

Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

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

Website: www.lalbabacollege.in

E-mail: iqac.lalbabacollege@gmail.com



A college affiliated to the University of Calcutta

MEETING NOTICE

Date: 06-11-2022

A meeting of the IQAC will be held on 12-11-2022 (Saturday) at 1-30 p.m. in the Principal's room. All members are requested to attend the meeting.

Sanjay Kumar
6/11/22
Principal

Lalbaba college
(Dr. Sanjay Kumar)
117, G. T. Road, Belurmath
Chairman, IQAC & Principal
Howrah-711202
Lalbaba College

Chhatradhar Das
6/11/22
Coordinator

Internal Quality Assurance Cell
(Dr. Chhatradhar Das)
Coordinator, IQAC
Lalbaba College

Agenda:

1. Confirmation of the Resolution of the last meeting dated 13-01-2022.
2. Discussion on Action Taken Report.
3. Formation of NAAC Committee, NAAC Supplementing Committee.
4. Distribution of works related to SSR.
5. Discussion on submission of IIQA & SSR.
6. Discussion on 'Future plan of action'
7. Discussion on Academic and Administrative Audit.
8. Discussion on Green Audit.
9. Discussion on Administrative Training Program.
10. Miscellaneous.

Enclo:

1. Resolution of the last meeting dated 13-01-2022
2. Proposal for Discussion

Coordinator: Dr. Chhatradhar Das, Mobile: 9432874080, 7595985428

Members present in the Meeting of IQAC held on 12/11/2022

Sl. No.	Name of the Members of IQAC	Signature
1.	Dr. Sanjay Kumar	<i>Sanjay Kumar</i> 12/11/2022
2.	Dr. Chhatradhar Das	<i>Chhatradhar Das</i> 12/11/22
3.	Dr. Gautam Majumdar	<i>Gautam Majumdar</i> 12/11/22
4.	Prof. Pradipta Bagchi	<i>Pradipta Bagchi</i> 12.11.22
5.	Prof. Nidhi Chowdhary	<i>Nidhi Chowdhary</i> 12/11/22
6.	Prof. Dilip Barik	<i>Dilip Barik</i> 12/11/22
7.	Prof. Debasish Lahiri	—
8.	Dr. Kalyan Mazumder	<i>Kalyan Mazumder</i> 12/11/22
9.	Prof. Sanhita Ghosh	
10.	Dr. Ansar Khan	<i>Ansar Khan</i> 12/11/22
11.	Prof. Suprio Biswas	—
12.	Dr. Barid Baran Ghosh	<i>Barid Baran Ghosh</i> 12/11/22
13.	Prof. Gopal Roy	<i>Gopal Roy</i> 12/11/22
14.	Dr. Bhutnath Jana	<i>Bhutnath Jana</i> 12/11/2022
15.	Dr. Mala Aditya	<i>Mala Aditya</i> 12/11/2022
16.	Sri Nikhil Krishna Roy	<i>Nikhil Krishna Roy</i> 12/11/22
17.	Dr. Sankar Kumar Sanyal	—
18.	Indira Chatterjee	<i>Indira Chatterjee</i> 12/11/2022
19.	Surajit Bera	<i>Surajit Bera</i>
20.		
21.		
22.		



Sanjay Kumar
12/11/2022
Principal
Lalbaba college
117, G T. Road, Belurmat
Howrah-711202

Chhatradhar Das
Coordinator 12/11/22.
Internal Quality Assurance Cell
Lalbaba College

Resolution of the IQAC meeting held on November 12, 2022, at 1: 30 pm at Principal's Chamber

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. Dr. Kalyan Mazumder
8. Dr. Ansar Khan
9. Dr. Barid Baran Ghosh
10. Prof. Gopal Roy
11. Dr. Bhutnath Jana
12. Dr. Mala Aditya
13. Sri Nikhil Krishna Roy
14. Indira Chatterjee (Invitee)
15. Surajit Bera (Invitee)

The meeting was physically led by Dr. Sanjay Kumar, principal of the college and chairman of IQAC. IQAC coordinator welcomed Dr. Barid Baran Ghosh, as a newly included member in the IQAC. The Chairman thanked all of the IQAC and NAAC members for quickly gathering the data for AQAR 2021–2022, and he encouraged them to prepare and upload the SSR as soon as feasible. The IQAC coordinator presented a detailed proposal for discussion, and all of the members actively engaged in a thorough discussion to reach the following resolution despite divergent interests.

Item No-1: Confirmation of the Resolution of the last meeting dated 13-01-2022

The IQAC meeting resolution on January 13, 2022 was read out and unanimously approved by the House with partial modifications.

Item No-2: Discussion on Action Taken Report

- On May 5, 2022, the AQAR uploading team successfully submitted AQAR for the period 2020–2021 at 8-34 PM with AISHE ID: C–11959.

Item No-3: Formation of NAAC Committee and NAAC Supplementing Committee

IQAC Coordinator informed that the first NAAC committee was formed by the Principal on July 24, 2021. Now he requests to endorse it officially with effect from 24/7/2021 under the coordinatorship of Prof. Nidhi Chowdhary. He also suggests the policy for formation of NAAC committee as: all criteria coordinators and members working on SSR, Prof. Pradipta Bagchi, Dr. Chhatradhar Das, Prof. Soumik Kanti Gosh, and Indira Chatterjee. The house unanimously endorsed the said committee.

In order to ensure the seamless operation of NAAC-related tasks, Prof. Nidhi Chowdhary requested to the house to appoint a Joint coordinator and Dr. Kalyan Mazumder proposed the name of Dr. Mala Aditya and that was seconded by Prof. Pradipta Bagchi. The house unanimously approved it.

