



## Key Indicator – 2.5

### *Evaluation Process and Reforms*

*2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient*

## *Grievance Redressal*



KNOWLEDGE IS POWER

# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### NOTICE

18-11-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 21-11-2019 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

18/11  
18/11  
18/11/19  
Sudip Sarkar 18/11/19



*R Das*  
(PRINCIPAL) 18/11/19  
Principal  
Maheshtala College



# MAHESHTALA COLLEGE

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Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 21-11-2018

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in the past two (02) months no grievance has registered with the GRC.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 21/11/2018
2. Anindan Das 21/11/2018
3. Chumki Sarkar 21.11.18
4. ~~Sudip~~ Sudip Sarkar
5. Sabir Mondal

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

27-11-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 27-11-2019 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten notes on the left side of the page:  
27/11  
29/11  
29/11/19  
29/11/19

Principal  
Maheshtala College  
27/11/19  
Official stamp of Maheshtala College Grievance Redressal Cell.



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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 27-11-2019

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *[Signature]* 27/11/19
2. *[Signature]* 27/11/19
3. Chumki Sarkar
4. Sudeep Sarkar
5. *[Signature]*

*[Signature]*  
Principal  
Maheshtala College



KNOWLEDGE IS POWER

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## GRIEVANCE REDRESSAL CELL

### NOTICE

22-01-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 31-01-2019 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

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22/1/19  
S  
22/1/19

  
(PRINCIPAL) 22.1.19  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 31-01-2019

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in the past two (02) months no grievance has registered with the GRC. Further it is reported that the grievance received in November, previous year, has been promptly resolved by the University and the student has been informed accordingly.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *RD* at 22/1/19
2. *Anida Basu* 31/1/19
3. *Chumli Sarkar*
4. *Suddeep Sarkar* 31/1/19
5. *Subir Mondal* 28.1.19.

*Das*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

30-03-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 30-03-2019 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
30/3  
30/3  
30/3/19  
30/3/19

*Das 30/3/19*  
(PRINCIPAL)  
Principal  
Maheshtala College







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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 30-03-2019

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 20/3/19
2. Anide Das 30/3/19
3. Chumki Sarkar
4. Sudeep Sarkar
- 5.
6. Subir Mandal

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

07-05-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 14-05-2019 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

UH  
7/5  
8/5  
8/5  
7/5/19  
7/5/19  
7.5.19

  
(PRINCIPAL)  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 14-05-2019

#### 1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

#### 2. Report of the GRC:

It is reported to The Principal that in the current Academic Session (2018-19) there had been 02 (two) grievances registered with the GRC. Proper action have been taken and the grievants' concerns have been redressed. Details of those along with the Annual Report of the GRC for the Academic Session are also submitted to the Principal.

#### 3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC. It was also decided to apprise the incoming 1<sup>st</sup> Year students about the Grievance Redressal Cell for which the Student Representative of the Cell is given the task of communicating this among the Students.

1. *R. Das* 14/5/19
2. *Anisha Das* 14/5/19
3. *Chumki Sarkar* 14.5.2019
4. *Suddeep Sarkar*
5. *Sutair Mondal*
6. *Samarresh Pramanick*

*R. Das*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Report for Academic Session 2018-2019

There were two (02) grievances received in writing during the Academic Session 2018-2019.

First was by Srijita Nasrin, B.A. General student, about readmission under CBCS. It was referred to the Councils for Undergraduate Studies, University of Calcutta for consideration. The UG Council considered the prayer and provided post-facto approval for continuation of study under CBCS to the student in the college.

Second was submitted by Aryan Halder, B.Com. Part-III General student, regarding 'Absent' marked in ENVS paper in Marks Statements issued by the University although the grievant was present and had appeared for the said exam as is evident from the Admit Card (signed by the invigilator) on 7/6/2014. The matter was referred to the Office of The Controller of Examinations, University of Calcutta for consideration.

The details of both the cases are attached with this report.

*Arun Das*  
14/5/2019  
(CONVENOR)

*Arun Das*  
Principal  
Maheshtala College



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## **GRIEVANCE REDRESSAL CELL**

### **Notice**

18.11.2018

This is to notify the Students that an AWARENESS Programme of the Grievance Redressal Cell in collaboration with IQAC, Maheshtala College, will be held on 19<sup>th</sup> November 2018 in Room No. 25 from 3:00 PM.

All the 1<sup>st</sup> Year Students are requested to attend the programme.



*R Das*  
Principal  
Maheshtala College

(PRINCIPAL)



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## GRIEVANCE REDRESSAL CELL

An AWARENESS programme of the Grievance Redressal Cell of Maheshtala College has been organised in collaboration with IQAC, Maheshtala College, today (19<sup>th</sup> November 2018) in Room No. 25 from 3:00 p.m. Students who enrolled in 1<sup>st</sup> Year has attended the programme.



They were briefed about the Mechanisms of the Grievance Redressal Cell by the Principal and the Committee members. They were further told to register their grievances in writing with requisite documents to the College Office or the Committee members. They were also told that they can email their grievances along with scanned documents to the email: [grc@maheshtalacollege.ac.in](mailto:grc@maheshtalacollege.ac.in).





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## GRIEVANCE REDRESSAL CELL

### NOTICE

23-09-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 30-09-2019 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

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23/9

S  
23/9

  
(PRINCIPAL)  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 30-09-2019

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that no grievance has registered with the GRC so far this academic session.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *RD Das* 30/9/19
2. *Anind Das* 30/9/19
3. *Chumki Sarker*
4. *Sudesh Sarker*
5. *Sukip Mandal*
6. *Samarsh Beamanik*

*RD Das*  
Principal  
Maheshtala College







KNOWLEDGE IS POWER

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## GRIEVANCE REDRESSAL CELL

### NOTICE

16-12-2019

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 23-12-2019 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
16/12  
AB  
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AB  
16/12  
AB  
16/12  
AB  
16/12

  
16.12.2019.  
(PRINCIPAL)  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 23-12-2019

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in no grievance has registered with the GRC.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *[Signature]* 23/12/19
2. *Aninda Bose* 23/12/19
3. *Chumki Sarkar* 23.12.19
4. *Sudip Sarkar* 23/12/2019
5. *Surbain Mondal*
6. *Somosh Brumach* 23/12/19

*[Signature]*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

21-02-2020

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 28-02-2020 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten notes in blue ink:  
21/02  
21/02  
21/02  
21/02  
21/02

Handwritten signature in green ink: *Das* 21.2.20  
(PRINCIPAL)  
Principal  
Maheshtala College  
Circular stamp: MAHESHTALA COLLEGE



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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 28-02-2020

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in the past two (02) months no grievance has registered with the GRC.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *RW* 28/2/2020
2. *Aisla B* 28/2/2020
3. *Chumli Sarkar*
4. *Suddeep Sarkar* 28/2/20
5. *Subir Mandal* 28/2/2020
6. *Samresh Bhanuick*

*RW*  
Principal  
Maheshtala College



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## GRIEVANCE REDRESSAL CELL

### Report for Academic Session 2019-2020

There have been no grievances received in writing by the GRC during the Academic Session 2019-2020.

*Anish Das*  
(CONVENER)

*R Das*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Notice

04.09.2019

This is to notify the students that an AWARENESS Programme of the Grievance Redressal Cell in collaboration with IQAC, Maheshtala College, will be held on 11<sup>th</sup> September 2019 in Room No. 25 from 3:00 PM.

All the 1<sup>st</sup> Year Students are requested to attend the programme.



