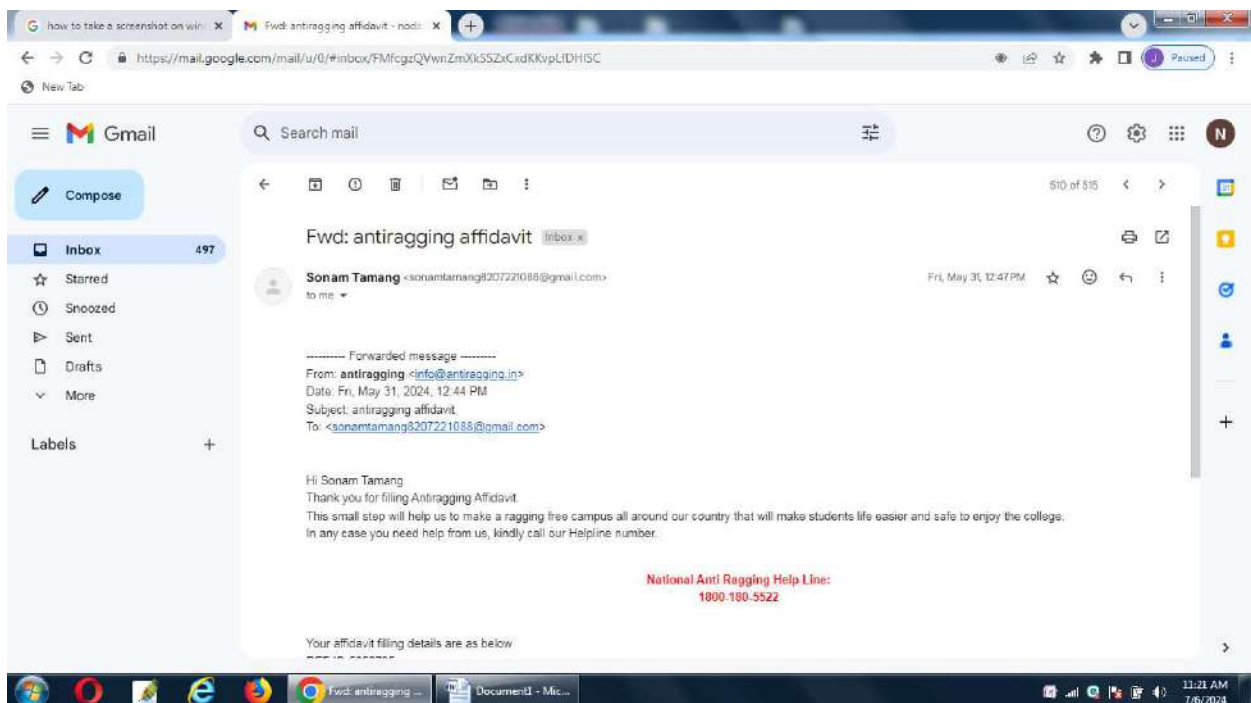
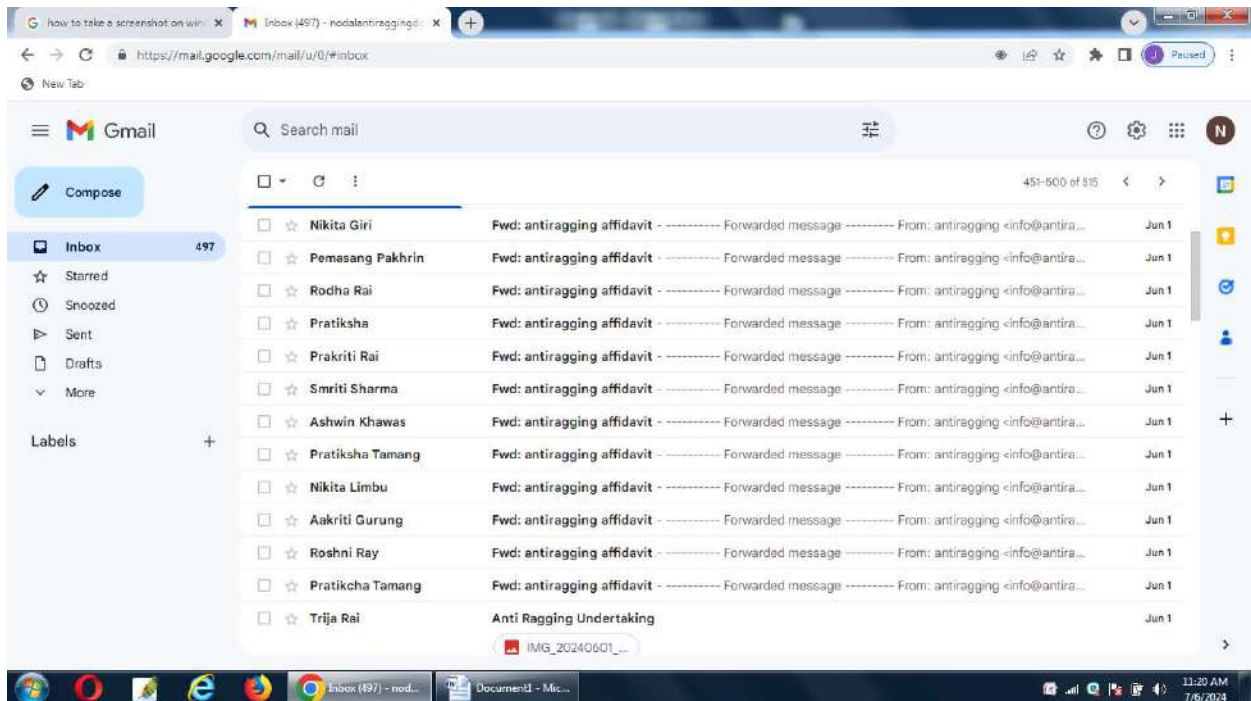
[www.ugc.ac.in](http://www.ugc.ac.in) and  
[www.antiragging.in](http://www.antiragging.in)



