

Please fill up on

**KISHORE BHARATI
BHAGINI NIVEDITA COLLEGE (Co-Ed.)**

ESTD. 2001

148, RAMKRISHNA SARANI, VIVEKANANDA PALLY,
BEHALA, KOLKATA - 700060, PH. : 2404 3206

Email ID : kbbncollege@gmail.com

Website : kbbnc.ac.in



Ref. No. ~~KBBNC/TC/02/19~~

Date. 16. 11. 2019.

NOTICE

A meeting of Teacher's Council of Kishore Bharati Bhagini Nivedita College (Co-Ed) will be held on 20.11.2019, Wednesday at 2:00 p.m at room no. 7 to discuss the following items on agenda. All members are requested to attend the meeting.

Agenda:

1. To confirm the proceedings of the TC meeting held on 15.05.2019.
2. Inclusion of ^{Mr. Alam} Pallabi Sarkar, Dipak Karmakar, Wangchuk Dukpa, Bapi Das and Rudra Prasad Das in Teachers' Council of our College.
3. To consider the matter regarding the formation of various Sub-Committees of our College.
4. Miscellaneous if any.

Sana S
16/11/19
Principal

Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

[Signature]
16. 11. 2019
Secretary, Teacher's Council
Kishore Bharati Bhagini
Nivedita College (Co-Ed)

Members present in the T.C meeting held
on 20.11.2019

1. ~~Sanu~~ 20.11.19
2. ~~सुनील~~ 20/11/19
3. Sutapa mukhopadhyay 20/11/19
4. Piyalee Dash Sharma
5. Anubraja Chatterjee 20/11/19
6. Mehekub Alam
7. Rudra Prasad Das Rpdas
20/11/19
8. Prakash Mishra
9. Pallabi Sarkar 20.11.19
10. Wangchuk Dulepa 20.11.19
11. Ravi Son. 20/11/19
12. Jayita Chakraborty 20/11/19.
13. Namnamita Bhuiya 20/11/19.
14. Rajini Basu 20.11.19
15. ram 20/11/19
16. Anjali- Sengupta Sadhu 20/11/19
17. ~~Prakash~~ 20,11-19
18. Sweety Sadhukhan. 20/11/19
19. Mahamona Roy 20.11.19
20. Xipen Karmakar. 20/11/19
21. SBmitr 20/11
- 22.

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Different Sub-Committees of our College were formed in the Teachers' Council Meeting held on 20.11.2019

Chair Person of all Committees: Dr. Shib Sankar Sana

- 1. Academic Sub-Committee:** Joyita Mitra(Convener), Sudakshina Ghosh, Sutapa Mukhopadhyay, Ranjini Basu, Rajesh Das, Mahananda Roy, Piyalee Dash Sharma, Nilanjana Sen, Sweety Sadhukhan, Arpita Sengupta Sadhu, Rudra Prasad Das, Debasish Das, and Raja Mukherjee.
- 2. Library Sub-Committee:** Pallabi Sarkar(Convener), Sudakshina Ghosh, Sutapa Mukhopadhyay, Ranjini Basu, Joyita Mitra, Rajesh Das, Mahananda Roy, Piyalee Dash Sharma, Nilanjana Sen, Sweety Sadhukhan, Arpita Sengupta Sadhu, Rudra Prasad Das and Partha Sarathi Sarkar.
- 3. Cultural Sub-Committee:** Sutapa Mukhopadhyay(Convener), Piyalee Dash Sharma(Convener), Arpita Sengupta Sadhu, Sweety Sadhukhan, Shipra Ghosh, Anupriya Chatterjee, Pallabi Sarkar, Rajesh Das, Namramita Bhuiya, Debasish Das and Kajol Sardar.
- 4. Admission Sub-Committee:** Mahananda Roy(Convener), Joyita Mitra, Sudakshina Ghosh, Sutapa Mukhopadhyay, Ranjini Basu, Rajesh Das, Piyalee Dash Sharma, Nilanjana Sen, Sweety Sadhukhan, Arpita Sengupta Sadhu, Rudra Prasad Das, Debasish Das, and Raja Mukherjee.