  
Principal  
Maheshtala College

(PRINCIPAL)



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## GRIEVANCE REDRESSAL CELL

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They were briefed about the Mechanisms of the Grievance Redressal Cell by the Principal and the Committee members. They were further told to register their grievances in writing with requisite documents to the College Office or the Committee members. They were also told that they can email their grievances along with scanned documents to the email: [grc@maheshtalacollege.ac.in](mailto:grc@maheshtalacollege.ac.in).





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## GRIEVANCE REDRESSAL CELL

### NOTICE

18-03-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 18-03-2021 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten signature and date: 18/3

Handwritten signature and date: 18/3

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Handwritten signature and date: 18/3

Handwritten signature: Das  
(PRINCIPAL)  
Principal  
Maheshtala College







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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 18-03-2021

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

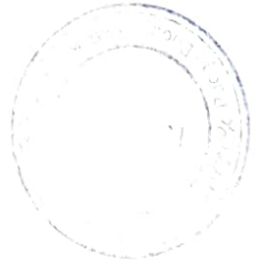
It is reported to The Principal that one (01) grievance has been registered with the GRC. The details regarding the grievance is brought to notice of the Principal for prompt action.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 18.3.2021
2. Anish Das 18/3/21
3. Chumli Sarkar
4. Sudeep Sarkar
5. Subir Mondal
6. Samarsh Boraick

  
Principal  
Maheshtala College





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### NOTICE

07-05-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 13-05-2021 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten signatures and dates (7/5) on the left side of the page.

Handwritten signature of the Principal and a circular official stamp of Maheshtala College.



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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 13-05-2021

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in the past two (02) months no grievance has registered with the GRC. Further it is reported that the grievance received in March, this year, has been promptly resolved by the University and the student has been informed accordingly.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das
2. Anil B = 13/5/21
3. Chumki Sarkar 13.5.2021
4. Sudeep Sarkar
5. Swain Mondal
6. Samarth Bhowmik





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## GRIEVANCE REDRESSAL CELL

### NOTICE

16-07-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 16-07-2021 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten notes in blue ink:  
16/7  
16/7  
16/7/21  
16/7  
16/7

Handwritten signature and date: 16.7.21  
Printed text: (PRINCIPAL) Principal Maheshtala College  
Circular stamp: MAHESHTALA COLLEGE, BUDGE BUDGE TRUNK ROAD, KOLKATA - 700 141



# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 16-07-2021

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *[Signature]* 16/7/21
2. *[Signature]* 16/7/21
3. Chumki Sarkar
4. Sudeep Sarkar 16/7/21
5. Subir Mandal
6. Samarash Banerjee 16.7.2021.

*[Signature]*  
Principal  
Maheshtala College





KNOWLEDGE IS POWER

# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE



23-07-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 30-07-2021 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
23/7  
B  
23/9  
B  
23/9/21  
9  
23/9  
S  
23/9

  
23.7.21.  
(PRINCIPAL)  
Principal  
Maheshtala College  




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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 30-07-2021

#### 1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

#### 2. Report of the GRC:

It is reported to The Principal that in the current Academic Session (2020-21) there had been 02 (two) grievances registered with the GRC. Proper action have been taken and the grievants' concerns have been redressed. Details of those along with the Annual Report of the GRC for the Academic Session are also submitted to the Principal.

#### 3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC. It was also decided to apprise the incoming 1<sup>st</sup> Year students about the Grievance Redressal Cell for which the Student Representative of the Cell is given the task of communicating this among the Students.

1. Das 30/7/21
2. Anind B. 30/7/21
3. Chumki Sarkar
4. Sudeep Sarkar 30.7.21.
5. Subain Mandal 30/7/2021
6. Samarash Banerjee

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Report for Academic Session 2020-2021

There were two (02) grievances received in writing during the Academic Session 2020-2021.

First was by Suprova Saha, English Honours student, about readmission under CBCS with change of course/combination. It was referred to the Councils for Undergraduate Studies, University of Calcutta for consideration. The UG Council considered the prayer and provided post-facto approval for continuation of study under CBCS to the student in the college.

Second was submitted by Suprova Saha, English Honours student, regarding difficulty in filling up the examination details on the University Online portal as the subjects were not showing properly. The matter was referred to the Councils for Undergraduate Studies, University of Calcutta for consideration. The UG Council considered the prayer and corrected the online portal for the successful submission of the 2<sup>nd</sup> Semester Form.

The details of both the cases are attached with this report.

Anida B.  
30/7/21  
(CONVENER)

  
Principal  
Maheshtala College







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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Suprova Saha   |
| Address            | Batanagar  |
| Department         | English Honours 1 <sup>st</sup> Year   |
| Date of Grievance  | 18-03-21   |
| Grievance in Brief | Post-facto approval of fresh admission to 1 <sup>st</sup> Year with subject combination change |

## Redressal

|                     |   |
|---------------------|---|
| Redressal date      | 18-03-21                                      |
| Nature of Redressal | Approved by U.G. Council, Calcutta University |





# MAHESHTALA COLLEGE

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Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Suprova Saha  |
| Address            | Batanagar   |
| Department         | English Honours 1 <sup>st</sup> Year  |
| Date of Grievance  | 16-07-2021  |
| Grievance in Brief | Subject combination as per registration not appearing on the Examination form fill-up portal of the University. |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 16-07-2021                               |
| Nature of Redressal | Corrected and approved by the University |





# UNIVERSITY OF CALCUTTA

**Gurupada Saren**  
Secretary,  
Councils for Undergraduate Studies,  
University of Calcutta.

**Senate House**  
87/1, College Street  
Kolkata-700073.  
Phone: 2257-3376, 2241-0071-74  
Website: [www.caluniv.ac.in](http://www.caluniv.ac.in)

Date-18.03.2021

Ref No: CS/167 Adm-562

To  
**The Principal**  
Maheshwala College  
Kolkata-700 141

Madam/Sir,

With reference to your letter, dated 18.03.2021 in favour of Miss Suprova Saha, bearing C.U. Registration No.014-1211-0970-19 seeking post-facto approval for afresh admission to the 1<sup>st</sup> year B.A. (Honours) class with change of course/combination under CBCS in your College in the academic session 2020-2021. I am directed to inform you that in the circumstances stated above, your prayer has been considered and granted, in cancellation of his/her previous enrolment and subject to follow the University Notification No. CS/AM/18 dated 07.05.18, if otherwise eligible.

Yours faithfully,

  
Secretary  
U.G. Councils



# UNIVERSITY OF CALCUTTA

**Gurupada Saren**  
Secretary,  
Councils for Undergraduate Studies,  
University of Calcutta.

**Senate House**  
87/1, College Street  
Kolkata-700073.  
Phone: 2257-3376, 2241-0071-74  
Website: [www.caluniv.ac.in](http://www.caluniv.ac.in)

Ref No: CS/ 167 /Adm -562

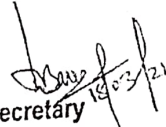
Date-18.03.2021

To  
**The Principal**  
Maheshtala College  
Kolkata-700 141

Madam/Sir,

With reference to your letter, dated 18.03.2021 in favour of Miss Suprova Saha, bearing C.U. Registration No.014-1211-0970-19 seeking post-facto approval for afresh admission to the 1<sup>st</sup> year B.A. (Honours) class with change of course/combination under CBCS in your College in the academic session 2020-2021. I am directed to inform you that in the circumstances stated above, your prayer has been considered and granted, on cancellation of his/her previous enrolment and subject to follow the University Notification No. CSR/3/18 dated 07.05.18, if otherwise eligible.

Yours faithfully,

  
Secretary  
U.G.Councils

e-mail : [u.g.councilsc.u@gmail.com](mailto:u.g.councilsc.u@gmail.com)

# Closed This Matlare

To  
The Controller of Examinations  
University of Calcutta  
87/1, College Street, Kolkata-700073

Sub: About some issues of my 2nd Sem. form  
Respected Sir/Madam,

With reference to the above I beg to state you, that I, Suprova Saha, do Pranab Saha got admitted in Maheshtala College on 14/8/2020 in B.A. English (Hons.) in 2020-2021 academic session. In this meantime I am facing a very serious problem related with my 2nd Semester form. In this form, examination details is showing my current subject combination B.A. Semester II (Honours) (Under CBCS) 2021, but the subject course details are showing my previous college's subject combination. Actually I had taken an admission in Jogamaya Devi College in B.Sc (Gen.), the subject combination were respectively [BOT6-2006-CEM6] in 2019 academic session. But I already changed the subject combination and re-admitted in B.A. English (Hons.) and I got a transfer certificate from there. During my 1st Semester examination this same problem has been occurred then. But in that time C.U. authority's U.G. council department gave me the permission letter about the changes of my mentioned subjects and assumed me with a new admit card with my B.A (Hons) subjects. I also got my 1st Sem result. My C.U. Roll Number - 202014-11-0182 and C.U. Reg No. 014-1211-0970-19. My current subject combination is EN6A (CC3 & CC4), H15G (ENVS).

In this context, I request you kindly to take necessary action and find out a way as soon as possible, so that my problems get solved and I can able to give 2nd Sem exam without any trouble. I shall be thankful to you forever

Copy of my 2nd Sem form, 1st Sem admit card, previous college's T.C., C.U. permission letter, registration card along with admission form has been enclosed herewith.

Encl: As stated

Place: Batanagar

Date: 16/7/21

Thanking You  
Yours faithfully,  
Suprova Saha

MB. No. 9330634051

Email Id → suprovasaha611@gmail.com



# MAHESHTALA COLLEGE

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Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell has been constituted to probe into the Student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of various stakeholders – students, teachers and non-teaching staff. The Cell will deal with grievances received in writing about problems regarding academic and non-academic matters.

For any Grievances contact mail-id is [grc@maheshtalacollege.ac.in](mailto:grc@maheshtalacollege.ac.in)

### Grievance Redressal Cell Members:

| Sl. No. | Name                           | Nominated as           |
|---------|--------------------------------|------------------------|
| 1       | Dr. Rumpa Das, Principal       | Chairperson            |
| 2       | Dr. Arindam Basu               | Convener               |
| 3       | Prof. Sudeep Sarkar            | Member                 |
| 4       | Prof. Barun Biswas             | Member                 |
| 5       | Prof. Chumki Sarkar            | Member                 |
| 6       | Prof. Anupama Das              | Member                 |
| 7       | Sri Samaresh Pramanik (Office) | Member                 |
| 8       | Soumyabrata Sarkar             | Student Representative |

### Contact Person:

Dr. Arindam Basu  
Assistant Professor, Dept. of Physics  
Maheshtala College  
P.O.- M Chandannagar, Kolkata  
PIN- 700139  
Phone: M- 9433119075  
Email: arindambasu@hotmail.com

**DR. RUMPA DAS**  
Principal  
Maheshtala College  
P.O.-Maheshtala, Chandannagar  
West Bengal  
Kolkata-700 141



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## GRIEVANCE REDRESSAL CELL

### NOTICE

25-09-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 25-09-2021 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AD  
25/9

Dr  
25/9

Principal  
25/9

Dr  
25/9

Dr  
25/9

*Das* 25/9  
(PRINCIPAL)

Principal  
Maheshtala College





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Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 25-09-2021

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance. Further it is added that, another grievance is pending to be redressed and prompt action is needed.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 25/9/21
2. Aida B =
3. Chumki Sarkar
4. Sudeep Sarkar
5. Samarsh Bromick
6. Ansh (STUDENT MEMBER)

  
Principal  
Maheshtala College







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## GRIEVANCE REDRESSAL CELL

### NOTICE

01-12-2021

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 01-12-2021 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AS  
1/12  
AS  
1/12  
S. J. M.  
1/12  
S. J. M.  
1/12

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 01-12-2021

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

- 1.
2. Aind Basu - 1/12/21
3. Chumki Sarkar
4. Sudeep Sarkar
5. Samarsh Bhowick
6. Subir Mondal

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

04-01-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 04-01-2022 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
4/1  
4/1  
4/1  
4/1  
4/1

*R Das*  
(PRINCIPAL)  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 04-01-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

- 1.
2. Aishwarya = 4/1/22
3. Chumki Sarkar
4. Sudeep Sarkar
5. Anshu (STUDENT MEMBER)

  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE

16-02-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 16-02-2022 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

VA  
16/2  
S  
16/2  
S  
16/2  
S  
16/2  
S  
16/2

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 16-02-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 16/2/22
2. Anil B. 16/2/22
3. Chumki Sarkar
4. Sudeep Sarkar
5. Samazash Boraick
6. Subir Mondal

*Das*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

24-03-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 31-03-2022 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AS  
24/3  
&  
24/3  
S  
24/3  
RD 24/3

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 31-03-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been no grievance registered with the GRC during the past month.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1.

2. Aninda Ghose 31/3/22

3. Chumki Sarkar

4. Sudeep Sarkar

5. Samarshi Banerjee

*R Das*  
Principal  
Maheshtala College







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## GRIEVANCE REDRESSAL CELL

### NOTICE

06-05-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 14-05-2022 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

JA  
6/5  
6/5  
6/5  
6/5  
6/5  
6/5

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 14-05-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in the current Academic Session (2021-22) there had been 06 (six) grievances registered with the GRC. Proper action have been taken and the grievants' concerns have been redressed. Details of those along with the Annual Report of the GRC for the Academic Session are also submitted to the Principal.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC. It was also decided to apprise the incoming 1<sup>st</sup> Year students about the Grievance Redressal Cell for which the Student Representative of the Cell is given the task of communicating this among the Students.

1.

2. Aishu B. 14/5/22

3. Chumki Sarkar

4. Sudeep Sarkar

5. Samarash Bhowmik

6. Soumyabrata Sarkar. (STUDENT MEMBER)

  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Report for Academic Session 2021-2022

There were six (06) grievances received in writing during the Academic Session 2021-2022.

First was by Tania Ghosh, English Honours student, about readmission under CBCS with change of course/combination. It was referred to the Councils for Undergraduate Studies, University of Calcutta for consideration. The UG Council considered the prayer and provided post-facto approval for continuation of study under CBCS to the student in the college.

Second was submitted by Srijita Nasrin, B.A. General student, regarding loss of Registration Certificate and reissue of the same. The matter was referred to the Councils for Undergraduate Studies, University of Calcutta for consideration. The UG Council considered the prayer and issued Duplicate Registration Certificate.

Third was by Md. Ashraful Zaman, B.A. General student, regarding request for correction of name. It was referred to the Controller of Examinations, University of Calcutta and was subsequently rectified.

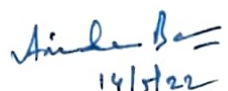
Fourth was by Sayan Adikary, B.Sc. General student, regarding Graduation Certificate after completion of the Degree examinations. College Office collected his Certificate and handed it over to him.

Fifth was by Md. Kaif Ali Laskar, B. Com. Honours student, regarding email ID correction. It was approved by the Principal and corrected accordingly.

Sixth was by Sutapa Naskar, B.A. General student, regarding issuance of University Certificate. It was provided by the College Office.

