



Office of the Principal
Kaliabor College of Education

NAAC Accredited B+

P.O. Kuwaritol, Dist. Nagaon, Assam • Pin- 782137

Affiliated to Gauhati University and Recognised by NCTE

www.kaliaborcollegeofeducation.in.org

Cont. No. :
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Date.....

Guidelines for Grievance Redressal.Cell - 2024-2025

(Approved by the Honorable Governing Body of Kaliabor College of Education)

1. Institution has guideline regarding Redressal mechanism approved by appropriate statutory/regulatory bodies.
2. The college has a Grievance Redressal Cell for dealing with any sort of grievance that student may encounter, if anyone brought to notice of the Head of the Institution and the issue amicably and promptly solved.
3. The college management also takes seriously the issues that might need their attention and intervention.
4. The college has financial guidance counseling cell which take care of the student's social, moral,emotional and psychological needs and issues.
5. Suggestions boxes are kept in the campus in which the stakeholders can put their grievances/complaints and suggestions. The authority goes through the same and initiate remedial measures.
6. Any grievance/ complaints received from the stakeholder is discussed by the grievance redressal committee to arrive at a concrete solution.
7. Complaint is contacted promptly for timely redressal of such grievance.
8. Decision of the Committee is final and binding upon the stakeholders.

Principal
Kaliabor College of Education
Kuwaritol, Nagaon
Kaliabor College of Education
Kuwaritol : Nagaon (Assam)
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Grievance Redressal Mechanism Cell

For the Session 2024-25

It is hereby informed all concerned that the Grievance Redressal Mechanism Cell of Kaliabor College of Education is reconstituted with the following members for the session 2024-25 w.e.f. 14-08-2024.

- President : Dr. T. Kumbang
- Secretary : Himen Bhuyan
- In charge /Convener : Ankita Roy
- Member : 1. Lipika Kalita
2. Naba Pachani
3. Bhaskar Jyoti Bordoloi

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Kuwaritol, Nagaon, Assam
Pin- 782137



KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Subject : Discussion on Washroom Hygiene and Disposal Facilities

Date: 02 April 2025

Venue: Kaliabor College of Education

Time: 11:00 A.M.

Members Present:

President : Dr. T. Kumbang
Secretary : Himen Bhuyan
In-charge : Ankita Roy
Member : 1.Lipika Kalita
2.Naba Pachani
3. Bhaskar J. Bordoloi

Agenda:

To discuss the maintenance of washroom hygiene and the improvement of disposal facilities within the college campus.

Proceedings:

The meeting was chaired by Dr. T. Kumbang. Members discussed sanitation, cleanliness, waste disposal facilities, and regular monitoring of washroom conditions.

Decisions Taken:

1. All washrooms shall be cleaned at least twice daily.
2. Covered dustbins shall be placed inside and outside washrooms.
3. Separate sanitary disposal bins shall be installed in girls' washrooms.
4. Continuous water supply and cleaning materials shall be ensured.
5. Periodic inspections shall be conducted by the Grievance and Redressal Cell.
6. Awareness programmes on hygiene and cleanliness shall be organized.
7. Complaints regarding hygiene shall be addressed promptly.
8. Damaged sanitary facilities shall be repaired without delay.

Guidelines:

1. Students and staff must maintain cleanliness.
2. Waste should be disposed of in designated bins.
3. Sanitary waste must be disposed of in sanitary disposal bins.
4. Water should be used responsibly.
5. Hygiene-related issues should be reported immediately.
6. Hygiene awareness posters shall be displayed.
7. Regular monitoring and feedback collection shall be undertaken.


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Conclusion

The meeting concluded with a vote of thanks by the Secretary.



**Secretary
Himen Bhuyan**

Principal
Kallabor College of Education
Kuwaritol : Nagaon (Assam)
Pin- 782137

**President
Dr. T. Kumbang**



KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Meeting

Date: 21 April 2025

Venue: Principal's Chamber, Kaliabor College of Education

A meeting of the Grievance and Redressal Cell was held on 21 April 2025 under the chairmanship of Dr. T. Kumbang to discuss the installation of an additional drinking water purifier in the Teacher Education Block. The members reviewed the existing drinking water facilities and observed that the current purifier was insufficient to meet the needs of students, faculty, and staff.

