

OFFICE OF THE PRINCIPAL HABRAGHAT MAHAVIDYALAYA

Affiliated to Gauhati University, Guwahati, Assam
The college is covered under Section 2(f) and 12(B) of the UGC Act, 1956

Dr. Mantu Kr. Das, M.A. Ph. D, PGDCA
Principal & Secretary/DDO
Habraghat Mahavidyalaya,
Krishnai, Goalpara, Assam



P.O: Krishnai
Dist: Goalpara (Assam)
Pin: 783126

Phone: 03663-292866
Mob: 9435024669
email: mantudas68@yahoo.co.in
habraghatcollege@gmail.com
Website: www.habraghatcollege.in

Ref. No:

Date:

Policy regarding Grievance Redressal

Relating to Internal Assessment of Students

Grievance redressal mechanisms relating to internal assessments in educational institutions are essential to ensure that students can raise voices for their concerns and seek solutions related to internal assessments and other academic matters. For Habraghat Mahavidyalaya, Krishnai, the process would typically include several steps:

1. Submission of Grievance:

- **Written Complaint:** Students should submit their grievances relating to internal assessments in writing. This can often be done through a formal complaint form available in the college office.
- **Online Submission:** The students may submit their complaints digitally to the official e-mail also.

2. Acknowledgment:

- The college administration will acknowledge the receipt of the grievance relating to internal assessments, providing a reference number for future correspondence.

3. Grievance Redressal Committee:

- There is a Grievance Redressal Committee (GRC) to address complaints of the students.
- The GRC reviews the complaints and conducts necessary investigations.

4. Hearing and Resolution:

- **Hearing:** The committee might call the complainant for a hearing to discuss the issue in detail.

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- **Investigation:** The committee conducts an investigation, which may include reviewing assessment records, talking to concerned faculty members, and verifying facts.
- **Resolution:** Based on the investigation, the GRC decides on the necessary actions to be taken. This could involve re-evaluation of assessments, correction of errors, or other remedial measures.

5. Communication of Decision:

- The decision made by the GRC is communicated to the student in writing, providing details of the resolution.

6. Appeal Process:

- If the student is not satisfied with the resolution, there should be an appeal process in place. The student can escalate the grievance to a higher authority within the institution, such as the Principal or the Governing Body.

7. Documentation:

- All grievances and their resolutions should be documented properly for future reference and to ensure transparency.




(Dr. M.K. Das)
Principal

Habraghat Mahavidyalaya, Krishnai

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