The details of all the cases are attached with this report.

  
Principal  
Maheshtala College

  
14/5/22  
(CONVENER)



# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Tania Ghosh  |
| Address            | Maheshtala   |
| Department         | B.A. General 1 <sup>st</sup> Year  |
| Date of Grievance  | 25.09.2021   |
| Grievance in Brief | Request for fresh admission to 1 <sup>st</sup> Year B.A. General with subject combination change |

## Redressal

|                     |   |
|---------------------|---|
| Redressal date      | 18.11.2021                                    |
| Nature of Redressal | Approved by U.G. Council, Calcutta University |





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Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Md. Ashraful Zaman   |
| Address            | Maheshtala   |
| Department         | B.A. General 1 <sup>st</sup> Year                          |
| Date of Grievance  | 01.12.2021   |
| Grievance in Brief | Correction in spelling of name in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 01.12.2021                               |
| Nature of Redressal | Corrected and approved by the University |





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## Grievance fact sheet

|                    |                                    |
|--------------------|------------------------------------|
| Grievant Name      | Sayan Adhikari                     |
| Address            | Maheshtala                         |
| Department         | B.Sc. General                      |
| Date of Grievance  | 04.01.2022                         |
| Grievance in Brief | Request for Graduation Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 14.12.2022   |
| Nature of Redressal | College collected the certificate from University and handed it over to the grievant |





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Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Md. Kaif Ali Laskar                    |
| Address            | Maheshtala                             |
| Department         | B.Com Honours 1 <sup>st</sup> Semester |
| Date of Grievance  | 16.02.2022                             |
| Grievance in Brief | Correction of email-ID                 |

## Redressal

|                     |   |
|---------------------|---|
| Redressal date      | 16-02-2022  |
| Nature of Redressal | Approved by the Principal and corrected accordingly |





# MAHESHTALA COLLEGE

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Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Srijita Nasrin                                     |
| Address            | Nodakhali  |
| Department         | B.A. General                                       |
| Date of Grievance  | 19.02.2022   |
| Grievance in Brief | Re-issue of duplicate University Registration Card |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 20.11.22   |
| Nature of Redressal | University reissued the duplicate Registration Card and was handed over to the student |







# MAHESHTALA COLLEGE

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Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |                                     |
|--------------------|-------------------------------------|
| Grievant Name      | Sutapa Naskar                       |
| Address            | Maheshtala                          |
| Department         | B.A. General                        |
| Date of Grievance  | 14.05.2022                          |
| Grievance in Brief | Graduation Certificate not obtained |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 23.05.2022   |
| Nature of Redressal | Certificate collected by College and handed over to the grievant |



Print

Forwarded for  
necessary action to  
Secretary, F.C. Arts, CU.



R Das  
25/9/2021  
Principal  
MAHESHTALA COLLEGE

To,  
The Secretary  
Council For Under Graduate Studies  
Calcutta University  
87/1 College Street, Kol-700 073

Sub: Readmission Of U.G. Courses.

Respected Sir,

I Smt. Tania Ghosh, daughter  
of Mr. Kartick Chandra Ghosh, admitted to  
the B.Sc (Ist Sem) honours in Food & Nutrition  
in C.U., Viharilal College, department of  
Home Science in the session 2020-21, my  
C.U. Registration no. is - 024-1211-0027-20  
and Roll Number is - 203024-11-0018. Due to  
my physical illness I could not complete  
my Ist Sem exam. So now I decided to  
enroll in the arts department (English Honours)  
at my neighbouring Maheshtala College because  
I think this course & travel both will be easy  
for me. Your co-operation is most desirable  
for me to continue my studies.

Therefore, my sincere request  
to you is that you will cooperate with me  
in the matter of re-admission.

Thanking You.

Yours faithfully,  
Tania Ghosh

Date-



# UNIVERSITY OF CALCUTTA

**Gurupada Saren**

Secretary,  
Councils for Undergraduate Studies,  
University of Calcutta

**Senate House**

87/1, College Street  
Kolkata-700073  
Phone 2257-3376, 2241-0071-74  
Website [www.caluniv.ac.in](http://www.caluniv.ac.in)

Ref No. CS/ 28 /Adm 562

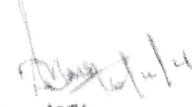
Date- 18/11/21

To  
**The Principal**  
Maheshtala College

Madam/Sir,

With reference to your recommendation, dated 25.09.2021 in favour of **Miss Tania Ghosh**, bearing C.U. Registration No.024-1211-0027-20, seeking permission for admission afresh to the **1<sup>st</sup> year B.A class with change of subject (s) under CBCS** in your College in the academic session 2021-2022. I am directed to inform you that in the circumstances stated above, the prayer of the candidate has been considered and granted, on cancellation of her previous enrolment and subject to follow the University Notification No. CSR/3/18 dated 07.05.18, if otherwise eligible.

Yours faithfully,

  
Secretary  
U.G.Councils



# MAHESHTALA COLLEGE

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Call : 7439501363 (Office) / 6289482452  
Website : www.maheshtalacollege.ac.in

*ofc*

Date: 01.12.2021

To  
The Controller of Examinations  
University of Calcutta

**Sub: Request for Name Correction**

Dear Sir/Madam,

Please find enclosed herewith to Request for Correction of Name of Md Ashraful Zaman in place of Md Ashraful Jaman, bearing Registration No 562-1111-0388-18.

Wrong – Md Ashraful Jaman

Right – Md Ashraful Zaman

Regards,

*Das*

DR RUMPA DAS

PRINCIPAL

MAHESHTALA COLLEGE



Principal  
Maheshtala College

Encl: Documents of Md Ashraful Zaman

To

The Principal  
Maheshwala College

# Application for Graduation certificate.

certificate year - 2020

College office collect in his  
Certificate - 4/12/22

Sub:- To get Graduation Certificate

Respected Madam

I am a student of Maheshwala College. My Registration  
Number is 562-1121-0162-13. I had got Supplementary in <sup>Part-II</sup> Geography theory  
Paper in 2016. ~~Now~~ and I also had got Supplementary in Economics in 2016  
(Part-II) and 2017 (Part III).

Now I have cleared all those supplementary papers  
in 2020. My hearty request to you that please help me to get Graduation  
Certificate from university.

Date:- 4/1/2022

Your Obidient

Sayan Adhikary

মাননীয়,  
প্রধান অধ্যক্ষ,  
মহাকাশ কলেজ,

মাননীয় প্রধান অধ্যক্ষ,

আমি মহাকাশ কলেজ-এর ছাত্র.  
আমার নাম মঃ কাইফ আলি লস্কার আমি  
1 sem - এর B.COM Honours - এর ছাত্র.  
আমার Reg. No. 562-1111-0144-21,  
আমার Roll No. 211562-21-0002.  
আমার অভ্যুর্বিষ্ঠা হল আমার "ENROLMENT"  
- Form" - এ Email ID দেওয়া হয়নি.  
[আমার Email ID হল mdkaifAliLaskar@  
-gmail.com]. আমি অনুরোধ করছি  
আপনার কাছে দয়া করে আমার  
Email ID এর অন্তর্ভুক্তি জমাটান  
করে দিন.

Your Faithfully

Approved

Das

প্রধান অধ্যক্ষ দ্বারা

Date-

MD. Kaif Ali Laskar

ছাত্র-এর স্বাক্ষর

Date- 16/02/2022

Ph.No. - 9330248751

FOR DUPLICATE REG. CARD

Copy submit to CU September

To the Principal  
Maheshtala College

Respected

Madam.

