

LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE
(LBCGRC)
Belurmath, Howrah 711202



(033) 2654-6289

Website: www.lalbabacollege.in
E_mail: grc.lalbaba@gmail.com

A college affiliated to the University of Calcutta

MEETING NOTICE


08/08/2022

A meeting of the Lalbaba College Grievance Redressal Committee (LBCGRC) will be held on the 17th August, 2022 at 1-30 p.m. in the office chamber of the Principal to discuss on the following agenda.

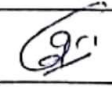
Members are requested to attend the meeting.

AGENDA:

- 1) Confirmation of the last meeting held on 23/11/21;
- 2) To consider the Annual Report of the LBCGRC (21-22);
- 3) Misc.


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - Lalbaba College Grievance
Redressal Committee
&
Principal
LALBABA COLLEGE

Members :

Sl. No.	Members	Signature
1)	Dr. Chhatradhar Das	
2)	Prof. Mitali Mukherjee	M. Mukherjee

Chairperson: Dr. Sanjay Kumar, Principal

Resolutions adopted in the meeting of the Lalbaba College Grievance Redressal Committee held on 17th August, 2022 at 1-30 p.m. in Principal's Office Chamber.

Members present in the meeting:

- 1) Dr. Sanjay Kumar
- 2) Dr. Chhatradhar Das,
- 3) Prof. Mitali Mukherjee


Item No.1 is taken up. The resolution of the last meeting dated 23 November, 2021 was confirmed unanimously.

Item No.2 is taken up: Dr. Chhatradhar Das, member of the committee placed a draft Annual Report for the session 2021-22.

The meeting thoroughly scrutinized the draft Annual Report 2021-22 and resolved unanimously to accept this report. The meeting further resolved to publish Annual Report 2021-22 in the appropriate section of College website.

Item No.3 is taken up: No any matter was discussed in the meeting.

The meeting ended with vote of thanks to the Chair.


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202

Sd/- Sanjay Kumar
President of the Meeting &
Chairman, LBCGRC
Principal
LALBABA COLLEGE

LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE
(LBCGRC)

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**ANNUAL REPORT OF THE ACTIVITIES OF
LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE (2021-22)**

The *Lalbaba College Grievance Redressal Committee* (LBCGRC) was established on 29th September, 2021. First meeting of this committee was held on 5th October, 2021. The meeting discussed about devising an effective mechanism using which the students can appeal for redressing their problems without much delay. Second meeting of this committee was held on 23rd November, 2021. A draft 'Rules and Regulations' was placed in this meeting for discussion. The meeting thoroughly scrutinized the 'Rules and Regulations' and unanimously approved it and recommended for implementation on urgent basis towards redressing the grievances of the students, if any.

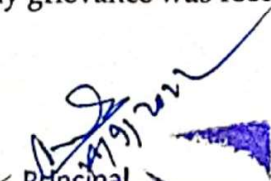
Students are recommended to lodge complaints in on-line mode without any hesitations on the following purposes:-

- (i) Admission (Student enrolment, Fee Payment, Document verification),
- (ii) University Registration (Form submission, Fee Payment, Registration Certificate),
- (iii) Examinations (Form submission, Admit Card, Mark-Sheet),
- (iv) Scholarships (Govt., Non-Govt.),
- (v) Library
- (vi) Classes room teaching
- (vii) Others

The Grievance Redressal Committee aims to look into the complaints lodged by any student and resolve it as per requirement on the basis of the prevailing law/rule/regulation/statute. Students can state their grievance relating to any academic and administrative matter within the campus through online mode or through 'Information/grievance Application Form' which will be available in the office counter of the college. The institution aims at solving the grievances of the students within stipulated time.

On-line mechanism regarding application of grievances through the college website is under process.

No any grievance was received by this committee in any form till date.


Principal
Lalbaba College
117, G. T. Road, Belurmah
Howrah - 711202

Chairperson: Dr. Sanjay Kumar, Principal

LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE
(LBCGRC)
Belurmath, Howrah 711202



(033) 2654-6289

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MEETING NOTICE

09/09/2022

A meeting of the Lalbaba College Grievance Redressal Committee (LBCGRC) will be held on the 14th September, 2022 at 1-30 p.m. in the chamber of the Principal to discuss on the following agenda.

Members are requested to attend the meeting.

AGENDA:

- 1) Confirmation of the last meeting held on 17/08/22;
- 2) To discuss about the preparation of online mechanism for student grievances
- 3) Misc.

