




INSTITUTE OF HEALTH SCIENCES

(A Unit of Margdarsi)

Office: N-2/41, I.R.C Village, Nayapalli, Bhubaneswar – 751015, Ph.:0674-2553640, 2550054

Campus: Chandaka, Bhubaneswar, Khordha, Odisha, pin: 754005, E-mail: ihsbbsr@margdarsi.org, web: www.ihsindia.org

Metrics	File Description
5.1.5	Minutes of the meetings of Student Grievance Redressal Committee, Prevention of Sexual Harassment Committee and Anti Ragging committee


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Preface

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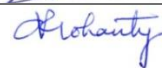



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STUDENTS GRIEVANCE CELL

This is to notify that the college has decided to constitute “**Students Grievances & Redressal Committee**”.

Following members are hereby nominated as the members for the academic year 2021-22 of “**Students Grievances & Redressal Committee**”.

SI No	Designation	Name	Signature
1	Principal	Ms. Subhasmita Sahoo	
2	NAAC coordinator	Mrs. Nalini Mohanty	
3	Asst. Professor (BASLP)	Ms Niharika Dash	
4	Associate Professor (BPT)	Dr.Priyadarshini Mishra	
5	Student	Deepti Pradhan	
6	Student	Ashok Priyadarsan	


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Roles & Responsibilities of 'Students Grievances & Redressal Committee'.

The objective of the students Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the IHS. To ensure effective solution to the student grievances with an impartial and fair approach.

- a. The Committee is to look into the complaints lodged by any students/staffs, and judge its merit.
- b. The Grievances Redressal Committee is also empowered to look into matters of all the Grievances .
- c. Committee tries to settle the issues amicably in a time bound manner.
- d. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- e. Ensures that the grievances are resolved on time impartially and confidentially.
- f. Anyone with genuine grievances may approach the "Grievances & Redressal Committee member" in person.



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Meeting

In the presence of the following members meeting of the Grievance Redressal Cell was held at Principal's Chamber.

Venue: IHS, Chandaka Campus Bhubaneswar

Time: 11:30 am

Date: 20-03-2021

SI No	Designation	Name	Signature
1	Principal	Ms. Subhasmita Sahoo	
2	NAAC coordinator	Mrs Nalini Mohanty	
3	Asst. Professor (BASLP)	Ms Niharika Dash	
4	Associate Professor (BPT)	Dr. Priyadarshini Mishra	
5	Student Representative (Female)	Subhasmita Sahoo	
6	Student Representative (Male)	Satyam Hota	



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Agenda:-

1. Scope of the committee.
2. Time bound Redressal of grievances if any.
3. Procedure of submitting grievances.

Ms. Subhasmita Sahoo, Principal, IHS emphasized about the work & purpose of Grievances & Redressal Committee member (GRC) to members.

Following are the highlights of discussion of Agenda 1:-

1. To accept written & signed complaints of students in respect of all manners directly affecting them individually.
2. After receiving complaints/application the committee will decide on the merit of case regarding scope of further discussion.
3. To recommend appropriate action against complaint, if allegation made are Found false.

Following are the highlights of discussion of Agenda 2:-

1. The Grievances committee will meet as & when required.
2. If required it may meet frequent or at the request of the others members to discuss the issue.
3. At least three members of the committee should be present in a meeting.
4. If any member of the GRC is connected with the grievances of the aggrieved individual, the concern member of GRC shall not participate in that particular case.

Following are the highlights of discussion of Agenda 3:-

1. The grieving member shall submit his or her petition about their grievances & their suggestion for improving the Academics / Administration of college to the Director, GRC in a sealed envelope marked "Confidential" through the complaint box provide in the campus or through the official mail.

The meeting Concluded with Vote of Thanks.

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Academic year 2021-22

The committee was constituted with the following members for the academic year 2021-22 at Principal's Chamber.

