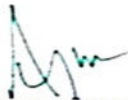


5.1.3 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as

<b>* Give details for the applicable options in the Data Template; Documentary supports to this Metric to be hosted on the institutional website and appropriate links to be provided</b>	
1. Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies	<a href="http://www.mmadayalsinghcollege.org/NAAC.aspx">http://www.mmadayalsinghcollege.org/NAAC.aspx</a>
2. Details of members of grievance redressal committees are available on the university website	Dr. Ashok Kumar Vipin Kumar Seema Gupta
3. Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students	<a href="http://www.mmadayalsinghcollege.org/NAAC.aspx">http://www.mmadayalsinghcollege.org/NAAC.aspx</a>
4. Provision for students to submit grievances online/offline	1. No. of grievances submitted online: 0      2. No. of grievances submitted offline: 0      3. Link to the portal for online submission of grievances: offline
5. Grievance redressal committee meets on a regular basis	<a href="http://www.mmadayalsinghcollege.org/NAAC.aspx">http://www.mmadayalsinghcollege.org/NAAC.aspx</a>
6. Students' grievances are addressed within 7 days of receiving the complaint	1. No. of grievances redressed within 7 days: 0    2. No. of grievances redressed beyond 7 days: 0    3. No. of grievances pending: 0

  
**Principal**  
 Mata Manjharo Ajab Dayal Singh  
 Teachers Training College  
 Durlour, Jagdishpur (Shojpur)



# **MATA MANJHARO AJAB DAYAL SINGH TEACHER'S TRAINING COLLEGE**

**AFFILIATED TO V.K.S UNIVERSITY, ARA & BSEB, PATNA**

Dulour, Barradparawa, Jagdishpur, Bhojpur (Bihar) - 802158

**Mob. : 94309 51778**

Ref. :

Date : .....

## **Grievance Redressal**

Our college has a well-defined system in place to deal with examination related grievances under a grievance redressal cell. The examination committee also resolves any grievances related to examinations in timely manner.

The College displays internal assessment on display board where each student can view her total assessment marks at the end of each semester and can report discrepancies, if any, within a specified time period after which the marks are finally uploaded on the University portal. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, sessional work, presentations etc. are returned to students with detailed remarks and suggestions are provided for improvement. Students are given various opportunities to showcase their abilities, knowledge and creativity. Uniqueness and originality are encouraged and promoted amongst the students. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint if any. In case of any error is detected in the final mark-sheet in spite of rigorous scrutiny, in the session 2021, 2023 Veer Kunwar University has started to submit all assessment marks online and any errors are promptly reported to the University by the College, within time.

**Principal**

**Mata Manjharo Ajab Dayal Singh  
Teachers Training College  
Dulour, Jagdishpur (Bhojpur)**

## Students' Grievance Cell

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 Students' Grievance 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 Students' 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-Student relationship and 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 Administrative Block 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.

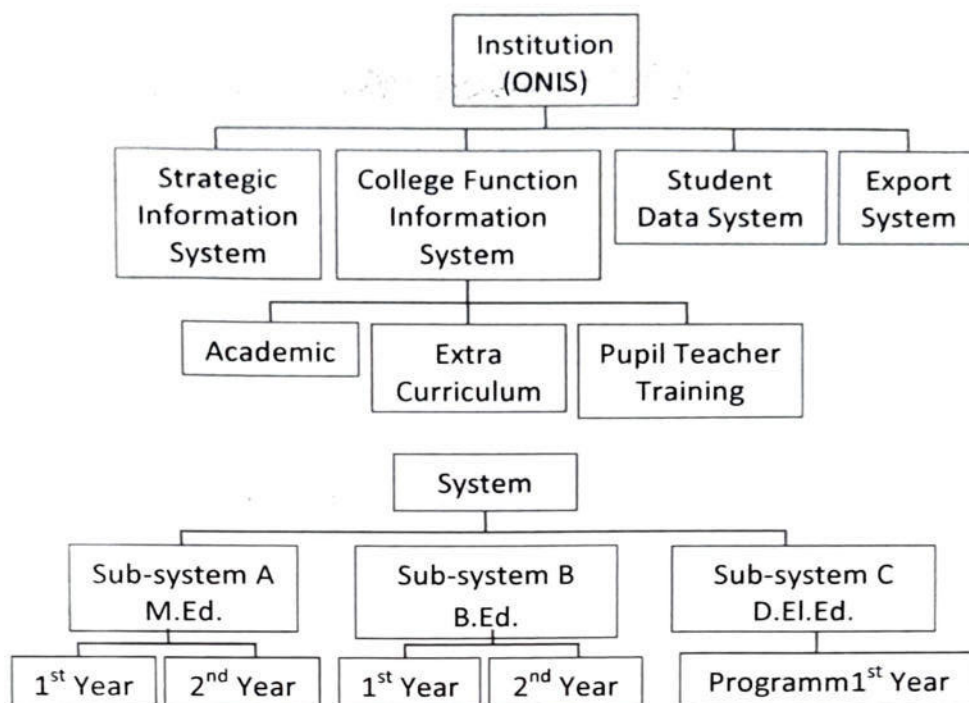
**The Composition of the Grievance Cell is as follows: -**

