

ASUTOSH COLLEGE
(Estd. 1916)
92, S.P. Mukherjee Road
Kolkata – 700026



Phone: 2455-4504/ 2486-3912
Fax : (033) 2486-3006
Mail : mail@asutoshcollege.in
Web : www.asutoshcollege.in

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DETAILS OF CASES

INTERNAL COMPLAINTS COMMITTEE

No case of any sexual harassment has been registered with the Committee during the period under review.

Manab Kabi



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GRIEVANCE REDRESSAL CELL

Grievances essentially related to non-receipt of refund after cancelling admission and taking transfer from Asutosh College and non-receipt of graduation certificates have been received, mostly through email. The committee members acknowledged that there have been some delays in addressing the issues as a result of which backlogs have piled up. Meetings were convened and the specificities of each case were discussed. It was finally resolved, in consultation with the institutional head, that individual replies would be mailed to the complainants stating the cause/s of the delay and whether payment of refund was to be initiated, if not then the reason thereof. For the non-receipt of graduation certificates, the college office has been asked by the institutional head to be more pro-active. Ms Nabanita Bhattacharyya and Mr Vincent Gomes were assigned with the task of handling the email content and replies.



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ANTI-RAGGING COMMITTEE

During the period under review, no complaints of ragging have been received by the committee.



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Issues with receiving graduation certificate

1 message

Vindhuja Vijayan <vindhujav5927@gmail.com>
To: grievanceredressal.cell@asutoshcollege.in

21 February 2024 at 12:10

Respected Sir/ma'am,

I'm Vindhuja Vijayan, 2018-21 batch, Bsc Biochemistry student hereby draw your kind attention that I have completed my graduation in 2021 and have been waiting for my graduation certificate still. I have visited Asutosh College office for more than 4 times but still didn't get my certificate or any information about it. It is very important for me that I have to submit my graduation certificate with in 25th February 2024 for an internship I applied for. Kindly help me regarding this as soon as possible.

Yours Sincerely

Vindhuja Vijayan

vindhujav5927@gmail.com



Refund request on admission cancelation

1 message

Saptarshi Gayen <rivugayen.work@gmail.com>

6 February 2024 at 10:04

To: mail@asutoshcollege.in, amit ray <cuadmissionmscbtech@gmail.com>, grievanceredressal.cell@asutoshcollege.in

Respected sir/mam,

I, Saptarshi Gayen, admitted to Asutosh College with PG Subject COMPUTER SCIENCE (PG) on 01/11/2023. And I canceled my admission 30/11/2023 on your portal. But till now I haven't received the refund of admission fees. Kindly look into the matter and do the needful.

CU Form No. 230901198541

Asutosh College Application No. 2384500144

Yours faithfully,
Saptarshi Gayen

2 attachments

 **Reciept1.pdf**
94K

 **Reciept.pdf**
130K