Venue: IHS, Chandaka Complex Bhubaneswar


Time: 11:30 am

Date: 04-04-2022

SI No	Designation	Name	Signature
1	Principal	Ms. Subhasmita Sahoo	
2	Naac Coordinator	Mrs Nalini Mohanty	
3	Asst. Professor (BASLP)	Ms. Niharika Dash	
4	Associate Professor (BPT)	Dr. Priyadarshini Mishra	
5	Student Representative (Female)	Aliva Alka Nanda	
6	Student Representative (Male)	Satyam hota	

As there were no issues reported to be addressed by Grievance Redressal committee during the year 2021-22 no meeting was held.

All the minor complaints were addressed by the respective committees.


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Internal Complaints Committee(ICC)





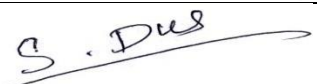

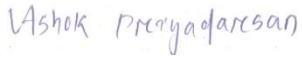

Minutes of the first meeting of the Internal Complaints Committee (ICC) on Prevention of Sexual Harassment cell for Students, Faculties & Staff Members at workplace, Academic Year – 2021-22

Proceedings of the First Meeting of Prevention of Sexual Harassment cell for Students, Faculties &

Staff Members was held on 10th March at 1 pm in the principal's Office,

Venue: IHS, Chandaka Campus Bhubaneswar.

Following members of ICC attended the meeting:

Dr. Priyadarshini Mishra	Associate Professor, BPT Chairman	
Ms. Nalini Mohanty	NAAC Co-ordinator	
Mrs Subhasmita Sahoo	Principal	
Mrs. Debasmita Biswal	Librarian, IHS	
Mrs. Santoshini Das	Ladies Hostel Warden	
Mrs. Reeta Jena	Group Head – CATCH Member	
Mr Ashok Priyadarshan	BPT Student	
Ms Aliva alaka Nanda	BASLP Student	



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1. At the outset, the chairman welcomed all the members of the Committee. He informed about the Purpose of the meeting.
2. The Committee noted that no complaint of sexual harassment has been received from any woman Employee of the Institute. It was emphasized that in order to create awareness and continuous Sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the campus.
3. The committee had discussions at length and the following suggestions were made:-
 - All the students must be informed about the existence of "Prevention of Sexual Harassment Cell (POSH)".
 - All the students, women faculties & staff members have to be introduced to the committee Members of POSH cell.
 - Committee has a plan to visit all the classes & faculty room for introductory purpose.
 - All the first year students will be informed by Ms. Debasmita Biswal.
 - The department of BASLP will be informed by Mrs. Subhasmita Sahoo.
 - The department of BPT will be informed by Dr. Priyadarshini Mishra.
 - Since, students can face sexual harassment at home, public places, work places, study places. They should be encouraged to approach the members, if they undergo any such problem.
 - Their problem should be kept confidential.
 - Students, Staff members or faculties can approach us in any means- in person, mail, over Phone, letters & suggestion box.

As per the suggestions made above all the members decided to:-

- a) Make an action plan for the year 2021-22 to ensure safety of all the students in the college campus.
- b) Make the students aware about the functions and guidelines of the POSH cell.



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4. The Chairperson conveyed and thanked to the members for attending the meeting and the Members agreed that the Committee will meet twice in a year. Next meeting of the Committee will be held in the month of January, 2021.

The meeting concluded with vote of thanks

Dr. Priyadarshini Mishra
Chairman




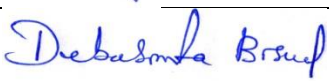
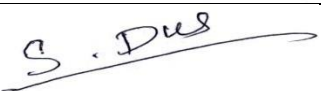

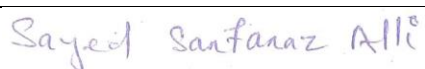
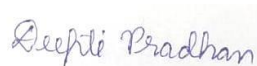
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Minutes of the second meeting of the Internal Complaints Committee (ICC) on Prevention of Sexual Harassment cell for Students, Faculties & Staff Members at workplace, Academic Year – 2021-22

Proceedings of the 2nd Meeting of Prevention of Sexual Harassment cell for Students, Faculties &

Staff Members was held on 15th February, 2022 at 3pm in the principal's Office,

Venue: IHS, Chandaka Complex Bhubaneswar.