Officer-in-Charge  
Darjeeling Govt. College



Sample of anti-ragging affidavit forwarded to anti-ragging  
nodal officer through email



*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College





## Annual Report of Anti-Ragging Committee



Government of West Bengal  
 Office of the Principal  
 Darjeeling Government College  
 Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078  
 (0354) 2254019  
 Email : dgc.principal@gmail.com

### Darjeeling Government College Anti-Ragging Committee Report

The Anti-Ragging Committee is constituted to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging-Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus. The college follows a "Zero-tolerance" policy towards any act/ form of ragging and any students found guilty of engaging in such acts are to be dealt with severity. The Committee has a vision to build a ragging-free environment by instilling in the students the values of empathy, compassion, tolerance and sensitizing them to become responsible citizens of the society to which they belong.

Ragging constitutes one or more of any intention by any one student or students on:

- Any act of Indiscipline, teasing or hounding with comrades
- Any act which is likely to cause emergency harm, psychological fear or anxiety.
- Any act of Financial exploitation or forceful expenditure.
- Any act of physical abuse or assault which poses danger or threat to one's physical and mental well being
- Any act of public insult or verbal abuse through words, emails, letters, messages
- Any act of wrongful confinement, kidnapping, molesting or intimidation
- Any act of unlawful assembly with the intent or conspiracy to ragging.

#### OBJECTIVES:

- To Prohibit, Prevent and Address any and all forms and instances of Ragging in and around the college campus.
- To educate the students about the dehumanizing effects of Ragging.
- To create awareness about the consequences and punishments among the students before they are found to be engaging in such acts.
- To ensure all the round clock vigil over instances of ragging so as to prevent its occurrence.
- To promptly and effectively deal with incidents of ragging brought to the notice of the committee.

#### FUNCTIONS:

- To address the complaints received from the students, conduct an immediate enquiry into the incident and submit a report to the Anti-Ragging Committee along with the punishment deemed fit for the offenders.
- To oversee the procedure of obtaining the online undertaking from all the students of the college.
- To conduct frequent seminars, workshops and other awareness programs to orient the students about the effects and consequences it has on the day to day lives of both the victims and the perpetrators.
- To provide students with information regarding the contact details of the person(s) responsible for receiving and responding to complaints and distress calls.
- To take all necessary measures for the prevention of Ragging inside and outside the campus by the students of the college.
- To conduct regular meetings to discuss if any form of Ragging is going unnoticed.

