

## Notice

**Date: 20/06/2021**


All members in this group (IQAC team) are requested to be present in a virtual meeting (Google Meet) scheduled on 27th June 2021 at 2:00pm, as per GB recommendations.

All External GB members and Teacher's Representatives to Lalbaba College, Governing Body shall also be present.

It is mandatory for all members of this group to be present as discussion in this matter is of exigent nature.

### Agendum

1) To discuss on IQAC related disputes and matters.

  
.....Principal  
Lalbaba college  
The Principal 117, G T. Road, Belurmat  
Howrah-711202  
Lalbaba College

### Members:

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

**MINUTES OF THE LALBABA COLLEGE IQAC GROUP VIRTUAL MEETING HELD ON  
27TH JUNE 2021**

**MEMBERS PRESENT:**

1. Prabir Roy Chaudhury (President, GB)
2. Sanjay Kumar (Principal)
3. D. Dutta Roy
4. Swati Dutta
5. Sudipa Bandopadhyay
6. Pradipta Bagchi
7. Ansar Khan
8. Nidhi Chowdhary
9. Gautam Mazumdar
10. Lalit Jha
11. Gopal Roy
12. Sanhita Ghosh
13. Supriyo Biswas
14. Mala Aditya
15. Debasish Lahiri

The Principal, Lal Baba College, stated that this meeting was called at the behest of the GB, Lal Baba College who wanted outstanding matters related to the transition from the erstwhile IQAC to the incumbent IQAC Coordinator through the proper protocol of handing over all necessary files (up-to-date) and physical assets be resolved at the earliest.

Principal pointed out that Dr. Gautam Majumdar, former IQAC Coordinator has given the charge handover sheet to the Principal and the same has been shared with Prof. Pradipta Bagchi. He stated that Prof. Pradipta Bagchi was recommended as IQAC Coordinator in GB meeting dated 4<sup>th</sup> January 2020 and he has not been taking charge since then as a result of which IQAC has been in a defunct state.

Prof. Pradipta Bagchi referred that in GB meeting held on 13<sup>th</sup> February 2021 under Item No. 4 and 17<sup>th</sup> June 2021 under Item No. 2(d) he has elaborately stated that the IQAC was not functioning in true spirit as there was no proper composition of the IQAC Committee. The former coordinator who has been holding charge since 2012 failed to provide the composition and minute book of IQAC. These disputes surrounding the modus operandi of the erstwhile IQAC committee were reported to Principal then and often. He further added that the charge handover sheet prepared by Dr. Gautam Majumdar was unsatisfactory. He stated that there was no mention of IQAC meeting minutes book, no previous record of supporting documents related to AQAR submission, financial utilization reports of Funds received by IQAC as per XII<sup>th</sup> Plan

and all necessary files in the charge handover sheet. He added that he has also reported about the same necessary files to the Principal from time to time whenever charge handover question was raised. It was his contention that IQAC work could be resumed if these issues were satisfactorily resolved.

Prof. Bagchi further pointed out that only with the up-to-date inputs of the former IQAC committee could any fresh IQAC work be done.

Dr. Gautam Majumder pointed that even when he joined as Coordinator, he was not given those documents. He opined that he does not owe any answer to the documents or physical assets apart from the one mentioned in charge handover sheet. He further alleged that Prof. Bagchi is not willing to take over the charge hence he has been delaying the work unnecessarily.

Principal requested Dr. Gautam Majumder and Prof. Bagchi to resolve the document related disputes at the earliest so that NAAC accreditation process can be resumed.


Prof. Nidhi Chowdhury also tried to give a detailed account of her experiences while preparing for NAAC accreditation in order to highlight certain IQAC related disputes. She highlighted that previous AQAR's of 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 were submitted by Dr. Gautam Majumdar single handedly without involving a single member of IQAC. She stressed that the team working on SSR preparation for NAAC Accreditation has found certain disputes in the AQARs related to scholarship data. She added that some reports in AQAR were shown as nil however data on such were already existing. She further shared that she had consulted about the same to an expert in a meeting called by RamaKrishna Mission SikshanMandira under PARAMARSH Scheme about the issue. She was informed that the data on AQAR and SSR should be same or else there shall be legal issues. In this context she requested Dr. Gautam Majumdar to provide all the necessary documents so that SSR preparation can be resumed by minimizing all the disputes.

Dr. Gautam Majumdar pointed that he cannot provide all supporting documents for data submitted in AQARs.

Principal requested Prof. Chowdhary to not discuss anything about NAAC as the agenda of the meeting was related to IQAC.

At this point the President GB Lal Baba College, opined in favour of a physically attended meeting to discuss and find solutions to the disputes in the interests of the college. It was resolved that said meeting would be held on the 3<sup>rd</sup> of July 2021.


Meeting ended with a vote of thanks to the chair.

  
Principal  
Lal Baba College  
The Principal's Road, Belurmati  
Howrah-711202  
Lal Baba College

## Notice

Date: 01/07/2021

According to instructions given by President, Lalbaba College, Governing Body, the undersigned directs all the members of IQAC to be present on 3rd July 2021 at 11 am positively at Teachers staff room of Lalbaba College.

  
.....Principal  
Lalbaba college  
The Principal, 117, G T. Road, Belurmatr  
Lalbaba College Howrah-711202

### Members:

1. Shri Prabir Roy Choudhuri
2. Dr. Sanjay Kumar
3. Dr. Debdulal Dutta Roy
4. Dr. Sudipa Bandyopadhyay
5. Dr. Swati Dutta
6. Prof. Prithwish Kumar Roy
7. Prof. Pradipta Bagchi
8. Dr. Lalit Kumar Jha
9. Dr. Gautam Majumdar
10. Prof. Dilip Barik
11. Prof. Debasish Lahiri.
12. Dr. Kalyan Mazumder
13. Prof. Sanhita Ghosh.
14. Dr. Ansar Khan.
15. Prof. Suprio Biswas.
16. Prof. Nidhi Chowdhary.
17. Prof. Gopal Roy
18. Dr. Mala Aditya
19. Sri Abhishek Kumar, General Secretary.

**Minutes of the IQAC Team meeting held on 3rd July 2021 at 11: 00 a.m., in Teachers' Room, Lalbaba College.**

**Members Present (Physically and Virtually):**

1. Sri Prabir Ray Choudhuri, President, GB, *Prabir*
2. Dr. Sanjay Kumar, Principal. *Sanjay*
3. Dr. Subrata Basak, Govt Nominee, GB.
4. Dr. Debdulal Dutta Roy, Govt Nominee, GB.
5. Dr. Sudipa Bandyopadhyay, University Nominee, GB.
6. Dr. Swati Dutta, University Nominee, GB.
7. Dr. Prithwish Roy, External Expert
8. Dr. Gautam Mazumdar, *Gautam*
9. Prof. Dilip Barik *Dilip*
10. Prof. Pradipta Bagchi *Pradipta*
11. Dr. Lalit Kumar Jha, *Lalit*
12. Prof. Gopal Roy *Gopal*
13. Dr. Mala Aditya, *Mala Aditya*
14. Prof. Sanhita Ghosh *Sanhita Ghosh - 03.07.21*
15. Prof. Nidhi Chowdhary, *Nidhi Chowdhary*
16. Dr. Ansar Khan, *Ansar Khan*

Principal reported that a GB meeting was held on 4th January 2020, where by a new IQAC committee with Prof. Pradipta Bagchi in the capacity of Coordinator was recommended. He brought into notice that since then Sri Pradipta Bagchi had not been able to take the charge due to several documents related disputes.

