

**GENDER CELL**





**THE CODE OF CONDUCT GUIDELINES**

**TURKU HANSDA LAPSA HEMRAM  
MAHAVIDYALAY**

**CODE OF  
CONDUCT  
RULEBOOK**

**MALLARPUR, BIRBHUM**



*Suman*  
**Dr Suman Mukherjee**  
Teacher-in-Charge  
Turku Hansda Lapsa Hemram Mahavidyalaya  
Mallarpur, Birbhum-731216

## CODE OF CONDUCT

### FOR STUDENTS:

The institution prescribes the following guidelines for the maintenance of code of conduct by its students.


1. The Students are instructed to attend classes regularly and remain updated about the internal examinations and submit all assignments on time as they should remember that punctuality is the key to success and try to follow it.
2. They should be able to follow instructions given by the College administrative body and teachers diligently.
3. They should avoid the unnecessary usage of any kind of electronic gadgets in class or during the examinations.
4. They should try to maintain a clean and plastic free campus to reduce the chances of pollution.
5. Maintenance of Discipline is mandatory under all circumstances.
6. The students are warned against getting involved in ragging or harassing of others in the Campus.

A zero tolerance policy is followed by the institution through the following initiatives:

Ragging being a punishable offence, it is strictly prohibited in the Campus. The institution has a well functioning Anti Ragging Cell which is entitled to accept complaints regarding any kind of ragging issues from the students. Students should report about all kind of ragging related issues to the Anti Ragging Cell and disciplinary actions will be taken by the authority accordingly after that.

The Grievance Redressal Cell accepts grievances from all students of the institution. Students should lodge their grievance in written form available in the website and submit it in the drop box placed near the College main gate. After this the grievances if received will be send to the Chairman/Head of the Institution for effective action.



  
Dr Suman Mukherjee  
Teacher-in-Charge  
Turkey Hansda Lepsa Hemram Mahavidyalaya  
Mallarpur, Barbhum-731216

The institution has the ICC (Internal Complaints Committee) which functions in accordance with the Vishaka guidelines for the prevention of sexual harassment related issues outlined by the UGC/Supreme Court. Students are instructed to report their sexual harassment related complaints if any to the ICC which will send those to the authorities for necessary action.

The Gender Cell of the institution acts in collaboration with the ICC and Grievance Cell to document gender specific grievances and harassment complaints. It also works towards the maintenance of a gender sensitized campus.

7. Students should not follow any kind of discrimination among themselves.
8. Smoking or drinking is strictly prohibited within the Campus.
9. Students must not misuse college property, and must not disturb the academic ambience of the institution.


#### **FOR TEACHERS**

1. Faculty members should try to work according to institutional policies to fulfill its vision and missions. Conducting classes should be the first priority of the teachers.
2. Teachers are expected to become a part of the various administrative sub- committees and contribute for the institution's holistic development.
3. They should keep up with the diversity of the College and work towards removing all sorts of prejudices among the student community and staff members.
4. Mutual respect among teachers is expected to be maintained heartily.
5. Teachers should follow the rules and regulation of the Govt. and institution in regard to leaves and service conditions
6. They should participate in cultural programs and other such activities whenever needed.

#### **FOR THE NON TEACHING STAFF MEMBERS**


1. Every NTS should follow the institutional policies to fulfil the vision and mission of the college.
2. They should maintain a professional atmosphere and perform their official duties efficiently.



  
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Teacher-in-Charge  
Turkey Hansda Lapsa Hemram Mahavidyalaya  
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3. They should not get involved in any kind of misconduct among themselves or with other stakeholders of the College.
4. They should keep up with the diversity of the College and work towards removing all sorts of prejudices among the student community and staff members.
5. They should follow the rules and regulation of the Govt. and institution in regard to leaves and service conditions
6. They should participate in cultural programs and other such activities whenever needed.



  
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The Gender Cell came together in all the academic years from 2018- 2023 under the Chairmanship of the Principal to conduct meetings and remain updated about their plan of activity in respective academic sessions.

Gender audit was conducted by the audit team members in each academic year for the promotion of gender equity in the institution and a satisfactory report was generated with the possibility of making necessary improvement on specific issues.