Sanjay Kumar
9/9/2022
Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202
(Dr. Sanjay Kumar)
Chairman
Lalbaba College Grievance
Redressal Committee
&
Principal
LALBABA COLLEGE

Members :

Sl. No.	Members	Signature
1)	Dr. Chhatradhar Das	<i>Chhatradhar Das</i>
2)	Prof. Mitali Mukherjee	<i>Mitali Mukherjee</i>

Chairperson: Dr. Sanjay Kumar, Principal

Resolutions adopted in the meeting of the Lalbaba College Grievance Redressal Committee held on 14th September, 2022 at 1-30 p.m. in Principal's Chamber.

Members present in the meeting:

- 1) Dr. Sanjay Kumar
- 2) Dr. Chhatradhar Das,
- 3) Prof. Mitali Mukherjee


Item No.1 is taken up. The resolution of the last meeting dated 17th August, 2022 was read out and confirmed unanimously.

Item No.2 is taken up : Principal as well as the Chairman of the LBCGRC expressed his motive to prepare an online mechanism for the submission of grievances from the students of Lalbaba College. He requested Dr. Chhatradhar Das, member of the committee for taking an initiative for preparation of such online mechanism following the Rules and Regulations, already prepared by Dr. Das and accepted by the members of the LBCGRC in the previous meeting.

The meeting unanimously resolved that Dr. Chhatradhar Das, member of the committee will take an initiative for preparation of an online mechanism towards redressal of student grievances, if any. The meeting further resolved that M/S Right Brains Technology, who is already responsible for College ERP, may be entrusted for preparing the online modules.

Item No.3 is taken up: No any matter was discussed in the meeting.

The meeting ended with vote of thanks to the Chair.


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202

Sd/- Sanjay Kumar
President of the Meeting &
Chairman, LBCGRC
Principal
LALBABA COLLEGE

LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE
(LBCGRC)
Belurmath, Howrah 711202



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MEETING NOTICE

01/11/2022

A meeting of the Lalbaba College Grievance Redressal Committee (LBCGRC) will be held on the 5th November, 2022 at 1-30 p.m. in the chamber of the Principal to discuss on the following agenda.

Members are requested to attend the meeting.

AGENDA:

- 1) Confirmation of the last meeting held on 14/09/22;
- 2) To discuss about the proposal for online mechanism for student grievances;
- 3) Misc.

Sanjay Kumar
Principal (Dr. Sanjay Kumar)
Lalbaba College Chairman
117, G. T. Road, Belurmath Lalbaba College Grievance
Howrah - 711202 Redressal Committee
&
Principal
LALBABA COLLEGE

Members :

Sl. No.	Members	Signature
1)	Dr. Chhatradhar Das	<i>Chhatradhar Das.</i>
2)	Prof. Mitali Mukherjee	<i>M. Mukherjee</i>

Chairperson: Dr. Sanjay Kumar, Principal

Resolutions adopted in the meeting of the Lalbaba College Grievance Redressal Committee held on 5th November, 2022 at 1-30 p.m. in Principal's Chamber.

Members present in the meeting:

- 1) **Dr. Sanjay Kumar**
- 2) **Dr. Chhatradhar Das,**
- 3) **Prof. Mitali Mukherjee**

Item No.1 is taken up. The resolution of the last meeting dated 14th September, 2022 was read out and confirmed unanimously.


Item No.2 is taken up : Dr. Sanjay Kumar, Principal as well as the Chairman of the LBCGRC stated that as per the resolution of the previous meeting, Dr. Chhatradhar Das was entrusted for preparing an online mechanism for the submission of grievances from the students of Lalbaba College with the help of M/S Right Brains Technology. He requested Dr. Das to express his work progress on this issue.

Dr. Chhatradhar Das, member of the committee was then demonstrated the online mechanism prepared for college student. A detail presentation was given by Dr. Das where he adopted a general idea for generating the issue of grievances from a student. He pointed out that the software is prepared on the basis of the fallacy that if student seeking information from college office and is rejected and/or unsatisfied, only then the grievance on the issue is generated. So Information Management is highly important for the mechanism of grievance redressal system.

After a detailed discussion, the meeting highly appreciated the effort of Dr. Chhatradhar Das in respect of preparing the software for online grievance redressal mechanism and unanimously resolved that henceforth, the said software will be used for the Information Management purposes. It is also resolved that Dr. Das will present the software in a seminar before the respective departments for their suggestion, if any, and then it will be ready for application. It is further resolved that this committee will organize an awareness Programme to the students of the college every year.

Item No.3 is taken up: No any matter was discussed in the meeting.

The meeting ended with vote of thanks to the Chair.


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202

Sd/- Sanjay Kumar
President of the Meeting &
Chairman, LBCGRC
Principal
LALBABA COLLEGE

LALBABA COLLEGE GRIEVANCE REDRESSAL COMMITTEE
(LBCGRC)
Belurmath, Howrah 711202



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MEETING NOTICE


01/03/2023

A meeting of the Lalbaba College Grievance Redressal Committee (LBCGRC) will be held on the **5th March, 2023** at 1-30 p.m. in the chamber of the Principal to discuss on the following agenda.

