

LAW COLLEGE DURGAPUR

NH-2, Rajbandh, Durgapur-12

GRIEVANCE REDRESSAL CELL w.e.f. 01.03.2023

As suggested by University Grants Commission, New Delhi, the College has established an Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student and Student relationship as well as Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Reception, Law College Durgapur in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- Students can register their compliance through this E-Mail : helpdesk.lcd@rahul.ac.in

Grievance Appeal and Redressal Committee Members :**Tenure: 5 Years**

Sl No.	Name	Nominated as	Contact No.	E-mail-id	Designation
1.	Dr. Paresh Kumar Acharya	Convener	9474552036	pareshacharya1@gmail.com	Principal
2.	Dr.Lipika Datta	Member	9775457071	Lipika.Ban@gmail.com	Dean
3.	Mukulika Dinda	Member	9474570330	mukulika.dinda@gmail.com	Vice-Principal
4.	Ishita Biswas	Member	9064733708	ishitabiswaslaw@gmail.com	Asst. Professor
5.	Shikha Lakshmi	Member	8240364392	shikhalakshmi15@gmail.com	Asst. Professor
6.	Dr. Debjani Chakraborty(Som)	Member	9434667832	mistidebjani@gmail.com	Asst. Professor
7.	Mr. Deb Kumar Chatterjee	Member	9474700287	chatterjee.deb77@gmail.com	Asst. Registrar
8.	Mr. Sandip Goswami	Member	8900001230	Sandip.lcd@gmail.com	Admn. Officer

Contact Person:

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