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11. **Anti Sexual Harassment Cell:** Arpita Ghosh(Convener), Sudakshina Ghosh, Ranjini Basu, Piyalee Dash Sharma, Nilanjana Sen, Siddhartha Biswas, Prakash Mistri, Wangchuk Dukpa, Kajol Sardar and Asish Chakraborty.
12. **Grievance Redressal Cell:** Sweety Sadhukhan(Convener), Sutapa Mukhopadhyay, Ranjini Basu, Rajesh Das, Mahananda Roy, Siddhartha Biswas, Namramita Bhuiya, Dipak karmakar and Prabir sardar
13. **SC-ST Cell:** Rajesh Das(Convener), Sweety Sadhukhan, Prakash Mistri, Dipak karmakar, Wangchuk Dukpa, Bapi Das and Kajol Sardar
14. **OBC Cell:** Dipak karmakar(Convener), Namramita Bhuiya, Pallabi Sarkar, Meheubub Alam, Rudra Prasad Das and Prabir sardar
15. **Minority Cell:** Meheubub Alam(Convener), Mahananda Roy, Prakash Mistri, Dipak karmakar, Wangchuk Dukpa, Bapi Das and Prabir sardar
16. **Provident Fund Sub-Committee:** Ranjini Basu(Convener), Prakash Mistri(Convener), Sudakshina Ghosh, Sutapa Mukhopadhyay, Mahananda Roy and Debasish Das
17. **Service Book Sub-Committee:** Rajesh Das(Convener), Mahananda Roy(Convener), Ranjini Basu, Piyalee Dash Sharma, Arpita Sengupta Sadhu, Dipak karmakar, Rudra Prasad Das, Debasish Das, and Raja Mukherjee.

Principal

Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Secretary, Teacher's Council
Kishore Bharati Bhagini
Nivedita College (Co-Ed)

Grievance Redressal Mechanism

Our institute ensures a transparent mechanism for the timely redressal of students' and staff grievances.

Objective:

The primary objective of the Grievance Redressal Cell is to address and resolve grievances of students and other stakeholders within a reasonable time frame. This aims to strengthen the bond between students and the institution by providing satisfactory facilities and maintaining a conducive environment for academic teaching and learning. Students can voice their grievances on both academic and non-academic matters, including issues of ragging or sexual harassment within the campus, through the online grievance mechanism.

Committees:

To achieve this, our institution has formed committees such as the Grievance Redressal Cell, Anti-ragging Committee, governed by the Internal Complaint Committee (ICC).

Contact Information:

Phone No - (033) 2404 3206

Website: www.kbbnc.ac.in

Email: kbbncollege@gmail.com

Procedure for Lodging Complaints:

- Students can lodge their grievances online via the Grievance Redressal Form available on our official college website or through the Dropbox located outside the office.
- The Dropbox is opened on every Saturday of each week to collect grievances.
- The Grievance Cell will act upon all cases received through email and offline (Dropbox).
- Confidentiality of the person lodging the complaint is maintained throughout the process.

Mechanism of the Grievance Redressal Committee (GRC):

- The GRC shall consider and address individual grievances of specific nature from students and staff.
- The GRC will not consider grievances of general applicability or collective nature raised collectively by more than one employee/student.
- Upon receiving the complaint/application, the committee will decide on the merit of the case, regarding the scope of further discussion and investigation, and act promptly.
- The GRC may mediate between the complainant and the defendant against whom the complaint has been made, if required.
- The GRC shall address grievances within a short period.

- The cell will report to the authority about the cases attended and seek guidance from higher authorities if required.
- By maintaining these standards, College aims to ensure a fair and just environment conducive to the academic and personal growth of its students.

Principal

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2019-2020

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Date : / /

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Ref. No. KBBNC/GR4/12/19/13

Date. 6/12/19

NOTICE

The member of Grievance Redressal Cell are hereby requested to attend a meeting held on 10/12/19 (Tuesday) on 3 pm to discuss the following agenda:

1. Placing previous work report
2. To deal with any grievances received till date
3. Determine goal, objectives, plan of work for the academic year
4. Misc.