Sr. No.	Names	Designation
1.	Dr. Madheshwar Singh	Chairman
2.	Dr. Arjun Lal	Principal
3.	Dr. Jayshree Rajput	Professor
4.	Dr. Ashok Kumar	Professor
5.	Seema Gupta	Asst. professor

  
**Principal**  
Mata Manjharo Ajab Dayal Singh  
Teachers Training College  
Dulour, Jagdishpur (Bhojpur)



# MANAGEMENT INFORMATION SYSTEM

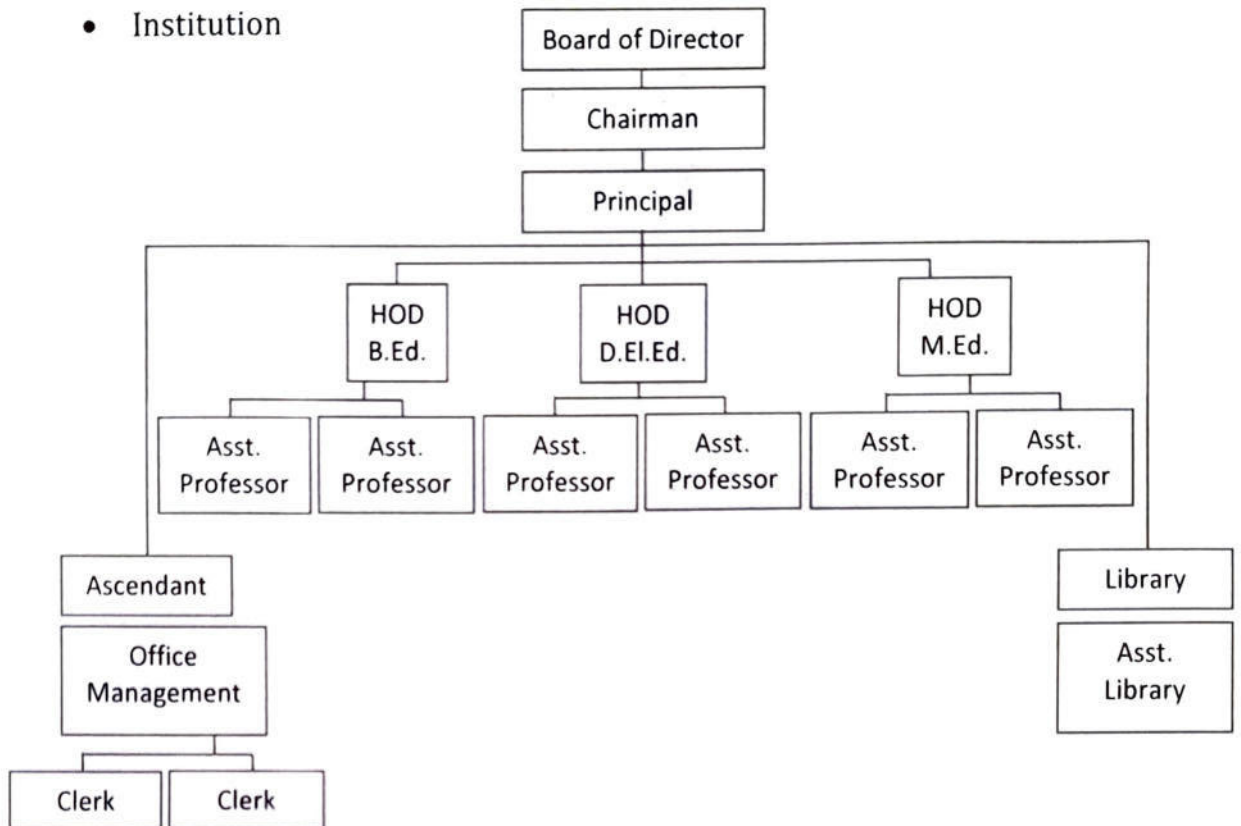


## Decision Making chart in Institution

Top Management.
Principal
HOD
Finance & Personnel.
Teachers & Professors.
Cleaner / Librarian.
Transport.
4th Grade Staff.

