

# MEKLIKANJ COLLEGE

(Govt. Aided)

Affiliated to Cooch Behar Panchanan Barma University

Estd- 1996



P.O. Mekhliganj  
Dist: Cooch Behar  
PIN: 735304

Ph: 03584 225129

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Email: [college.mekhliganj@gmail.com](mailto:college.mekhliganj@gmail.com)

Website: [mekhliganjcollege.org](http://mekhliganjcollege.org)

Ref:.....

Date: 25/09/20

## NOTICE: 1

It is hereby notified to all the concerned that a meeting of Student's Grievance Redressal Committee will be held on 07.10.20 to discuss the following agenda: -

- I. To confirm the proceeding of the last meeting.
- II. To discuss the code of conduct for students in the Academic Session 2020-21
- III. To report about the online class inconvenience faced by the students.

Members:

1. Dr. Mousumi De Sarkar, Teacher in Charge (Chairperson)
2. Ms Barnana Bhattacharjee (Convenor)
3. Sri Bhagirath Das
4. Smt. Asudha Mangar
5. Mousumi Parvin, Student Representative

*Mousumi De Sarkar*  
(Dr. Mousumi De Sarkar) 25/09/20

*B*  
(Ms Barnana Bhattacharjee)

Teacher in Charge & Chairperson  
Mekliganj College, Coochbehar

Convenor (SGRC)  
Mekliganj College, Coochbehar

Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehar

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## **Resolution adopted on 07.10.20**

**Item 1-** The proceeding of the last meeting held on is read and confirmed.

**Item 2-** the following code of conduct shall be in practice for peaceful environment in the college and making the premise Student friendly: -

- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance.
- Notice Boards and the college website is to be scanned regularly for any information.
- Ragging in any form is a punishable offence, under Section 26(1) (g) of UGC Act, 1956; Order No. F.1-16/2007(CPP-II), dated 17th June 2009.
- The use of 'Mobile Phones' is strictly prohibited in classrooms and corridors during college hours.
- Identity cards issued to students are to be displayed on their persons while on the college campus for security reasons.
- Serious offences or acts of indiscipline may invite expulsion from the College.
- Students should handle the college properties with care. Damage to the furniture or any other materials may lead to a penalty or suspension from the college.
- Consumption of any tobacco products, any intoxicating products or smoking is strictly prohibited.
- Students should avoid littering on the College campus, they must keep the College campus clean and organised as far as possible.
- Loitering on the College campus with any machine-engine-driven vehicle is strictly prohibited.
- Students should consider joining the Alumni Association after they graduate from this college.

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## Item 3-

Based on the application submitted by the students, about attending the online classes organised for the students by the various departments, the members requested the chairperson to direct all the H.O.D to guide their respective teachers to submit study material after the class.

Mousumi De Sarkar  
07/10/20  
(Dr. Mousumi De Sarkar)

(Ms Barnana Bhattacharjee)

Teacher in Charge & Chairperson

Mekliganj College, Coochbehar

Convenor (SGRC)

Mekliganj College, Coochbehar

Teacher-in-Charge  
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Ref:.....

Date: 09/04/21

## NOTICE: 2

It is hereby notified to all the concerned that a meeting of the Student's Grievance Redressal Committee will be held on 22.04.21. to discuss the following agenda: -

- I. To confirm the proceeding of the last meeting.
- II. To discuss the complex procedure of online examination complaints placed by the students to the H.O.D.
- III. To report about the online classes taken by the teachers of various departments.

Members:

1. Dr. Mousumi De Sarkar Teacher in Charge (Chairperson)
2. Ms Barnana Bhattacharjee (Convenor)
3. Sri Bhagirath Das
4. Smt. Asudha Mangar
5. Mousumi Parvin, Student Representative

*Mousumi De Sarkar*  
(Dr. Mousumi De Sarkar) 09/04/21

*B.B.*  
(Ms Barnana Bhattacharjee)

Teacher in Charge & Chairperson  
Mekliganj College, Coochbehar

Convenor (SGRC)  
Mekliganj College, Coochbehar

*Teacher-in-Charge*  
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Ref: .....

Date:

## Resolution adopted on 22.04.21

**Item 1-** The proceeding of the last meeting held on is read and confirmed.

**Item 2-** on the basis of the last examination procedure the students have notified their department teachers and also placed a letter of anxiety to the authority that the process is too complex to them. Therefore, they have been requested to guide them by the college authority and also sort out the problems of online submission of answer scripts. The members, considering the problem, requested the chairperson to provide assistance to them with the help of the technical team of the college as well as with the IT & Website committee to monitor the process.

### **Item 3-**

The members requested the chairperson to direct all the H.O.D to look into the smooth conduction of online classes, and to submit the report of the online classes to the authority in the assigned email Id, [examnbu.2020@gmail.com](mailto:examnbu.2020@gmail.com) provided to them.

Having no other issues the meeting ended with a vote of thanks from the chair.

*Mousumi De Sarkar*

(Dr. Mousumi De Sarkar)

(Ms Barnana Bhattacharjee)

Teacher in Charge & Chairperson

Mekliganj College, Coochbehar

Convenor (SGRC)

Mekliganj College, Coochbehar

*Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehar*