

OFFICE OF THE PRINCIPAL
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR
NOTICE

NO. 458/S.O. No.

Date 25.06.2024

To,

Mrs. Sarojini Ekka, L/Zoo
Mrs. Bikashlota Soreng, L/P.Sc.
Ms. Akanksha Lakra, L/Eng
Ms. Sasmita Dandasena, L/H.Sc.

It is to be notified to the Grievance redressal Cell members to conduct a meeting at 03.00 pm on 26.06.2024 in Grievance redressal Cell, pertaining to Grievance received on dated 20.06.2024, by some students regarding insufficient dustbins in college campus and cleanliness of students' toilets.

Copy to OC/ person concerned

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Principal
Sarbat Devi Women's College
S.D. Women's College, Rajgangpur
Rajgangpur, 750017

Minutes of Meeting

(23)

Dt. 26th June 2024

Time: 3:00 pm

A meeting of Grievance Redressal Committee was held on 26th June 2024 in principal chamber to discuss the complaints received from the students regarding.

1. Insufficient dustbins in college campus and
2. Cleanliness of students toilets.

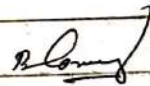
The Cleaning staff were instructed to ~~wash~~ the toilets properly and maintain cleanliness. The students were also given awareness to maintain sanitation and hygiene inside washrooms. Regarding the insufficient dustbins it was decided to purchase dustbins and place at different corridors and washrooms.

Members: —

1. Mrs. Sarojini Ekha, Lect in Zoology



2. Mrs. Bishesh Dote Lorens Lect in P.S.Sc.



3. Ms. Akansha Lakhe Lect in English



4. Ms. Sasmita Dandane Lect. in Home sc.



**OFFICE OF THE PRINCIPAL
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR
NOTICE**

NO. 1110/S.D.W.C.

Date. 23.08.2025

To,

Mrs. Sarojini Ekka, L/Zoo
Mrs. Bikashlota Soreng, L/P.Sc.
Ms. Akanksha Lakra, L/Eng
Ms. Sasmita Dandasena, L/H.Sc.

It is to be notified to the Grievance redressal Cell members to conduct a meeting at 03.00 pm on 24.08.2024 in Grievance redressal Cell, pertaining to Grievance received on dated 20.08.2024, by some students regarding timely cleaning of water coolers.

Copy to OC/ person concerned


Principal 23.08.25
Sarbat Devi Women's College
S.D. Women's College, Rajgangpur

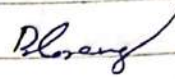
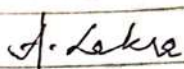
Minutes of meeting

(25)

Dt. 24th Aug. 2024

A meeting of the College Grievance Committee was called on 24th August 2024 at 3.00 PM in Principal Chamber.

Members:-

1. Mrs. Sarojini Ekka Lect. in Zoology 
2. Mrs. Bhaskarita Borng Lect. in Bot. sc. 
3. Ms. Akansha Lakra Lect. in English 
4. Ms. Sarmita Dandarena Lect. in Home sc. 

A complaint was received from the students regarding timely cleaning of water coolers. The matter discussed with maintenance staff and annual maintenance of water coolers done through proper servicing.

OFFICE OF THE PRINCIPAL
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

NOTICE

NO. 1109/Some

Date 11.11.2024

To,

Mrs. Sarojini Ekka, L/Zoo
Mrs. Bikashlota Soreng, L/P.Sc.
Ms. Akanksha Lakra, L/Eng
Ms. Sasmita Dandasena, L/H.Sc.

It is to be notified to the Grievance redressal Cell members to conduct a meeting at 03.00 pm on 12.11.2024 in Grievance redressal Cell, pertaining to Grievance received on dated 08.11.2024, by some students regarding lack of hygiene in the college canteen.

Copy to OC/ person concerned

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Principal
Sarbati Devi Women's College
S.D. Women's College, Rajgangpur
Rajgangpur, 770017



Minutes of Meeting

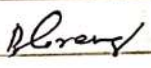
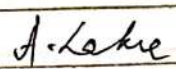
(27)

Dt. 12th Nov. 2024

A meeting of the Grievance Redressal Committee was held on 12th Nov. 2024 in Principal Chamber at 3.00 pm. The purpose of the meeting was to discuss the complaints related to lack of hygiene in college canteen.

The matter was taken seriously and a due inspection was conducted regarding this. The vendor was issued warning and hygiene checklist was implemented and was ordered strictly to follow the same.

Members:-

1. Mrs. Sarojini Ekha Lect. in Zoology 
2. Mrs. Bhaskhlota Loreng Lect. in pol. sc. 
3. Ms. Anusha Lakra Lect. in English 
4. Ms. Sasmita Pandasena Lect. in Home. sc. 