আমনার নিম্নে আনার নিম্নে নিবন্ধন করে যে, আমি Srijita  
NaSrin D/o SK Sirajul Islam, vill + P.O - Chakashipur  
P.S - Nodakhali, Dist - S 24 Pgs, Pin - 743318.

অনুগ্রহে,

আমি University of Calcutta - এর Maheshtala  
Maheshtala College এর 2018-2021 শিক্ষাবর্ষের  
ছাত্রী, আমার Reg No - 561-1211-0366-14, Reg  
Card দি খাওয়ার সাথে কোন কোন প্রমাণ প্রমাণ 19/08/21  
তারিখে, আমি Diamond Harbour Police District  
P.S - Nodakhali. শানার Complaint NO - 282,  
Diny করে - এই ক্ষেত্রে যদি আমার পড়াশোনা  
প্রমাণ নিয়ে খাওয়ার জন্য Duplicate Reg Card  
Copy সরবরাহ করে দেন, আমি চির কৃতজ্ঞ হই.

Complete Total Proceeds  
of Candidate collect in her  
Duplicate Reg. card  
20/11/2022

স্বাক্ষর

Srijita Nasrin

19.2.22

अपनीया,

प्रधान शिक्षिका महाकाण्ड,

महाकाण्ड कालापी,

पता: - 6 पंचम मंडळ (कोल - 900282),

विषय :- आधुनिक शिक्षण विभागाच्या अंतर्गत

महाकाण्ड,

आपला संत आपण विधीत विद्येन असे ही आपण

अनुभव करू, आपण कालापी B.A General,

दिली, ID.No - 150350, Registration No -

562-1221-0617-15,

आपण कालापी 2015 साले प्रथम वीतही,  
प्रथम वर्ष 2016 साले, द्वितीय वर्ष 2017 साले ए.ए.  
तृतीय वर्ष 2018 साले पुरव करी, प्रथम, द्वितीय

ए.ए. तृतीय वर्ष आपण विभागाच्या विद्येच्या निमित्त आपण  
सकल संकल्पने आपण (हे ज्ञान) विद्येच्या निमित्त आपण

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ही -

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Sutapa Nashkar

14.5.2022





# MAHESHTALA COLLEGE

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E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### NOTICE

23-08-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 31-08-2022 from 1:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
23/8

Dr  
23/8

Sanyal  
23/8

G  
23/8

B  
23/8

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 31-08-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that no grievance has registered with the GRC so far this academic session.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. *[Signature]* 31/8/22
2. *[Signature]* 31/8/22
3. Chumti Sarkar
4. Sudeep Sarkar
5. Samresh Boraick
6. Soumyabrata Sarkar. (STUDENT MEMBER)

*[Signature]*  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE

22-11-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 30-11-2022 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AB  
22/11

G  
22/11

22/11

*Das*  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 30-11-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that in no grievance has registered with the GRC.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1.

2. Aida Basu 30/11/22

3. Chumki Sarkar

4. Sudeep Sarkar

5. Samarsh Prasad

*R Das*  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE

07-12-2022

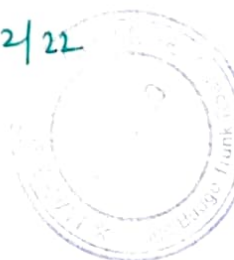
A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 07-12-2022 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

HB  
7/12  
S  
7/12  
S  
7/12  
SD  
7/12  
SM  
7/12

  
(PRINCIPAL)  
Principal  
Maheshtala College





KNOWLEDGE IS POWER

# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 07-12-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1.

2. Aindan Das = 2/12/22

3. Chumli Sarkar

4. Sudeep Sarkar

5. Samarsh Bhowmik

6. Subiro Mondal

*Das*  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE

14-12-2022

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 14-12-2022 from 12:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

Handwritten signatures and dates (14/12) in blue ink, including initials and full names, indicating attendance or approval.

  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 14-12-2022

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been six (06) grievances registered with the GRC today (14-12-22) and four (04) grievances received earlier which also needs prompt action. Proper action has to been taken and the grievants' concerns be redressed. The Principal is briefed regarding the grievances.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1.

2. *Aishwarya = 14/12/22*

3. *Chumki Sarkar*

4. *Suddeep Sarkar*

5. *Samarach Beraach*

6. *Subir Mondal*

*Das*  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### NOTICE

21-02-2023

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 21-02-2023 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AS  
21/2

S  
21/2

S  
21/2

S  
21/02

Das 21/2  
(PRINCIPAL)  
Principal  
Maheshtala College





# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 21-02-2023

#### 1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

#### 2. Report of the GRC:

It is reported to The Principal that there has been one (01) grievance registered with the GRC. Proper action has to been taken and the grievant's concerns be redressed. The Principal is briefed regarding the grievance.

#### 3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 21.2.23, 1. pm.
2. Anida B = 21/2/23
3. Chumli Sarkar
4. Sudip Sarkar
5. Samash Barmack
6. Subir Mandal

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

22-03-2023

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 22-03-2023 from 1:00 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### **Agenda:**

1. Reading and Confirmation of the Previous meeting.
2. Report of the GRC
3. Misc.

AD  
22/3  
Dr  
22/3  
f  
22/3  
S  
22/3  
S  
22/3

  
(PRINCIPAL)  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 22-03-2023

1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there has been two (02) grievances registered with the GRC. Proper action has to been taken and the grievants' concerns be redressed. The Principal is briefed regarding the grievance.

3. Misc.

The Principal requested the Members to bring to her notice whenever any grievance is received by the GRC.

1. Das 22.3.23.
2. Anida Basu 22/3/23
3. Chumli Sarkar
4. Sudeep Sarkar
5. Samarash Bhowmik
6. Subir Mondal

  
Principal  
Maheshtala College





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## Grievance Redressal Cell

Notice

Date: 05/06/2023

This is for the information that a meeting of the Maheshtala College Grievance Redressal Cell will be held on 16/06/2023 at 2:30 pm at Principal's room. All members are requested to be present.

Agenda:

1. Reading and confirmation of previous meeting.
2. Reports of the Cell
3. Future plans
4. Misc.

*Das*  
Principal  
Maheshtala College  
5/6/23

*HB*  
*5/6*  
*Dr*  
*5/6*  
*anjal*  
*5/6*  
*Dr*  
*5/6*  
*SD*  
*5/6*



# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 16-06-2023

1. Reading and Confirmation of minutes of previous meeting.

The minutes of the previous meeting is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

2. Report of the GRC:

It is reported to The Principal that there are 06 (six) grievances submitted to the GRC which need proper action. Details of those are also submitted to the Principal.

3. Future Plans

- (a) It is decided to put up a Google Form Link on the College website for submission of Grievance by various stakeholders.
- (b) It is decided that Monthly Internal Meeting to be held.
- (c) The Principal to be apprised of Monthly Report of the GRC.
- (d) The Student Member has been given the task to sensitize the students of the College about GRC and its activities.

4. Misc.

- (a) The Members agreed upon the aforementioned plans of the GRC.
- (b) The Student Member is told about the matters on which the Students can report to the GRC – such as, Teaching-Learning processes; Examination and Evaluation of Answer Scripts; University Registration, Mark Sheets, Admit Cards etc.; Infrastructure related; Laboratory related, College ambience related etc.

1. *DD* 16/6/23 2.38pm.

2. *Anil B* 16/6/23

3. *Chumli Sarkar*

4. *Suddeep Sarkar* 16/6/23

5. *Samarsh Prasad* 16.6.

