



Ph.- 9474641566

ONDA THANA MAHAVIDYALAYA

Affiliated to Bankura University

Govt. Aided college recognised under section 2 (f) & 12 (B) of the UGC

P.O.-MURAKATA, P.S.-ONDA, DIST.-BANKURA PIN-722144 (W.B.)

Website:-www.ondathanamahavidyalaya.in

Email:-otm.principal@gmail.com

G.B. MEETING

Date: 15/06/2017

Principal's chamber

Minutes of the Meeting

1. The minutes of the proceeding of the previous meeting have been read and confirmed.
2. The matter relating to the appointment at the Bursar be discussed to be placed in the next G.B.
3. The audit report has been approved.
4. The matter of new teaching posts is discussed. The G.B. members recommended creating new teaching posts as per workload justification.
5. The principal is to get the service books done.
6. Anti-ragging Cell is formed as per the UGC guidelines (UGC regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009) with the following members- Bijay Kant Dubey (Convenor), Subrata Nandi, Biswendu Mondal, Chaitali Mandi, Dr. Somenath Kar, Subhra Kanti Biswas.
7. The Anti-Ragging squad comprises the following members-
Bijay Kant Dubey (Convenor), Biswendu Mondal, Sk Jahir Abbas, Driпти Mondal, Nikhilesh Dhar, Subhra Kanti Biswas, Siddhartha Sankar Patra.

It is resolved by the house that Anti-ragging mandates should be uploaded on the college website. The committee shall meet from time to time and organise workshops and seminars on anti-ragging to spread awareness against ragging.

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G.B. MEETING

Date: 22/07/2023

Principal's chamber

Minutes of the Meeting

Resolution :

A. It is resolved by the house that a proposal along with all necessary documents for the proposed grants from the higher Education for the procurement of computers and accessories, computer chairs and tables, book and steel almirahs etc. for all departments needs to be submitted, as per the State Govt. order to the Director of Public Instruction, Government of West Bengal before 30 July 2023 with a view to avail the opportunity of getting around 30,00,000 as a grant.

B. It is resolved by the house that a proposal along with all necessary documents for the proposed grants from the Higher Education for the construction of classroom building has to be submitted to the Director of Public Instruction, Govt. of West Bengal before 30 July 2023 to avail the opportunity of getting the grants. The house deputed Dr. Sourav Kumar Nag, IQ AC coordinator to prepare the files for submission.

C. **The Grievance Redressal Cell** is formed following the "University Grants Commission (Redressal of Grievances of Students) Regulations, 2023" in the Gazette of India under the reference number F.1-13/2022 (CPP-II), dated 11th April 2023.

The Members of the Grievance Redressal Cell of Onda Thana Mahavidyalaya
Dr. Bijay Knat Dubey (Chairperson), Principal, Onda Thana Mahavidyalaya
Dr. Subrata Nandi, (Ombudsperson), Assistant Professor, Department of History
Dr. Sk. Jahir Abbas (Convener)
Biswendu Mondal (Member)
Dr. Somenath Kar (Member)
Special Invitee Student: Rina Sardar (Bengali)





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Aims and Objectives of the Grievance Redressal Cell:

The establishment of the grievance redressal cell serves the primary purpose of facilitating a platform for students, faculty, and staff to address their grievances pertaining to academic, administrative, or personal matters within the institution. The cell is unwavering in its commitment to upholding fairness and transparency in the process of grievance resolution, thereby fostering an impartial and unbiased environment for addressing complaints. This dedication is intended to create a harmonious educational atmosphere within the institute by expeditiously attending to and resolving grievances, thereby promoting trust, respect, and satisfaction among the various stakeholders. Furthermore, the cell endeavours to safeguard the rights, interests, and well-being of all members of the educational community and strive to cultivate an environment conducive to teaching, learning, and research.

Functions of the Grievance Redressal Cell:

Receiving Complaints: The cell serves as the initial point of contact for receiving complaints and grievances from students, faculty, staff, or any other stakeholders within the institution.

Evaluating Complaints: The cell assesses the nature and validity of the received complaints, ensuring that they fall within the scope of the cell's jurisdiction.

Investigating and Resolving Complaints: The cell conducts thorough investigations, collects relevant information, and utilizes fair procedures to resolve grievances promptly. This may involve mediation, negotiation, or other appropriate means to resolve.

Providing Recommendations: Based on the investigation's findings, the cell may offer recommendations to the relevant authorities within the institution for corrective action, policy changes, or improvements to prevent similar grievances in the future.

Maintaining Confidentiality: Protecting the identity of the complainant and other parties involved is a crucial function of the cell throughout the grievance redressal process unless disclosure is required by law or for a fair investigation.