Members are requested to attend the meeting.


AGENDA:

- 1) Confirmation of the last meeting held on 05/11/22;
- 2) To discuss about the grievance redressal mechanism;
- 3) Misc.


Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202

(Dr. Sanjay Kumar)
Chairman
Lalbaba College Grievance
Redressal Committee
&
Principal
LALBABA COLLEGE

Members :

Sl. No.	Members	Signature
1)	Dr. Chhatradhar Das	
2)	Prof. Mitali Mukherjee	Mitali Mukherjee -

Chairperson: Dr. Sanjay Kumar, Principal

Resolutions adopted in the meeting of the Lalbaba College Grievance Redressal Committee held on 5th March, 2023 at 1-30 p.m. in Principal's Chamber.

Members present in the meeting:

- 1) **Dr. Sanjay Kumar**
- 2) **Dr. Chhatradhar Das,**
- 3) **Prof. Mitali Mukherjee**

Item No.1 is taken up. The resolution of the last meeting dated 5th November, 2022 was read out and confirmed unanimously.

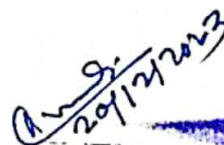
Item No.2 is taken up : Dr. Sanjay Kumar, Principal as well as the Chairman of the LBCGRC stated that a grievance redressal mechanism is already prepared by the M/S Right Brains Technology with the supervision of Dr. Chhatradhar Das, member of this committee. He requested Dr. Das to give a report on the advancement of grievance redressal mechanism.

Dr. Das stated that the Internal Quality Assurance Cell (IQAC) was conducted an Administrative Training Programme on Information Management System (IMS) where all non-teaching staff, all In-Charges of the different departments along with all IQAC members were participated. He also expressed that the main theme of that programme was Grievance Redressal mechanism, which is a vital part of Information Management System. He pointed out that the members present in the programme suggested to include grievance relating to sexual harassment within this mechanism. Thus, the software is to be modified further.

After a detailed discussion, the meeting highly appreciated the effort of Dr. Chhatradhar Das in respect of preparing the software for online grievance redressal mechanism and unanimously resolved that the software is to be modified further to include the grievances related to sexual harassment within this mechanism. It is further resolved that this committee will organize an awareness Programme to the students of the college, after finalizing the software, every year.

Item No.3 is taken up: No any matter was discussed in the meeting.

The meeting ended with vote of thanks to the Chair.


Principal
Lalbaba College
117, G. T. Road, Belurmah
Howrah - 711202

Sd/- Sanjay Kumar
President of the Meeting &
Chairman, LBCGRC
Principal
LALBABA COLLEGE

LALBABA COLLEGE

B+ NAAC ACCREDITED COLLEGE

(Affiliated to the University of Calcutta)

ESTD. - 1964

website : www.lalbabacollege.net
e-mail : lalbabacollege@yahoo.com



117, Grand Trunk Road,
Belur Math, Howrah
Phone : (033) 2654-6289

Ref.....

Date.....201

VISAKHA COMMITTEE AND INTERNAL COMPLAINTS COMMITTEE (ICC)

(According to Visakha Guidelines)

A meeting of the Visakha Committee and Internal Complaints Committee will be held on
24th August 2022 at 4 P.M. in Principal's chamber on the following agenda :

Agenda -

1. Modalities of functioning of the committee.
2. Inclusivity of the committee
3. Fix legal framework according to provisions of the law.
4. Annual awareness programme.
5. Miscellaneous.

J. Boler 17/08/2022
Presiding Officer
Presiding Officer
Internal Complaints Committee
Lalbaba College

Amita 18/8/2022
Principal
Lalbaba College
117, G.T. Road, Belurmath
Howrah - 711202

Members	Signature
1. Prof. Jayasree Boler, Presiding Officer	<i>J. Boler</i>
2. Prof. Asoka Bhattacharyya	<i>Asoka Bhattacharyya</i>
3. Prof. Rakesh Mondal	<i>Rakesh Mondal</i>
4. Prof. Bingshati Sarkar	<i>Bingshati Sarkar 21/08/2022</i>
5. Sri Nikhil Krishna Roy	<i>Nikhil Krishna Roy 18/8/22</i>
6. Ms. Swarnalata Kolay	<i>Swarnalata Kolay 20/8/22</i>
7. Adv. Mihir Lal Dutta, Legal Officer	<i>Mihir Lal Dutta 24/8/22</i>

The Internal Complaints Committee (ICC), Lalbaba College

Constituted by Section 4(1) of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also known as Visakha Committee., formed by the Principal, Lalbaba College (Employer) held its 1st meeting on 24.08.2022 at 4 p.m. in the Principal's Chamber.