The house also approved the proposal for formation of NAAC Supplementing committee with following members:

Convenor: Prof. Soumik Kanti Ghosh

Members: Dr. Soma Das, Dr. Ajit Kumar Singh, Sri Surajit Bera.

Item No-5: Discussion on submission of IIQA and SSR

According to the IQAC coordinator, the Department of Higher Education's deadlines for the IIQA and SSR submissions are respectively the 31st of August 2022 and the 31st of December 2022. The house suggested that once NAAC Committee reports that 90 percent works on SSR is completed, an initiation regarding upload of IIQA shall be undertaken.

Item No-4: Distribution of Works related to SSR

The SSR-related work distribution was accepted by the house as recommended by the IQAC coordinator.

Task	Structure
Executive Summary	RMD, KM
Profile of the College	JNB, SPB
Institutional preparedness for NEP	GM

Criterion 1-Curricular Aspects	Coordinator: BJ Members: PS, SM, KB
Criterion 2-Teaching- Learning and Evaluation	Coordinator: DS Members: DB, SLB, SM, EP, RH, BH
Criterion 3-Research, Innovations and Extension	Coordinator: AK, SD Members: SG, AG, SB, PRS, DSG, PLB, BH, MP
Criterion 4-Infrastructure and Learning Resources	Coordinator: GR, M. Aditya Members: AM, ADS, PK, RM, SNP
Criterion 5-Student Support and Progression	Coordinator: KD Members: MR, SKD, BG, UO
Criterion 6-Governance, Leadership and Management	Coordinator: AK Members: GM, PB
Criterion 7-Institutional Values and Best Practices	Coordinator: DL Members: MS

Due to certain unavoidable situation Principal requested to leave the meeting and further requested Dr. Barid Baran Ghosh to preside over the meeting for further deliberations.

Item No-6: Discussion on Future Plan of Action

IQAC Coordinator placed his proposal for "Future Plan of Action" on (a) infrastructure development, (b) administrative programme, (c) academic programme, and (d) data bank. These include:

- **Infrastructural development** (Physical facilities, ICT facilities)
- **Administrative** (online grievance redressal system, club activities, Placement Cell, Administrative training programs, Green campus initiatives, Asset Register etc.)
- **Academic** (Add on/Certificate course, attainment of POs and COs, Seminar, Collaborations for faculty/student exchange)
- **Data Bank** on Student Progression, scholarships, project/ field project etc.

The house discussed on the above item and approved unanimously. The house also recommended IQAC coordinator to prepare a list of basic and urgent developmental works to be undertaken and IQAC Coordinator placed a letter of requisition that was submitted to the Principal on 3rd August 2022 for the same. Additionally, the house approved the list of requisition of the IQAC coordinator (Annexure – 1) for NAAC evaluation.

Item No-7: Discussion on Academic and Administrative Audit

IQAC Coordinator informed the house that Internal AAA were done three times and now the time for external audit. The house discussed on the matter and suggest for another round of Internal AAA under the guidance of Dr. Kalyan Mazumder after which an initiative shall be undertaken to approach Calcutta University for conducting external Audit.

Item No-8: Discussion on Green Audit

Green audit, the use of renewable energy, and e-waste management were suggested by the IQAC coordinator. However, the revised framework explicitly includes environmental awareness and sustainability as part of the criterion-7. NAAC looks for information on waste management, green practices, alternative energy projects, and average percentage spending on green initiatives when evaluating colleges based on this criterion. The house recommended to seek proposals for the purpose of Green Audit from different organizations.

Item No-9: Discussion on Administrative Training Program

The three administrative training programs—stock management, information management, and human resource management—were suggested by the IQAC coordinator. The coordinator of the IQAC has asked to hold the event in December 2022 so that the college can incorporate these programmes into the SSR. The proposal was unanimously accepted by the house due to its relevance.

Item No-10: Miscellaneous

The following points were raised in this part with the Chair's consent, and the house unanimously decided to take them under consideration:

- The IQAC coordinator reported that the following faculty members have successfully completed the Faculty Induction Program and Refresher Course for the year 2022.

Name of teacher who attended	Title of the program	Duration
Dr. Kalyan Majumder	Refresher Course	25-05-2022 to 07-06-2022
Prof. Bingshati Sarkar	Refresher Course	18-05-2022 to 31-05-2022
Dr. Bhutnath Jana	Refresher Course	18-05-2022 to 31-05-2022
Prof. Mrinal Sarkar	Faculty Induction Programme	03-01-2022 to 09-02-2022
Prof. Rakesh Mondal	Refresher Course	20-07-2022 to 02-08-2022
Prof. Manjur Alam	Refresher Course	01-06-2022 to 14-06-2022

- According to the IQAC coordinator, Prof. Gopal Roy's CAS file was signed as Assistant Professor Stage 3 to Associate Professor (due as of July 14, 2020). For apposite endorsement, it may be deemed urgent. House advised completing the required promotions as soon as possible.
- The IQAC coordinator reports that submission of CAS files for the following faculties from Assistant Professor Stage 1 to Assistant Professor Stage 2 are still pending. As soon as they submitted it would be considered urgent if made appropriately. House advised doing the required promotions as soon as possible.

1. Prof. Rakesh Mondal,
2. Dr. Somnath Pal,
3. Prof. Bingshati Sarkar,
4. Dr. Bhutnath Jana,
5. Prof. Sanhita Ghosh,
6. Prof. Jagannath Biswas,
7. Prof. Mrinal Sarkar,
8. Prof. Priti Sinha,
9. Dr. Milan Kanti Das,
10. Dr. Kalyan Majumdar,
11. Dr. Mala Aditya,
12. Dr. Ruma Das,
13. Dr. Ansar Khan,
14. Prof. Nidhi Chowdhary

The protracted meeting, which went on until 6:30 pm, was ended over with a vote of thanks to the chair and all of the members.