Sweety Sadhukhan.
6/12/19.

CONVENOR

Sana 6/12/19
PRINCIPAL
Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Member Present (10/12/19)

1. ~~Sana~~ 10/12/19
2. Sutapa mukherjee 10.12.19
3. Rajini Basu 10.12.19
4. Sweetsy Sathulian . 10/12/19.
5. Dipak Karmakar. 10/12/19
6. Namamita Bhuiya 10.12.19.
7. SBrine 10/12/19.
8. Corin Da 10.12.19

Proceedings for CRC meeting held on 10/12/19

- ① Food licence has been made. Xerox attached (Any issues relating canteen will be forwarded to the canteen committee from day onwards).
- ② General secretary (student union) can be participated as invitee.
- ③ Prof. S. Biswas suggested to install a water purified machine in staff room for teacher convenience.
- ④ It is decided to install water purified machine in each floor.
- ⑤ Grievance form to be extended through online
- ⑥ A complaint box reqd.
- ⑦ Innovation of Smart class room, Hall 1 and Hall-2
- ⑧ website design proposed by Prof-D. Karmakar

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Ref. No. KBBNC/GRC/03/2020/14

Date 28.03.2020

NOTICE

The member of Grievance Redressal Cell are hereby requested to attend a meeting held on ~~01.04.2020~~ 01.04.2020 at 4.00 PM to discuss the following agenda through online.

1. how to improve teaching-learning process online during Pandemic situation.
2. how to deal with those students have no technological facilities.
3. Misc.

Sweety Sadhubhan.
Convenor

Sana 28/03/20

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Member Present : (Online Mode)

1. ~~Ames~~ 01/04/20.
2. ~~Po~~ 17/4/20
3. ~~Shr~~ 11/4/20
4. ~~Corjale~~ Sar 1.4.2020
5. Namnamita Bhuia 1.4.2020
6. Xipen Karmakar
7. Sweety Sadhukhan, 1.4.2020
8. Prabin Sarda

Proceedings for URC meeting held on
01/04/2020

- ① The pandemic situation has increased student's uncertainty about the mode of teaching, Semester completion, examination etc. Collecting these grievances from the students, a committee meeting has been called on 01.04.2020 from 4:00 PM to ~~5 PM~~ 5:30 PM (2¹/₂ hr) through google meet. The link has been shared one hour before the start of the meeting.

It has been decided ~~that~~ to use different online platform like Zoom platform and other google classroom, and different other platform as per the requirement. Teacher's from different department are informed to make a separate what's App group with their students. Sharing notes, important documents, Project file are shared with them successfully. Even teacher make separate email id to receive and sent question paper, collecting

Initiatives has been taken by our college authority to organise a small interactive ~~courses~~ session for the teacher to aware them usage of different online plat for smooth function of teaching learning process. Our principal ^{made} ~~organised~~ an internal group of teacher who are knowledgeable of different online platform.

Teachers act as Resource Person -
Dipak Karmakar, Dr. Anupriya Chakraborty, Namramita Bhuniya, Rajesh Das, Prakash Mishra, Mahavanda Roy.

2. Students not having technological facilities are informed to contact us through email id, phone no. we also note the name of their family member who use what's app to contact them.

Staying safe at home through uninterrupted flow of teaching-learning process is our main motto we decided to deal this pandemic issues ~~as~~ properly as per the situation arises.

3. College website has been upgraded. (Time taken - 2 hrs)

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Ref. No. KBBNC/GRC/04/2020/15

Date 20.4.2020

NOTICE

All the members of GRC are hereby requested to attend the meeting held on 28.04.2020 to discuss the following agenda. (4.00 PM)

1. Online activities for the student
2. online Rabindra Jayanti celebration
3. Misc.

Sweety Sadhukhan
Convener

 20/04/20

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Member Present & Conclude Google m

1. ~~Sina~~ 28/04/20
2. Namnamita Bhuiya 28/4/20
3. ~~Mena~~ 28/4/20
4. Ina 28/4/20
5. Enjira Das 28.4.2020
6. Dipan Kumar
7. Sweety Sadhukhan 28/4/2020.