Members presents :

- | | |
|------------------------------|-----------------------|
| 1) Prof. Jayasree Boler | :Presiding Officer |
| 2) Prof. Asoka Bhattacharyya | :Member |
| 3) Prof. Bingshati Sarkar | :Member |
| 4) Prof. Rakesh Mondal | :Member |
| 5) Sri Nikhil Krishna Roy | :Member |
| 6) MsSwarnalata Kolay | :Member |
| 7) Advocate Mihir Lal Dutta | :Legal Officer |
| 8) Sri Rajib Kumar Ghosh | :Bally Police Station |

Following are the resolutions of the meeting attended by members of the committee :

- 1) The committee members unanimously stressed the importance of holding an awareness programme for female students and staff members of the college as early as possible.
- 2) It was also decided that gender sensitization counseling should also be simultaneously held for the male students.
- 3) Resolved that the committee would create a policy framework for the functioning and implementation of the recommendations of the Act.
- 4) The members undertook the responsibility to clearly define the powers and functions of the committee in the workplace and to also define the modalities of its functioning within the purview of the Act.
- 5) Resolved that an email Id and a SHE BOX for receiving complaints would be created ASAP.
- 6) A permanent board stating the names and contact numbers of the members will be installed at a prominent place inside the college according to resolution taken.

7) Finally resolved that the ICC, Lalbaba College would stress the importance of creating an atmosphere of trust and mutuality to avoid untoward incidences.

The meeting ended with a vote of thanks for the principal.

Signatories :

Member's Name	Signature
Prof. Jayasree Boler	Boler
Prof. Asoka Bhattacharyya	Asoka Bhattacharyya 24/8
Prof. Bingshati Sarkar	Bhattacharyya 24.08.2022
Prof. Rakesh Mondal	Rakesh Mondal 24/08/22
Sri Nikhil Krishna Roy	NKR 24/8/22
MsSwarnalata Kolay	SKolay 24/8/22
Advocate Mihir Lal Dutta	Mihir Lal Dutta
Sri Rajib Kumar Ghosh	

LALBABA COLLEGE

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ESTD.-1964

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323, Grand Trunk Road,
(Formerly) 117, Grand Trunk Road,
Belur Math, Howrah
Phone : (033) 2654-6289

Ref

Date202

VISAKHA COMMITTEE AND INTERNAL COMPLAINTS COMMITTEE (ICC)

(According to Visakha Guidelines)

^{urgent}
A meeting of the Visakha Committee and Internal Complaints Committee will be held on today 2nd December, 2022 at 1:45 p.m. in Room No. 20 on the following agenda:

Agenda -

- 1) To confirm the resolution of the meeting dated 05.11.2022.
- 2) To prepare the Awareness Programme of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, dated 23.12.2022, Sensitization for boys.
- 3) To prepare the tentative Budget .
- 4) Miscellaneous.

4/30/22
Presiding Officer

Internal Complaints Committee (ICC)
Lalbaba College
Internal Complaints Committee
Lalbaba College

4/30/22
Principal

Lalbaba College
Lalbaba College
117, G. T. ROAD
BELUR, HOWRAH

Sl. No.	Members	Signature
1.	Prof. Jayasree Boster, Presiding Officer	<i>4/30/22</i>
2.	Prof. Asoka Bhattacharya	<i>Asoka Bhattacharya 2/12/22</i>
3.	Prof. Rakesh Mondal	<i>Rakesh Mondal 02/12/22</i>
4.	Prof. Bingshati Sarkar	<i>Bingshati Sarkar 02/12/22</i>
5.	Sri Nikhil Krishna Roy	<i>Nikhil Krishna Roy 02/12/22</i>
6.	Ms. Swarnalata Kolay	<i>Swarnalata Kolay 2/12/22</i>
7.	Adv. Mihir Lal Dutta, Legal Officer	<i>Mihir Lal Dutta 2/12/22</i>

Following are the resolutions of the meeting held on **02.12.2022** in room no. 20 to finalize the preparations for holding an awareness programme on Sexual Harassment of Women at Workplace for all women teachers ^{non-teachers} and students of Lalbaba College.

Resolutions :

- 1) The Principal agreed to allow the programme to be held on 23.12.2022 inside the college premises, Mukta Mancha Lalbaba College.
- 2) The programme is tentatively scheduled to begin at 10:00 a.m.
- 3) The tentative list of speakers selected is as follows:-
 - a) Principal, Lalbaba College
 - b) President G.B. , Lalbaba College
 - c) Presiding Officer, ICC, Lalbaba College
 - d) Member ICC, Lalbaba College
 - e) Legal Officer, ICC, Lalbaba College
 - f) District Protection Officer, Howrah
 - g) I.C., Bally P.S.
 - h) Chairperson, Bally Apex Club
- 4) Planned gifts for guest speakers : live plants, sweets, stationary, print out of ICC guide line.
- 5) It was decided that a registration process would be in place for all participants.
- 6) Necessary display materials to be created.