Prof. Pradipta Bagchi pointed that it is cited in GB resolution dated 17th June 2021, under Item No. 2(d) .....Principal reported that there are several disputes related to IQAC as a result of which charge handover to Prof. Pradipta Bagchi could not be completed. In this connection, Prof. Pradipta Bagchi presented a sample list of essential documents required for functioning of IQAC to all members present in the meeting (see Annexure 1). He also added that many more such essential documents shall be provided in this regard by the previous committee.

Principal pointed that IQAC must have all these types of essential documents, but if the previous committee does not have these, then the former Coordinator of IQAC, Dr. Gautam

Mazumdar, shall coordinate, cooperate and facilitate all such required documents with a team of members.

Dr. Gautam Mazumdar accepted that he has been holding charge of IQAC since 2012, and expressed that IQAC has no sole responsibility to prepare for NAAC evaluation. He added that all AQAR'S and AISHE reports shall be furnished by him as when required. He mentioned that no IQAC meetings were conducted during his tenure as coordinator, but he shall help prepare the list of documents required same with other members and furnish it as soon as possible. He also suggested several ways to capture data and facilitate preparing SSR.

Dr. Prithwish Roy, suggested that NAAC evaluation is a pre-requisite to the development of College. He opined that all teachers must work in coordination to prepare SSR. He further added that both former coordinator and the incumbent Coordinator must work in alliance with Principal to resolve the document related disputes and ensure efficient functioning of IQAC. He spoke of developing Rain water Harvesting technique and Add on courses to get good scores in the NAAC evaluation.

Dr. Sudipa Bandyopadhyay suggested ways to open PG courses in the college. She also requested to add Sri Pritwish Roy to be added as one of the panel members in IQAC team.

Dr. Subrata Basak pointed out that the task of NAAC evaluation is a herculean task and that it must be done as a team work. He highlighted that college must do away with the NAAC fees collected by the students as the evaluation and accreditation is still far from the picture. He also added that former coordinator must work for facilitating all pending documents with the help of Principal.

Dr. Gautam Mazumdar pointed that he single handedly did the documentation work of the previous cycle under the guidance of the then Coordinator Dr. Amal Shankar Bandyopadhyay. But he was unable to work for NAAC evaluation as his requests were unheard by the authority regarding initiative in various sections of the College. He also mentioned that he had been pressurized with other administrative works from time to time, which also delayed NAAC related works and requested Principal to keep the incumbent Coordinator as free as possible from other administrative responsibilities to ensure smooth functioning of IQAC.

Prof. Dilip Barik stressed that revival of documents and Infrastructure plays a critical role in the NAAC evaluation which demands a team work. He added that IQAC is a team and not one person's job, so entire team must help in preparation of AQAR. He also pointed out that Financial Audit of College is pending and that needs to be updated along with revival of Academic Audit. He suggested that back up of all data from previous software of the College must be ensured.

Prof. Gopal Roy reported that financial audit of the period 2016-17 is complete, for next financial years the Government appointed auditor was requested from time to time but no response was obtained in this Pandemic Situation. He also requested Prof. Nidhi Chowdhary to prepare the budget for 2018-19 and 2019-20 for Financial Audit. He further suggested to revive Teachers' Diary which helps record all duties performed by a teacher in an academic year.

Dr. Lalit kumar Jha raised concern about basic infrastructural requirements of the college. He stressed that the department does not have sufficient space to preserve documents and other

records. He further also addressed that issue related to documents must be resolved to the earliest.

Dr. Debdulal Dutta Roy suggested a cloud based server is essential to record all the activities and reports of different departments of the College. He also suggested Copyrights of lecture notes of College teachers to be facilitated.

Dr. Mala Aditya, Librarian reported that no data or document from Library end is lacking. She pointed of a discrepancy in the Library data provided by her and entered in AQAR and requested for correction of mismatch in AQAR. She stressed that human effort should be valued and repetition of work to be avoided in preparation of AQAR and SSR. She further requested Principal for the integration of Library portal of the College with ERP at the earliest.

Prof. Sanhita Ghosh proposed to divide new IQAC team into two groups whereby one group would assist the former Coordinator to retrieve essential documents, and the other group shall proceed with the fresh work. This would ensure smooth functioning of IQAC. She also highlighted that promotion of many teachers are pending which is also a very essential part of IQAC functions.

Dr. Ansar Khan requested Principal to initiate research and extension activities in the College for both teachers and students. He also requested Principal to involve all teachers and assign duties according to their capacity to prepare Annual Report of the College.

Prof. Nidhi Chowdhary seconded the proposal of Prof. Sanhita Ghosh, and requested Principal to add members from the former committee as well to this newly formed team. In response to the request of Prof. Gopal Roy regarding budget for the financial years 2018-19 and 2019-20, she expressed that she is still not informed about the financial statement of the College. She requested Principal, to facilitate necessary papers from Accountant and Bursar for preparation of Budget.

Dr. Swati Dutta, expressed that she shall extend all possible help from her share of experiences to help the College undergo NAAC evaluation.


President and Principal instructed to hold an IQAC meeting on 10th July 2021 at 11:00 a.m. in the college along with Dr. Ajit Kumar Singh, Dr. Indrani Dey, Dr. Ruma Das and Prof. Jagannath Biswas (members of preceding Committee) as invitee members.

Principal shall also conduct a meeting with In-charges of all Departments on the same day at 2:00 p.m. President urged that both the meetings to be done physically in the college premises.

Dr. Gautam Majumdar handed over keys of IQAC Room to Principal, and Principal tried to handover keys to Prof. Pradipta Bagchi.

Prof. Pradipta Bagchi urged Principal to keep the keys with himself until proper document verification and charge handover is done.

The meeting ended with a vote of thanks to the chair.