Principal  
Mata Manjharo Ajab Dayal Singh  
Teachers Training College  
Dulour, Jagdishpur, Sonjpur)

- Institution



Principal  
 Mata Manjhar/Ajab Dayal Singh  
 Teachers Training College  
 Duleur, Jagdispur (Bhojpur)



# MATA MANJHARO AJAB DAYAL SINGH TEACHER'S TRAINING COLLEGE

Approved By Ncte & Affiliated To V.K.S. University, Ara & BSEB, Patna  
Dulour, Barradparawa, Jagdishpur, Bhojpur (Bihar) – 802158

## List of Committee with Agenda/Purpose

Sl.No	Committee	Member 1	Member 2
1.	Committee Maintenance Register (Record-I)	Amrendra Kumar	Amir Singh
2.	Committee Academic council Record – I	Saurabh Sharma	Shishupal Singh
3.	Committee Alumini composition	Satyendra Pratap Singh	Arun Kumar
4.	Committee Code of conduct	Pooja Rajput	Ashabusddin
5.	Committee Guidance and counseling	Arvind Kumar	Subhash Chandra Singh
6.	Committee Grievance one example of solution	Vipin Kumar	Dr. Ashok Kumar
7.	Committee IQAC composition	Ramu Prasad	Tej Bahadur
8.	Committee staff welfare meeting showing benefits	Shivjee	Subhash Chandra Singh
9.	Committee IQAC CELL	Ganesh Singh	Kuldeep Kumar Pandey
10.	Committee Examination cell	Vivek Singh	Ashutosh Tiwari
11.	Committee Cultural	Dr. Jai Shree Rajput	Rajani Savita
12.	Committee Admission cell	Ramu Prasad	Dharmendra Shukla
13.	Committee Anti Raging and sexual harassment	Vandana	Ravikant Singh
14.	Committee College Magazine	Devesh Kumar	Ravikant Pandey
15.	Committee Academic council	Satyendra Pratap Singh	Ganesh Singh
16.	Committee Ethics and code of conduct	Lal Bahadur Yadav	Siddharth Ratna
17.	Committee Sports and recreation	Seema Gupta	Tej Bahadur
18.	Committee Extension Activity	Hriday Ram	Satish Babu
19.	Committee Gender Sensitization	Siddhartha Ratna	Hriday Ram
20.	Committee Curriculum Assessment	Atul Kumar Singh	Ramu Prasad
21.	Committee Alumini Association	Surendra Kumar Pal	Deepesh Kumar
22.	Committee Feed Back evaluation analysis and action	Shivjee	Ganesh Singh
23.	Committee Student counseling and guidance	Ravikant Singh	Ramesh Bahadur Maurya
24.	Committee Library	Satish Babu	Kamal Kumar
25.	Committee Maintenance	Saurabh Sharma	Arun Kumar
26.	Committee E-Grivance	Dr. Ashok Kumar	Dr. Jay Shree Rajput
27.	Committee Research and Development	Amir Singh	Ramprasad Gupta
28.	Committee Grievance Redressal	Dr. Ashok Kumar	Seema Gupta
29.	Committee Steering	Tej Bahadur	Amir Singh
30.	Committee for SC/ST	Ravikant Singh	Ram Prasad Gupta
31.	Committee Minority cell	Pooja Rajput	Shivjee
32.	Committee Internal complaint	Ganesh Singh	Tej Bahadur
33.	Committee OBC cell	Satish Babu	Ram Prasad Gupta

*efm*  
**Principal**

Mata Manjharo Ajab Dayal Singh  
Teachers Training College  
Dulour, Jagdishpur (Bhojpur)