Members Present :

Signatures

- 1) Dr. Sanjay Kumar (Secretary G.B., Principal, Lalbaba College)
- 2) Prof. Jayasree Boler *J. Boler 02/12/2022*
- 3) Prof. Asoka Bhattacharyya *Asoka Bhattacharyya 2/12/22*
- 4) Prof. Sanhita Ghosh in lieu of Prof. Bingsati Sarkar on Child care leave presently. *S. Ghosh 2/12/22*
- 5) Prof. Rakesh Mondal *Rakesh Mondal 02/12/22*
- 6) Sri Nikhil Krishna Roy *Nikhil Krishna Roy 02/12/22*
- 7) Ms Swarnalata Kolay *Swarnalata Kolay 2/12/22*
Nikhil Krishna Roy

LAL BABA COLLEGE
117, G.T. ROAD, P.O. – BELURMATH, HOWRAH -711202.
B+ NAAC ACCREDITED COLLEGE
(Affiliated to the University of Calcutta)



NOTICE

Date: 17.12.2022

To whom it may concern

Notified for all members and working group members of the Internal Complaints Committee (ICC) that an urgent meeting of the committee to expedite the proposed awareness programme will be held on 23.12.2022 in Room No. 20 at 2:00 ~~pm~~^{pm} on 19.12.2022. All concerned are requested to be present. The meeting will be presided over by Prof. Jayasree Boler presiding Officer, Internal Complaint Committee(ICC).

Agenda :

- 1) Preparation for awareness programme.

J. Boler 17/12/2022
Presiding Officer, ICC
Lalbaba College,
Prof. Jayasree Boler
Presiding Officer
Internal Complaints Committee
Lalbaba College

[Signature]
Principal
Lalbaba College
Principal
LALBABA COLLEGE
117, G. T. Road, Belurmath
Howrah-711 202

Members of Internal Complaints Committee (ICC):

Sl. No.	Members	Signature
1	Prof. Jayasree Boler	J. Boler 19/12/2022
2	Prof. Asoka Bhattacharyya	Asoka Bhattacharyya 19/12/22
3	Prof. Bingshati Sarkar	on CCL
4	Prof. Rakesh Mondal	Rakesh Mondal 19/12/22
5	Sri Nikhil Krishna Roy	Nikhil Krishna Roy
6	Ms Swarnalata Kolay	Swarnalata Kolay 19/12/22
7	Advocate Mihir Lal Duttta	Mihir Lal Duttta
8	Sri Rajib Kumar Ghosh	

Working Group Members :

Sl. No.	Members	Signature
1	Prof. Debasish Lahiri	
2	Prof. Sanhita Ghosh	S. Ghosh 19.12.22.
3	Dr. Ruma Das	Ruma Das. 19.12.22
4	Prof. Debasis Ghosh	
5	Prof. Suprio Biswas	
6	Dr. Milan Kanti Das	M. Das 19/12/22
7	Dr. Bhutnath Jana	
8	Prof. Mrinal Sarkar	
9	Dr. Samnath Paul	
10	Prof. Manjur Alam	M. Alam 19.12.22.
11	Prof. Ananda Kr. Das	
12	Prof. Arundhati Ganguly	
13	Prof. Debolina Mukherjee	
14	Prof. Kuhelika Bag	
15	Prof. Priyanka Saha	
16	Prof. Soma Sarkar	
17	Prof. Soumik Kanti Ghosh	
18	Prof. Sumita Chakraborty (Pal)	
19	Prof. Biswajit Goswami	
20	Prof. barnali Naskar	
21	Sri Amar Kumar Dolui	Amar Kumar Dolui
22	Sri Debakar Ghosh	
23	Sri Sumit Sarkar	Sumit Sarkar 19.12.22
24	Sir Shyam Sundar Balmiki	S. Balmiki 19/12/22
25	Smt. Mali Bhowal	Mali Bhowal 19/12/22

J. Boler 19/12/2022
 Presiding Officer, ICC
 Lalbaba College

Principal
 Lalbaba College
LALBABA COLLEGE
 117, G. T. Road, Behurmath
 Howrah-711 202

P.S. – The Class of the members and working group members shall stand with drawn from 2 pm.

INTERNAL COMPLAINTS COMMITTEE (ICC)

LALBABA COLLEGE
117, G.T. ROAD, P.O. – BELURMATH, HOWRAH -71 1202.
ESTD - 2021

Date : 19.12.2022

Following are the resolutions of the meeting held on **19.12.2022** in room no. 20 to finalize the preparations for holding an awareness programme on Sexual Harassment of Women at Workplace for all women teachers, Non-teaching staff and students of Lalbaba College.