A number of awareness and sensitization programs on various topics were organised by the Gender Cell in collaboration with the IQAC within the Campus:

1. Awareness Programme on 'Menstrual Health and Hygiene' organised on the occasion of International Women's Day (8/3/2019) in the academic session of 2018- 2019
2. Awareness programme on 'Gender Based Violence' organised on 3/3/2020 in the academic session of 2019- 2020 to impart the concept of how violence can impact both men and women under specific circumstances and the ways to prevent them.
3. An Online sensitization and awareness program on 'Gender roles during the Pandemic' organized on International Women's Day (8/3/2021) in the academic session of 2020- 2021 to spread the idea of the importance of equality in gender roles during the lockdown.
4. Sensitization program on Sexual Harassment (Vishaka Guidelines) on 22/1/2022 and an Awareness program on 'Educating the Girl Child and various scholarship schemes for girls' organised on 8/3/2022 in 2021- 2022 session.
5. An awareness program on 'Prohibition of Child Marriage' organised on 9<sup>th</sup> March 2023 in the academic session of 2022- 2023.

The institution is pleased to confirm that there has been no reports of complaint on sexual harassment cases from the ICC and there has been no report of grievances on gender related issues from the Grievance Cell in the tenure of 2018- 2023. So there are no grievances documented to be handled by the Gender Cell in the above mentioned tenure. The institution along with the effective functioning of the Gender Cell has been able to ensure a gender sensitized and bias free campus admired by all stakeholders for its student friendly ambience over the years.

Principal /TIC

THLH Mahavidyalay

IQAC Coordinator

THLH Mahavidyalay

Co-Ordinator, IQAC  
Turki Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum, 731216 (WB.)

Convener of the Gender Cell

THLH Mahavidyalay  
Convener  
Gender Cell  
THLH Mahavidyalay  
Mallarpur, Birbhum



Dr Suman Mukherjee  
Teacher-in-Charge  
Turki Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216

**ANTI - RAGGING CELL**



## Mechanism Procedure of Anti-Ragging Cell:

In case of any ragging case reported,

1. If the ragging instance is reported to be in occurrence, then the Anti-Ragging Cell (ARC) members shall immediately arrange for securing the complainant and/or victim.
2. The victim should be taken for counselling.
3. A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place of occurrence.
4. The complainant's and/or victim's identity such as name, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained.
5. The alleged's identity such as name, branch, semester, section, contact number, email id, parent's name, parent's contact shall be obtained.
6. The complaint shall be noted down in the Ragging Complaints Book with the member secretary.
7. The complaint shall be documented in the file with committee members.
8. The complaint shall be brought to the notice of the chairperson.
9. A meeting shall be held in consultation with the chairman to resolve the issue to decide upon the action.
10. The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Cell (ARC) to the Head of the institution.

\*\*\*\*\*



Turku Hansda Lapsa Hemram Mahavidyalay

*Dr. Suman Mukherjee*

Teacher-in-Charge

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Mallarpur, Birbhum-731216

Website: [www.thlhmahavidyalay.ac.in](http://www.thlhmahavidyalay.ac.in)





# TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY

MALLARPUR, BIRBHUM-731216

## ANTI-RAGGING CELL

### UNDERTAKING BY THE PARENT/ GUARDIAN

1. I Buddhadev Ghosh  
F/o. M/o. G/o Aditi Ghosh  
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009.
2. I assure you that My Son/Daughter/Ward will not indulge in any act of ragging.
3. I hereby agree that if He/ She is found guilty of any aspect of ragging, He/ She may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law in force.

Signed this Sventhrth Day of Hr Month of August Year: 2022

Buddhadev Ghosh

Signature of the Guardian/Parent

Name: BUDDHADEV GHOSH

Address: SAINTHIA

Contact No: 9732020957

Dr A K Chakrabarty

Dr A K Chakrabarty  
Principal



Dr Jagannath Mandal

Dr Jagannath Mandal  
Convener, Anti-Ragging Cell

Turku Hansda Lapsa Hemram Mahavidyalay Dr Suman Mukherjee Website: [www.thlhmahavidyalay.ac.in](http://www.thlhmahavidyalay.ac.in)

Teacher-in-Charge

Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216



## Anti-Ragging Cell

### Turku Hansda Lapsa Hemram Mahavidyalay

Estd. 2006 & Affiliated to the University of Burdwan

NAAC Accredited with B in 2016

Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216

Email: antiragging.thlhm@gmail.com

Ref.

Date: 04/12/2018

### Notice

A meeting will be held on 07/12/2018 at 2.30 pm in the Meeting Room to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Arrangement of an awareness program on Ragging issue
2. Preparation of blueprint for zero tolerance in ragging cases.
3. Miscellaneous.