After discussion, the committee resolved to recommend the installation of an additional drinking water purifier at a suitable and accessible location within the Teacher Education Block. It was further decided that a proposal would be submitted to the Principal for approval and necessary financial sanction. The committee also emphasized the importance of regular maintenance, periodic water quality testing, and proper monitoring of the facility.

The meeting concluded with a vote of thanks to the Chair.

Secretary
Himen Bhuyan

Principal
Kaliabor College of Education
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President
Dr. T. Kumbang



Kaliabor College of Education

Grievance and Redressal Cell

Minutes of Meeting

Date: 18 March 2025

Subject: Discussion on Availability and Management of Sanitary Pads for Female Students

Members Present

President : Dr. T. Kumbang
Secretary : Himen Bhuyan
In-charge : Ankita Roy
Member : 1. Lipika Kalita
 2. Naba Pachani
 3. Bhaskar J. Bordoloi

Agenda

To discuss issues related to the availability, accessibility, and proper disposal of sanitary pads for female students and to formulate suitable measures for maintaining menstrual hygiene on the college campus.

Proceedings of the Meeting

The meeting was chaired by Dr. T. Kumbang, President of the Grievance and Redressal Cell. The members discussed the importance of menstrual hygiene and the need to ensure uninterrupted access to sanitary pads for female students. Various concerns regarding availability, affordability, and disposal facilities were deliberated upon.

Decisions Taken

1. Ensure regular availability of sanitary pads for female students on campus.
2. Identify a designated place for easy access to sanitary pads.
3. Maintain adequate stock through coordination with the college administration.
4. Organize awareness programmes on menstrual hygiene and health.
5. Provide covered dustbins in girls' washrooms for proper disposal.
6. Explore installation of a sanitary pad vending machine in future.
7. Confidential mechanism for students to communicate concerns.

Guidelines Issued

- Maintain proper menstrual hygiene practices.
- Use designated disposal facilities responsibly.
- Report shortages or issues to the In-charge immediately.
- Ensure confidentiality and dignity of students seeking assistance.
- Conduct regular awareness and sensitization activities.
- Maintain cleanliness and hygiene in washroom facilities.

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The meeting concluded with a vote of thanks by the Secretary.



In-charge

Ankita Roy

Secretary

Himen Bhuyan

Principal
Kallabor College of Education
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President

Dr. T. Kumbang



KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Minutes of the Meeting

Date: 18-3-25

Time: 11:00 AM onwards

Venue: Principal's Chamber

Subject: Discussion on Availability, Accessibility, and Management of Sanitary Pads for Female Students

1. Welcome address by the In-Charge .
2. Discussion on the present status of sanitary pad availability on the college campus.
3. Identification of suitable locations for easy and confidential access to sanitary pads.
4. Review of stock maintenance and replenishment procedures.
5. Discussion on menstrual hygiene awareness and sensitization programmes.
6. Assessment of sanitary pad disposal facilities and maintenance of hygiene in washrooms.
7. Proposal for installation of a sanitary pad vending machine.
8. Establishment of a confidential grievance and feedback mechanism for female students.
9. Formulation of guidelines for proper usage and disposal of sanitary products.
10. Suggestions and recommendations from members.
11. Adoption of resolutions and future course of action.
12. Vote of thanks.

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KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Minutes of the Meeting



Signature of the members :

1. Bhuyan

2. L. Kalita

3. Bachani

4. [Signature]

5.

6.

7.

In-Charge
Grievance and Redressal Cell
Kaliabor College of Education

Secretary
Grievance and Redressal Cell
Kaliabor College of Education

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Kaliabor College of Education
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Kuwaritol: Nagaon :Assam

KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Date: 18-3-2025

Time: 11:00AM onwards

Venue: Kaliabor College of Education



Subject

Discussion on Availability, Accessibility, and Management of Sanitary Pads for Female Students.