Resolutions :

- a) The confirmation of the meeting held on 02.12.22.
- b) To form working group committee for awareness programme to be held on 23.12.2022.
- c) A permanent Board was already placed inside the college premises.

Signature

J. Boler 19/12/2022
(PROF. JAYASREE BOLER)

Presiding Officer
Internal Complaints Committee(ICC),
Lalbaba College, Belur, Howrah

Presiding Officer
Internal Complaints Committee
Lalbaba College



Venue : "Muktomancha" Lalbaba College
Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013
Work load Distribution for ICC awareness programme on 23.12.2022 at 10 AM.

Registration & Refreshment	Prof. Debasis Ghosh Prof. Supriyo Biswas Dr. Buthnath Jana Dr. Somnath Paul Prof. Jagannath Biswas Prof. Debolina Mukherjee Prof. Priyanka Saha. Prof. Kuhelika Bag Smt. Mali Bhowal Sri Sumit Sarkar Dr. Milan Kanti Das Prof. Ananda Kumar Das Prof. Sumita Bharati Chatterjee Prof. Sumita Chakraborty Pal
Felicitation and Hospitality	Prof. Sanhita Ghosh Prof. Soumik Kanti Ghosh Prof. Arundhati Ganguly Prof. Manjur Alam, NCC Prof. Soma Sarkar (Sr.)
Students Management	Dr. Kalyan Majumder Prof. Biswajit Goswami Dr. Ajit Kumar Singh Prof. Sanhita Ghosh Prof. Soumik Kanti Ghosh Prof. Manjur Alam
Feedback on Google form and E-Certificate	Prof. Jagannath Biswas
Anchoring	Prof. Debasis Lahari
Report Writing	Prof. Mrinal Sarkar
Question Answer Session	Dr. Ruma Das Prof. Supriyo Biswas Prof. Rakesh Mondal Prof. Bingshati Sarkar
Vote of Thanks	Sub-Inspector, Bally P.S., Member ICC, Lalbaba College
Overall programme monitoring	All Committee Members Prof. Jayasree Boler <i>Boler</i> Prof. Asoka Bhattacharyya Prof. Bingshati Sarkar Prof. Rakesh Mondal Sri Nikhil Krishna Roy Ms Swarnalata Kolay <i>Skolay</i>

Presiding Officer

Internal C Committee

Boler
Presiding Officer,
Internal Complaints Committee
Lal Baba College

Principal

Lal Baba College
LALBABA COLLEGE
117, G. Road, Bhowal
BELUR, HOWRAH

Members of Internal Complaints Committee (ICC):

Sl. No.	Members	Signature
1	Prof. Jayasree Boler	<i>J Boler 22/12/2022</i>
2	Prof. Asoka Bhattacharyya	<i>on cl</i>
3	Prof. Bingshati Sarkar	<i>on cl</i>
4	Prof. Rakesh Mondal	<i>Ri 22/12/22</i>
5	Sri Nikhil Krishna Roy	<i>NKR 22/12/22</i>
6	Ms Swarnalata Kolay	<i>Skolay 22/12/22</i>
7	Advocate Mihir Lal Dutta	<i>Mihir Lal Dutta 22/12/22</i>
8	Sri Rajib Kumar Ghosh	

Working Group Members :

Sl. No.	Members	Signature
1	Prof. Debasish Lahiri	
2	Prof. Sanhita Ghosh	<i>Sghosh. 22/12/22</i>
3	Dr. Ruma Das	<i>Ruma Das 22.12.22</i>
4	Prof. Jagannath Biswas	
5	Prof. Debasis Ghosh	
6	Prof. Suprio Biswas	<i>Suprio 22/12/22</i>
7	Dr. Milan Kanti Das	
8	Dr. Bhutnath Jana	
9	Prof. Mrinal Sarkar	
10	Dr. Samnath Paul	
11	Prof. Manjur Alam	
12	Prof. Ananda Kr. Das	
13	Prof. Arundhati Ganguly	
14	Prof. Debolina Mukherjee	
15	Prof. Kuhelika Bag	
16	Prof. Priyanka Saha	
17	Prof. Soma Sarkar	
18	Prof. Soumik Kanti Ghosh	
19	Prof. Sumita Chakraborty (Pal)	
20	Prof. Biswajit Goswami	
21	Prof. barnali Naskar	
22	Sri Amar Kumar Dolui	
23	Sri Debakar Ghosh	
24	Sri Sumit Sarkar	<i>Sumit Sarkar 22/12/2022</i>
25	Sir Shyam Sundar Balmiki	
26	Smt. Mali Bhowal	<i>Mali Bhowal 22/12/2022</i>

Boler 22/12/2022
Presiding Officer, ICC

Lalbaba College
Presiding Officer

Internal Complaints Committee

Lalbaba College

P.S. – The Classes of the members and working group members shall stand with drawn from 2 pm.