Sincerely,

  
04/12/2018  
Convener

Anti-ragging Cell

**Convener**  
**Anti-Ragging Cell**  
**THLH Mahavidyalay**  
Mallarpur, Birbhum

Copy forwarded to:

1. Principal, THLH Mahavidyalay
2. IQAC Coordinator, THLH Mahavidyalay
3. Office Copy

Contact: 8926355069

Website: [www.thlhmahavidyalay.ac.in](http://www.thlhmahavidyalay.ac.in)



**Dr Suman Mukherjee**

Teacher-in-Charge

Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216



## Anti-Ragging Cell

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Email: antiragging.thlh@gmail.com

Ref.

Date: 11/04/2019

### Notice


A meeting will be held on 18/04/2019 at 2.30 pm in the Meeting Room to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Revision of previous meeting minutes.
2. Analysis of the report & outcomes of activities related to anti-ragging initiatives taken by the institution.
3. Miscellaneous.



Sincerely,

  
11/04/2019  
Convener

Anti-ragging Cell


**Convener**  
**Anti-Ragging Cell**  
**THLH Mahavidyalay**  
Mallarpur, Birbhum

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Mallarpur, Birbhum-731216



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Email: antiragging.thlh@gmail.com

Ref.

Date: 07/03/2020

### Notice


A meeting will be held on 12/03/2020 at 2.30 pm in the Meeting Room to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Revision of previous meeting minutes.
2. Analysis of the report & outcomes of activities related to anti-ragging initiatives taken by the institution.
3. Miscellaneous.



Sincerely,

  
07/03/2020  
Convener

Anti-ragging Cell


**Convener**  
**Anti-Ragging Cell**  
**THLH Mahavidyalay**  
Mallarpur, Birbhum

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Email: antiragging.thlhm@gmail.com

Ref.

Date: 13/04/2021

### Notice


An online meeting will be held on 17/04/2021 at 7.30 pm in Google meet platform to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Revision of previous meeting minutes.
2. Analysis of the report & outcomes of activities related to anti-ragging initiatives taken by the institution.
3. Miscellaneous.



Sincerely,

  
Convener 13/04/2021

Anti-ragging Cell


**Convener**  
**Anti-Ragging Cell**  
**THLH Mahavidyalay**  
Mallarpur, Birbhum

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# Anti-Ragging Cell

## Turku Hansda Lapsa Hemram Mahavidyalay

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Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216

Email: antiragging.thlhm@gmail.com

Ref.

Date: 05/04/2022

### Notice

A meeting will be held on 08/04/2022 at 2.30 pm in the Meeting Room to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Revision of previous meeting minutes.
2. Analysis of the report & outcomes of activities related to anti-ragging initiatives taken by the institution.
3. Miscellaneous.



Sincerely,

Convener

Anti-ragging Cell

Convener

Anti-Ragging Cell


THLH Mahavidyalay  
Mallarpur, Birbhum

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Mallarpur, Birbhum-731216



## Anti-Ragging Cell

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Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216

Email: antiragging.thlh@gmail.com

Ref.

Date: 05/04/2023

### Notice

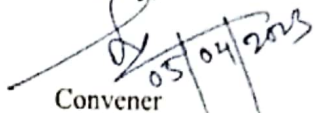
A meeting will be held on 11/04/2023 at 2.30 pm in the Meeting Room to discuss the following agenda. All the members of the Anti-Ragging Cell are hereby requested to attend the meeting.

#### Agenda

1. Revision of previous meeting minutes.
2. Analysis of the report & outcomes of activities related to anti-ragging initiatives taken by the institution.
3. Miscellaneous.



Sincerely,

  
05/04/2023  
Convener

Anti-ragging Cell


**Convener**  
**Anti-Ragging Cell**  
**THLH Mahavidyalay**  
**Mallarpur, Birbhum**

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Teacher-in-Charge  
Turku Hansda Lapsa Hemram Mahavidyalay  
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**GRIEVANCE REDRESSAL CELL**





# Grievance Redressal Mechanism Policy

## 1. Introduction

THLH MAHAVIDYALAY has an effective mechanism in place to deal with day to day grievances related to students, teachers, parents and other stakeholders . Grievance Redressal Cell was constituted in THLH MAHAVIDYALAY in accordance with the UNIVERSITY GRANTS COMMISSION regulations with the Principal, THLH MAHAVIDYALAY as its acting Chairperson.