Read and Confirmed

Principals
 7/14/2022
 Principal
 Lalbaba college
 117, G T. Road, Belurhatt
 Howrah-711202



(Annexure – 1)

03/08/2022

To
The Principal
Lalbaba College.

Sub: Requisition for NAAC evaluation.

Sir,

I would like to refer to the workshop held on 26th July, 2022 organized by the Higher Education Department, Govt. of W.B. related to NAAC accreditation where the dead line for submission of IQA and SSR has been fixed as 31st August, 2022 and 31st December, 2022 respectively.

In this context, I would like to put forward the following requisition urgently needed for NAAC preparation in the college.

Your early compliance is highly solicited.

Thanking you,

Yours faithfully,

Chhatradhar Das
Coordinator
Internal Quality Assurance Cell
Lalbaba College
3/8/22

Requirements are listed below:-

Installation of Projectors and Screens for all class rooms
Installation of Routers in different places for complete Wi-Fi campus
Servicing and repairing of all computers
Purchase of three (3) new computers for IQAC room with licensed version software.
Purchase of new Laptop for IQAC
Purchase of new Wi-Fi Printer for IQAC
Installation of Projector, screen and Audio speaker for IQAC room
Licensed version software for computers in Principal's chamber and office.
LED Tube set for all class rooms, Library, Laboratories, Principal's room, Office rooms, Toilets etc.
Water purifier for each floor
Installation of Censor-based flushing system in all wash rooms and censor-based watering system for all wash basins.
Exclusive window tab in college website for uploading/storing individual and Institutional data with security password.
Booking of three (3) Tb space for data storing in college website
Furnishing of IQAC Room with smart storing facility.
Purchase of one Camera for Gio-tag photograph for the purpose of NAAC documentation.

Scanned with CamScanner

Internal Quality Assurance Cell

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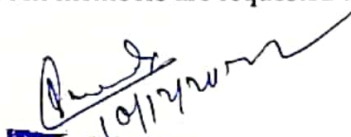


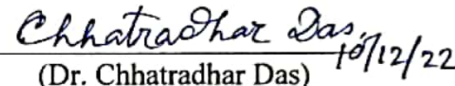
A college affiliated to the University of Calcutta

MEETING NOTICE

Date: 10-12-2022

A meeting of the IQAC will be held on 17-12-2022 (Saturday) at 1-30 p.m. in the Principal's room. All members are requested to attend the meeting.


Principal
(Dr. Sanjay Kumar)
Chairman, IQAC & Principal
Lalbaba College
Belurmath, Howrah-711202


(Dr. Chhatradhar Das)
Coordinator, IQAC
Lalbaba College
Internal Quality Assurance Cell
Lalbaba College



Agenda:

1. Confirmation of the Resolution of the last meeting dated 12-11-2022.
2. Discussion on Action Taken Report.
3. Discussion on Report of NAAC Coordinators regarding preparation of SSR.
4. Discussion on submission of IIQA & SSR.
5. Distribution of works for future road map related to NAAC.
6. Discussion on Policy framework for different Certificate Courses
7. Miscellaneous.

Encl:

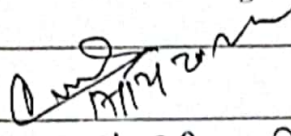
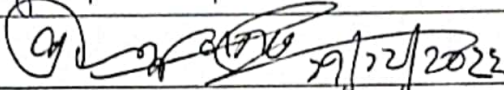
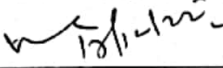
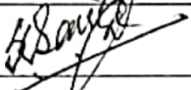
1. Resolution of the last meeting dated 12-11-2022
2. Proposal for Discussion

Coordinator: Dr. Chhatradhar Das, Mobile: 9432874080, 7595985428

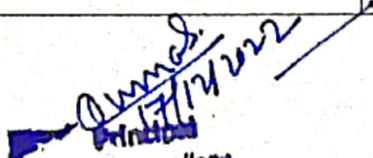
Starting Time: 1:30 pm.

Ending Time: 6:30 pm.

Members present in the Meeting of IQAC held on 17/12/2022

Sl. No.	Name of the Members of IQAC	Signature
1.	Dr. Sanjay Kumar	
2.	Dr. Chhatradhar Das	Chhatradhar Das. 17/12/2022
3.	Dr. Gautam Majumdar	Gautam 17/12
4.	Prof. Pradipta Bagchi	 17/12/2022
5.	Prof. Nidhi Chowdhary	Nidhi chowdhary 17/12/22
6.	Prof. Dilip Barik	—
7.	Prof. Debasish Lahiri	Debasish Lahiri 17/12/22
8.	Dr. Kalyan Mazumder	Kalyan Mazumder 17/12/22
9.	Prof. Sanhita Ghosh	Sanhita Ghosh. 17-12-22,
10.	Dr. Ansar Khan	
11.	Prof. Suprio Biswas	Suprio Biswas 17/12/22
12.	Dr. Barid Baran Ghosh	Barid Baran Ghosh
13.	Prof. Gopal Roy	Gopal Roy 17/12/22
14.	Dr. Bhutnath Jana	Bhutnath Jana. 17/12/2022
15.	Dr. Mala Aditya	Mala Aditya 17/12/2022
16.	Sri Nikhil Krishna Roy	Nikhil Krishna Roy 17/12/22
17.	Dr. Sankar Kumar Sanyal	
18.	Dr. Ruma Das (Jwitee)	Ruma Das 17.12.22
19.		
20.		
21.		
22.		




