

## NOTICE

23/08/2019

A meeting with the members of IQAC will be held on 27.08.2019 at 2:00 p.m. in the IQAC office.

All the members are requested to be present on that day.

  
23/8/19

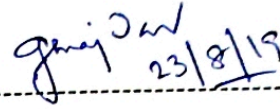
The Principal,

Lalbaba College

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

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 28.05.2019.
2. Sending the faculty members to attend Refresher and Orientation course.
3. Preparation of Academic calendar for the year 2019-20.
4. Issue of Holiday list for the year 2019-20.
5. Celebration of Teacher's Day, "Vidyasagar Divas-- Satatama Janmo Varshiki Udjapon" and "Agomoni".
6. AOB.

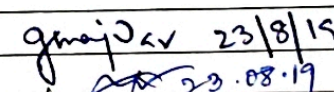
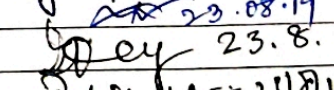
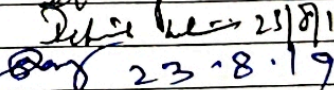
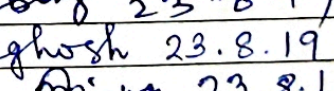
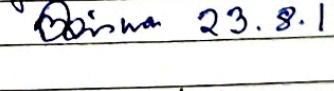
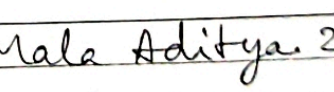
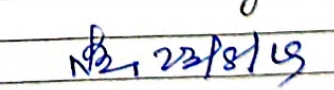
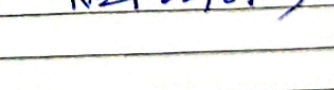
  
23/8/19

Coordinator, IQAC

Lalbaba College

**Coordinator**  
**Internal Quality Assurance Cell**  
**Lalbaba College**

### Members:

1. Dr. Sanjay Kumar	
2. Dr. Gautam Majumder	 23/8/19
3. Dr. Ajit Kr. Singh	 23.08.19
4. Dr. Indrani Dey	 23.8.19
5. Prof. Debasis Lahiri.	 23/8/19
6. Prof. Gopal Roy	 23.8.19
7. Prof. Sanhita Ghosh	 23.8.19
8. Prof. Jagannath Biswas	 23.8.19
9. Dr. Ruma Das	
10. Dr. Mala Aditya	Mala Aditya 23/8/19
11. Sri. Pankaj Kar	 23/8/19
12. Sri. Nikhil Roy	
13. Prof. Susanta Kr. Biswas	
14. Sri. Dipnil Banerjee	
15. General Secretary, Students'-Union	Abhishek 23/08/19

The Resolutions taken in the IQAC meeting with the members held on 27.08.2019 at 2.00 p.m. in the IQAC office.

**Members present:**

1. Dr. Sanjay Kumar
2. Dr. Gautam Majumder
3. Dr. Ajit Kr. Sing
4. Dr. Indrani Dey
5. Prof. Debasig Lahiri
6. Prof. Gopal Roy
7. Prof. Sanhita Ghosh
8. Dr. Jagannath Biswas
9. Dr. Ruma Das
10. Dr. Mala Aditya
11. Sri. Nikhil Roy
12. General Secretary, Students'-Union

*Sanjay Kumar 27/8/19*  
*Gautam Majumder 27/8/19*  
*Ajit Kr. Sing 27.8.19*  
*Indrani Dey 27/8/19*  
*Debasig Lahiri 27/8/19*  
*Gopal Roy 27.8.19*  
*Sanhita Ghosh 27.8.19*  
*Jagannath Biswas 27/8/19*  
*Ruma Das 27/8/19*  
*Mala Aditya 27/8/19*  
*Nikhil Roy 27/8/19*  
*Asmita Kumar 27/8/19*

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 28.05.2019.**

It is resolved that the resolutions of the previous IQAC meeting held on 28.05.2019 containing five items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Sending the faculty members to attend Refresher and Orientation course.**

The house unanimously resolves to direct the Principal to send the eligible faculty members, who are due for their carrier advancement, to attend the Refresher and Orientation course conducted by the UGC-HRDC of various Universities. Attending such courses, not only helps the faculty members to upgrade their knowledge in their respective subjects or other subjects, but also helps them for their carrier advancement.

**Agenda No. 3 is taken up: Preparation of Academic calendar for the year 2019-20.**

The co-ordinator of IQAC reports the requirement of Academic calendar of the year 2019-20 as an Academic calendar represents planning of College, schedule for whole semester to make

aware the teachers and students about important dates-driven information. The calendar talks about academic and non-academic activities in addition to cultural events. In this regard, the house recommends creating the Academic calendar of the year 2019-20 with pre-defined dates of our college and completing the task at the earliest to improve the teaching-learning qualities.

**Agenda No. 4 is taken up: Issue of Holiday list for the year 2019-20.**

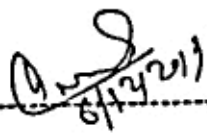
Holiday list is very helpful for the teachers as well as for students to plan for the whole year according to their pre-scheduled engagements. The members of IQAC recommend to make the Holiday list for the year 2019-20 following the following the State Govt. guidelines at the earliest.

**Agenda No. 5 is taken up: Celebration of Teacher's Day, "Vidyasagar Divas— Satatama Janmo Varshiki Udjapon" and "Agomoni".**

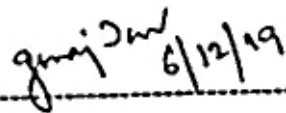
The house requests the Principal to direct the Cultural Sub-committee to organize the celebration of Teacher's Day and "Agomoni"- The Pre-Puja celebration similar to every year in the college. Additionally, the Principal proposes to the house to celebrate the "Vidyasagar Divas— Satatama Janmo Varshiki Udjapon" on 26<sup>th</sup> September in the college as this year is the completion of 100 years of Ishwar Chandra Vidyasagar's Birthday. Celebration of such programmes actually aware the students with the cultural value of our country and enrich the college as well. The house unanimously agrees with the proposal and requests the principal to do the needful.

**Agenda No. 6 is taken up: AOB.**

As there are no other topics for discussion, the meeting ended with a vote of thanks to the chair.

  
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The Chairperson, IQAC and  
The Principal, Lalbaba College

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


  
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Coordinator, IQAC  
Lalbaba College  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

# NOTICE

02/12/2019

A meeting with the members of IQAC will be held on 06.12.2019 at 2:00 p.m. in the IQAC office.

All the members are requested to be present on that day.

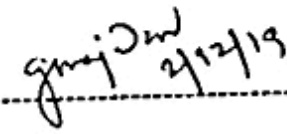
  
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The Principal,

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

Agenda:


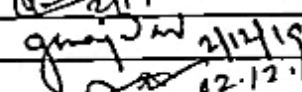
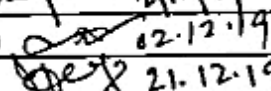
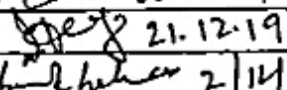
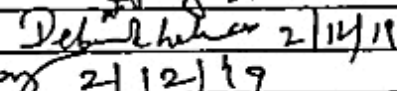
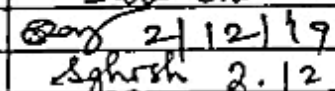
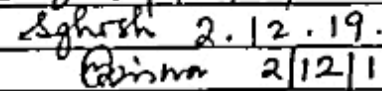
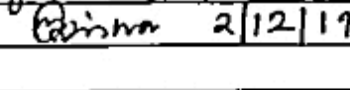
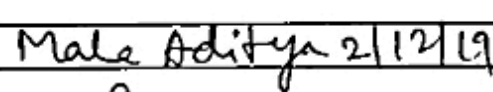
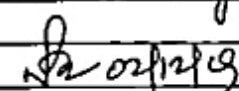
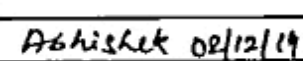
1. Confirmation of the resolutions taken in last meeting held on 27.08.2019.
2. Implementation of E.R.P. and modification of College Website.
3. Organizing Students Empowerment Programme.
4. To initiate the preparation for the internal examination of Odd-semester.
5. To initiate the process of Admission in the session 2020-21.
6. AOB.