Members Present

President : Dr. T. Kumbang
Secretary : Himen Bhuyan
In-charge : Ankita Roy
Member : 1. Lipika Kalita
 2. Naba Pachani
 3. Bhaskar J. Bordoloi

Agenda

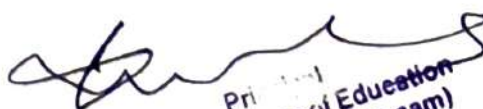
To discuss the availability, accessibility, proper management, and disposal of sanitary pads for female students and to promote menstrual hygiene awareness within the college campus.

Proceedings

The meeting was chaired by Dr. T. Kumbang, President of the Grievance and Redressal Cell. The members deliberated on the importance of ensuring uninterrupted access to sanitary pads for female students and maintaining a hygienic and supportive environment on the campus. Various issues related to availability, accessibility, stock management, awareness, and disposal facilities were discussed in detail.

Decisions Taken

1. Regular availability of sanitary pads shall be ensured for female students on the college campus.
2. A suitable and easily accessible location shall be designated for the distribution of sanitary pads.
3. Adequate stock of sanitary pads shall be maintained through proper coordination with the college administration.
4. Awareness programmes and sensitization activities on menstrual hygiene and health shall be organized periodically.
5. Covered disposal bins shall be provided in girls' washrooms for safe and hygienic disposal of sanitary waste.
6. The feasibility of installing a sanitary pad vending machine shall be explored.
7. A confidential mechanism shall be established for students to communicate concerns and requirements related to menstrual hygiene.
8. Regular monitoring of sanitary pad availability and disposal facilities shall be undertaken.


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Kaliabor College of Education
Kuwaritol : Nagaon (Assam)
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Guidelines

1. Female students are encouraged to maintain proper menstrual hygiene practices.
2. Sanitary waste should be disposed of only in designated disposal bins.

Any shortage or issue regarding sanitary pads should be reported to the In-charge immediately.

4. Privacy and dignity of students seeking assistance shall be maintained at all times.

Awareness and sensitization programmes shall be conducted regularly.

6. Cleanliness and hygiene of washroom facilities shall be maintained.

Conclusion

The meeting concluded with a vote of thanks proposed by the Secretary. The members resolved to work collectively towards ensuring better menstrual hygiene support and facilities for female students.



In-charge
Ankita Roy



Secretary
Himen Bhuyan



Principal
Kallabor College of Education
Kuaritol : Nagaon (Assam)
Dr. T. K. Bhang
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KALIABOR COLLEGE OF EDUCATION

Grievance and Redressal Cell

Minutes of the Meeting

Date: 04-06-25

Time: 10:00 AM

Venue: Principal's Office, Kaliabor College of Education

Agenda

Discussion and resolution of issues raised by students through the Grievance Redressal Forms.

Proceedings of the Meeting

A meeting of the Grievance and Redressal Cell was held at the Principal's Office to discuss the grievances submitted by the students through the Grievance Redressal Forms. The members carefully reviewed all the issues raised and deliberated on suitable measures for their resolution.

1. Availability and accessibility of sanitary pads for female students.
2. Lack of water and hygiene-related facilities.
3. Requirement of an additional drinking water purifier.
4. Request for proper maintenance of washroom hygiene.
5. Maintenance and regular cleaning of dustbins in washrooms.

Resolution

After thorough discussion, the committee unanimously resolved that all the grievances raised by the students would be addressed promptly. The authority agreed to ensure the regular availability of sanitary pads, improve water supply and hygiene facilities, initiate the installation of an additional drinking water purifier, maintain washroom cleanliness, and ensure proper placement and maintenance of dustbins in washrooms. The committee reaffirmed its commitment to providing a safe, hygienic, and student-friendly environment within the institution.

The meeting concluded with a vote of thanks to the Chair.

Secretary
Grievance and Redressal Cell

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