#### The Anti-Ragging Committee for the Academic Year 2023-2024

Sl. No	Name of the Faculty	Designation	Department
1	Dr. P.C. Lamsi	Officer-in-Charge Darjeeling Government College	Head of the Institution
2	Assistant Professor John Kapil Chetri	Convener and Nodal Officer	Political Science
3	Associate Professor Subina Kar	Member	Commerce
4	Associate Professor Prabin Kumar Seta	Member	Chemistry
5	Assistant Professor Rajas Yonla	Member	Zoology
6	Assistant Professor Yashovilas Subba	Member	English
7	Assistant Professor Chinmita Dhey Subba	Member	Philosophy
8	Assistant Professor Kaveng Shreya	Member	Botany
9	Assistant Professor Sudha Lama	Member	History
10	Assistant Professor Shradhanjali Singh	Member	Hindi
11	Smt. Norjin Tsering Bhutta	Member	Office Staff

#### Anti-Ragging Squad

The Anti-Ragging Squad member work under the supervision and guidance of the Anti-Ragging Committee and engage in continuous vigilance in places like hostels, canteens, classrooms, other campus spaces and places of student congregation to keep a vigil and prevent the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the instance of ragging and reduced punitive action against students indulging in such prohibited activities.



**Officer-in-Charge**  
**Darjeeling Govt. College**



## Annual Report of Anti-Ragging Committee

As per the directions of related Anti-Ragging regulations, an Anti-Ragging Squad is constituted with the following faculty members to keep continuous watch and vigil over ragging so as to prevent its recurrence in the premises of the college and hostel.

### Anti-Ragging Squad Member:

1. Dr. Prabir Kumar San, Associate Professor, Department of Chemistry - Member
2. Shri. Kirti Basu, Assistant Professor, Department of Nepali - Member
3. Shri. Nirmal Saha, Assistant Professor, Department of Economics - Member
4. Dr. Sabin Moud Molla, Assistant Professor, Department of Mathematics - Member
5. Dr. Shradhanjali Singh, Assistant Professor, Department of Hindi - Member
6. Shri. Kenug Shree, Assistant Professor, Department of Botany - Member

### Report

The college has an Anti-ragging committee, constituted as per the existing UGC norms. At the beginning of every academic year both the fresher and senior students of the college are made aware of ragging related rules and regulations. The committee conducts awareness programs to educate students about the final effects of ragging and to inculcate a culture of respect and inclusivity. The institution is committed to Zero Tolerance Policy in ragging. The college has mechanisms to deal promptly, sensitively and confidentially, matters that are ragging related and take necessary action. The committee functions actively; and fortunately, Darjeeling Government College do not have any recorded case of Ragging. The campus is ragging free.

In compliance of the UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year declaring non-involvement in ragging activities or any other violent form of behavior.

This year the students filled online Anti-Ragging forms as directed by UGC through Online portal [www.anti-ragging.in](http://www.anti-ragging.in). Students were asked to forward the mail received from the portal containing reference number of their affidavit to the Nodal Officer's email of Anti-Ragging Committee of the college.

As per the affiliation university (University of North Bengal) and UGC Guidelines Anti-Ragging day was observed on 12<sup>th</sup> August, 2023 and Anti-Ragging Awareness Week was observed from 12<sup>th</sup> August, 2023 to 18<sup>th</sup> August, 2023. Various programs was organized during this week.

- Screening of short films on ragging and its consequences
- Awareness talks on Ragging
- Poster making competition
- Essay writing competition
- Slogan writing competition
- Interactive sessions with the students



Some glimpses of Anti-Ragging week



Competition during Anti-Ragging Week

Jury at work - selecting the best poster



*P. J. J. J.*

Officer-in-Charge  
Darjeeling Govt. College



## Annual Report of Anti-Ragging Committee

Winner of the competition



screening of short films on Ragging



Awareness talks on the menace of Ragging

As to make the students aware of the college's 'Zero Tolerance' Policy and sensitize the students about the mulukures and consequences of Ragging, posters and banners in different parts of the college campus (especially the entrances) are displayed.



The institution has a dedicated complaint box for students to register their complaints regarding any incident of Ragging. The complaint box is regularly monitored by the Anti - Ragging Committee. Fortunately till date the college has not received any complaints of Ragging. The institution is proud to declare it a Ragging free campus.