Principal
Lalbaba College

Internal Complaints Committee (ICC)

LALBABA COLLEGE

In Collaboration with Howrah city Police

**Sexual harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013**

**A One Day Awareness programme entitled
"Mukto Koro Bhoy".**

Venue :- Mukto Mancha, Lalbaba College

Date :- 23.12.2022

Programme Schedule	Duration
Registration	10:00 AM.
Opening song by Lalbaba college students	11:00am. – 11:05am.
Felicitation	11:05am. – 11:15am.
Welcome address by Principal	11:15am. – 11:20am.
Speech by President G.B. , Lalbaba College	11:20am – 11:25am.
Speech by Presiding Officer, ICC. , Lalbaba College	11:25am. – 11:30am.
Speech by Member G.B., Lalbaba College	11:30am. – 11:35am.
Speech by Member ICC, Lalbaba College	11:35am. – 11:40am.
Speech by Legal Officer, ICC, Lalbaba College	11:40am. – 11:50am.
Speech by District Protection Officer, Howrah	11:50am – 12:20pm.
Speech by Sub-Inspector, Bally P.S.	12:20pm. – 12:25pm.
Speech by I.C., Bally P.S	12:25pm. – 12:30pm.
Question and Answer Session	12:30pm. – 12:50pm.
Vote of Thanks (Sub-Inspector, Bally P.S., Member ICC, lalbaba College)	12:50pm. – 12:55pm.
Ending song	12:55pm. – 1:00pm.

30/12/2022
Presiding Officer, ICC
Lalbaba College
Presiding Officer
Internal Complaints Committee
Lalbaba College

23/12/2022
Principal
LALBABA COLLEGE
117, G. T. Road, Behurmath
Howrah-711 202

Venue : "Muktomancha" Lalbaba College
Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013
Work load Distribution for ICC awareness programme on 23.12.2022 at 10 AM.

Registration & Refreshment	Prof. Debasis Ghosh Prof. Supriyo Biswas Dr. Buthnath Jana Dr. Somnath Paul Prof. Jagannath Biswas Prof. Debolina Mukherjee Prof. Priyanka Saha. Prof. Kuhelika Bag Smt. Mali Bhowal Sri Sumit Sarkar Dr. Milan Kanti Das Prof. Ananda Kumar Das Prof. Sumita Bharati Chatterjee Prof. Sumita Chakraborty Pal
Felicitation and Hospitality	Prof. Sanhita Ghosh Prof. Soumik Kanti Ghosh Prof. Arundhati Ganguly Prof. Manjur Alam, NCC Prof. Soma Sarkar (Sr.)
Students Management	Dr. Kalyan Majumder Prof. Biswajit Goswami Dr. Ajit Kumar Singh Prof. Sanhita Ghosh Prof. Soumik Kanti Ghosh Prof. Manjur Alam
Feedback on Google form and E-Certificate	Prof. Jagannath Biswas
Anchoring	Prof. Debasis Lahari
Report Writing	Prof. Mrinal Sarkar
Question Answer Session	Dr. Ruma Das Prof. Supriyo Biswas Prof. Rakesh Mondal Prof. Bingshati Sarkar
Vote of Thanks	Sub-Inspector, Bally P.S., Member ICC, Lalbaba College
Overall programme monitoring	All Committee Members Prof. Jayasree Boler Prof. Asoka Bhattacharyya Prof. Bingshati Sarkar Prof. Rakesh Mondal Sri Nikhil Krishna Roy Ms Swarnalata Kolay

J. Boler
Presiding Officer
Internal Complaints Committee
Lalbaba College

J. Boler
Presiding Officer
Internal Complaints Committee
Lalbaba College

[Signature]
Principal
Lalbaba College
LALBABA COLLEGE
167 G. T. Road, Beliaghata
BEUR, HOWRAH

LALBABA COLLEGE
Internal Complaints Committee (ICC)
Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
A One Day Awareness programme
Statement of Expenditure

SL. NO.	DATE	PARTICULATS	AMOUNT(Rs.)
1	23.12.2022	Refreshment	13450.00
2		Refreshment	2,930.00
3		Refreshment for Resource Person	784.00
4		Stationary for Resource Person	700.00
5		Gift for Resource Person	1,050.00
6		Flower	210.00
7		Labour and Misc.	2020.00
		Total (Rs.)=	21144.00

Handwritten signature and date: 9/1/2022

Boler 04/01/2023
Internal Complaints Committee (ICC)
Presiding Officer(ICC)
Prof. Jayasree Boler
LALBABA COLLEGE
Presiding Officer
Internal Complaints Committee
Lalbaba College