Dr. Priyadarshini Mishra	Associate Professor, BPT Chairman	
Mrs Subhasmita Sahoo	Principal	
Mrs Nalini Mohanty	Naac Co-ordinator	
Mrs. Debasmita Biswal	Librarian, IHS	
Mrs. Santoshini Das	Ladies Hostel Warden	
Mrs. Reeta Jena	Group Head – CATCH Member	
Mr. Seyad Ali	BPT Student	
Ms Deepti Pradhan	BASLP Student	

In the beginning of the meeting, Dr. Priyadarshini Mishra welcomed all the members and explained the today's purpose of the meeting.

- As decided by all members of the ICC in previous meeting the students of BASLP & BPT, Faculties & Staff Members were made aware about the procedure to make complaints if they have any problem regarding sexual harassment.


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- ii. The Principal of the Institute issued a notification to all the teaching and non-teaching staff to be alert to keep check on the incidents of sexual harassment of girl students in the college campus.

At the end Mrs. Subhasmita Sahoo Faculty member and ICC member of IHS concluded the meeting with vote of thanks for the meeting.

Dr. Priyadarshini Mishra

Chairman

Director
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Anti-Ragging Committee

Annexure II

REPORT ON ANTI-RAGGING MEASURES

Performa for monitoring the directions of Hon'ble Supreme Court of India as measures against ragging in nursing educational institutions:

Sl.No.	Name of the institution and Complete Address and Telephone nos. College code:	Institute of Health Sciences Chandaka Village, Chandaka, Bhubaneswar, Odisha- 754005 Ph- 0674-2553640, 2550054	
	Name of the Principal/Dean with their Direct contact nos.	Ms. Subhasmita Sahoo Mobile-	
	Action		
Sl.no	Detail	Remarks	Enclosures
1.	Whether anti ragging squads were Constituted? Enclose copy	Yes	Enclosed
2.	Whether anti ragging committee Was constituted? Enclose copy	Yes	Enclosed
3.	Whether prospectus clearly states that ragging is totally banned and anyone found guilty of ragging will be liable to punishment?	Yes	Enclosed
4.	Whether name, telephone numbers of authorities to be contacted have been publicized/made available to fresher's to report incidence of ragging?	Yes	



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5.	Whether students are allowed free Access to phone(cells & landline)in hostel (s) for timely reporting?	Yes	
6.	Whether undertaking received from All the students before the admission? (As per Annexure I, PartII)	Yes	
7.	Whether undertaking received from all the Parent/Guardian before the admission? (As per Annexure I, Part II)	Yes	
8.	Whether Principal at the beginning Of academic session convened a meetingoffacultyandstaffwarden and student representatives for measures to be taken to prevent ragging and steps to be taken to identifyoffendersandpunishthem?	Y _{ES}	
9.	Whether posters displayed on all Departmentalnotice boards, hostels and at vulnerable places to curb menace of ragging?	Yes	
10.	Whether fresher's welcomeparties Organizedby faculty and senior studentswithinthefirsttwoweeksof beginningoftheacademicsession?	Yes	
11.	Whether appropriate committees set Upincluding course-in-charge, student advisor, warden and some senior students for healthy interaction between fresher's and senior students?	Yes	
12.	Whether seniors counseled?	No	
13.	Whether fresher's counseled?	No	
14.	Whether orientation courses for Fresher'sconducted?	Yes	
15.	Whether any Joint sensitization Programme for seniors and 'fresher's 'conducted?	Yes	

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16	Whether CCTV camera are provided	Yes	Enclosed
17	Number of complaints regarding Ragging received? Enclose list with details?	No	
18	Whether awareness was created among the student about legal action as per the court of law	Yes	


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MINUTES OF ANTI-RAGGING COMMITTEE

INSTITUTE OF HEALTH SCIENCES CAMPUS

The 1st meeting of the Anti-Ragging committee constituted for the academic session 2021-22 was held in the Principal's Office to discuss on the agenda.