MATA MANJHARO AJAB DAYAL SINGH TEACHR'S TRAINING COLLEGE

**STUDENTS COUNCIL & COMMITTEES (2022-23)**

**STUDENT COUNCIL**

1. President : Saurabh Raj, Roll No. 1
2. Vice President : Amarjeet Choudhary, Roll No. 5
3. Secretary : Pawan Kumar, Roll No. 9
4. Treasure : Sachin Kumar, Roll No. 43
5. Executive Member :
  - i) Sabhay Kumar, Roll No. 200
  - ii) Neha Kumari, Roll No. 196
  - iii) Binod Kumar, Roll No. 189
  - iv) Sobha Kumari, Roll No. 140
  - v) Pragya Kumari, Roll No. 105
  - vi) Jyoti Kumari, Roll No. 114
6. Seminar Committee : Teacher Incharge Mr. Ramu Prasad & 6 Members
  - i) Amarjeet Kumar, Roll No.14
  - ii) Mantu Kumar, Roll No. 16
  - iii) Tanu Shree, Roll No. 4
  - iv) Sudhir Kumar, Roll No. 87
7. Sports Committee : Teacher Incharge Mr. Hriday Ram & 6 Members
  - i) Rahul Kumar, Roll No.88
  - ii) Upendra Kumar, Roll No. 94
  - iii) Bhupesh Kumar, Roll No. 96
  - iv) Monu Kumar, Roll No. 139
  - v) Shilpa Kumari, Roll No. 188
8. Cultural Committee : Teacher Incharge Rajani Savita & 6 Members
  - i) Ansari Rekha, Roll No.176
  - ii) Sweta Kumari, Roll No. 169
  - iii) Sangeeta Kumari, Roll No. 170
  - iv) Ajay Kumar, Roll No. 199
  - v) Piyush Kumar, Roll No. 177
9. Environmental Committee : Teacher Incharge Mr. Arun Kumar & 6 Members
  - i) Ajay Kumar, Roll No.190
  - ii) Rajnikant, Roll No. 134
  - iii) Suman Kumari, Roll No. 128
  - iv) Nitish Prasad, Roll No. 76
  - v) Saumya Aarya, Roll No. 81

10. Health and Hygiene Committee: Teacher Incharge Mr. Amir Singh & 6 Members

- i) Raushan Amir, Roll No.68
- ii) Md. Arif, Roll No. 69
- iii) Shail Kumar, Roll No. 55
- iv) Manisha, Roll No. 56
- v) Kanchan Kumari, Roll No. 90

11. Section Representative

Section A (2 Members)

SR – Rohit Kumar, Roll No. 34

ASR- Reema Kumari, Roll No. 35

Section B (2 Members)

SR – Sonu Sharma, Roll No. 63

ASR- Sadaf Yasmeen, Roll No. 98

Section C (2 Members)


SR – Chunni Kumari, Roll No. 101

ASR- Sawan Sameer, Roll No. 108

Section D (2 Members)

SR – Prem Kumar, Roll No. 198

ASR- Ruma Kumari, Roll No. 182

  
**Principal**  
Mata Manjharo Ajab Dayal Singh  
Teachers Training College  
Dulour, Jagdishpur (Ehojpur)



# Student Grievance Redressal Cell

## Complaint Form

### Details of Complaint:-

Type of Complaint

Address of the Complaint

City

State

E-Mail

Contact No.

### Details of Victim :-

Name

Date of Birth

Address

City

State

Details of Respondent

Date of Incident

Complaint .....

.....

# **Women Cell Complaint Form**

## **Details of Complaint:-**

Type of Complaint

Address of the Complaint

City

State

E-Mail

Contact No.

## **Details of Victim :-**

Name

Date of Birth

Address

City

State

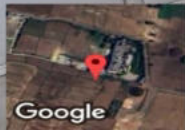
Details of Respondent

Date of Incident

Complaint .....

.....

# Photographs of Cells of College (Geo Tagged)



Utarwari Jangal Mahal, Bihar, India  
FCJV+4FW, Utarwari Jangal Mahal, Bihar 802158, India  
Lat 25.480365°  
Long 84.443458°  
04/12/23 01:07 PM GMT +05:30

GPS Map Camera

Management Room

शिकायत  
पेटिका





शिक्षक विद्यार्थियों की चेतना होते हैं।

EDUCATION IS THE MOVEMENT FROM  
DARKNESS TO LIGHT.

- ALLEN BLOOM