*P. J. Mollana*

Officer-in-Charge  
Darjeeling Govt. College





## Annual Report of Anti-Ragging Committee

Ragging - Complaint box



Ragging free campus

Meeting of the Anti Ragging Committee are regularly held to discuss the upcoming awareness programs, initiatives and to discuss the latest regulations issued by UGC, Government and affiliating University and steps to implement such relevant directions.

The Anti – Ragging Squad regularly inspects the campus premises and Hostels to keep a vigil and prevent the incidences of ragging. The squad coordinates with the Anti-Ragging committee to keep the campus free from any incidences of ragging.

Darjeeling Government College is proud to have a ragging free campus and the credit for this belongs to the sincere efforts of all stakeholders.

Report prepared by  
John Kapil Chettri,  
Assistant Professor, Dept. of Political Science  
Convener and Nodal Officer

### **LINK FOR ANNUAL REPORT OF ANTI-RAGGING COMMITTEE :**

<http://www.darjeelinggovernmentcollege.com/userfiles/file/Report%20of%20Anti%20Ragging%20Committee.pdf>



Officer-in-Charge  
Darjeeling Govt. College



## C. Implementation of guidelines of Internal Complaints Committee (ICC)

Details of Internal Complaints Committee , regulations, mechanisms displayed in the Darjeeling Government College website

Website link FOR ICC <http://www.darjeelinggovernmentcollege.com/internal-complaints-committee.html>

The screenshot displays the official website of Darjeeling Government College. The header includes the college's name, establishment year (1948), and accreditation (NAAC). A navigation menu lists various sections like Home, The College, Annual Reports, Student Corner, Academics, Admission, Facilities, Gallery, Important Links, Awards & Recognition, Notice, and Contact us. The main content area is titled 'Internal Complaints Committee' and features a 'QUICK LINKS' sidebar with options: Back to Previous Section, Library, Feedback, Activities, and Staff Club. The main text explains the college's commitment to addressing sexual harassment, citing the PoSH Act, 2013, and the University Grants Commission's regulations. It states that the committee's primary goal is to handle discriminatory behavior and sexual harassment reported by any member of the college, including faculty, non-teaching staff, and students. The committee also advises the authority on necessary remedial actions, such as punishing the offender. The text concludes by stating that the committee consists of the following members:



*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College



## Policies and Guidelines followed by the ICC

### Internal Complaints Committee

The PoSH Act, 2013 and the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and Students in Higher Educational Institutions) Regulations, 2015 mandates the formation of an Internal Committee (IC) or Internal Complaints Committee (ICC) by an order in writing in every college. The main objective behind the formation of the Committee is to address the discriminatory behavior and sexual harassment lodged by any member of the college (teaching, non-teaching, and students) of which he or she observes or becomes aware. The committee after inquiring also advises the authority to take necessary remedial actions including punishment against the offender.

### The Internal Complaints Committee will be guided by:

Sl.No.	Document Name	Click to View
01	(THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013)	<a href="#">Download</a>
02	(The Gazette of India_Ministry of Women and Child Development, 2013)	<a href="#">Download</a>
03	(The Gazette of India_Ministry of Law and Justice, April 2013)	<a href="#">Download</a>
04	(Handbook on Sexual Harassment of Women at Workplace_(Prevention, Prohibition and Redressal) Act, 2013)	<a href="#">Download</a>
05	(UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women employees and Students in Higher Educational Institutions) Regulations, 2015)	<a href="#">Download</a>