Venue:-IHS, Chandaka Complex Bhubaneswar. Meeting Attended by- Anti- Ragging Committee

Time:-12.30 pm

Date:-10- 4- 2022

The meeting was conducted by the Chairman of the Anti-Ragging Committee, ,Principal of the Institute of Health Sciences, Bhubaneswar.

1. The committee described the various measures taken to prevent ragging in the I H S Campus.
2. Posters explaining anti-ragging policy of IHS were displayed around the campus clearly stating the activities which are considered as ragging and punishments prescribed by the law for such activity. In addition, the anti ragging policies and related details are also made available in the College website.
3. Affidavit as per the government direction & Anti-ragging undertaking from students as well as from the parents were collected.
4. All the first year students were addressed regarding the anti-ragging rules & regulation.
5. The entire first year student were given the detail of the anti-ragging committee members.
6. First year hostelwarden were instructed to give the awareness about the rules & regulation of Anti-ragging.
7. At the *commencement* of the academic year, through formal circular students were instructed Not to indulge in ragging and were explained about the anti-ragging policies and procedures
8. Also the repercussion among the students about the legal punishment of the ragging was explained.
9. Anti- ragging committee & squad were advised to make surprised visit to hostels during breaks & lunchtime.
10. CCTV cameras are also installed at various locations in the college as per the Government Regulations as a deterrent for ragging and to monitor.



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11. Since, the institution has implemented very strict policies and procedures to prevent ragging of complaints about ragging has been received either in the campus or in hostels

At the end, the meeting was closed with a vote of thanks to the members present.

Mr Sanjay Kumar Nayak
Vice President

Ms. Subhasmita Sahoo
Principal



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Details of Anti-Ragging Committee Members

SL No	Committee Names	Department	Designation	Role	Phone no/ mail id
1	Ms. Subhasmita Sahoo	BPT & BASLP	Principal	Chairperson	9867758589 subhu21sahoo@gmail.com
2	Mrs Nalini Mohanty	Programme	Naac Co-ordinator	Member	Nalini.mohanty59@gmail.com 7978660779
3	Dr.. Priyadarshini Mishra	BPT	IQAC Co ordinator	Member	iqac@margdarsi.org
4	Mr. Sanjay Kumar Nayak,	Admin	Administrative Officer	Vice President	9040009046/ sanjaysuprava@gmail.com
5	Ms. Niharika Dash	BASLP	Assistance Prof.	Member	
6	Prof. Susarla Srinivas Rau,	BPT	HOD	Member	9831347733/rausrinivas7@gmail.com
7	Ms. Santoshini Das,	Hostel Warden	Hostel Superitendent	Member	9040103764
8	Mr.Balaram Nahak,	Facility	Facility Manager	Member	9040009068 Facilities@margdarsi.org
9	Miss. Lipsa Debata	BASLP	Student- 1 st Semester	Member	7609871482/ debatalipsa@gmail.com
10	Mr.Sudhansu Sekhar Lenka	BPT	Student- 1 st Semester	Member	6372664074 / sudhansulenka40@gmail.com

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Name of the Squad of Anti-Ragging Committee

SL No	Name of the Squad	Designation	Department	Phone No- / email
1	Dr.Priyadarshni Mishra	Associate Prof.	BPT	9438150665/ priyadarshini.mishra87@gmail.com
2	Ms. Niharika Dash	Assistance Prof.	BASLP	niharikadash85@gmail.com
3	Ms. Debasmita Biswal	Librarian	Library	9337131228 ihsrml18@gmail.com
4	Mrs. Shubhasmita Sahoo	Assistance Prof.	BASLP	9867758589 / subhu21sahoo@gmail.com

Student Members of Anti-Ragging Committee

SL. No.	Name of the Members	Department
1	Mr. Satyam Hota	BASLP
2	Miss Deepti Pradhan	BASLP
3	Miss. Aliva Alka Nanda	BPT
4	Mr. Ashok Priyadarsan	BPT


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