Proceedings for CRC meeting held on 2
To improve the wellbeing of the student (on receive of their ^{online} grievances), a meeting with our CRC member has been organized on 28.04.2020.

1. It ~~was~~^{is} decided by all department to arrange different interactive program like webinar, different quiz as an awareness program on covid-19, and different other program to motivate them after discussing ~~and~~ with their own dep

2. It ~~is~~ is decided to celebrate Rabintra Jayanti Program online on 08.05.2020, where ~~at~~ all interested teachers and student participated. Students and teacher accordingly informed to sent the video's (Performance - Dance, Song and drawing ~~to~~ to particular the concerned person. It been a grand success.

② ~~demands to increase~~ ~~participated~~ ~~class~~ ~~as~~ ~~summed~~
Time taken - 2hrs.

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Ref. No. KBBNC/GRC/07/2020/16

Date 08.07.2020

NOTICE

All the member of GRC are hereby requested to attend the meeting held on 15.07.2020 at 3.00 PM on google meet (online). The link will be provided one hour before the meeting start. The agenda are as follows:

1. Student demand for more communication between teacher and students in pandemic situation.
2. Student demand for more practical class through online class/digital because of pandemic situation.
3. misc.

Sweety Sadhukhan.
(convenor) 08/07/2020

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

 08/07/20

Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Member Present :

1. Banas 15/07/20
2. ~~Pran~~ 15/7/20
3. An 15/7/20
4. Corin Dan 15.7.2020
5. Namramita Bhuiya 15.7.2020
6. Dipak Karmakar.
7. Sweety Sadhukhan.
8. Prabir Condon

Proceedings for CRC meeting held on 15/7/20

1. The demand from the student to improve communication between teacher and students has been circulated to head of the department. It has been approved by all the dept. and all respective head of the dept. if they are thinking different ways to improve the interaction. Even teachers already started different to improve the communication with the students.

Whats App group, e-mail, google classroom, time-to-time meeting with students through di google meet (to their requirement) all are carried successfully time-to-time, Individual and support become our common

2. Dept having practical classes like Commerce, Geography, Zoology, Chem and psy physiology dept. all take initiatives to increase more pract

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Ref. No. KBBNC/GRC/11/2020/17

Date 02.11.2020

NOTICE

All the members of GRC are hereby requested to attend the meeting held on 12.11.2020 at 3.30 PM on google meet (online). The link will be provided one hour before the meeting start. The agenda are as follows.

1. Examinations dilemma
2. misc.

Sweety Sadhukhan.

2.11.2020,
(convenor)



Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Member Present

1. ~~Amal~~
2. ~~Prabin~~
3. ~~Prabin~~
4. ~~Amal~~
5. Namramita Bhuiya.
6. Dipak Karmakar.
7. Suseety Sadhukhan. 12/11/2020.
8. Prabin ~~Sarkar~~

Proceedings for meeting held on 12/11
(Time taken - 2 hrs)

1. Student demand for past years questions and solutions in website to help the study of student has sent to different subject teachers needful arrangement. more and more study materials have been uploaded on LMS and different online platforms.
2. For CU examination, our principal shows every possible co-operation with the students. since all the exams has been decided to be taken online. So we have make every plan to make the examination easy and for the examinees in this pandemic. Different e-mail created where the are asked to submit their scripts. Extra times are also provided for submission of the scripts (in case of network problem).
Examinees not having internet support, were asked to come and ...

3. The college authority has initiated to distribute sanitizer, mask to the local people of the college area during pandemic.

Time taken: 2 hours.

