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**OFFICE OF THE PRINCIPAL**  
**HANDIQUE GIRLS' COLLEGE**  
GUWAHATI - 781001, ASSAM

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Ref. No. ....HGC/ESTT/GN/15/2015/99/2475

Date : 05/04/2023

**GENERAL NOTICE**

This is to bring to your kind notice that the Grievance Redressal Cell of Handique Girls' College has introduced some steps for accepting and addressing the grievances of the students, teachers, parents and non-teaching staff of the College. Accordingly online forms are made available in the College website so that genuine grievances of the stakeholders can be brought to the notice of the administration for timely redressal which will definitely be conducive for improving the academic environment of the College

  
(Rajib K. Das)

## Grievance Redressal Cell

HANDIQUE GIRLS' COLLEGE, GUWAHATI 781 001, ASSAM (INDIA)

This is to inform all the students of Handique Girls' College that separate forms are now made available for submission of grievances by students as well as parents/guardians. Those who are willing to submit the grievance related to academic, financial, examination and results, library, harassment, and/or any other issues, can collect the forms available with the undersigned committee members. For the ease of submission, the forms are also made available in the college website which can be submitted online. Please note the following:

1. Complaints/Grievances are required to be submitted in the prescribed format only with relevant documents/proof. Forms should be complete in all respects; incomplete forms will not be entertained (Maximum Words Limit 250).
2. Complaints are required to be submitted in person by the complainant in a sealed envelope in the drop box near the Principal's office.
3. Complainant will be contacted on given contact number only for the redressal of the grievance.
4. Complainant should retain a copy of the grievance with himself/herself.
5. Decision of the committee will be final and binding.

### **Committee members:**

CONVENER: Dr. Archana Sarma, Department of Political Science, ☎ 98640 33538

MEMBER: Dr. Subhasree Kalita Talukdar, Department of Assamese, ☎ 97070 26386

MEMBER: Dr. Kishore Dutta, Department of Physics, ☎ 94353 49215