Officer-in-Charge  
Darjeeling Govt. College





**List of members of ICC notified in the college website**

Sl.No.	Name	Position	Phone number & Mail id
01	Dr. Sujata Rani Rai, Associate Professor and Head, of Nepali	Presiding Officer	Phone No.9933020442, Email ID. sujataranirai@gmail.com
02	Dr. Prabir Kumar Sen, Associate professor and Head, of Chemistry	Internal member	Phone No. 9883242855, Email ID. wbespks@gmail.com
03	Prof. Dewki Limbu, Assistant Professor of Geography	Internal member	Phone No. 9002631899, Email ID. devvsa@gmail.com
04	Prof Nisha Tamang, Assistant Professor of Geography	Internal member	Phone No. 99832091510, Email ID. tamangneesha@gmail.com
05	Prof. Shraddhanjali Singh, Assistant Professor of Hindi	Internal member	Phone No. 9836014105, Email ID. singh.shraddhanjali@gmail.com
06	Mrs. Norjin Tshering Bhutia ,Translator,	Office Staff Representative	Phone No. 9635411680, Email ID. norzeenbhutia@gmail.com
07	Mrs. Tshering Doma Bhutia , Group-D Staff,(Chemistry)	Non-Teaching Staff Representative	Phone No. 9933494233
08	Mr. Tej Kumar Thapa , Child Protection Officer & Senior Lead, Anugyalaya Darjeeling Diocese Social Service Society, Divyavani, Near Loreto Convent South Gate, Loch Nagar,	Member of NGO	Phone number. 96351-67500 Email Id: kumar.tez@gmail.com
09	Mrs. Ritika Gurung , (B.A. L.L.B. Hons), Advocate, District & Session Court,	(Legal Advisor)	Phone No. 62950-23825, Email ID. ritikagurung38@gmail.com

**LINK FOR POLICY DOCUMENTS AND GUIDELINES OF ICC :**

<https://www.indiacode.nic.in/bitstream/123456789/2104/1/A2013-14.pdf>

<https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Rules.pdf>

<https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf>

<https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf>

[https://saksham.ugc.ac.in/content/downloads/7203627 UGC\\_regulations-harassment.pdf](https://saksham.ugc.ac.in/content/downloads/7203627 UGC_regulations-harassment.pdf)



*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College



## Details and procedure displayed in college the website to help with the complaint lodging to ICC

### WHO CAN PUT UP THE COMPLAINT

Any aggrieved woman who has suffered harassment at the workplace (Darjeeling) can approach ICC.

○ Aggrieved woman includes:

- Woman who is an employee, or
- Someone visiting the workplace, or
- Student (any gender)

### Procedure for complaint

- In case of any sexual harassment, as stated by the law the Complainant must give a **written complaint** in the given format by the College.
- For OFFLINE :The Complainant can take the form from the College office or college website and put it in the drop box of the ICC/Grievance Redressal Committee.
- For ONLINE email it to the provided email ID of the ICC, which is [iccdgc23@gmail.com](mailto:iccdgc23@gmail.com). (ICCDGC23@gmail.com)
- **Only written complaints will be considered. Any other form of complaint other than written will not be accepted.**

In special cases, if the complainant is unable to write, the complaint may be oral. In such cases, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression, as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.



Officer-in-Charge  
Darjeeling Govt. College



**Details and procedure displayed in college the website to help with the complaint lodging to ICC**

### WHERE ?

The campus of a HEI including-

- Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit that is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
- Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
- Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

### WHAT CONSTITUTES SEXUAL HARASSMENT?

In case of *Vishakha v. the State of Rajasthan* (1997), it is defined as follows:

*"Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as*

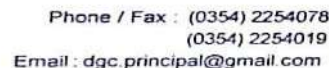
- a) physical contact and advances;*
- b) a demand or request for sexual favours;*
- c) sexually-coloured remarks;*
- d) showing pornography;*
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual."*

*Categories/type of harassments in the College premises*



Officer-in-Charge  
Darjeeling Govt. College





**Officer-in-Charge**  
**Darjeeling Govt. College**



## Composition of ICC



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
DARJEELING GOVERNMENT COLLEGE  
DARJEELING-734101

Phone:0354-2254078  
0354-2254019  
Fax :0354-2254078  
Email dgc.principal@gmail.com

Memo no.276/I-7/23

date.28/6/2023

### NOTICE

As per UGC guidelines the Internal Complaint Committee has been reconstituted with the following members as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in Higher Educational Institutions) Regulations, 2015.

The term of the committee in for three years for the date of issue of this Notice (except for the existing members).