  
Principal  
The Principal, Lalaha College  
117, G T. Road, Belurhatt  
Howrah-711202

### **Annexure 1:**

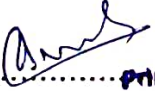
- i. Annual reports of IQAC
- ii. AQARs of IQAC with supporting documents and html links
- iii. IQAC meeting resolutions and html links
- iv. e-Copies of the accreditations and certifications
- v. Consolidated report of Academic Administrative Audit (AAA)
- vi. Supporting document in favour of participation in NIRF/link of NIRF submitted
- vii. ISO certificate (valid period)
- viii. Certificate of NBA or any other quality audit whichever claimed
- ix. Feedback analysis report
- x. Detailed program report for each program should be made available
- xi. Copy of circular/brochure/ Report of the program
- xii. Geo-tagged photos of energy sources
- xiii. Proof in support of energy sources (Invoice etc.)
- xiv. Green audit report or Renewable energy installation bills or maintenance bills can also be provided.
- xv. And several other documents



## Notice

Date: 06/07/2021

As per the wishes of the President, Governing Body and the Principal, Lalbaba College, all internal members of this group (IQAC team) are to attend a meeting at the College staff room on Saturday, 10th July 2021. The meeting shall commence at 11AM.

  
.....Principal.  
The Principal Lalbaba college  
117, G. T. Road, Belurmatt  
Lalbaba College Howrah-711202

### Members :

1. Shri Prabir Roy Choudhuri
2. Dr. Sanjay Kumar
3. Prof. Pradipta Bagchi
4. Dr. Lalit Kumar Jha
5. Dr. Gautam Majumdar
6. Prof. Dilip Barik
7. Prof. Debasish Lahiri.
8. Dr. Kalyan Mazumder
9. Prof. Sanhita Ghosh.
10. Dr. Ansar Khan.
11. Prof. Suprio Biswas.
12. Prof. Nidhi Chowdhary.
13. Prof. Gopal Roy
14. Dr. Mala Aditya
15. Dr. Indrani Dey
16. Dr. Ajit Kumar Singh
17. Dr. Ruma Das
18. Prof. Jagannath Biswas
19. Sri Abhishek Kumar, General Secretary.

**Resolution of the IQAC Team meeting held on 10th July 2021 at 11: 00  
a.m., in Teachers' Room, Lalbaba College.**

**Members Present:**

1. Sri Prabir Ray Choudhuri, President, GB, Lalbaba College *Prabir Choudhuri*
2. Dr. Sanjay Kumar, Principal *Sanjay Kumar*
3. Dr. Gautam Mazumdar *Gautam Mazumdar*
4. Prof. Dilip Barik *Dilip Barik*
5. Dr. Lalit Kumar Jha *Lalit Kumar Jha*
6. Prof. Debashis Lahiri *Debashis Lahiri*
7. Prof. Gopal Roy *Gopal Roy*
8. Dr. Mala Aditya *Mala Aditya*
9. Prof. Sanhita Ghosh *Sanhita Ghosh* 10.07.21.
10. Prof. Nidhi Chowdhary *Nidhi Chowdhary*
11. Prof. Suprio Biswas *Suprio Biswas* 10.07.2021.
12. Dr. Ansar Khan *Ansar Khan*

Principal reported about the laxity of Prof. Pradipta Bagchi in handling IQAC matters. He pointed that Prof. Pradipta Bagchi informed about an emergency health crisis on the day of meeting. Principal furnished the application sent by Prof. Pradipta Bagchi via email which he finds unsatisfactory because the time of meeting was 11 am and he sent an email at 9:19 am On 10/07/2021 and ring to principal at 10:30. He requested President Sri Prabir Roy Choudhuri to take disciplinary action against him. President asked for opinions from the members present regarding this matter.

Prof. Dilip Barik suggested that absence of the incumbent coordinator must not affect the working of IQAC and that all members must work together and completes the task of AQAR (within 31st August 2021).

Prof. Sanhita Ghosh expressed that such an action cannot be discussed in the absence of the member on whom disciplinary action is to be taken.

Prof. Debashis Lahiri seconded the concern raised by Prof. Sanhita Ghosh and highlighted that on health grounds Prof. Pradipta Bagchi shall be given another chance.

Dr. Mala Aditya, Librarian suggested that the meeting should not go waste and all members must proceed with the pending work of AQAR. She further added that Prof. Pradipta Bagchi has earlier suffered with the same kind of health crisis and requested President to be generous and take his reason into consideration.

Prof. Nidhi Chowdhary pointed that the disease named CSR in retina as mentioned in the application by Prof. Pradipta Bagchi is a grave disease and all decisions must be taken keeping in mind its severity.

President urged that Prof. Pradipta Bagchi with health issue also raise "You may, however, recall that the Governing Body, Lalbaba College, had recommended my name as Co-ordinator of the IQAC for the upcoming term. However, no formal letter of appointment to this position has been issued to me by the authorities. This has been a direct result of several disputes regarding modalities of a smooth transition and handing over of charge that you yourself reported to the Governing Body members at the meeting dated 17.06.2021." in view of this he said that Prof. Bagchi is not correctly saying about formal letter and direct result of several disputes. Though in this college it is not convention to issue formal letter, if Governing Body recommend anyone's name for any responsibility, that became final. So, if authority not issued any letter, then he did not do any mistake. He also pointed out that he has been insulted to whole college, president Lalbaba College Governing body and Principal & secretary of Lalbaba College. So, he recommended this case to Governing Body for disciplinary action.

Principal pointed that the incumbent coordinator has been negligent regarding IQAC matters since the day of his recommendation by Governing Body, hence he wants to appeal to the Governing Body Lalbaba College, for disciplinary actions against Prof. Pradipta Bagchi.

All members pointed that an information could have been provided by Prof. Pradipta Bagchi at the earliest.

President and Principal requested Dr. Gautam Mazumdar (former coordinator), to take the charge and shoulder the responsibility of IQAC. All members agreed to work under his supervision. Dr. Gautam Mazumdar agreed to guide the IQAC team in its functioning for the time being.

Principal requested Prof. Dilip Barik and Dr. Lalit Kumar Jha to look into the software related matters of the website with a team of members from teaching fraternity. He suggested to include Dr. Ansar Khan, Dr. Mala Aditya, Prof. Suprio Biswas and Prof. Nidhi Chowdhary in the team. Prof. Dilip Barik proposed names of Sri Amit Mitra (SACT) and Sri Dipayan Sinha (SACT) to be included in the team.

All members accepted this proposal.

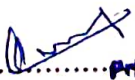
Principal requested Prof. Debashis Lahiri to take the responsibility of editing the first draft of the compiled SSR and also suggest for innovative ways and remedies including different data capture formats.

Dr. Gautam Mazumdar also stressed that student feedback shall be collected from the students of sixth semester at the earliest.

Dr. Ansar Khan and Prof. Nidhi Chowdhary were requested to look into the incomplete work of AQAR of 2018-19, 19-20 and report in the next meeting.

Prof. Dilip Barik raised concern about modifying the missions and visions of the College and analysing the achievements done in that regard. Dr. Gautam Mazumdar highlighted that the missions and visions as mentioned in the College Prospectus is in line with College principles. He further added that any new incorporation must be encouraged but is subjected to discussion.