6. *Soumyabrata Sarkar* (STUDENT MEMBER)

*DD*  
Principal  
Maheshtala College



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## GRIEVANCE REDRESSAL CELL

### Report on 16-06-2023

| Sl. No. | Name of Grievant | Date of Grievance | Nature of Grievance in brief                           | Remarks |
|---------|------------------|-------------------|--|---------|
| 1       | Afrin Parvin     | 23-03-2023        | Change of gender in University Registration            | Pending |
| 2       | Rojina Khatun    | 23-03-2023        | Change of gender in University Registration            | Pending |
| 3       | Alisha Khatun    | 08-05-2023        | University Marksheet and Certificate not obtained      | Pending |
| 4       | Biswajit Dhak    | 14-05-2023        | University Certificate not obtained                    | Pending |
| 5       | Suhani Khatun    | 22-05-2023        | Correction of hazy picture in Registration certificate | Pending |
| 6       | Farhina Sultana  | 26-05-2023        | University Certificate not obtained                    | Pending |

*Anita B.*  
16/6/23  
(CONVENER)

*R. Das*  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### NOTICE

03-07-2023

A Meeting of the Maheshtala College Grievance Redressal Cell will be held on 12-07-2023 from 2:30 pm in the Principal's Chamber. All members of the GRC are requested to be present for the same.

#### Agenda:

2. Reading and Confirmation of the Previous meeting.
3. Report of the GRC:
4. Misc.

Handwritten notes and signatures on the left side of the page, including dates like 3/7, 3/9, and 3/10, and a signature.

Handwritten signature of the Principal, dated 3.7.23, and the printed name "Principal Maheshtala College".







# MAHESHTALA COLLEGE

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## GRIEVANCE REDRESSAL CELL

### Minutes of Meeting held on 12-07-2023

#### 1. Reading and Confirmation of the Previous meeting.

The minutes of the previous meeting held on 16-06-2023 is read out in presence of the Members of the GRC and The Principal and were subsequently confirmed.

#### 2. Report of the GRC:

The GRC reported that no other Grievances have been submitted in written during past month. However, there were certain verbal complaints regarding fans and lights not working in a few classrooms, which were directed to the Campus Beautification & Maintenance cell and thereby resolved.

The GRC also submits the Annual Report of GRC for the Academic Session 2022-23 with the Principal.

#### 3. Misc.

The Principal requested the Members to properly organize the grievances as and when received by the GRC. It was also decided to apprise the incoming 1<sup>st</sup> Year students about the Grievance Redressal Cell for which the Student Representative of the Cell is given the task of communicating this among the Students.

1. Das 12.7.23

2. Anil Bose 12/7/23

3. Chumli Sarkar

4. Sudeep Sarkar

5. Samarsh Pramaik

6. Soumyabrata Sarkar. (STUDENT MEMBER)

  
Principal  
Maheshtala College





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## GRIEVANCE REDRESSAL CELL

### Report for Academic Session 2022-2023

There were twenty-two (20) grievances received in writing during the Academic Session 2022-2023.

First was by Himadri Sekhar Mitra, English Honours student, regarding hazy picture in the Registration Certificate. The application was forwarded to the concerned Department of the University and the problem redressed.

Secondly, there were ten (10) grievances recorded with the GRC regarding Registration Certificate correction with respect to gender change, father's name correction, picture correction etc. These were forwarded to the University for necessary action and was resolved.

Thirdly, Siddharta Das, B.A. General student, submitted a grievance regarding issuance of University Certificate and was promptly resolved.

Fourth, there were two (02) grievances by Bipul Sardar, B.A. General student, and Subrata Karan, B.A. General student, regarding non-receipt of University Certificate. They were issued the certificates and the grievance resolved.

Finally, there were six (06) grievances which are pending necessary action and has been briefed to the Principal.

The details of all the cases are attached with this report.

  
Principal  
Maheshtala College

  
Aiden Das  
12/7/23  
(CONVENER)



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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Himadri Sekhar Mitra                                      |
| Address            | Maheshtala  |
| Department         | English Honours 1 <sup>st</sup> Year                      |
| Date of Grievance  | 07.12.2022  |
| Grievance in Brief | Correction of hazy photograph in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 07.12.2022   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | HQM Elahi Baksh Molla   |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 31.07.2021  |
| Grievance in Brief | Request for correction of Father's name in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Rijuan Hazra  |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 14.12.2022  |
| Grievance in Brief | Request for correction of hazy photograph in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Jasmin Parvin  |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 14.12.2022   |
| Grievance in Brief | Request for correction of gender in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Amina Khatun   |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 14.12.2022   |
| Grievance in Brief | Request for correction of gender in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Tina Kayal   |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 14.12.2022   |
| Grievance in Brief | Request for correction of gender in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |







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Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Sonali Khatun  |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 23.06.2022   |
| Grievance in Brief | Request for correction of gender in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Mumit Hasem Bapari  |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 26.05.2022  |
| Grievance in Brief | Request for correction of Father's name in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Suhana Parbin   |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 21.04.2022  |
| Grievance in Brief | Request for correction of hazy photograph in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Atika Sahana  |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 14.12.2022  |
| Grievance in Brief | Request for correction of hazy photograph in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Rajashree Mondal  |
| Address            | Maheshtala  |
| Department         | B.A. General  |
| Date of Grievance  | 14.12.2022  |
| Grievance in Brief | Request for correction of Father's name in Registration Certificate |

## Redressal

|                     |  |
|---------------------|--|
| Redressal date      | 15.12.22   |
| Nature of Redressal | Certificate corrected and issued to the grievant by the University |





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## Grievance fact sheet

|                    |   |
|--------------------|---|
| Grievant Name      | Siddharta Das                                     |
| Address            | Maheshtala  |
| Department         | B.A. General                                      |
| Date of Grievance  | 21.02.2022  |
| Grievance in Brief | Request for non-receipt of Graduation Certificate |

## Redressal

|                     |   |
|---------------------|---|
| Redressal date      | 12.03.22  |
| Nature of Redressal | Certificate collected from University and issued to the grievant by the College |





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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Bipul Sardar   |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 22-03-2023   |
| Grievance in Brief | Request for Certificate regards to passing of examination in 2017. |

## Redressal

|                     |                                     |
|---------------------|-------------------------------------|
| Redressal date      | 22-03-2023                          |
| Nature of Redressal | Certificate issued to the grievant. |





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## Grievance fact sheet

|                    |  |
|--------------------|--|
| Grievant Name      | Subrata Karan  |
| Address            | Maheshtala   |
| Department         | B.A. General   |
| Date of Grievance  | 23-03-2023   |
| Grievance in Brief | Request for Certificate regards to passing of examination in 2017. |

## Redressal

|                     |                                     |
|---------------------|-------------------------------------|
| Redressal date      | 23-03-2023                          |
| Nature of Redressal | Certificate issued to the grievant. |





To,  
The Principal  
Mahehtala College

Date:- 07.12.2022.

Sub:- Application for correction of photo in  
Registration Certificate

Respected Madam,

With due respect I beg to inform you that, my name is Himadri Shekhar Mitra, I am a student of Mahehtala College, English Honours Department, 5th semester. I have a problem regarding my ~~Registration~~ Registration Certificate. My photo in that certificate is hazy.

Therefore, I kindly request you to please correct the photo in my Registration Certificate. I will ~~be~~ forever be grateful to you.

Thanking you,

Yours Faithfully,  
Himadri Shekhar  
Mitra

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To.

The Principal  
Maheshwari College

Date:- 07.12.2022.