  
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Coordinator, IQAC

Lalbaba College  
Internal Quality Assurance Cell  
Lalbaba College

Members:

1. Dr. Sanjay Kumar	
2. Dr. Gautam Majumder	
3. Dr. Ajit Kr. Singh	
4. Dr. Indrani Dey	
5. Prof. Debasis Lahiri.	
6. Prof. Gopal Roy	
7. Prof. Sanhita Ghosh	
8. Prof. Jagannath Biswas	
9. Dr. Ruma Das	
10. Dr. Mala Aditya	
11. Sri. Pankaj Kar	
12. Sri. Nikhil Roy	
13. Prof. Susanta Kr. Biswas	
14. Sri. Dipnil Banerjee	
15. General Secretary, Students'-Union	



The Resolutions taken in the IQAC meeting with the members held on 06.12.2019 at 2:00 p.m. in the IQAC office.

**Members present:**

1. Dr. Sanjay Kumar
2. Dr. Gautam Majumder
3. Dr. Ajit Kr. Sing
4. Dr. Indrani Dey
5. Prof. Debasis Lahiri
6. Prof. Gopal Roy
7. Prof. Sanhita Ghosh
8. Dr. Jagannath Biswas
9. Dr. Ruma Das
10. Dr. Mala Aditya
11. Sri. Nikhil Roy
12. General Secretary, Students'-Union

*Sanjay Kumar 6/12/19*  
*Gautam Majumder 6/12/19*  
*Ajit Kr. Sing 6.12.19*  
*Indrani Dey 6/12/19*  
*Debasis Lahiri 6/12/19*  
*Gopal Roy 6.12.19*  
*Sanhita Ghosh 6.12.19.*  
*Jagannath Biswas 6/12/19*  
*Ruma Das 6/12/19*  
*Mala Aditya 6/12/19*  
*Nikhil Roy 6/12/19*  
*General Secretary, Students'-Union 6/12/19*

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 27.08.2019.**

It is resolved that the resolutions of the previous IQAC meeting held on 27.08.2019 containing six items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Implementation of E.R.P. and modification of College Website.**

From this session, all transactions relating to the results, marks uploading of final examinations conducted by the University of Calcutta are made electronically. The IQAC co-ordinator reports that ERP implementation is essential for college administration. He further adds that College website also needs modification, to be at par with NAAC requirements. The house resolves that the Principal must proceed with the purchase norms as stated in G.O. No. 5400-F(Y), dated 25/06/2012.

**Agenda No. 3 is taken up: Organizing Students Empowerment Programme.**

Members of IQAC recommend that college needs to conduct Students Empowerment Programme, on regular basis for the benefit of students. This Programme will enable the students to be fortified and equipped in the greater world. The house accepts the proposal and

recommends that the Programme should begin with Dept. of Commerce and later carried out with other departments as well.

**Agenda No. 4 is taken up: To initiate the preparation for the internal examination of Odd-semester.**

As an affiliated college of University of Calcutta, all the examinations have to strictly adhere to the instructions of the University in this regard. In case of Semester system, which is running in the B.Com course from the session 2017-18 and in the B.A./B.Sc. tutorial exams and internal examinations where 35% marks are allotted by the University, are conducted by the College as per the schedules. The house therefore recommends the examination committee to direct the task of submitting of question papers for Odd-semester internal examinations from all the departments at the earliest.

**Agenda No. 5 is taken up: To initiate the process of Admission in the session 2020-21.**

The house recommends Principal to proceed as per tender norms. The admission process should run through ERP. The house further requests the Principal to discuss about organizing the data of existing students with the Service Provider of the college. The house further recommends that Admission Policy has to be reviewed on number of seats, schedule and process by Admission Committee.

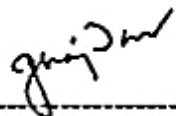
**Agenda No. 6 is taken up: AOB.**

As there are no other topics for discussion, the meeting ended with a vote of thanks to the chair.