The meeting ended with a vote of thanks to the chair.

.....  
Principal  
Lal Baba college  
The Principal  
117, G. T. Road, Belurmat  
Lal Baba College  
Howrah-711202

## Notice

Date: 23/07/2021

A meeting of IQAC will be held on 24/07/2021 at 6:30pm through Google meet.

  
.....Principal.....  
Lalbaba college  
The Principal  
117, G.T. Road, Belurhatt  
Howrah-711202  
Lalbaba College

### Agendum:

- 1) To discuss the work progress of AQAR submission.

### 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. Prof. Gopal Roy
13. Dr. Mala Aditya
14. Dr. Indrani Dey
15. Dr. Ajit Kumar Singh
16. Dr. Ruma Das
17. Prof. Jagannath Biswas
18. Sri Abhishek Kumar, General Secretary.

**Resolution of IQAC Meeting dated 24.07.2021 at 7.00 p.m.**

**Platform: Google Meet**

**Members Present:**

1. Dr. Sanjay Kumar (Principal & Chairman)
2. Dr. Lalit kr. Jaha
3. Dr. Gautam Majumder
4. Prof. Dilip Barik
5. Prof. Gopal Roy
6. Prof. Sanhita Ghosh
7. Dr. Mala Aditya
8. Prof. Nidhi Chowdhary
9. Prof. Suprio Biswas
10. Prof. Jagganath Biswas
11. Dr. Ansar Khan
12. Dr. Ruma Das

The Principal instructed Prof. Ansar Khan to submit all the pending documents related to NAAC within three days from the date of the meeting.


Dr. Lalit kr. Jha was assigned the job of communicating with different subcommittees and pursues them to arrange the meeting to start the committee's activities and /or to select the co-ordinator of those subcommittees which do not have coordinator.

Prof. Nidhi Chowdhary presented a power point document to highlights the due items for AQAR for the period of 2018-19. The following duties are assigned in this regard.

- a. Prof. Ruma Das was assigned the job of preparing IQAC meeting minutes, initiatives taken and Implemented in the college for the session 2018-19 as well as 2019-20. The Principal assured her to provide with all the relevant documents in soft copy.
- b. Academic calendar is to be collected from Prof. Bhuthnath Jana.
- c. IQAC formation supportive data is to be provided by the Principal.
- d. Supportive data for field projects are supposed to provide by the concerned departments.
- e. Relevant sports data and other data for Student's progression criterion is assigned to Prof. Rakesh Mondal.

- f. Data relevant to "Gender Equity" part to be collected from Prof. Asoka Bhattacharyya.
- g. Promotion of ethical values – This part is to be collected from Prof. Amrita Saha
- h. Future Plan and Implementation part will be provided by the Principal.

The meeting ended with vote of thanks.

  
.....Principal...  
The Principal Lalbaba college  
11, G. Road, Belurhatt  
Lalbaba College Howrah-711202

## Notice

Date:11/08/2021

This is to inform that Principal is desirous to have a meeting of the IQAC(internal members) on 11/08/2021 at 7:15 pm via Google meet.

All members are requested to be present in the said meeting.

  
Principal  
Lal Baba college  
117, G T. Road, Belurmati  
Howrah-711202

Agendum:

- 1) To discuss the work progress and review of AQAR 2018-19 and 2019-20.

Members:

1. Dr. Sanjay Kumar
2. Prof.PradiptaBagchi
3. Dr.LalitKumarJha
4. Dr.GautamMajumdar
5. Prof.DilipBarik
6. Prof.DebasishLahiri.
7. Dr.KalyanMazumder
8. Prof.SanhitaGhosh.
9. Dr.AnsarKhan.
10. Prof.SuprioBiswas.
11. Prof.NidhiChowdhary.
12. Prof.GopalRoy
13. Dr.MalaAditya
14. Dr. Indrani Dey
15. Dr. Ajit Kumar Singh
16. Dr. Ruma Das
17. Prof. Jagganath Biswas
18. SriAbhishekKumar,GeneralSecretary.



**Resolution of the meeting dated 11<sup>th</sup> August 2021 held virtually though  
Google Meet at 7:00 p.m.**

**Members Present:**

1. Dr.SanjayKumar
2. Prof.PradiptaBagchi
3. Dr.LalitKumarJha
4. Dr.GautamMajumdar
5. Prof.DilipBarik
6. Prof.SanhitaGhosh.
7. Dr.AnsarKhan.
8. Prof.SuprioBiswas.
9. Prof.NidhiChowdhary.
10. Prof.GopalKoy
11. Dr.MalaAditya
12. Dr. Indrani Dey
13. Dr. Ajit Kumar Singh
14. Prof. Jagannath Biswas
15. Dr. Chhatradhar Das
16. Dr. Soma Das
17. Prof. SoumikKanti Ghosh


Dr. Sanjay Kumar, Principal presided over the meeting.

Principal reported that different criteria's related to AQAR 2018-19 and 2019-20 has been duly filled. He requested Prof. Nidhi Chowdhary to present the AQARs before the house for necessary review and recommendations.

All members meticulously reviewed the AQARs and suggested necessary corrections in the qualitative as well as quantitative aspect of AQARs for 2018-19 and 2019-20.

All members resolved that the AQAR's of 2018-19 and 2019-20 needs to be reviewed further after the incorporation of necessary corrections suggested in the meeting.

The meeting ended with a vote of thanks to the chair.


.....  
  
The Principal **Principal**  
**Lalbaba college**  
Lalbaba **117, G. T. Road, Belurmat**  
College **Howrah-711202**

## Notice

Date: 12/08/2021

This is to inform that Principal is desirous to meet all internal members of IQAC and NAAC Supplementing Committee on 13/08/2021 at 11:00 am in Staff Room, Lalbaba College.

Presence in this meeting is mandatory. All are requested to be present on time.

  
.....  
The Principal Lalbaba college  
117, G T. Road, Belurmat  
Lalbaba College Gowrah-711202

Agendum:

- 1) to finalise the AQAR related documents before upload.

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. Prof. Gopal Roy
13. Dr. Mala Aditya
14. Dr. Indrani Dey
15. Dr. Ajit Kumar Singh
16. Dr. Ruma Das
17. Prof. Jagannath Biswas
18. Dr. Chhatradhar Das
19. Dr. Soma Das
20. Prof. Soumik Kanti Ghosh
21. Sri Abhishek Kumar, General Secretary.