Principal
Lalbaba college
217, G. T. Road, Belurmat
Howrah-711202

Chhatradhar Das.
Coordinator 17/12/22.
Internal Quality Assurance Cell
Lalbaba College

Resolution of the IQAC meeting held on December 17, 2022, at 1: 30 pm at Principal's Chamber

Members Present:

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Prof. Pradipta Bagchi
5. Prof. Nidhi Chowdhary
6. Dr. Kalyan Mazumder
7. Dr. Ansar Khan
8. Dr. Barid Baran Ghosh
9. Prof. Gopal Roy
10. Dr. Bhutnath Jana
11. Dr. Mala Aditya
12. Sri Nikhil Krishna Roy
13. Dr. Sankar Kumar Sanyal



The meeting was physically led by Dr. Sanjay Kumar, the college's principal and the IQAC chairman. The Chairman complimented all IQAC and NAAC members on their quick acquisition of SSR and IIAQ information and requested them to produce and submit the both as soon as feasible. The IQAC coordinator presented a detailed proposal for discussions, and all of the members actively engaged in a thorough discussion to reach the following resolution despite divergent interests.

Item No-1: Confirmation of the Resolution of the last meeting dated 12-11-2022

The house read and overwhelmingly accepted the resolution from the IQAC meeting on November 12, 2022.

Item No-2: Discussion on Action Taken Report

The IQAC Coordinator reports following programs as action taken after previous meeting:

- The IQAC arranged two administrative training sessions on information management systems and stock management systems.
- In cooperation with IQAC, Central Library organized a Users' Orientation Program for the students' and teachers.
- IQAC arranged one induction program for teachers on the PBAS-Career Advancement Scheme.
- The screening committee meeting for Prof. Gopal Roy's promotion was completed, and the panel unanimously recommended the promotion of Prof. Gopal Roy from Assistant Professor Stage 3 to Associate Professor effective from July 14, 2020.

The house unanimously accepted the proposals.

Item No-3: Discussion on Report of NAAC Coordinators regarding preparation of SSR

Criteria wise reports were collected by the NAAC coordinators and presented those in the meeting elaborately by Prof. Nidhi Chowdhary, one of the NAAC coordinator. It is also reported here that the Internal Audit Report for the year 2021-22 is needed for financial data required for the criteria 4 and 6 as well. However, the report shows that only 20% of the overall progress were completed due to lack of supporting documents as per SOP guidelines of NAAC at that time. It is also reveals that overall progress may achieved more than 70% by arranging the supporting documents. Therefore, the NAAC coordinators requested that the SSR compilation and auxiliary data gathering be accelerated. After careful discussion about the status, the house unanimously accepted the report and suggested to expedite the data capturing method and also suggested to take necessary action on the Internal Audit for the year 2021-22 with immediate effect.

Item No-4: Discussion on submission of IIQA and SSR

The timeline for IIQA and SSR submersion was suggested by the IQAC coordinator but the meeting recommended to submit IIQA when 90% progress on the SSR compilation is achieved. The house also suggested to take Governing Body clearance before submission of IIQA and SSR.



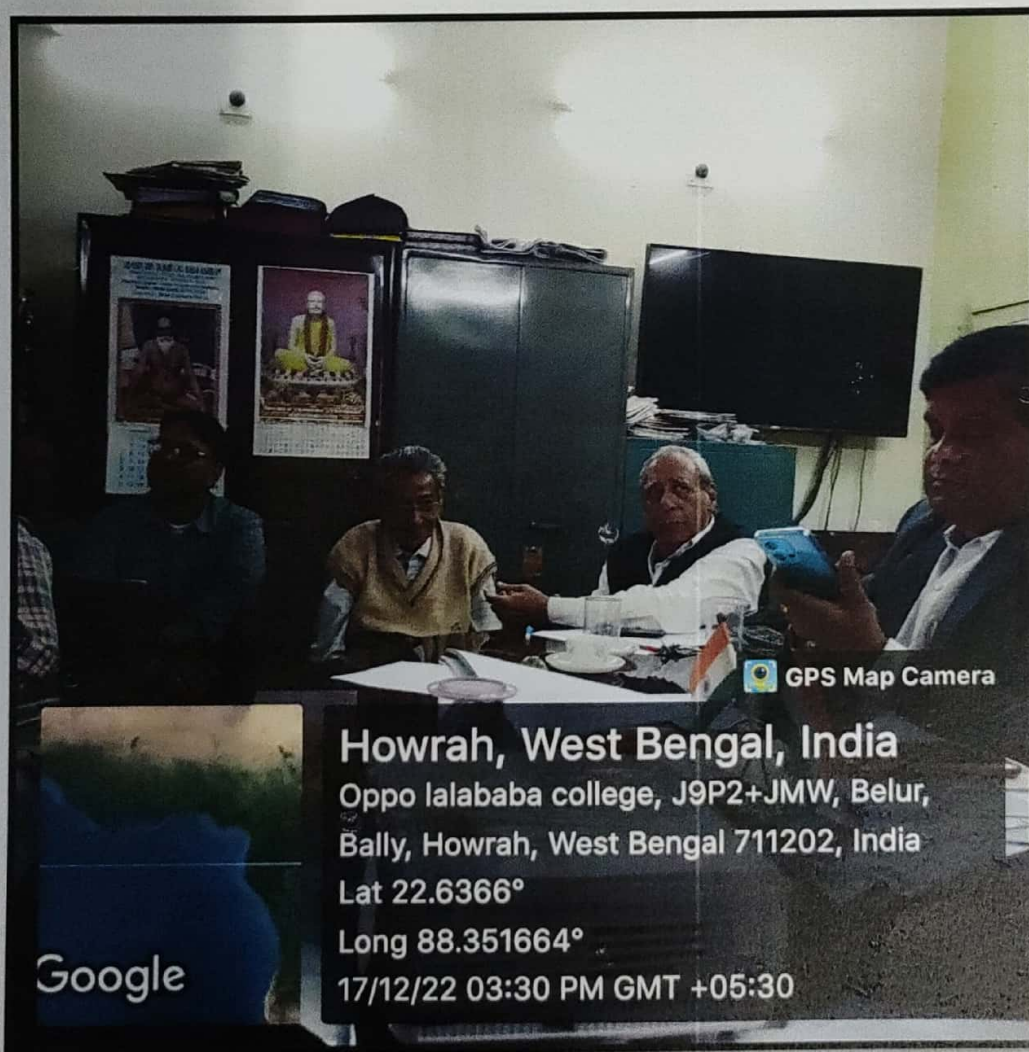
Item No-5: Distribution of works for future road map related to NAAC

Item No-6: Discussion on Policy framework for different Certificate Courses

Item No-7: Miscellaneous

The meeting dropped the item No. 5, 6 & 7 and suggested to itemize those in another meeting.