Documentation and Reporting: The cell keeps proper records of complaints, investigations, and resolutions. It may also prepare periodic reports highlighting the types of grievances received, their resolutions, and recommendations for systemic improvements.

Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Cell





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The applicant must first submit an application offline to seek redressal of their grievance. Upon receiving an online complaint, the institution must refer the complaint to the Grievance Redressal Cell along with its comments within 15 days of receiving the complaint on the online portal.

The Students' Grievance Redressal Cell, as applicable, will schedule a hearing date for the complaint and communicate it to the institution and the aggrieved student. The aggrieved student has the option to either appear in person or authorize a representative to present the case.

If the grievances are not resolved within the specified period by the Students' Grievance Redressal Cell, they may be referred to the Ombudsperson by the university. Institutions must cooperate with the Ombudsperson or the Student Grievance Redressal Committee(s) to ensure early redressal of grievances.

The Ombudsperson will provide reasonable opportunities for the concerned parties to be heard and, upon conclusion of the proceedings, will issue an order along with the reasons thereof to redress the grievance and provide appropriate relief to the aggrieved student. Both the institution and the aggrieved student will receive copies of the order under the Ombudsperson's signature.

The institution must comply with the recommendations of the Ombudsperson. Additionally, the Ombudsperson may recommend appropriate action against the complainant if a complaint is found to be false or frivolous.



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G.B. MEETING

Date: 04/04/2019

Principal's chamber

Minutes of the Meeting

Resolutions :

1. All the departments will conduct the faculty exchange programme with the colleges with which MoU will be signed. The college will disburse from IQAC fund RS. 1000.00 (one thousand only) for each department for the programme.
2. The matter related to the promotion of Dr. Sourav Kumar Nag is discussed (under CAS from Stage I to Stage II). The principal is requested to take appropriate measures.
3. The Internal Complaint Cell (ICC) is formed as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 POSH Act 2013. The committee comprises the following members-

Dr. Bijay Kant Dubey (Principal)

Dr. Kaushik Ghosh (University Nominee, GB)

Dr. Sourav Kumar Nag (IQAC Coordinator)

Dr. Chaitali Mandi

Biswendu Mondal

Amit Kumar Bandhu

Animesh Das

Priyanka De (student)



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Process of making complaint and Inquiry:

The ICC complies with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint within a time bound manner. Confidentiality is maintained throughout the inquiry.

The aggrieved person is required to submit the complaint within three months from the date of the incident without or with help from the Presiding Officer or any member of the Internal Committee in writing.

The ICC on receipt of the complaint sends one copy of the complaint to the respondent within seven days.

The respondent within ten days shall file the reply to the complaint along with list of documents and names of witnesses.

The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report has to be submitted within ten days from the completion of the inquiry to the head of the institution. Copies of findings are to be shared with both the parties of the complaint.

The head of the institution will act on the recommendations of the committee within thirty days of the receipt of the inquiry report.

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G.B. MEETING

Date: 30/04/2016

Principal's chamber

Minutes of the Meeting

Resolutions :

1. The leave account of Abdul Momin Haque is updated and validated.
2. The new letterhead of the college is approved and authenticated. The house requests the principal to forward the copy of the G.B. resolution and letterhead to the concerned departments related to higher education for the come of intimation.
3. The matter related to the engagement of guards from a reputed private agency is discussed. It is resolved that a guard is to be engaged by a private agency of repute with immediate effect.
4. To make Onda Thana Mahavidyalaya a strong kernel of gender sensitization, the Women Development Cell (WDC) is constituted in under the convenorship of Dr. Chaitali Mandi. The Cell has both the faculty and students of the College as its members and works with an aim to create a gender sensitized community within campus as well as in the society. It has been organising varied academic, technical, medical, cultural and social events for the upliftment of women and spread the real importance of gender equality in society through College students.

Objectives:

Living in a patriarchal society with deep-rooted and socio-cultural values of male superiority, the objective of the Cell is to help build an egalitarian society.

Helping female students live a balanced life where they neither lurk into depression nor take the abode of aggression.

To stress the development of women in every sphere.



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To organize events and activities for women's empowerment.

To create an environment that will help women realize their full potential and give their best.

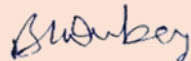
Vision:

Moulding and enlightening young minds and paving their way to grow into balanced and better human beings.

Mission:

1. To encourage female students to be self-reliant and economically independent.
2. To instil positive self-esteem and confidence in the female students so that they can make the right decisions in and for their lives.
3. Spreading awareness among the students about the social, legal and constitutional rights of women to prevent exploitation based on gender.
4. Making females cognizant about different kinds of violence: sexual, physical and mental and to further equip them with the knowledge and strength to fight against them.
5. Creating awareness about the need of gender equality.
6. Providing equal career opportunities to all genders.
7. Eliminating deep-rooted beliefs of gender bias and discrimination.




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