**Resolution of the meeting dated 13<sup>th</sup> August 2021 held in Staff Room in  
Lalbaba College**

**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. Sanhita Ghosh. Sanhita Ghosh. 13.08.21.
7. Dr. Ansar Khan. Ansar Khan.
8. Prof. Suprio Biswas. Suprio Biswas 13.08.21.
9. Prof. Nidhi Chowdhary.
10. Prof. Gopal Roy
11. Dr. Mala Aditya. Mala Aditya  
Dey 13.8.21
12. Dr. Indrani Dey
13. Dr. Ajit Kumar Singh
14. Prof. Jagannath Biswas
15. Dr. Chhatradhar Das. Chhatradhar Das, 13.08.21.
16. Dr. Soma Das
17. Prof. Soumik Kanti Ghosh

Dr. Sanjay Kumar, Principal presided over the meeting.

Principal reported that different criteria's related to AQAR 2018-19 and 2019-20 has been duly filled with the coordinated efforts of IQAC and NAAC Supplementing team. He requested Prof. Nidhi Chowdhary to present the AQARs before the house for necessary review and recommendations.

All members meticulously reviewed the AQARs and suggested necessary corrections in the qualitative as well as quantitative aspect of AQARs for 2018-19 and 2019-20.

All members resolved that the AQAR's of 2018-19 and 2019-20 needs to be reviewed further after the incorporation of necessary corrections suggested in the meeting.

The meeting ended with a vote of thanks to the chair.

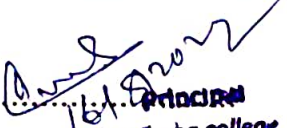
  
.....  
Principal  
The Principal, Lalbaba college  
117, G.T. Road, Belurmnt  
Lalbaba College, Howrah-711

## Notice

Date: 16/08/2021

This is to inform that Principal is desirous to meet all internal members of IQAC and NAAC Supplementing Committee on 16/08/2021 at 6:00 pm through Google Meet.

Presence in this meeting is mandatory. All are requested to be present on time.

  
.....  
The Principal, Lalbaba college  
117, G T. Road, Belurhatt  
Lalbaba College Howrah-711202

### Agendum:

- 1) To approve AQARs of 2018-19 and 2019-20

### 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. Prof. Gopal Roy
13. Dr. Mala Aditya
14. Dr. Indrani Dey
15. Dr. Ajit Kumar Singh
16. Dr. Ruma Das
17. Prof. Jagannath Biswas
18. Dr. Chhatradhar Das
19. Dr. Soma Das
20. Prof. Soumik Kanti Ghosh
21. Sri Abhishek Kumar, General Secretary.

**Resolution of the virtual meeting held on 16<sup>th</sup> August 2021 through Google Meet at 6:00 p.m.**

**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. Sanhita Ghosh. *Sanhita Ghosh. 16.08.21.*
7. Dr. Ansar Khan.
8. Prof. Suprio Biswas.
9. Prof. Nidhi Chowdhary.
10. Prof. Gopal Roy
11. Dr. Mala Aditya
12. Dr. Indrani Dey
13. Dr. Ajit Kumar Singh
14. Prof. Jagannath Biswas
15. Dr. Chhatradhar Das
16. Dr. Soma Das
17. Prof. Soumik Kanti Ghosh

Dr. Sanjay Kumar, Principal chaired the meeting.

Principal reported that the meeting has been called at the behest of the decision taken in the earlier meeting dated 13<sup>th</sup> August 2021. He requested all members to go through the corrected files of AQARs of 2018-19 and 2019-20.

After thorough discussion on each point for both the AQARs, the house resolved to place the AQAR of 2018-19 and 2019-20 before Governing Body.

The meeting ended with a vote of thanks to the chair.

  
Principal  
Lalbaba college  
The Principal's Office  
T. Road, Belurmat  
Howrah-711202  
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 .....202

## IQAC MEETING NOTICE

Date: 31-08-2021

A meeting of the IQAC will be held on 08-09-2021 (Wednesday) at 12-30 p.m. in the IQAC room. All members are requested to attend the meeting.

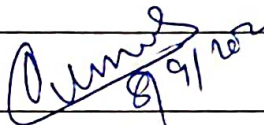
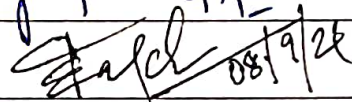
*Sanjay Kumar*  
31/8/2021  
\_\_\_\_\_  
(Dr. Sanjay Kumar) **Principal**  
Chairman, IQAC & **Principal**  
Lalbaba College  
117, G. T. Road, Belur Math  
Howrah-711202

*Chhatradhar Das* 31/8/21  
\_\_\_\_\_  
(Dr. Chhatradhar Das) **Coordinator**  
Coordinator, IQAC  
Internal Quality Assurance Cell  
Lalbaba College

### Agenda:

1. Confirmation of the proceedings of the meeting dated 16-08-2021.
2. Discussion on Action Taken Report.
3. Proposal for preparation of IIQA and SSR for NAAC.
4. Discussion on Quality Initiatives during the period 2021-22.
5. Discussion on collaborations/linkages for Faculty exchange and Student exchange programme during the period 2021-22.
6. Discussion on infrastructure and physical facilities for teaching- learning.
7. Discussion on Capacity building and skills enhancement initiatives.
8. Discussion on Professional Development Programmes, Orientation / Induction Programmes for Teaching/Non-teaching staff.
9. Discussion on preparation code of conduct for students, teachers, administrators and other staff.
10. Discussion on preparation of AQAR 2020-2021.

Members present in the Meeting of IQAC held on 08/09/2021

Sl. No.	Name of the Members of IQAC	Signature
1.	Dr. Sanjay Kumar	 8/9/21
2.	Dr. Chhatradhar Das	Chhatradhar Das. 8/9/21
3.	Dr. Gautam Majumdar	Gautam 8/9/21
4.	Prof. Pradipta Bagchi	 08/9/21
5.	Prof. Nidhi Chowdhary	Nidhi chowdhary 8/9/2021
6.	Prof. Dilip Barik	Barik 8/9/2021
7.	Prof. Debasish Lahiri	Debasish Lahiri 8/9/21
8.	Dr. Kalyan Mazumder	—
9.	Prof. Sanhita Ghosh	Sanhita Ghosh. 8.9.21.
10.	Dr. Ansar Khan	Ansar Khan 8/9/2021
11.	Prof. Suprio Biswas	Suprio Biswas 8/9/2021.
12.	Prof. Subrata Kumar Basak	—
13.	Prof. Prithwish Roy	—
14.	Prof. Gopal Roy	Gopal Roy 8/9/21
15.	Dr. Lalit Kumar Jha	Lalit 8/9/21
16.	Dr. Mala Aditya	Mala Aditya 8/9/2021
17.	Dr. Ajit Kumar Singh	Ajit 08.09.21
18.	Dr. Indrani Dey	Indrani Dey. 8.9.21
19.	Dr. Ruma Das	Ruma Das. 08.09.21.
20.	Prof. Jagannath Biswas	Jagannath 8/9/2021
21.	Sri Nikhil Krishna Roy	Nikhil Krishna Roy 8/9/21
22.	Sri Abhishek Kumar	—

**Resolution of the IQAC Team meeting held on September 8, 2021, at 12: 30 pm, in the  
Room-206, Lalbaba College**

**Members Present:**

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Prof. Pradipta Bagchi
5. Prof. Nidhi Chowdhary
6. Prof. Dilip Barik
7. Prof. Debasish Lahiri
8. Prof. Sanhita Ghosh
9. Dr. Ansar Khan
10. Prof. Suprio Biswas
11. Prof. Gopal Roy
12. Dr. Lalit Kumar Jha
13. Dr. Mala Aditya
14. Dr. Ajit Kumar Singh
15. Dr. Indrani Dey
16. Dr. Ruma Das
17. Prof. Jagannath Biswas
18. Sri Nikhil Krishna Roy

Dr. Sanjay Kumar, Principal of the college and Chairman, IQAC presided over the meeting. The coordinator of the IQAC placed a detail proposal for discussion and members participated in elaborate discussion to come to the following resolution under different agenda.