The coordinator closed the lengthy meeting, which lasted until 6:30 p.m., with a vote of thanks to the chair and all of the members.



Read and confirmed
Animesh
20/11/2023
Principal
Lalababa college
117, G T. Road, Belurmatt
Howrah-711202



Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

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(033) 2654-6289 Extn. 206

Website: www.lalbabacollege.in

E-mail: igac.lalbabacollege@gmail.com



A college affiliated to the University of Calcutta

MEETING NOTICE

Date: 17-04-2023

Online meeting of the IQAC will be held on 20-04-2023 (Thursday) at 11-30 a.m. through Google Meet. All members are requested to attend the meeting.

Principal
Lalbaba college
117, G.F. Road, Belurmath
Howrah-711202
(Dr. Sanjay Kumar)
Chairman, IQAC & Principal
Lalbaba College



Coordinator
Internal Quality Assurance Cell
Coordinator, IQAC
Lalbaba College

Agenda:

1. Confirmation of the Resolution of the last meeting dated 17-12-2022.
2. Discussion on Action Taken Report.
3. Finalization of Policy proposal for
 - (i) Add on/Certificate Courses (1.2.2. & 1.2.3)
 - (ii) Alternate sources of energy and energy conservation measures (7.1.2)
 - (iii) Degradable and non-degradable waste (7.1.3)
 - (iv) Water conservation facilities (7.1.4)
 - (v) Green campus initiatives (7.1.5)
4. Miscellaneous.

Encl:

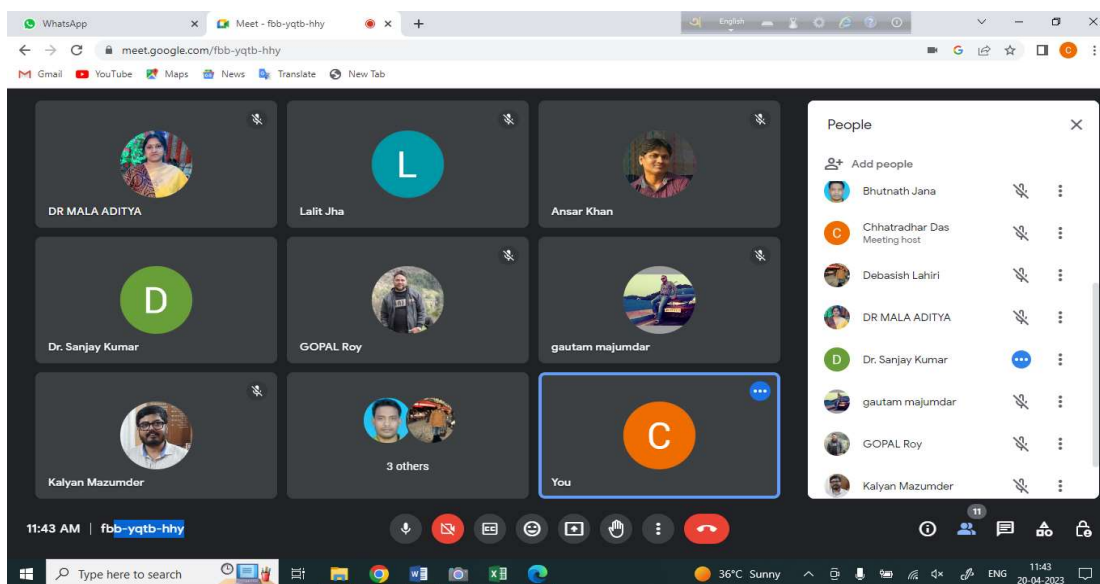
1. Resolution of the last meeting dated 17-12-2022
2. Policy Proposals for Discussion

Coordinator: Dr. Chhatradhar Das, Mobile: 9432874080, 7595985428

Resolution of the IQAC meeting held on April 20, 2023, at 11: 30 am at online mode

Members Present:

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Dr. Kalyan Mazumder
5. Dr. Ansar Khan
6. Prof. Gopal Roy
7. Dr. Bhutnath Jana
8. Dr. Mala Aditya
9. Prof. Debasish Lahiri
10. Prof. Suprio Biswas
11. Prof. Sanhita Ghosh
12. Dr. Lalit Kumar Jha



Dr. Sanjay Kumar, the principal of the college as well as the Chairman of IQAC, presided over the virtual meeting. The Chairman praised each and every IQAC and NAAC member for their prompt collection of data for SSR and urged them to compile and submit the same as soon as practical. The IQAC Coordinator submitted agenda wise proposal for discussion. The IQAC members actively participated in a thorough discussion to arrive at the following conclusion.