- |                             |  |
|-----------------------------|--|
| Presiding Officer:          | Dr. Sujata Rani Rai, Associate Professor and Head,<br>P.G Department of Nepali,<br>Darjeeling Government College,<br>Darjeeling -734101,<br>Phone No.9933020442,<br>Email ID. <a href="mailto:sujataranirai@gmail.com">sujataranirai@gmail.com</a> |
| 1. Member<br>(Teaching)     | Dr. Prabir Kumar Sen, Associate professor and Head,<br>Department of Chemistry,<br>Darjeeling Government College,<br>Darjeeling-734101,<br>Phone No. 9883242855,<br>Email ID. <a href="mailto:wbespks@gmail.com">wbespks@gmail.com</a>             |
| 2. Member<br>(Teaching)     | Prof. Dewki Limbu, Assistant Professor of Geography,<br>Darjeeling Government College,<br>Darjeeling-734101<br>Phone No. 9002631899,<br>Email ID. <a href="mailto:devvsa@gmail.com">devvsa@gmail.com</a>   |
| 3. Member<br>(Teaching)     | Prof Nisha Tamang, Assistant Professor of Geography,<br>Darjeeling Government College,<br>Darjeeling-734101<br>Phone No. 99832091510,<br>Email ID. <a href="mailto:tamangneesha@gmail.com">tamangneesha@gmail.com</a>                              |
| 4. Member<br>(Teaching)     | Prof. Shradhdhanjali Singh, Assistant Professor of Hindi,<br>Darjeeling Government College,<br>Darjeeling-734101<br>Phone No. 9836014105,<br>Email ID. <a href="mailto:singh.shradhdhanjali@gmail.com">singh.shradhdhanjali@gmail.com</a>          |
| 5. Member<br>(Non-Teaching) | Mrs. Norjin Tshering Bhutia, Translator,<br>Darjeeling Government College,<br>Darjeeling-734101<br>Phone No. 9635411680,<br>Email ID. <a href="mailto:norzeenbhutia@gmail.com">norzeenbhutia@gmail.com</a>   |



*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College



Government of West Bengal  
Office of the Principal  
Darjeeling Government College  
Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078  
(0354) 2254019  
Email : dgc.principal@gmail.com

6. Member : Mrs. Tshering Doma Bhutia ,Group-D Staff,  
(Non-Teaching) Department of Chemistry,  
Darjeeling Government College,  
Darjeeling-734101  
Phone No. 9933494233.
7. External Member : Mr. Tej Kumar Thapa , Child Protection Officer,  
(Member of NGO) Anugyalaya Darjeeling Diocese  
Social Service Society, Divyavani,  
Near Loreto Convent South Gate,  
Loch Nagar,  
Darjeeling- 734101.
8. External Member : Mrs. Ritika Gurung , (B.A. L.L.B. Hons),  
(Legal Advisor) Advocate, District & Session Court,  
Darjeeling.  
Chamber: 2<sup>nd</sup> Floor Milkyway Hotel Building,  
Ladenla Road, Darjeeling.  
Phone No. 62950-23825.  
Email.ID. [ritikagurung38@gmail.com](mailto:ritikagurung38@gmail.com)



  
Officer-in-Charge  
Darjeeling Govt. College  
Officer-in-Charge  
Darjeeling Govt. College  
Darjeeling



  
Officer-in-Charge  
Darjeeling Govt. College





Complaint form of ICC

*Internal Complaints Committee (ICC), Darjeeling Government College Complaint Form*

Name of the Complainant/Informant/Observer: \_\_\_\_\_

Department/Semester(optional): \_\_\_\_\_ Contact No. \_\_\_\_\_

Roll no/Regn No(optional): \_\_\_\_\_ Email Id: \_\_\_\_\_

Type of Incident: - Observed/suspected / Reported: \_\_\_\_\_

Date & Time / Period of the Incident/Violation: \_\_\_\_\_

Place of Violation/Incident: \_\_\_\_\_

Nature of the Incident: Abuse/ Harassment/ Molestation/Assault: \_\_\_\_\_

Description of the Incident (through informant/Observer or by the Victim):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detail of the Alleged Person:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Designation of the Alleged Person:

College Office Staff / Non-Teaching Staff/ Hostel Staff/ Teacher/Student/ Parent/Guardian/any other: \_\_\_\_\_

Signature of Complainant/Legal Heir/Representative of Complainant with date: \_\_\_\_\_

*Internal Complaints Committee, Darjeeling Government College, Darjeeling-734101*



*[Signature]*

Officer-in-Charge  
Darjeeling Govt. College