**Item No-1: Confirmation of the proceedings of the meeting dated 16-08-2021**

The minutes of the meeting of the IQAC held on August 16, 2021 was read out and the House unanimously confirmed it.

**Item No-2: Action taken report**

The IQAC Coordinator reported that the AQAR uploading team has successfully submitted AQAR for the period 2018-2019 and 2019-2020 on 25-08-2021.



The House unanimously appreciated the above performance.

### **Item No-3: Preparation of IIQA and SSR for NAAC**

NAAC Convener reported that preparation of SSR is on progress. Regarding target date for the final submission of SSR, no exact date could be finalized until all criteria committees submit their final report. She also reported that the criterion-wise committees have been working under the leadership of the convener of each committee. Report from the conveners regarding progress is to be collected within stipulated period of time-interval and responsibility may be re-allocated with a view to make the progress expedite.

After having elaborate discussion, the meeting resolved that the Convener of each criterion-committee should take an imitative with all the members to finalize their respective report at the earliest, so that IQAC Committee can fix the target date for submission of SSR and IIQA towards NAAC evaluation.

### **Item No-4: Discussion on Quality Initiatives**

For the betterment of the quality both academically and other fields of activities, the meeting after having thorough discussion resolved the followings:-

- (a) House proposed to prepare the academic calendar for the period 2021-2022 in order to apprise the students and other staff-members of the college about the schedule of activities throughout the year.
- (b) House planned to develop a mechanism to assess the learning levels of the students and to organize special programs for advanced learners as well as slow learners. Stress has been put for augmentation of the system of student-centric methods through experiential learning (like project work/fieldwork), participative learning, and problem-solving methodologies for enhancing learning experiences.

On the above context, meeting entrusts Prof. Rash Kumar Dey and Prof. Isani Chakrabarty with the task of planning a suitable mechanism.

- (c) Further proposed for formation of different Cells/Committees like (i) College Grievance Redressal Committee for solving different grievances, (ii) Visakha Committee and Internal Complaints Committee (ICC) for creating awareness as well as protecting sexual harassment and ragging cases.
- (d) To introduce the Orientation/Induction programs for students on course outcomes (COs) for all courses. Mentioned that the Institution already having Orientation Classes on the opening day of 1<sup>st</sup> Sem. where a detailed about COs to be provided to the new students.
- (e) House also recommended starting the procedure of the Academic and Administrative Audit (AAA), Library Audit, Green Audit, etc. for assessing performances in respective fields of works and to adopt correction/rectification and development in that arena.
- (f) House resolved to initiate the feedback systems for students, teachers, parents, and to conduct Student Satisfaction Survey (SSS) in order to sketch better planning and scheme on academic and administrative matters. The House requested Principal to take immediate measures to that effect.
- (g) The meeting resolved to form a registered Alumni Association and therefore requested Principal to take necessary initiative in the matter.
- (h) The House felt the necessity and importance of attending the conferences/workshops for the teaching and non-teaching staff towards academic and administrative uplift of the college as a whole; and therefore, recommended consideration for financial support like registration fees etc. for such participation.
- (i) House resolved to introduce the performance appraisal system both for teaching and non-teaching staff.
- (j) The meeting resolved to encourage different departments for holding/organizing seminars and workshops in academic collaboration with the IQAC.

**Item No-5: Institutional collaborations/linkages**

The principal reported that the college has signed the MoU with Bijoy Krishna Girls' College, Howrah for faculty exchange and student exchange program. The House appreciates such initiative for enriching different departments.

#### **Item No-6: Infrastructure and physical facilities**

The meeting considered favourably on the overall development of infrastructural and physical facilities of the college. Following resolutions were taken for immediate implementation on priority basis.

- (a) Repairing of college building (including classrooms and privy/toilets etc.);
- (b) Repairing & new purchase of furniture & fittings: Chair, table, platform and benches, desk, black-boards, white-boards etc.
- (c) Repairing and new purchase of Electronic items: Computers, Lap-tops, LCD Projectors including accessories.
- (d) Construction of roof-top shed on Library block for new Seminar Hall and Smart Classroom.
- (e) Installation of Lift for staff members and physically challenged students;
- (f) To reduce water wastage, sensor based auto system to be installed in appropriate places;
- (g) Installation of Photovoltaic solar panel is recommended as alternate sources of energy and energy conservation measures.
- (h) House also recommended fully computerized service in library for smart accessibility of students and teachers.

#### **Item No-7: Capacity building and skills enhancement initiatives**

House recommended for preparing the activity-calendar of each Club/NSS/NCC etc. in an academic year. The extended programmes carried out in the neighbourhood community, should aim to sensitizing students to social issues, cultural activities, the programs like 'Swachh Bharat Mission', AIDS awareness, gender issues, etc. and/or those organized in collaboration with industry, community, and NGOs. It is also encouraged that language club might be formed to provide the facilities and supports to the students and teaching or non-teaching staff for their improvement of language and communication skills.

**Item No-8: Professional development programs, orientation/induction programs/ administrative training programs for teaching/non-teaching staff:**

House encouraged faculty to attend the faculty development program (FDP), orientation program, refresher course, short-term course, etc. and also gladden to touch with induction programs for the teaching staff such as (a) use of ICT enabled tools for the effective teaching-learning process; (b) awareness programs on code of conduct.

The House also encouraged the induction programs/ administrative training programs i.e. (a) training on performance appraisal system (b) awareness programs on code of conduct for non-teaching staff.

The house congratulated and appreciated the faculties (*see page 7, Annexure I*) for completing their faculty development programmes during the academic session 2020-21.