↑

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Ref. No. KBBNC/GRC/02/2022/18

Date 01/02/2022

Notice- 1 (Session 2021-22)

The member of Grievance Redressal Cell (GRC) is hereby requested to attend a meeting held on 09/02/2022 at 3 pm to discuss the following agenda:

1. Placing the previous work report
2. To deal with demand received from the students: for more practical classes, need for parking space, provision for sanitary napkin in girl's common room.
3. Misc

Convenor

Dr. Sweety Sadhukhan

Principal

Dr. Shib Sankar Sana

Principal

**Kishore Bharati Bhagini
Nivedita College (Co-Ed.)**

Members of GRC

1. Dr. Sutapa Mukhopadhyay
2. DR. Ranjini Basu
3. Mahananda Roy
4. Siddhartha Biswas
5. Namramita Bhuiya
6. Dipak Karmakar
7. Prabir Sardar

Member Present

1. Sana 9/2/22
2. ~~Pranav~~
3. Anu 9/2/22
4. Ranjini Basu
5. Sweetly Sadhekhan 9/2/22
6. Xipak Karmakar
7. Prabin Sardar
- 8.

Proceeding of CRC meeting held on 09/02/22

After Pandemic, it is our first offline mee we have received some letter ~~under~~ from the Students and we discussed those demand in the meeting.

- ① Since Pandemic and lockdown have put obstacle for those students who don't have computer at home. Their demand to increase more practical classes. Accordi we communicate to the head of the Geogn department, commerce, zoology, chemist and Physiology to meet those gaps. ~~They~~
- ② Need for parking space and provision for Sanitary napkin in girl's common room has been a common demand that has been consid seriously by the committee.

Time taken: 1 hour

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Ref. No. KBBNC/GRC/03/22/19

Date 30/3/2022

Notice- 2 (Session 2021-22)

The member of Grievance Redressal Cell (GRC) is hereby requested to attend a meeting held on 06/04/2022 at 3 pm to discuss the following agenda:

4. Placing the previous work report
5. To deal with demand received from the students: for arranging spoken English course
6. Misc

Convenor

Dr. Sweety Sadhukhan

Principal

Dr. Shib Sankar Sana

Principal

**Kishore Bharati Bhagini
Nivedita College (Co-Ed.)**

Members of GRC

1. Dr. Sutapa Mukhopadhyay
2. DR. Ranjini Basu
10. Mahananda Roy
11. Siddhartha Biswas
12. Namramita Bhuiya
13. Dipak Karmakar
14. Prabir Sardar

Member Present

1. ~~Sona~~ 6/4/22
2. ~~Mani~~
3. Ranjini Baru
4. Sulaka mukhopadhyay
5. Dipak Karmakar
6. Suseety Sadhukhan 6/4/22

Proceeding for ARC meeting held 06/04/22

1. The previous work report has been before the committee. The demand the student discussed on the last meeting has been solved.
2. Some students has been demanded arranging spoken english classes. The committee placed the demand to the head of English department to do the need arrangement.
~~The department address the demand~~
~~started the add on course on spoken~~
Time taken -

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Ref. No......

Date

DECLARATION OF ANTI-RAGGING AND SEXUAL HARASSMENT

Kishore Bharati Bhagini Nivedita College (Co-Ed) adopts a strict policy of zero tolerance towards ragging and sexual harassment. Students, teachers, and staff are informed that they can freely report any act that makes them uncomfortable through offline modes. All complaints are promptly addressed, ensuring the security and privacy of the individuals involved. The college strictly adheres to all statutory regulations, and the committees responsible for handling these matters perform their duties efficiently and with a human face, ensuring a safe and respectful environment for everyone on campus.



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Ref. No.....

Date

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases.

General Grievances Report

SL.NO.	NAME	REGISTRATION NO./ROLL NO.	2018-19	GRIEVANCES	STATUS
			SEMESTER		
1	Swati Mondal	542-1212-0277-16	Part-III	Demand for water cooler in canteen	SOLVED
2	Pari Banerjee	542-1112-0023-17	Part-II	demand for maintaining proper time schedule in canteen	SOLVED
3	Bhaskar Dutta	542-1211-0065-16	Part-III	maintaining proper hygiene in canteen	SOLVED
4	Dipankar Mondal	542-1211-0244-16	Part-III	demand for for well maintained and healthy food in canteen	SOLVED
5	Koushik Biswas	542-1211-0005-17	Part-II	demand for increasing reference books in the college library	SOLVED
6	Suman Dhali	542-1114-0158-17	Part-II	demand for previous years question papers	SOLVED