The Grievance Redressal Cell of THLH MAHAVIDYALAY has been constituted with an aim to provide easy and accessible machinery for prompt disposal of the day-to-day genuine grievances particularly of the student community. Any student with a genuine grievance may approach the GREIVANCE REDRESSAL CELL to submit his/her grievance in writing to the PRINCIPAL through the Complaint Drop boxes available in the Campus or send a mail to -


Grievances submitted by the students are addressed systematically by the authorities with active involvement and cooperation with other sub- committees of the institution. Necessary confidentiality is maintained in the handling process of sensitive issues. Grievance redressal cell at THLH MAHAVIDYALAY has emerged into an appropriate forum providing support and encouragement to all the stakeholders who can expresses their grievances freely and frankly. It is striving to ensure a responsive and accountable attitude among the authorities concerned.

## 2. PREAMBLE

Turku Hansda Lapsa Hemram Mahavidyalay is committed to provide a safe and fair working environment promoting harmony and cooperation among all. Grievance Redressal Cell was set up at Turku Hansda Lapsa Hemram Mahavidyalay in accordance with the University Grants Commission Regulations 2012 (The Gazette of India, March 23-29, 2013), and Article XXV of the constitution/ Turku Hansda Lapsa Hemram Mahavidyalay for handling day-to-day grievances related to students, parents, and staff members.

Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality. Any stakeholder with a genuine grievance may approach



  
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Teacher-in-Charge  
Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216

Grievance Redressal Cell to submit his/her grievance in writing in the Drop box or send it online through:

### 3. OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of various issues faced by the stakeholders.
- To uphold the dignity of the College by promoting cordial relationship among all members of the College.
- To develop a responsive and accountable attitude among all stakeholders thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that all grievances are resolved promptly and in complete confidentiality for sensitive issues.
- To ensure that the views of each grievant and respondent are equally respected and that any party to a grievance is neither discriminated against nor victimized.

### 4. DEFINITIONS

**Grievance:** Grievance means a formal complaint—which includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the College from any of the stakeholders.

**Grievant:** Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance.

**Days:** Days means working days exclusive of Sundays, holidays or vacation days as set forth in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance.



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Turku Hansda Lapsa Hemram Mahavidyalaya  
Mallarpur, Birbhum-731216

## 5. GRIEVANCE REDRESSAL MECHANISM IN RELATION TO THOSE INVOLVE



## 6. GRIEVANCES REDRESSAL COMMITTEE

A high-power committee handles the function of remedying of the grievances. It is guided by the principles of natural justice while redressing the grievances. The committee will consider only formal grievances, received through written complaints from the Complaint box or through the mail id:

### 6.1. The Grievance Redressal Committee consists of the following members:

1. Chairperson - Principal
2. Convener - Amitesh Roy
3. Members - Dr. Bratati Chakraborty  
Mr. Ajfar Ali (Head Clerk)

### 6.2. Functions of the Committee:

1. Provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized
2. Ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.
3. Analyse the merits of grievances and conduct formal hearings and Investigation.
4. Protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines.
5. Obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application.



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Turkey Hansda Lepsa Hemram Mahavidyalaya  
Mallarpur, Birbhum-731216

## Procedure of Grievance Redressal

In case of any Grievance case reported,

The grievance procedure is a machinery to sort out the issues between the students and the College. It means that if a student believes that, he/she has been treated unfairly with respect to his/her academic/administrative affairs or is convinced to be discriminated is to be redressed surely. It is a device to search out the solutions of a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which Students' Grievance Cell, enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those who have a legitimate role in resolving the matter. The students are ought to lodge their grievances in the written form and to be submitted in the drop box placed in the college main gate. The secretary in turn intimates the matter to the committee for necessary action.

Grievances received are forwarded to the Principal for immediate redressal.

**Exclusions:** Some precautions to be maintained in regard to the issues which shall not be entertained, are as follows:-

- Decisions of the competent authority on assessment and examination result.
- Decision made by college under the disciplinary rules and misconduct.
- Decisions with regard to a word of scholarship seen on session awards and medals.
- Decisions of the academic committees constituted by the college.
- Decisions of the college in admission procedures of choice based courses.



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**TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY**  
Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216  
**STUDENTS GRIEVANCE COMMITTEE**  
**STUDENTS GRIEVANCE FORM**

1) Name	
2) Class	
3) Department	
4) Male / Female	
5) Aadhar Number	
6) Mobile number	
7) Grievance Type:	
a) Examination	
b) Infrastructure	
c) Hygiene	
d) Library	
e) Sports	
f) Admission	
g) Teaching learning	
h) General facilities	
i) Any other	

**8) Grievance Description**

.....  
.....  
.....  
.....