#### **Item No-9: Grounding of code of conduct**

House proposed to form a committee for preparation of institutional code of conduct for students, teachers, administrators, and other staff and to frame mechanism for implementation. The meeting also refers the statutes, regulations, and other guiding principles suggested time to time by the UGC, Govt. of West Bengal and Calcutta University as service conditions for teachers and non-teaching staff as a whole. Owing to pandemic situation prevailing, several Govt. orders are also effective. However, the house suggested following 'Standard Operating Procedure' for Teachers, Non-teaching staff, students and others while entering college for academic and administrative purposes. These 'Standard Operating Procedure' may be considered as 'Institutional code of conduct' at present besides health and hygiene protocol prescribed by the State Govt. The house requested the Principal for taking initiative in this regard.

#### **Standard Operating Procedures**

- (a) Wearing of Masks;
- (b) Maintaining physical distance;
- (c) Using of hand sanitizer in regular interval;
- (d) While entering the college premises security should check the temperature using thermal gun irrespective of their rank (student, teacher, administrator, office staff, visitors etc.) and give them hand sanitizer;
- (e) Washing of hands with hand-wash at a regular interval especially before consuming any food;

(f) Providing hand-wash to each wash-room and wash-basin;

It was realized during deliberations at the meeting that the UGC guidelines permit the institution to frame a set of “rites of passage” for all stakeholders – faculty members, students and office, maintenance & security staff – over and above the non-negotiable service conditions, government notifications and affiliating University statutes. The house arrived at the decision this was necessary to uphold the highest academic, ethical and moral standards the arena of higher education demands from all its stakeholders. A decision to draw up and promulgate a model Code of Conduct was unanimously adopted by the house. The need for holding regular sensitization programmes to instil these qualities and inspire better academic and human attainments was also outlined and adopted by the house as an integral part of the institution’s future plans.

**Item No-10: Preparation of AQAR 2020-2021**

House proposed to create an exclusive window tabs on the institutional website for uploading/storing/retrieving individual and institutional data with a security password. The period of collection of data for the Academic Year 2020-21 should be from January, 2021 to 30<sup>th</sup> September, 2021. All are requested to submit data for the purpose at the earliest so that the AQAR for 2020-2021 be uploaded within schedule period of time.

The meeting ended with a vote of thanks to the chair.

Annexure 1.

Name of teacher who attended	Department	Title of the program	Duration (from – to) (DD-MM-YYYY)
Bingshati Sarkar	Philosophy	Refresher Course	13th march to 27th march 2021
Debasis Ghosh	Political Science	Refresher Course	21st august to 4th September 2021
ManjurAlam	Commerce	Orientation Programme	15th march to 14th April 2021
Suprio Biswas	Education	Refresher Course	21st august to 4th September 2021
Rakesh Mondal	Philosophy	Refresher Course	21st august to 4th September 2021
Jagannath Biswas	Mathematics	Orientation Programme	10th December to 8th January 2021
Jagannath Biswas	Mathematics	Refresher Course	22nd February to 6th March, 2021
Milan Kanti Das	History	Refresher Course	21st august to 4th September 2021
Nidhi Chowdhary	Political Science	Orientation Programme	1 <sup>st</sup> December, 2020 to 30 <sup>th</sup> December, 2020
Nidhi Chowdhary	Political Science	Refresher Course	16 <sup>th</sup> November, 2021 to 29 <sup>th</sup> November, 2021
Krishnendu Das	Economics	Refresher Course	25 <sup>th</sup> September, 2021 to 8 <sup>th</sup> October, 2021

Read and confirmed

*[Signature]*  
13/11/2022

Principal

Lal Baba college

117, G T. Road, Belurmat

Howrah-711202

## Action Taken Report for the Session 2020-21

Plan of Action	Achievements / Outcomes
<b>Plan - 1:</b> (Resolution taken on 08.01.2021) <ul style="list-style-type: none"> <li>• Central Orientation programme of Semester-I students.</li> </ul>	<ul style="list-style-type: none"> <li>• A Central orientation programme for students of Honours and General course for all the Departments were conducted by the college in online mode.</li> </ul>
<b>Plan - 2:</b> (Resolutions taken on 03.07.2021) <ul style="list-style-type: none"> <li>• Developing Rain water Harvesting technique and Add on courses</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet done</li> </ul>
<ul style="list-style-type: none"> <li>• Opening of PG courses in the college</li> </ul>	<ul style="list-style-type: none"> <li>• Yet to be initiated</li> </ul>
<ul style="list-style-type: none"> <li>• Financial Audit of College needs to be updated</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Audit of College has been updated</li> </ul>
<ul style="list-style-type: none"> <li>• Cloud based server is essential to record all the activities and reports of different departments of the College</li> </ul>	<ul style="list-style-type: none"> <li>• Cloud based server along with ERP (Enterprise Resource Planning.) was introduced on 2019-20. However, several modules were made functional in this academic session.</li> </ul>
<ul style="list-style-type: none"> <li>• Integration of Library portal of the College with ERP</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet done</li> </ul>
<b>Plan - 3:</b> (Resolutions taken on 10.07.2021) <ul style="list-style-type: none"> <li>• Student feedback shall be collected from the students of sixth semester at the earliest</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanism for student feedback imitative has been considered with the help of college website.</li> </ul>
<b>Plan - 4:</b> (Resolutions taken on 17.08.2021) <ul style="list-style-type: none"> <li>• Submission of AQAR 2018-19, and AQAR 19-20 after approval of the Governing Body.</li> </ul>	<ul style="list-style-type: none"> <li>• AQAR for the period 2018-2019 and 2019-2020 successfully submitted on 25-08-2021.</li> </ul>
<ul style="list-style-type: none"> <li>• Green initiative and installation of solar panel.</li> <li>• Fire and smoke alarm for the safety of students and teachers.</li> <li>• Sanitization chamber at college gate for safe</li> </ul>	<ul style="list-style-type: none"> <li>• All suggestions will be considered in future.</li> </ul>

	entrance and exit.	
<b>Plan – 5: (Resolutions taken on 08.09.2021)</b>	<ul style="list-style-type: none"> <li>• Preparation of IIQA and SSR for NAAC</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of SSR is on progress.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mechanism to assess the learning levels of the students</li> </ul>	<ul style="list-style-type: none"> <li>• A committee was formed to develop the mechanism for assessing the learning levels of the students. No report has been received yet.</li> </ul>
	<ul style="list-style-type: none"> <li>• Formation of different Cells/Committees</li> </ul>	<ul style="list-style-type: none"> <li>• (i) College Grievance Redressal Committee and (ii) Visakha Committee and Internal Complaints Committee (ICC) were formed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Introduction of Orientation /Induction programs for students on course outcomes (COs)</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation program for students of 1<sup>st</sup> sem has been introduced on course outcomes (COs).</li> </ul>
	<ul style="list-style-type: none"> <li>• Academic and Administrative Audit (AAA), Library Audit, Green Audit, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparatory work for Academic and Administrative Audit (AAA), Library Audit has been initiated.</li> </ul>
	<ul style="list-style-type: none"> <li>• Formation of a registered Alumni Association</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni Association was formed but registration process not completed due to pandemic situation prevailing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Conferences/workshops for the teaching and non-teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Two Workshops were conducted by the IQAC for the teachers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Organizing seminars and workshops in academic collaboration with the IQAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Department of History and Central Library of Lalbaba College already organized National and International Level Webinar respectively in collaboration with IQAC.</li> </ul>



