

# **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 Related To Mechanism For Submission Of Online/Offline Students' Grievances



Officer-in-Charge Darjeeling Govt. College



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

Darjeeling - 734 101, West Bengal, INDIA.

#### OFFLINE PROCEDURE FOR GRIEVANCE SUBMISSION



Students' grievance drop-box for male students



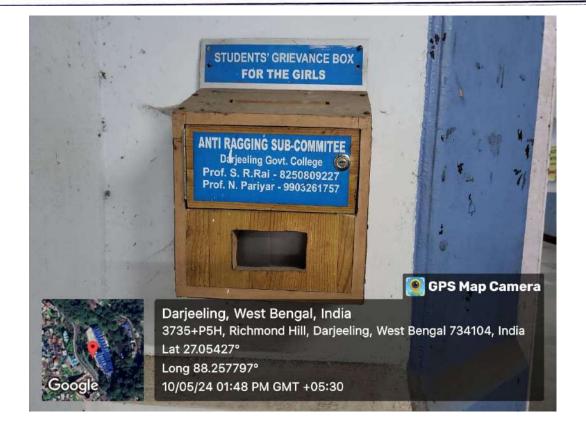
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Students' grievance drop-box for female students

# ONLINE LINK FOR SUMISSION OF STUDENTS' GRIEVANCE :

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



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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 and www.antiragging.in

> Contact details regarding complaints to ANTI-RAGGING COMMITTEE about ragging as notified in the college website

#### **RESPECTIVE LINK :**

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



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# Procedure for submission of complaint to ICC as notified in college website

#### Procedure for complaint

- O 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.
- O 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/Greevance Redressal Committee.
- O For ONLINE email it to the provided email ID of the ICC, which is 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.

#### **ONLINE LINK FOR ICC COMPLAINT FORM :**

http://www.darjeelinggovernmentcollege.com/userfiles/file/Complaint\_form\_ICC.pdf



Officer-in-Charge Darjeeling Govt. College