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.

Day and Date :

Student Signature



Turku Hansda Lapsa Hemram Mahavidyalaya

*Suman Mukherjee*  
**Dr Suman Mukherjee**  
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**GRIEVANCE REDRESSAL CELL**

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Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216  
Mail Id.-

Ref.

Date: 23/08/2018

NOTICE

All the students are hereby notified to place their grievance(s) if any on plain paper and drop them in the allotted boxes for the Grievance Redressal Cell. The three respective boxes are kept by the side of the main gate, at the right side of the IQAC gate in the the ground floor and by the side of the library gate in the first floor. The received grievances will be scrutinized by the cell members and proper action will be taken followed by a discussion with the convener sir at the earliest.

..

CONVENER

*Convener*

**Grievance Redressal Cell**  
**THLH Mahavidyalay**  
Mallarpur, Birbhum

IQAC COODINATOR

Co-Ordinator, IQAC  
Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum, 731216 (W.B.)

PRINCIPAL

*Principal*  
THLH Mahavidyalay  
Madian, Mallarpur, Gonpur  
Birbhum, WB



**Dr Suman Mukherjee**

*Teacher-in-Charge*

Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216

Contact: 9388882499/7096004684

Website: <http://www.thlhmahavidyalay.org.in>



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Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216

Mail Id.-

Ref.

Date: 22/08/2019

NOTICE

All the students are hereby notified to place their grievance(s) if any on plain paper and drop them in the allotted boxes for the Grievance Redressal Cell. The three respective boxes are kept by the side of the main gate, at the right side of the IQAC gate in the the ground floor and by the side of the library gate in the first floor. The received grievances will be scrutinized by the cell members and proper action will be taken followed by a discussion with the convener sir at the earliest.

  
CONVENER

**Convener**  
**Grievance Redressal Cell**  
**THLH Mahavidyalay**  
**Mallarpur, Birbhum**


  
IQAC COODINATOR

Co-Ordinator, IQAC  
Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum, 731216 (W.B.)

  
PRINCIPAL

Principal  
THLH Mahavidyalay  
Madian, Mallarpur, Gonpur  
Birbhum, WB



  
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Mail Id.-

Ref.

Date: 22/08/2020

NOTICE

All the students are hereby notified to place their grievances(s) if any on plain paper and drop them in the allotted boxes for the Grievance Redressal Cell. The three respective boxes are kept near the main gate, by the side of the entrance gate of IQAC and near the Library gate. Since the college is closed due to covid situation, they may also submit their grievances on online basis via the platform created on the college website:- [grievance@thlh@gmail.com](mailto:grievance@thlh@gmail.com). The received grievances will be scrutinized by the cell members and proper action will be taken followed by a discussion with the suitable authority at the earliest.

  
CONVENER

Convener  
Grievance Redressal Cell  
THLH Mahavidyalay  
Mallarpur, Birbhum


  
IQAC COORDINATOR

Co-Ordinator, IQAC  
Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum, 731216 (W.B.)

  
PRINCIPAL

Principal  
THLH Mahavidyalay  
Madian, Mallarpur, Gonpur  
Birbhum, WB



  
Dr Suman Mukherjee  
Teacher-in-Charge  
Turku Hansda Lapsa Hemram Mahavidyalay  
Mallarpur, Birbhum-731216

Contact: 9382882499 / 7001004584

Website: <http://www.thlhmahavidyalay.ac.in>





**Turku Hansda Lapsa Hemram Mahavidyalaya**  
**GRIEVANCE REDRESSAL CELL**

Estd. 2006 & Affiliated to the University of Burdwan  
NAAC Accredited with B in 2016


Madian, Mallarpur, P.O-Gonpur, Dist-Birbhum, West Bengal India, PIN-731216  
Mail Id.-

Ref.

Date: 23/08/2021

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Mail Id. -: [grievancethlhm@gmail.com](mailto:grievancethlhm@gmail.com)

Ref.

Date: 25/08/2022

NOTICE

All the students are hereby notified to place their grievances(s) if any on plain paper and drop them in the allotted boxes for the Grievance Redressal Cell. The three respective boxes are kept near the main gate, by the side of the entrance gate of IQAC and near the Library gate. Since the college is closed due to covid situation, they may also submit their grievances on online basis via the platform created on the college website-: [grievancethlhm@gmail.com](mailto:grievancethlhm@gmail.com). The received grievances will be scrutinized by the cell members and proper action will be taken followed by a discussion with the suitable authority at the earliest.

  
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