<ul style="list-style-type: none"> <li>• Institutional collaborations/linkages.</li> </ul>	<ul style="list-style-type: none"> <li>• College has signed the MoU with Bijoy Krishna Girls' College, Howrah for faculty exchange and student exchange program.</li> </ul>
<ul style="list-style-type: none"> <li>• Development of infrastructural and physical facilities of the college.</li> </ul>	<ul style="list-style-type: none"> <li>• Repairing of college building including classrooms and privy/toilets etc. has been initiated. Other several initiatives remain pending regarding infrastructural and physical facilities.</li> </ul>
<ul style="list-style-type: none"> <li>• Faculty development program (FDP), orientation program, refresher course, short-term course, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty members from different departments already completed faculty development program (FDP), orientation program, refresher course.</li> </ul>
<ul style="list-style-type: none"> <li>• Grounding of code of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• A decision to draw up and promulgate a model Code of Conduct was unanimously adopted by the house. A model code of conduct was prepared and approved by the IQAC and submitted to GB for approval.</li> </ul>
<ul style="list-style-type: none"> <li>• Exclusive window tabs on the institutional website.</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet done.</li> </ul>

# Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

(033) 2654-2044 (Direct)  
(033) 2654-6289 Extn. 206

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A college affiliated to the University of Calcutta

## MEETING NOTICE

Date: 06-01-2022

An online meeting of the IQAC will be held on 13-01-2022 (Thursday) at 11-30 a.m. through Google Meet. All members are requested to attend the meeting.

(Dr. Sanjay Kumar)  
Chairman, IQAC & Principal  
Lalbaba College

(Dr. Chhatradhar Das)  
Coordinator, IQAC  
Lalbaba College

### **Agenda:**

1. Confirmation of the proceedings of the last meeting dated 08-09-2021.
2. To consider the proposal of 'Action Taken Report' for the period 2020-21.
3. Review of AQAR 2020-2021.
4. To consider the proposal of 'Future plan of action'
5. To consider the report of 'Students Satisfaction Survey (SSS)' for the period 2020-21
6. Miscellaneous

### **Encl:**

1. Proceedings of the last meeting dated 08-09-2021
2. Proposal of 'Action Taken Report' for the period 2020-21
3. Proposal of 'Future plan of action'
4. Report of 'Students Satisfaction Survey (SSS)' for the period 2020-21

**Resolution of the IQAC meeting held on January 13, 2022, at 11: 30 am,**

**on**

**Google Meet Platform.**

**Members Present:**

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Prof. Prithwish Roy
4. Dr. Gautam Majumdar
5. Prof. Pradipta Bagchi
6. Prof. Nidhi Chowdhary
7. Prof. Dilip Barik
8. Prof. Debasish Lahiri
9. Prof. Sanhita Ghosh
10. Dr. Kalyan Mazumder
11. Prof. Suprio Biswas
12. Dr. Lalit Kumar Jha
13. Dr. Mala Aditya
14. Dr. Ajit Kumar Singh
15. Dr. Indrani Dey
16. Dr. Ruma Das
17. Prof. Jagannath Biswas
18. Indira Chatterjee (Invitee)

Dr. Sanjay Kumar, Principal of the college and Chairman, IQAC presided over the meeting virtually using Google Meet Platform. At the outset of the meeting, the Chairman congratulated all the members of IQAC and NAAC for the quick preparation of AQAR 2020-21 and motivated the members to upload it as early as possible. The coordinator of the IQAC placed a detail proposal for discussion and all the members actively participated in elaborate discussion to come to the following resolution unanimously under different agenda.

**Item No-1: Confirmation of the proceedings of the meeting dated 08-09-2021**

The resolution of the meeting of the IQAC held on 8<sup>th</sup> September, 2021 was read out and the House unanimously confirmed it.

**Item No-2: To consider the proposal of ‘Action taken Report’ for the period 2020-21**

- The coordinator of IQAC informed that a ‘Model Code of Conduct’ (Annexure – 1) is to be additionally prepared by Prof. Debasish Lahiri and all the members gave their consent in this matter to be placed before the G.B. After the approval of the G.B. it can be uploaded on the website.
- After careful discussion the house unanimously prepared the ‘Action Taken Report for the period 2020-21’ (Annexure – 2).

**Item No-3: Review of AQAR 2020-21**

After going through all the points of draft AQAR 2020-21 and thoroughly discussing them the house suggested for quick completion of the work and resolved to place the AQAR 2020-21 before the Governing Body for their approval.

Further, the house resolved to include Prof. Sanhita Ghosh in the AQAR uploading team and suggested for timely uploading the AQAR 2020-21 after approval of the GB.

**Item No-4: To consider the proposal of ‘Future plan of Action’**

After the careful consideration and thorough discussion, the house unanimously prepared the ‘Future Plan of Action’ (Annexure – 3) and resolved to place it before the GB for their approval and necessary action.

**Item No-5: To consider the report of SSS for the period 2020-21**

The coordinator of IQAC reported that Students Satisfaction Survey (SSS) was conducted among the students of the college for the NAAC AQAR (2020-21) through the college website. Number of responses received for the survey is 1154. The questionnaire has been framed based on NAAC guidelines. Students have rated the question in a scale of 0 to 4. The summary is displayed on the college website and it is now presented in the IQAC meeting. After going through the reports minutely, the house unanimously accepted the SSS report (Annexure – 4) and decided to place it before the G.B for approval.

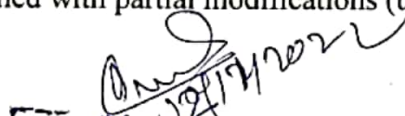
## Item No-6: Miscellaneous

In this section following few points were put forward with the permission of the Chair and the house unanimously resolved for considerations:

- To organize a Workshop on mental health for teachers and students annually with the proper guidance of a team of Doctors.
- To initiate for the formation of a Co-operative society for the benefit of the teaching and non-teaching staffs at times of urgent financial needs.
- To consider the matter of construction of new building and class rooms to cater the shortage of class rooms which also help to introduce more courses.
- To develop the Library infrastructure and setup a new reading room for the benefit of the user.
- To prepare the 'Executive Summery and Institutional Profile' of the IIQA and SSR, the house entrusted with the following members: Prof. Suprio Biswas, Dr. Kalyan Majumder, Prof Jagannath Biswas and Dr. Ruma Das. NAAC coordinator is requested to do the needful.

The extensive meeting which continued till 10.30 pm concluded by the Coordinator with a vote of thanks to the chair and all the members.

Read and confirmed with partial modifications (underlined)

  
Principal  
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