Item No-1: Confirmation of the Resolution of the last meeting dated 17-12-2022

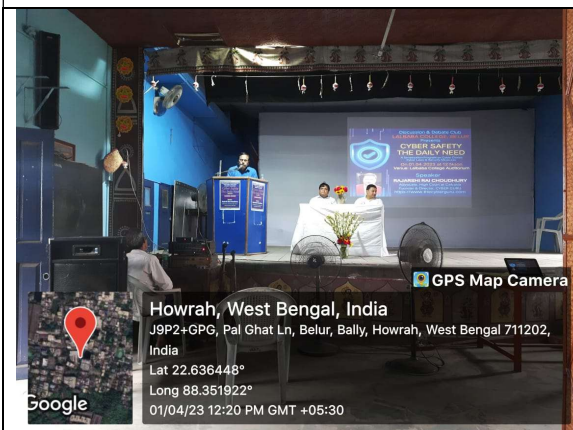
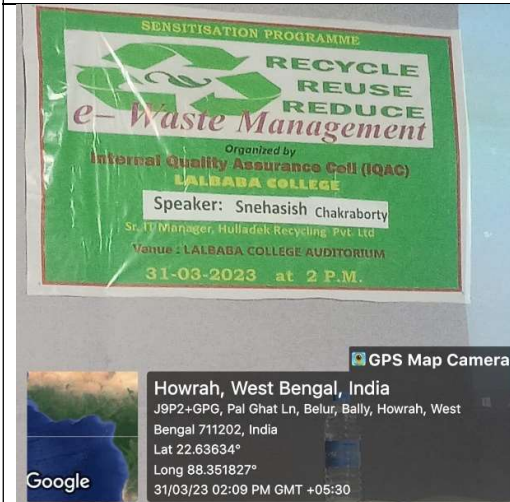
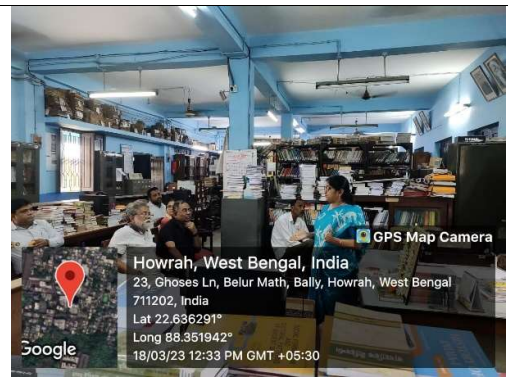
The resolution of the IQAC meeting dated 17/12/2022 was read out and the house unanimously accepted it.

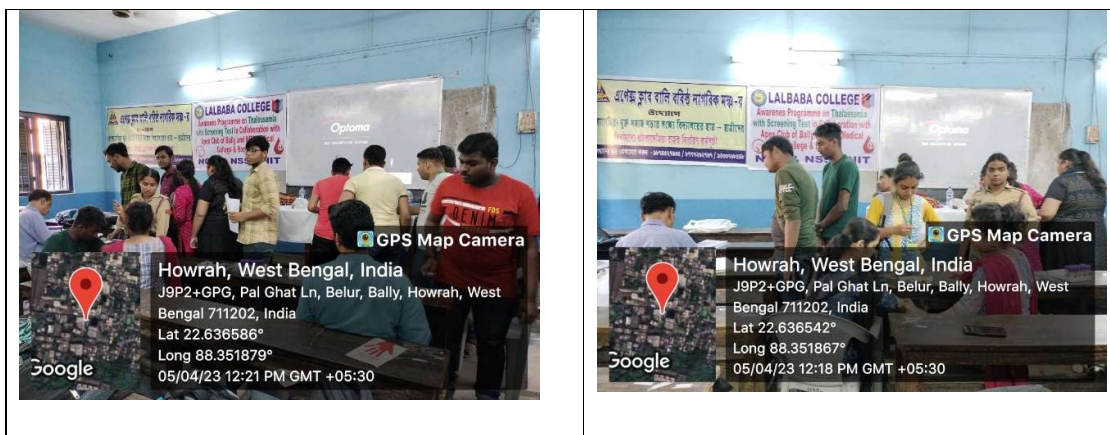
Item No-2: Discussion on Action Taken Report

The IQAC Coordinator reports following programs as action taken after previous meeting:

- All India Survey on Higher Education (AISHE) 2021-2022 successfully submitted on 03-02-2023.
- Submitted NIRF data for India Ranking 2023 on 07-02-2023.
- Review meetings on AQAR 2021-22 were held on 04-02-2023 (from 11 a.m. to 6 p.m.) and 17-02-2023 (from 11 a.m. to 7 p.m.)
- Three Members (CD, KM, M. Aditya) attended Institutional Seminar on “NAAC Accreditation Process: Made Easy” organised by IQAC of Ramakrishna Mission Residential College (Autonomous) on 27-02-23.
- Meeting for an urgent discussion on NAAC related matter was held on 01-03-2023
- IQAC organized a sensitisation programme on “e – waste management” on 31-03-23
- D&D Club organized a sensitisation programme on cyber-crimes, cyber laws & security measures entitled as “cyber safety – the daily need” on 01-04-23
- Thalassemia Screening Test camp for the students of Lalbaba College organized by NCC & NSS in collaboration with Apex Club of Bally in association of N.R.S. Medical College, Kolkata on 05-04-23.
- Signed MoU with (i) Surendranath Evening College on 04/01/2023 and (ii) Kidderpore College on 16/03/2023
- Administrative Training Programme on SOUL3.0 software by Central Library – 18/03/23
- Collaborative effort – Seminar on International Women’s Day – by Kidderpore College & Lalbaba College – 21/03/2023
- Parent-Teacher meeting

The house unanimously accepted the proposals.





Item No-3: Discussion on Policy Proposal for:-

The IQAC Coordinator prepared five (5) different policy proposals for (i) *Add on/Certificate Courses (1.2.2. & 1.2.3)*, (ii) *Alternate sources of energy and energy conservation measures (7.1.2)*, (iii) *Degradable and non-degradable waste (7.1.3)*, (iv) *Water conservation facilities (7.1.4)* and (v) *Green campus initiatives (7.1.5)*. The coordinator placed those policy proposals for discussion and acceptance after necessary modifications, if needed. After a thorough discussion and necessary modifications, the house unanimously accepts the following five (5) policies and suggested to place those before the Governing Body for approval.