The Chairperson, IQAC and  
The Principal, Lalbaba College

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



Coordinator, IQAC

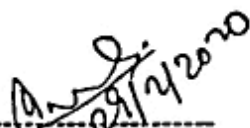
**Lalbaba College**  
**Coordinator**  
**Internal Quality Assurance Cell**  
**Lalbaba College**

## NOTICE

29/02/2020

The undersigned is desirous to meet with the members of IQAC will be held on 04.03.2020 at 2:00 p.m. in the IQAC office.

All the members are requested to be present on that day.

  
29/2/2020

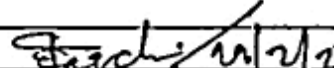

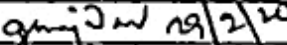
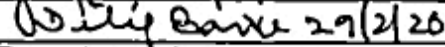
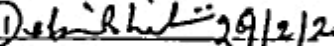
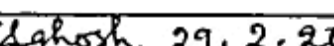
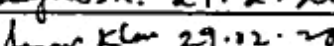


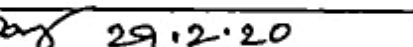
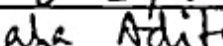
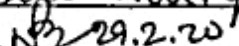
The Principal,

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

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 06.12.2019.
2. Online admission for the academic year 2020-2021.
3. Initiative for Academic and Administrative Audit of the college.
4. AOB.

### Members:

1. Dr. Sanjay Kumar.	
2. Prof. Pradipta Bagchi	
3. Dr. Lalit Kumar Jha.	
4. Dr. Gautam Majumdar	
5. Prof. Dilip Barik	
6. Prof. Debasish Lahiri	
7. Dr. Kalyan Mazumder	
8. Prof. Sanhita Ghosh	
9. Dr. Ansar Khan	
10. Prof. Suprio Biswas	
11. Prof. Nidhi Chowdhary	
12. Dr. Subrata Kumar Basak	
13. Prof. Gopal Roy	
14. Dr. Mala Aditya	
15. Sri Nikhil Krishna Roy	
16. Sri Abhishek Kumar, General Secretary	

At the beginning of the meeting, the Principal welcomes the new members of IQAC. The Principal is requested to fill up the three vacant positions at the earliest which are:

- a) One nominee from Local Society,
- b) One nominee from Alumni
- c) One nominee from Employers/Industrialists'/Stakeholders'

The Resolutions taken in the IQAC meeting with the members held on 04.03.2020 at 2:00 p.m. in the IQAC office.

**Members present:**

1. Dr. Sanjay Kumar
2. Prof. Pradipta Bagchi
3. Dr. Lalit Kumar Jha.
4. Dr. Gautam Majumdar
5. Prof. Dilip Barik
6. Prof. Debasish Lahiri
7. Dr. Kalyan Mazumder
8. Prof. Sanhita Ghosh
9. Dr. Ansar Khan
10. Prof. Suprio Biswas
11. Prof. Nidhi Chowdhary
12. Prof. Gopal Roy
13. Dr. Mala Aditya
14. Sri Abhishek Kumar, General Secretary

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 06.12.2019.**

It is resolved that the resolutions of the previous IQAC meeting held on 06.12.2019 containing six items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Online admission for the academic year 2020-2021.**

As an affiliated college of University of Calcutta, the admission process of our college is strictly bound to follow the instructions of the University in this regard. The University of Calcutta has published a notice regarding the admission of the session 2020-21 where important dates



regarding admission are listed. The house unanimously recommends the Admission committee to initiate the admission procedure following the University guidelines.

**Agenda No. 3 is taken up: Initiative for Academic and Administrative Audit of the college.**

For the proper functioning of the college both academic and administrative Audits are very crucial. The focus of academic Audit are i) Assuring quality of learning process ii) Determining desired learning outcomes iii) Assessing course content and curriculum and iv) Assessing teaching and learning process. So, it is very important to complete both the Audits within time for the development and enhancing the quality of college. The co-ordinator of IQAC proposes the Principal to initiate the process of both the Audits at the earliest. The house therefore, recommends to i) construct the Academic and Administrative Audit committee (AAAC) committee and ii) start the documentation process as early as possible so that the required documents are available to the AAA committee for smooth functioning of the Audit process.