Sub:- Application for Correction of Photo in  
Registration Certificate

Respected Madam,

With due respect I beg to inform you that, my name is ~~Hiradri~~ Hiradri Shekhar Mitra, I am a student of Maheshwari College, English Honours Department, 5th semester. I have a problem regarding my ~~Registration~~ Registration Certificate. My photo in that certificate is hazy.

Therefore, I kindly request you to please correct the photo in my Registration Certificate. I will ~~be~~ forever be grateful to you.

Thanking you,

Yours Faithfully,  
Hiradri Shekhar  
Mitra



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Call : 7439501363 (Office) / 6289482452  
Website : www.maheshtalacollege.ac.in

To  
The Registrar  
University of Calcutta

Date:07.12.2022

Re: Photo Correction of Registration Certificate

Dear Sir,

Please find enclosed an application from Sri Himadri Sekhar Mitra, student of our college, bearing Registration number 562-1111-0045-20 for necessary corrections from your end, please.

His Photograph needs to be replaced and authenticated from your end.

I forward the application and documents for your kind consideration and necessary action at your earliest convenience.

Regards,

Dr Rumpa Das  
Principal

**Principal**  
**Maheshtala College**



Encl: a/a

To Date 31/07/2021  
The Principal of Mahesh talu college  
Kolkata-70014.

Sub - My father name - Correction

Sir  
শ্রী এফতখারুল হাসান মোল্লা - I EFTAKHARUL HASAN MOLLA  
S/o. HQM ELAHI BAKSH MOLLA -

Roll - 182 562 - 22 - 0043.

Registration -  
562 - 1114 - 0347 - 18.

শ্রী এফতখারুল হাসান মোল্লা =

HQM, ELAHI BAKSH MOLLA -

শ্রী এফতখারুল হাসান মোল্লা - HQM ELAHI BAKSH MOLLA

M. of ...  
শ্রী ...

শ্রী এফতখারুল হাসান মোল্লা  
স্বাক্ষর

EFTAKHARUL HASAN MOLLA  
Roll - 20.

Eftakharul Hasan Molla,

Ph. 9074200151

Maheshthal,  
kol - 700 141

for wa,  
Das  
14/12/22

মাননীয়া,

আপনার কাছে আমার বিবর্তন নিবেদন যে, আমি  
Jasmine Parvin, Sem 5th এর ছাত্রী, আমার নাম  
Male log এ আমার কারণে আমার Roll NO-202562  
- 22-0008 এবং Reg NO-562-1111-0177-20,

বর্তমানে আমার নাম Female log এ অন্তর্ভুক্ত  
করা হয় আমার বর্তমান Roll NO-202562-12-  
0150, Reg NO-562-1211-0177-20 University  
থেকে অন্তর্ভুক্ত করা হয়েছে।

দয়া করে, আমার Registration certificate এ  
স্বাক্ষর দেওয়ার ব্যবস্থা করে দিন।

Date-21/9/2022

Yours faithfully  
Jasmine Parvin

Name-Jasmine Parvin

14/12/22

Principal Mam,

মাননীয় প্রিন্সিপাল সিনিয়র সিনিয়র অধ্যাপক, আপনাত  
 নিকট আপাত সিনিয়র সিনিয়র অধ্যাপক হই যে আমি AMINA KHATUN  
 আপনাত College এর বি.এ. এর সিনিয়র বর্ষের ছাত্রী Roll  
 212562-22-0023, Reg No-562-1111-0223-21  
 আপাত Reg. No এ Female এর পরিবর্তে Male  
 এসেছে।

অতএব আপনাত নিকট আপাত একান্ত  
 প্রার্থনা যে আপনি যদি উক্ত সিনিয়র সিনিয়র অধ্যাপক হইতে  
 আপনি যদি আপাত Reg. No এ পূর্ব GENDER এসেছে  
 সিনিয়র সিনিয়র অধ্যাপক হইতে দ্রুত তা হলে আমি চিবু ফুডস মাফিক,

স্বাক্ষর

Amina Khatun

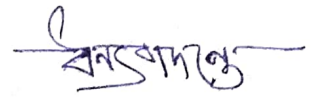
MAHESHTALA COLLEGE  
SOUTH 24 PGS

name registration  
dept  
for n/a  
R Das  
14/12/22

Principal Mam

মাননীয় প্রধান শিক্ষিকা মহাশয়া আপনাত নিজে  
আমাত বিবাহ নিবেদন এই যে আমি TINA KAYAL  
আপনাত College এত বিএ এত দ্বিতীয় বর্ষে এমসি  
Roll 212562-22-0025, Reg No 562-1111-0233-  
21 আমাত Reg No -এ Female এত পরিচিতি Male  
এসেছে।

অতএব আপনাত নিজে আমাত একান্ত  
পারহান যে আপনি যদি উক্ত বিবাহটি উপর ভিত্তি করে  
আপনি যদি আমাত Reg No এ হে ফুল GENDAR  
এসেছে আমি একান্ত কামে দান তা ২নে চিহ্ন কৃত  
থাকবে।

  
Tina kayal

Forwarded to

Forwarded to  
to  
CU Registration Dept.  
for n/a,  
Das  
14/12/22



To,  
The principal,  
Makheri Tala College,  
Makheri Tala,  
24 Parganas. (B).

Subj: - connection  
of the gender.

Sir,

আমরা তোমার অন্তর্গত সোনালি খাতুন এফ  
জি, সোনালি খাতুন. ডি. SK. Samir  
village- Jomalpur. P.S- Suburbudha,  
Dist- 24 Parganas. (B). Ratkati- 70137.

আমরা তোমার স্নাতক স্তর  
সোনালি খাতুন.  
স্নাতক <sup>কলেজ</sup> 2<sup>nd</sup> year. B.A. class.  
আমরা, সোনালি খাতুন  
তোমার Registration  
নং- 2 এর gender এর  
সম্পর্কে MALE বা FEMALE  
আমরা Registration No-562-1111-  
0270-21

আমরা Registration  
নং MALE বা FEMALE এর  
সম্পর্কে MALE বা FEMALE  
আমরা Registration

Sonali Khatun

সোনালি খাতুন - Sonali Khatun

তারিখ - 23/6/22



Forwarded to  
C.U registration section,  
for necessary action  
R Das  
14/12/22

To  
The Principal  
Maheshwala College  
Maheshwala, Kol-141.

Sub: Application for the correction of  
name in Registration Certificate.

Respected Madam,

Most respectfully, I would like to  
inform you that I am MUMIT HASEM BAPARI  
S/O - ZAKIR HOSSIN BAPARI, studying in B.A  
General first year with the Registration No. -  
562-1111-0429-21 at your college. My father's  
name in my Registration Certificate and Admit  
is spelled wrongly as ZAKIR HOSSAIN BAPARI  
which is incorrect. The correct spelling of  
my father's name is ZAKIR HOSSIN BAPARI.

Therefore, I request you to kindly  
look into the matter and correct the name on  
the Registration Certificate and Admit card at the  
earliest. I am attaching a copy of my Identity  
proof for your kind attention.

Thanking you.

Date: 26/05/2022

9330559791

Yours faithfully,

MUMIT HASEM BAPARI

LOHQA

Forwarded to  
C.O. Registration section  
for n/a.