LALBABA COLLEGE

B+ NAAC ACCREDITED COLLEGE
(Affiliated to the University of Calcutta)

ESTD.-1964

Website : www.lalbabacollege.in
E-mail : lalbabacollege@yahoo.com



323, Grand Trunk Road,
(Formerly) 117, Grand Trunk Road,
Belur Math, Howrah
Phone : (033) 2654-6289

Ref

Date 04.01.2023

VISAKHA COMMITTEE AND INTERNAL COMPLAINTS COMMITTEE (ICC)

(According to Visakha Guidelines)

A meeting of the Visakha Committee and Internal Complaints Committee will be held on 11th January, 2023 at 3:00 p.m. in Principal's chamber on the following agenda:

Agenda -

- 1) To confirm the resolution of the meeting dated 22.12.2022.
- 2) To report about the Awareness Programme Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, dated 23.12.2022.
- 3) Miscellaneous.

4 Boler 04/01/2023
Presiding Officer

Internal Complaints Committee (ICC)
Lalbaba College
Internal Complaints Committee
Lalbaba College

Principal
Lalbaba College
LALBABA COLLEGE
117, G. T. Road, Belurmath
Howrah-711 202

Sl. No.	Members	Signature
1.	Prof. Jayasree Boler, Presiding Officer	4 Boler 04/01/2023
2.	Prof. Asoka Bhattacharya	As 4/1/23
3.	Prof. Rakesh Mondal	R Mondal 04/01/23
4.	Prof. Bingshati Sarkar	B Sarkar 04/01/23
5.	Sri Nikhil Krishna Roy	N Roy 04/01/23
6.	Ms. Swarnalata Kolay	S Kolay 4/1/23
7.	Adv. Mihir Lal Dutta, Legal Officer	M Dutta
8.	SI Raju Kumar Ghosh, Bally P.S.	

INTERNAL COMPLAINTS COMMITTEE (ICC)

LALBABA COLLEGE
117, G.T. ROAD, P.O. – BELURMATH, HOWRAH -711202.

ESTD -2021

Date : 11.1.2023

Following are the Resolutions of the meeting held on 11th January '2023 in Room No. 20 to report and to discuss the next programme / seminar on Sexual Harassment of Women at Workplace for all women (Teaching and non-teaching staff) and students of Lalbaba College.

Resolutions :-

- 1) The confirmation of the meeting held on 22.12.2022.
- 2) Complain box was already placed. The key of the box will be with the presiding officer.
- 3) Email Id was created by the committee.
- 4) Reported an overwhelming 500 + persons were present in the programme 23.12.22 and participated spontaneously (Teaching & Non-teaching, Female students, Male students Resource persons).
- 5) Expenditure towards Awareness programme held on 23.12.22 in Lalbaba College was Rs. 21,144/-.
- 6) Advocate Mihir Lal Dutta proposed to do programme for male & female separately to aware them, to create awareness & caution and programme will start on time.
- 7) Next programme with morning section should be ideally held in the morning section on the 2nd & 4th Saturday of any month.
- 8) Next programme should be held inside the auditorium, proposed by legal Adviser Mihir Lal Dutta.
- 9) Indepth awareness programme should be held during the next academic session/ semester, suggested by Prof. Bingshati Sarkar and accepted by the house.(Power point presentation)
- 10) What constitutes Sexual Harrassment & the mode of complaint to be placed through pamphlets, proposed by Prof. Asoka Bhattacharya and accepted by the house.
- 11) Committee will distribute the above pamplets to the students in the next awareness programme immediately after admission proposed by Legal Adviser Mihir Lal Dutta.
- 12) The above pamplets should be uploaded by the committee in the college website, proposed by Prof. Rakesh Mondal and accepted by the house.
- 13) SHE box to be set up. High confidentiality to be maintained about complaints.
- 14) Some funds and space to be allotted to the ICC immediately.
- 15) A feedback link was prepared by Prof. Jagannath Biswas for the previous programme of ICC. Using this link students & teaching & Non-teaching staffs can generate a participation certificate.

- 16) Prof. Sanhita Ghosh, Prof. Jagannath Biswas and Manjur Alam's name is proposed by Prof. Asoka Bhattacharya as permanent invitee and accepted by the house.
- 17) An NGO working with Harrassment victims to be contacted.
- 18) A meeting will be held 15 days before the awareness programme which may be organized in April.
- 19) Periodic health check-up camps may be held half-yearly.

Signature

J Boler 11/11/2023
(PROF. JAYASREE BOLER)

Presiding Officer
Internal Complaints Committee (ICC),
Lalbaba College, Belur, Howrah

**Presiding Officer
Internal Complaints Committee
Lalbaba College**