(i)

Policy Proposal for different Add-on/Certificate Courses

(1.2.2 & 1.2.3)

Add-on/Certificate courses may be allowed after fulfilling the following conditions:-

[A] General:

- 1) Course should be on contemporary topic and job oriented or value added;
- 2) Course duration should be more than 30 hours;
- 3) Each course should be monitored by a Course Coordinator/ Jt. Coordinator;
- 4) Course Coordinator/ Jt. Coordinator should prepare (i) course design; (ii) training materials; (iii) assessment process; (iv) eligibility criteria; (v) course budget etc.
- 5) Course fee, per course per student, should be fixed by the Course Coordinator/ Jt. Coordinator; (concession may apply for extraordinary cases, allowed by the Principal)
- 6) Only regular students are allowed to join the course.
- 7) Course may be of on-line, off-line or blended mode. Record should be kept according to the SOP of NAAC guideline.

- 8) Physical Classes of the Add-on/Certificate courses should be conducted beyond normal college hours;
- 9) Sanction of the course is subject to the approval of the Add-on Course Monitoring Committee.
- 10) **Add-on Course Monitoring Committee** should be comprises with five (5) members. The Committee members will select/elect 'Convener' among the members of the Committee. Tenure of the Committee will be of three (3) years. Three (3) months prior to the expiry of the Committee, the Chairman may re-construct the committee or may increase the tenure for another three (3) years.
- 11) **Functions of the Committee:**
 - (i) The Committee will sanction the Add-on/Certificate course;
 - (ii) The Committee may suggests any modifications in the regulation;
 - (iii) The Committee will prepare Annual Report every year and placed it to the IQAC;
 - (iv) The Committee may relax the financial Clauses for the benefit of student interests and quality interests;
- 12) **Composition of the Committee:**
 - (i) Principal of the College – Chairman of the Committee;
 - (ii) IQAC Coordinator – Member;
 - (iii) One GB member – Member (Nominated by the Principal);
 - (iv) Bursar of the college – Member;
 - (v) One Teacher – Member (Selected by the Principal among the interested teachers)

[B] Proposal from individual:

- 13) Any individual teacher of Lalbaba College may apply for introducing a new Add on/Certificate course and he/she be the course coordinator of the said course;
 - 14) Any Club can apply for introducing a new Add on/Certificate course and the Club Coordinator should be the course coordinator of the said course;
 - 15) Add on / Certificate Course may be on free mode or paid mode basis;
 - 16) The course coordinator may include Faculty personnel (internal or external) for theory/practical classes;
 - 17) If Add on/Certificate Course is running on free mode basis,
 - a) Honorarium for external Faculty personnel may be allowed @ Seminar Lecture basis;
 - b) Only contingency amount is allowed for smooth running the course;
 - c) Organizing club, if any, may use their contingency amount for the purpose,
- Else,**
- 18) If Add on/Certificate Course is running on paid mode basis,
 - a) Honorarium of Course coordinator should be 10% of total course fee;
 - b) 25% of total course fee must be the earning of the college;
 - c) 10% of total course fee may be used for contingency purposes.
 - d) 5% of total course fee may be used for staff assistance;

- 19) Certificate may be allowed to successful candidates after completion of the course curriculum;
- 20) Certificate will sign by the course Coordinator/ Jt. Coordinator and the Principal of the college;
- 21) Annual Report should prepare by the Course Coordinator/ Jt. Coordinator and must submit to the sanctioning authority.

[C] Proposal from organization:

Add-on/Certificate course may be introduced in collaboration with other Govt. registered organization with the following understanding:-

- 22) Course Coordinator or one of the Jt. Coordinator should be from college side;
- 23) Course design and course materials should provide by the collaborative agency;
- 24) 25% of total course fee must be the earning of the college;
- 25) Honorarium of Course coordinator/ Jt. Coordinator should be 10% of total course fee;
- 26) 5% of total course fee may be used for staff assistance;
- 27) All other expenses must bear by the collaborating agency;
- 28) Collaborative agency should pay extra 10% of the total course fee if they use college infrastructure/computer for the purpose of practical classes.
- 29) Certificate will sign by the course coordinator/ Jt. Coordinator, the Principal of the college, and Head of the collaborating agency;
- 30) Certificate may be allowed to successful candidates after completion of the course curriculum;
- 31) Job opportunity should confirm by the collaborative agency;
- 32) Annual Report should prepare by the Course Coordinator/ Jt. Coordinator and must submit to the sanctioning authority.

[D] Proposal from other organization:

If the College receives any proposal for Add-on/Certificate Course from such organization which is not covered directly by the above mentioned clauses, the **Add-on Course Monitoring Committee** should have the right to sanction or reject the proposal without deviating the spirit of the regulation for Add-on/Certificate Course.

(ii)

Policy Proposal on

Alternate Sources of Energy and Energy Conservation Measures

(7.1.2)

Lalbaba College conceived following proposals for implementation of Alternative sources of energy as well as energy conservation measures:

- 1) The college is ready to install an entry level solar PV system on roof top of main building which will supply power to the College main board through the CESC power grid.

- 2) Expansion of Solar PV System will be done in phased manner for contributing more power in the grid for getting more benefit.
- 3) Creating awareness among the students and staff regarding Energy conservation and management by conducting seminars/training programs etc.
- 4) Replacement of conventional lighting system with LED bulbs and tubes.
- 5) Conducting Energy Audit to verify compliance, identify problems and measuring performance.
- 6) Installation of Central switch on each room for controlling the power loss.
- 7) Maintaining the main line cables in proper manner to reduce the risk of faulting.