**Agenda No. 4 is taken up: AOB.**

As there are no other topics for discussion, the meeting ended with a vote of thanks to the chair.



The Chairperson, IQAC and

The Principal, Lalbaba College

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

## NOTICE

11/06/2020

The undersigned is desirous to have an online meeting with the members of IQAC will be held on 16.06.2020 at 2:00 p.m.

All the members are requested to be present on that day.



The Principal,

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

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 04.03.2020.
2. Taking Online Classes through e-learning process.
3. Organizing webinars by different departments.
4. Organizing extra-curricular events in online mode.
5. AOB.

### Members:

1. Dr. Sanjay Kumar.	
2. Prof. Pradipta Bagchi	Pradipta Bagchi 11/6/20
3. Dr. Lalit Kumar Jha.	Lalit Kumar Jha 11/6/20
4. Dr. Gautam Majumdar	Gautam Majumdar 11/6/20
5. Prof. Dilip Barik	Dilip Barik 11/6/20
6. Prof. Debasish Lahiri	Debasish Lahiri 11/6/20
7. Dr. Kalyan Mazumder	
8. Prof. Sanhita Ghosh	Sanhita Ghosh 11.6.20.
9. Dr. Ansar Khan	Ansar Khan 11.6.20
10. Prof. Suprio Biswas	
11. Prof. Nidhi Chowdhary	Nidhi Chowdhary 11/6/20
12. Dr. Subrata Kumar Basak	
13. Prof. Gopal Roy	Gopal Roy 11.6.20
14. Dr. Mala Aditya	Mala Aditya 11/6/20
15. Sri Nikhil Krishna Roy	Nikhil Krishna Roy 11/06/20
16. Sri Abhishek Kumar, General Secretary	Abhishek Kumar 11/06/20

The Resolutions taken in the IQAC meeting with the members held on 16.06.2020 at 2:00 p.m. in online mode.

**Members present:**

1. Dr. Sanjay Kumar
2. Prof. Pradipta Bagechi
3. Dr. Lalit Kumar Jha
4. Dr. Gautam Majumdar
5. Prof. Dilip Barik
6. Prof. Debasish Lahiri.
7. Dr. Kalyan Mazumder
8. Prof. Sanhita Ghosh.
9. Dr. Ansar Khan.
10. Prof. Suprio Biswas.
11. Prof. Nidhi Chowdhary.
12. Prof. Gopal Roy
13. Dr. Mala Aditya
14. Sri Abhishek Kumar, General Secretary.

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 01.09.2020.**

It is resolved that the resolutions of the previous IQAC meeting held on 04.03.2020 containing four items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Taking Online Classes through e-learning process.**

The co-ordinator of IQAC conveyed the need of taking online classes by the faculty members of all the departments in this COVID19 pandemic situation. The house unanimously resolves to direct the routine committee to make the time table for the online classes at the earliest. The house encourages the use of online teaching learning system through Google-meet, Zoom etc., uploading of online lectures, videos, text materials, assignments etc. by Departments and faculty members.

**Agenda No. 3 is taken up: Organizing webinars by different departments.**

It is recommended by the house that the departments have to organize Webinars in various topics in order to upgrade the knowledge of faculty members as well as students. In this pandemic

situation it is very important to keep everyone's mind busy in such academic programmes for a good mental health. Such programmes also help to enhance the quality of education.

**Agenda No. 4 is taken up: Organizing extra-curricular event in online mode.**

In this Covid-19 pandemic situation, it is very important to keep the students busy in various activities for a good mental health. In this regard, The Principal proposes to organize an event in online mode where they can participate in recitation, quiz competition, painting competition. etc. Participating in quiz competition can improve students' general knowledge. The house agrees with the proposal and recommends to organise an online extra-curricular event.

**Agenda No. 5 is taken up: AOB.**

As there are no other topics for discussion, the meeting ended with a vote of thanks to the chair.



The Chairperson, IQAC and

The Principal, Lalbaba College

**Principal**

**Lalbaba College**

**117, G.T. Road, Belurmath**

**Howrah-711202**