

A virtual meeting was held on 23/07/2021 to discuss the following agenda:

Agendas: 1. Confirmation of the resolution of the previous meeting.

2. To discuss about the publishing of the book "Looking at Gender through Varying Lenses".

3. Miscellaneous

Members Present:

1. 
2. Nishi
3. Rishabh (absent)
- 4.
5. Nibhargopal Masal
- 6.
7. Kamal Datta
8. 
9. 
- 10.

Resolutions:

1. Confirmed.

2. It is decided that a book "Looking at Gender through Varying Lenses" will be published by the college with the papers presented in the webinar (International) "Looking at gender through varying lenses". The convenors of the webinar will be the editors of the book i.e. Dr. Ratna Nandi and Mr. Souvar Das will be the editors. They will select papers for publication and do other works related to the publication. A minimum contribution Rs. 500/- will be collected from the contributors if they want to get the book.

A virtual meeting was held on 2nd August, 2021 to discuss the following agenda.

Agenda:

1. Confirmation of the resolution of the previous meeting.
2. Discussing about the quotations received to compose, print, designing of the book "Looking at Gender through varying Lenses" to be published by the college.
3. Miscellaneous

Members Present:

1. ~~Prasanna~~ @
2. Nilesh
3. Rishabh (Dharm)
- 4.
5. Nibhargul Masaf
- 6.
7. Kanchan Datta
8. ~~Rishabh~~
9. ~~Rishabh~~
10. Ratna Handi

Resolution: 1. Confirmed.

2. It is found that among the quotations received to do the work, the quotation given by "Kaulipi" of Kolkata 700019 is of the lowest. So the order may be placed to the "Kaulipi Publications".

Address: 10B Ferm Road, Kolkata-700019. The editors are requested to take the proper steps. The price of the book will be Rs. ~~1000~~ 999/-

A meeting of the "Gender Sensitization committee" was held on 28th February, 2022 at 3pm in the Principal's chamber with the following agenda:

1. Confirmation of the resolution of the previous meeting.
2. Reporting about the publication of the book on gender with the papers presented in the International webinar on Gender during 8th and 9th October, 2020.
3. Celebration of the "International Women's Day" on 8th March, 2022.
4. ~~Discussion~~ Formation of Guidelines of 'Grievance Redressal Cell'.

Members Present:

1. Dr Saranya
2. Smila
3. Kbanih (Secretary)
4. Nityajit Mandal
- 5.
6. Arvind Singh
7. Kanad Datta
8. Dr.
9. Dr.
10. Patna Nandi

Resolution:

1. Confirmed.
2. The work of publishing the book is at last stage as reported by the editors.

It is also found that Rs. 21,500/- from the contributors has been already collected.

The book will be sent to them who have already paid for that (pre-booking). The book will also be sent to the house guests and guest speakers who were present that day. Others if want to get the book afterwards, have to pay Rs. 150/- i.e. the price of the book.

It is decided that the amount collected from the contributors will be used for the publication (i.e. Rs. 21,500/-), the rest amount (i.e.  $38,400 - 21,500 = \text{Rs. } 16,900/-$ ) and the delivery charges, postal charges, etc. will be beared by the college.

3. It is decided that the International Women's Day (8th March, 2022) will be celebrated in the college with various programs giving emphasis on awareness or gender sensitization.

A video will be prepared by the teachers, staff and trainee with the campaign theme "#breakthebias."

A debate will be held among the students with the theme "Gender equality ensures sustainable development."

The In-Charge of the program will be Dr. Palna Handi and Mr. Shubhashish Kendu. The ~~appx~~ tentative budget of the program is Rs. 15,000/-.

The responsibility of refreshment is on Dr. Nityagopal Mondal and Mr. Kanad Datta.

4. According to UGC (Grievance Redressal) Regulations 2018, it is found that 'formation of guidelines' and uploading it on college website is mandatory. So, with the opinions of the house the following guidelines has been drafted:

## Grievance Redressal Cell

Guidelines (formed on 28/02/2022)

### Aim:

The main aim of Grievance Redressal Cell (GRC) is to look into the complaints lodged by any student/staff and redress it officially as per requirement. This cell takes into account any grievance regarding any academic and non-academic matter within the campus through the online (email) and grievance/suggestion box. Administration and staff of our institution aims at solving the grievances within stipulated time. Through the online (email) and grievance/suggestion box the grievances can be put forward.

### Objectives:

The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period (preferable 7 days) for further to improve the academic environment and also relationship of the students with the institution.

### Composition:

According to the UGC (Grievance Redressal) Regulations 2018, composition of the Grievance Redressal Committee as follows:

- |                                |                |
|--------------------------------|----------------|
| 1. Dr. Pankaj Chusm Sengupta   | Chairman       |
| Principal, Kinnaird Ed College |                |
| 2. Dr. Rina Sinha              | Convener       |
| Librarian                      |                |
| 3. Kinnaird College            | Joint Convener |
| Assistant Professor            |                |
| 4. Dr. Nita Vikram Chandra     | Member         |
| Associate Professor            |                |
| 5. Dr. Subarna Basak Sengupta  | Member         |
| Associate Professor            |                |

Scope:

The student may have guidance about any  
 career and non-academic matters related  
 to -


- Admission and Orientation Events
- Examination and Evaluation Events
- Scholarships Programs
- Availability and quality of infrastructure facilities
- Quality and quantity of academic support
- Discipline and hygiene
- Expenses
- Career counselling
- Health management

Existence of Career Institute?

- The student can visit the  
 website of the institute  
 and get the information  
 about the institute


- The students may feel free to drop the writing (can be anonymous if required) in the grievance/suggestion box.
- The grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The procedure for lodging grievances and email id to forward grievances should be publicised.

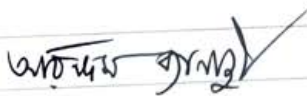
Rashmi (Darshika)  
28.02.22

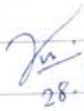
 28/2/22



Melu  
28/2/2022

  
28/02/22



  
28.02.22

A meeting of the "Gender Sensitization Committee" was held on 26th April, 2022 at 2 P.M. in the Principal's chamber with the following agenda:

- Agenda
1. Confirmation of the previous meeting (date)
  2. Reporting on previous activities.
  3. Miscellaneous

Members Present:

1. Bibhuti Binisan Sengupta 26/4/22
2. Nita Mitra 26.4.22
3. Utpurna Das 26.4.22
4. Nityajyoti Manna 26/4/22
5. Ratna Handi, 26/04/22
6. Sadan Sheikh
7. ~~V. D.~~ 26/4/22
- 8.
- 9.
- 10.

Resolution:

1. Confirmed.
2. The book "Looking at Gender through varying Lenses" has been published successfully on ~~26th~~ April, 2022.
3. 'International Women's Day' has been celebrated on 8th March with much enthusiasm by the students, staff and faculty. The video on the campaign theme "#Breakthebias" has been made with



the participation of students, teachers and ~~non~~  
non-teaching staff and uploaded on YouTube  
successfully.