(iii)

Policy proposal for *Degradable and non-degradable waste* (7.1.3)

The policy takes institutional efforts regarding the management of the degradable and non-degradable waste generated through the work process of the College management.

Solid Wastes, which may cause severe health problems, can be categorized into three types, Biodegradable, Non-Biodegradable, and Hazardous Waste. Biodegradable waste includes food waste, canteen waste and waste from toilets etc. Non-Biodegradable waste includes plastic, tin, glass, bottle etc. and Hazardous waste includes different laboratory related Chemical Products. Plastic pollution is currently one of the biggest environmental concerns.

Liquid wastes generated by the college are of two types: 1. Sewage Waste 2. Laboratory and Canteen effluent.

Hazardous wastes include **E-wastes** i.e., out of order equipment or obsolete items like Lab instruments, circuits, desktop, laptop and accessories, printers, charging and network cable, Wi-Fi devices, sound system, display unit, UPS, Biometric Machine, Scientific Instruments etc.

The policy mandates all the stakeholders to adopt the following guidelines to reduce and eliminate different types of wastes in a practicable manner:

- 1) Banning the use of single use plastics in college premises and canteen.
- 2) Waste bins are placed in different positions of each floors, Laboratories, Canteen, Staff room, Office rooms, Principal's room and different locations in the campus.
- 3) Degradable and non-degradable wastes are collected in different bins, Green bins for degradable wastes and Blue bins for non-degradable wastes.
- 4) Sweepers are allotted to manage all the waste generated in the college campus and disposed these items through the Municipal waste disposal system regularly.
- 5) E-Resources are encouraged to reuse with repairing and modifications as far as practicable.
- 6) E-wastes (Obsolete and non-repairable items) are disposed through approved agencies. Relevant agencies are renewed time to time.

- 7) Facility of filtered drinking water with chillers are allotted in the different places in order to avoid plastic water bottles inside the campus.
- 8) Liquid wastes are generally drained out through the Municipal line.
- 9) Strictly avoid bringing non-biodegradable items inside the campus.
- 10) Organise workshops inside the campus to create awareness on the harmful impacts of plastic.
- 11) All events organised inside the campus should strictly follow plastic ban guidelines.

(iv)

Policy Proposal for *Water Conservation Facilities (7.1.4)*

The college uses only supply water from the Municipal water supply. In order to utilize supply water more effectively and efficiently within the campus, the College is ready to undertake following initiatives:

- 1) Installation of sensor-based taps and sensor based flushing system for restricted and optimal utilization of water.
- 2) Ground water recharging through collection of rainwater and its re-direction to the wells for percolation.
- 3) Sensor-based taps for watering into the garden.
- 4) Conducting annual water audit in the institution.
- 5) Technique of rainwater harvesting for water conservation measures.
- 6) Improving water quality by periodic cleaning of the water tanks.
- 7) Installing water purifiers in different positions for safe drinking water.
- 8) Installing water coolers in different positions for cooled drinking water.
- 9) Cleaning of water coolers on a periodic interval.
- 10) Sensor based system to be introduced for operating water pump and monitoring water level automatically.
- 11) Sensitization on Water Conservation is promoted by planting trees, by conducting green campus promotion activities and by organizing seminars and workshops.
- 12) Extension activities to sensitize and educate the local community about the importance of water and the methods to conserve it.

(v)

Policy Proposal for *Green Campus initiatives (7.1.5)*

The Green Campus policy offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among students, teachers

and staff. The Lalbaba College is committed for Clean and Green Campus with following propositions:

- 1) Introduction of display board in the different locations on: (a) No Automobile in the campus; (b) Smoking Prohibited; (c) No Parking; (d) Clean and Green Campus; (e) Degradable Waste; (f) Non-Degradable waste; (g) Safe drinking Water; (h) Smart wash basin; (i) Smart Flush Toilet;
- 2) Introduction of LED Bulb and Tube set for all areas: Class rooms, offices, Laboratories, Library, Reading Room, Teachers' Room etc.
- 3) Lesser use of papers for Notice and other office work;
- 4) Introduction of electronic display board in different floor for notice etc.
- 5) Use of double sided printing for reduction of paper use;
- 6) 'Lighting the lamp' not permitted for inauguration purpose;
- 7) Entry of all types of Automobiles is restricted;
- 8) Small gardening should be introduced;
- 9) Introduction of EV solar panel for green energy;
- 10) Regular cleaning of dust bins;
- 11) Periodical cleaning of Water tank for safe drinking water;
- 12) Cleaning of Toilet in a definite interval on each day with introduction of proper documentation process.
- 13) Regular cleaning of boundary area
- 14) Regular cleaning of drainage system
- 15) Regular cleaning of stagnant water for controlling mosquito-borne diseases;
- 16) Periodical removal of E-waste materials through the respective agency;
- 17) Introduction of new concept of gardening as best practice;

Proposal for New concept of gardening: Every department should encourage students for planting 5 (five) trees in a year in the tub by collecting funds from their own department and watering those regularly by the students of respective department. One area will specify for displaying those with a name plate where name of the department along with name of the contributing students will be displayed. Cost of display board should bear by the teachers of the department.

Item No-4: Miscellaneous

One of the NAAC Coordinator Dr. Mala Aditya raised the issue of AQAR 21-22 for submission within the due date. The house suggested for the final review meeting for AQAR 21-22 with immediate effect. The house also suggested to place the draft AQAR 21-22 before the GB for approval after compilation of all criteria.

The coordinator closed the meeting, which lasted until 1:30 p.m., with a vote of thanks to the chair and all of the members.

Read and Confirmed

Principals
27/9/2023
Lalbaba college
117, G T. Road, Belurhatt
Howrah-711202