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			2019-2020		
SL.NO.	NAME	REGISTRATION NO./ROLL NO.	SEMESTER	GRIEVANCES	STATUS
1	Subho Ganguly	542-1111-0164-18	I	demand for water purifier in staff room	SOLVED
2	Ankur Biswas	542-1114-0158-19	II	demand fore renovation and conversion of hall 1 and 2 into smart room	SOLVED
3	Subrata Halder	542-1111-0331-19	II	demand for upgradation of college website	SOLVED
4	Neha Purkait	542-1211-0147-17	III	demand for organising interactive programme	SOLVED
5	Jayashree Roy	542-1211-0240-19	II	Demand for increasing practical classes	SOLVED
6	SK Alisa	542-1112-0196-19	II	demand for a solution to the exam dilemma durig the pandemic	SOLVED
7	Rohit Patra	542-1111-0211-19	II	Demand for different mail id for their submission of answer scripts	SOLVED
8	Aditya Jhakar	542-1111-0286-18	II	Demand for different mail id for their submission of answer scripts	SOLVED
9	Riya Sarkar	542-1211-1603-21	II	Demand for hybrid mode of teaching	SOLVED
10	Priya Saha	542-1112-0153-19	I	Demand for full concession	SOLVED
11	Soulami Roy	542-1211-1602-19	I	Demand for full concession	SOLVED
12	Sayan Mukharjee	542-1211-0274-18	III	Demand for provide free food to the students for those who lost their job in pandemic	SOLVED


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Ref. No.....

Date

			2020-21		
SL.NO	NAME	REGISTRATION NO./ROLL NO.	SEMESTER	GRIEVANCES	STATUS
1	Subhomay Sarkar	542-1112-0061-20	I	Request for sufficient computer access in library	SOLVED
2	Sujit Naskar	542-1111-0256-20	I	Request for online Rabindra Jayanti Celebration	SOLVED
3	Abhijit Mondal	542-1012-0256-19	III	Demand for offline classes	SOLVED
4	Eva Naskar	542-1212-0003-20	I	Grievance against bullying by a batchmate	SOLVED
5	Souvik Roy	542-1112-0032-20	I	Demand for distribute sanitizer,mask to the local people of the college area.	SOLVED

			2021-22		
SL.NO	NAME	REGISTRATION NO./ROLL NO.	SEMESTER	GRIEVANCES	STATUS
1	Souvik Mondal	542-1212-0231-19	IV	Demand for increasing of practical classes	SOLVED
2	Sawrup Das	542-1111-0250-19	IV	Demand for a parking space in college campus	SOLVED
3	Riya Sarkar	542-1112-0321-19	IV	Demand for provision for sanitary napkin in girls common room	SOLVED
4	Sumana Naskar	542-1212-0271-20	II	Demand for arranging a spoken english course	SOLVED
5	Moumita Das	542-1211-0212-20	II	Demand for arranging a spoken english course	SOLVED


Principal
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

**KISHORE BHARATI
BHAGINI NIVEDITA COLLEGE (Co.-Ed.)**

ESTD. 2001
148, RAMKRISHNA SARANI, VIVEKANANDA PALLY,
BEHALA, KOLKATA - 700 060, PH. : 2404 3206
E-mail ID : kbbncollege@gmail.com
Website : kbbnc.ac.in



Ref. No.....

Date

			2022-23		
SL.NO	NAME	REGISTRATION NO./ROLL NO.	SEMESTER	GRIEVANCES	STATUS
1	Soham Guha	542-1111-0329-21	III	Demand for dustbin	SOLVED
2	Megha Maity	542-1211-0006-20	III	Demand for sufficient lights in classroom and corridors	SOLVED
3	Piu Adak	542-1211-0234-20	III	Demand for regular yoga classes	SOLVED
5	Soumadip Naskar	542-1111-0269-19	V	Demand for food supply in reasonable price in college canteen	SOLVED
7	SK Alim	542-1111-0328-21	II	Complaint against hygiene issues in canteen	SOLVED

Principal
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