Das  
14/12/22

To Principal,

ଆମର ଅଧ୍ୟକ୍ଷ ଶ୍ରୀମତୀ, ଲୋହା ଡାକ୍ତରୀ  
କୋଲେଜ, ଆମର ଅଧ୍ୟକ୍ଷଙ୍କୁ ଅନୁରୋଧ କରୁଛି ଯେ  
History Honours - ଏ ପ୍ରକାର କୋର୍ସର ୨୦୧୯  
ବର୍ଷର କାର୍ଡ ଉପରେ ଫୋଟୋ ଉପରେ  
Registration - ଏ Photo ଉପରେ  
କୋଲେଜ, ଆମର Registration NO. 562-1211-0100-21  
ଏବଂ. @U ROLL NO. ୨12562-11-0058, ଆମର  
ଆମ କାର୍ଡ ଉପରେ ଫୋଟୋ ଉପରେ  
ଆମର, ଆମର କୋର୍ସର ଅଧ୍ୟକ୍ଷଙ୍କୁ ଫୋଟୋ  
ଉପରେ ଉପରେ.

ଶ୍ରୀମତୀ,  
Suhana Parbin  
21/4/2022  
6291435799

Suhana Parbin

Forwarded  
CV to  
Registration  
section for  
n/a

To The principal of Mahesh Lal Collage

Das  
14/12/22

Madam,

ଆମର ବିନୀତ ନିବେଦନ ଏହି (ଅ) ଶ୍ରେଣୀ

ଆମର ଆପଣଙ୍କ ଆପଣଙ୍କ B.A Class ଏଠା  
Second Semester ରୁ ଛାତ୍ରୀ । Collage ଏ  
ଠାରେ ଅଧ୍ୟୟନ କରୁଥିବା ସମୟ Admit ଏ  
ଆମର ଛାତ୍ରୀ ନିମ୍ନ ଶ୍ରେଣୀ ରୁ ଅଧ୍ୟୟନ କରୁଥିବା  
Collage ଏ Registration Certificate ଯୋଗୁ  
ଅଧ୍ୟୟନ କରି Scan କରାଯାଇଥିବା କାର୍ଯ୍ୟକ୍ରମ  
ଅଧ୍ୟୟନ । ଏ ନିମ୍ନ ଆପଣଙ୍କର ଆପଣଙ୍କ ସମସ୍ତ  
ଆବେଦନ ଆବେଦନ ଆବେଦନ କରାଯାଇ ଏହି ପଦ୍ଧତି ।

ଆପଣଙ୍କ ଆପଣଙ୍କ ସମସ୍ତ କାର୍ଯ୍ୟକ୍ରମ  
ଏହି ବିଷୟ ଉପରେ ଆପଣଙ୍କର ସମସ୍ତ କାର୍ଯ୍ୟକ୍ରମ  
ଆପଣଙ୍କ ନିମ୍ନ କାର୍ଯ୍ୟକ୍ରମ ।

ଶ୍ରୀମତୀ- Atika Sahana  
Reg.No-: 562-1215-0485-21

Atika Sahana



TO

The principal  
Maheshtala college  
Kolkata - 700141

Sub: Requested for changing  
Registration card.

Madam,

My name is Rajashree Mondal.  
em-II sec-A, student Id-210006.  
I have a problem my Registration card.  
My father name is SUBRATA MONDAL.  
at their mistake this SUBRAT MONDAL.  
request to change it as soon as possible.

Yours respectfully  
Rajashree Mondal.

Ph Number: 7980155975  
Reg. No -: 562-1212-0298-21

To

The principal  
Maheshtala college  
Kolkata - 700141

Sub: Requested for changing  
Registration card.

Madam,

My name is Rajashree Mondal.  
sem-II Sec-A, student Id-210006.  
I have a problem my Registration card.  
My father name is SUBRATA MONDAL.  
But their mistake this SUBRAT MONDAL.  
I request to change it as soon as possible.

Your respectfully  
Rajashree Mondal.

Ph Number: 7980155975  
Reg. No -: 562-1212-0298-21

To  
The Principal  
Maheshkala Collage

Utopia, plz. see.

R Das  
21/2/23

Principal  
Maheshkala College

Sub: B.A Part II (2+1) system Graduation  
certificate requer

Mam,

My name is Siddhanta Das. I am staying at Batenagar. I was ~~has~~ completed B.A Part II (Three year general) examination year 2007 under (2+1) system. Name of the collage Maheshkala Collage and university name Calcutta University. My Roll no (516-622-0031), Registration no (080639), session of ~~2003-04~~ registration 2003-04.

Now the problem is i was visit Maheshkala Collage 5/12/2022 to collect my graduation certificate which i was not receive. So i talk to ~~to~~ the office but they told me ~~of~~ Calcutta Univencity was not send my Graduation certificate. Then i talk to the Univencity diploma section they told me Calcutta Univencity send my graduation certificate to my collage and ~~of~~ my collage was not return back my certificate to Calcutta Univencity and my collage was not show any details of not receiving certificate.

So this is the status write now. So mam i was feeling helpless and need your cooperation. I was also talk to you mam in this matter and you told me that you need 7 to 10 days time to foundout my certificate which is in your collage. My phone no is 9830437443, 6290693445. Please inform me if when you found findout my certificate.

Thanks and regards  
Siddhanta Das  
21/2/2023

certificate issued

To  
The Principal  
Maheshwari College

মাননীয় মহাশয়,

আমি বিপুল সরকার, মহেশ্বরী কলেজের  
দুই ডিগ্রী পাস করে ২০২৬ সালে পাস করে বিদ্যুৎ প্রকৌশল  
২০১৭ পাস করলাম আমি আমার পাস করার জন্মপত্র এখনও  
পাইনি

আমার শিক্ষা মন্ত্রী জন্মপত্র পাইবার ব্যবস্থা  
করুন তখন আমার নিকট চিঠিও থাকবে

Phone → 8274907212

Date → 22-03-23

স্বাক্ষর  
বিপুল  
Bipul Sarker

certificate issued,

To  
The Principal  
Maheshwala College

স্বাগতম, আমি সুরভি করন, মহেশওয়াল কলেজের ছাত্র হিসেবে  
২০১৭ সালে স্নাতক শাস্ত্র শাখায় পড়া করার পর স্নাতক পরীক্ষায়  
একমাত্রী পাশেছি।

এছাড়া স্বাগতম আপনি মাস্টার এ বিষয়ে ব্যবস্থাপনা  
করুন ও স্নাতক শাস্ত্র শাখায় চিহ্নিত করে রাখুন।

Date: 22/03/23

Mob: 8582992451

7998121038

স্বাক্ষর  
সুরভি

Subrata Karan.





# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

### Notice

11.01.2023

This is to notify the students that an AWARENESS Programme of the Grievance Redressal Cell in collaboration with IQAC, Maheshtala College, will be held on 18<sup>th</sup> January 2023 in Room No. 25 from 3:00 PM.

All the 1<sup>st</sup> Year Students are requested to attend the programme.



  
Principal  
Maheshtala College

(PRINCIPAL)



# MAHESHTALA COLLEGE

BUDGE BUDGE TRUNK ROAD, MAHESHTALA, KOLKATA - 700 141  
E-mail : maheshtalacollege@yahoo.com / principal.maheshtalacollege@gmail.com  
Call : 6289482452  
Website : www.maheshtalacollege.ac.in

## GRIEVANCE REDRESSAL CELL

An AWARENESS programme of the Grievance Redressal Cell of Maheshtala College has been organised in collaboration with IQAC, Maheshtala College, today (18<sup>th</sup> January 2023) in



Room No. 25 from 3:00 p.m. Students who enrolled in 1<sup>st</sup> Year has attended the programme. They were briefed about the Mechanisms of the Grievance Redressal Cell by the Principal and the Committee members. They were further told to register their grievances in writing with requisite documents to the College Office or the Committee members. They were also told that they can email their grievances along with scanned documents to the email: [grc@maheshtalacollege.ac.in](mailto:grc@maheshtalacollege.ac.in).