OFFICE OF THE PRINCIPAL
SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

NOTICE

NO. 157/sowe

Date 27.01.2025

To,

Mrs. Sarojini Ekka, L/Zoo
Mrs. Bikashlota Soreng, L/P.Sc.
Ms. Akanksha Lakra, L/Eng
Ms. Sasmita Dandasena, L/H.Sc.

It is to be notified to the Grievance redressal Cell members to conduct a meeting at 03.00 pm on 28.01.2025 in Grievance redressal Cell, pertaining to Grievance received on dated 22.01.2025 by some students regarding lack of sufficient buckets and water supply in student's washroom and request for extension of library hours during exam week.

Principal
Principal
Sarbat Devi Women's College
S.D. Women's College, Rajgangpur

Copy to OC/ person concerned

Minutes of meeting

29
Dt. 28th January 2025

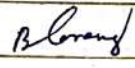
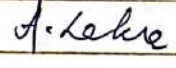
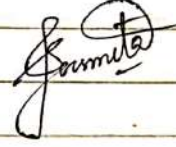
A meeting of Grievance Redressal Committee was called on 28th January 2025 at 3:00 PM in Principal Chamber. Two numbers of complaints were received from the students regarding

- * Lack of sufficient buckets and water supply in student washrooms and
- * request for extension of library hours during exam week.

Action taken

1. Old buckets were replaced with sufficient new ones.
2. Regular supply of water in washrooms was fixed by maintenance staff.
3. Library hours extended by 2 hours during exam period.

Members :-

1. Mrs. Sarojini Ekka Lectin Zoology 
2. Mrs. Bikashlata Leny Lectin Botany 
3. Ms. Akansha Lakha Lectin English 
4. Ms. Samita Dandane Lectin Home Sc. 

ANNUAL REPORT

2024-25



GRIEVANCE REDRESSAL CELL

**SARBATI DEVI WOMEN'S COLLEGE
RAJGANGPUR**

REPORT OF ACTIVITIES OF THE GRIEVANCE REDRESSAL CELL

2024-25

Committee Members 2024-25

The Student Grievance Redressal Cell for the academic year 2024-25 was constituted with the following persons as members:

Sl. No	Name	Designation
1.	Dr. Sasmita Lenka	Principal
2.	Mrs. Sarojini Ekka	Lect. in Zoology
3	Mrs. Bikashlota Soreng	Lect. in Pol. Sc.
4.	Ms. Akanksha Lakra	Lect. in English
5.	Ms. Sasmita Dandasena	Lect. in Home Science

Objectives of the Grievance Redressal Cell

- To provide a fair, transparent, and timely mechanism for resolving grievances.
- To promote a safe and respectful environment for students, faculty, and staff.
- To ensure compliance with institutional policies and regulatory guidelines.

Report 2024-25

During the academic year 2024–25, the Grievance Redressal Cell held four official meetings. These gatherings underscored the importance of resolving student grievances with integrity, fairness, and transparency. Each session reinforced the cell's commitment to impartial handling of concerns and fostering a supportive institutional environment. To simplify the process of submitting

grievances, complaint boxes are strategically placed around campus, allowing students to share their concerns anonymously if desired. Additionally, students have the option to address their concerns through class mentors by submitting their written complaints for grievance submissions. The committee members consistently monitor the complaint box to promptly identify and address any submitted grievances. Issues arising at the departmental level are handled by the respective Heads of Departments and designated class mentors. Over the course of the academic year, the Grievance Redressal Cell received six student complaints concerning general matters within the college. Each grievance was addressed impartially and resolved effectively with the support and cooperation of the management.

**Summary of Grievances Reported and Action taken during the period
2024-25**

Sl. No.	Grievance	Action taken	No. of days to resolve the Grievance
1.	Insufficient dustbins in college campus	Dustbins were purchased & placed at different corridors and washroom	8 days
2.	Cleanliness of student toilets	Cleaning staff were instructed to maintain cleanliness & students were given awareness to maintain sanitation & hygiene inside washrooms	7 days
3.	Timely cleaning of Water Coolers	Matter discussed with maintenance staff and Annual maintenance of water coolers done through proper servicing	10 days
4.	Lack of new buckets and water supply in student washroom	Old buckets were replaced with new ones. Regular Supply of water in washroom was fixed by maintenance staff	8 days
5.	Request for extension of library hours during exam week	Library hours extended by 2 hours during exam period	6 days

6.	Lack of hygiene in college canteen	Inspection was duly conducted; vendor issued warning and hygiene checklist implemented	9 days
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All grievances received during the academic year were addressed with diligence and impartiality. The Grievance Redressal Cell ensured that each issue was thoroughly reviewed and resolved in a timely manner, with active support from the concerned departments and institutional management. This proactive approach reinforced student trust and upheld the institution's commitment to a fair and responsive environment.

Sanjay Kumar 14.10.25
 Ankusha Lakra 14.10.25
 Bisheshwari Singh 14.10.25
 Samita Dandarega 14/10/2025

Geeta
 Principal 14.10.25
 Sarbati Devi Women's College
 Rajgangpur, -770017