

**NOTICE**

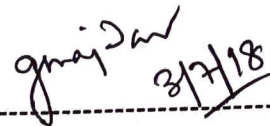
A meeting with the members of IQAC will be held on 09.07.2018 at 2:00 p.m. in the IQAC office.

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



The Principal,

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



Coordinator, IQAC

Lalbaba College  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

**Agenda:**

1. Confirmation of the resolutions taken in last meeting held on 13.12.2017.
2. Initiatives for the implementation of CBCS system.
3. Repairing of lecturer's platform and teacher's table in the classrooms.
4. Renovation of Room No.-5 for using as Zonal Centres for Examiners.
5. Purchasing of mobile phone for the Principal for monitoring the CCTV.
6. Celebration of Teacher's Day in college.
7. AOB.

**Members:**

1. Dr. Sanjay Kumar	
2. Dr. Gautam Majumder	gautam 3/7/18
3. Dr. Ajit Kr. Singh	Ajit 03.07.18
4. Dr. Indrani De	Indrani 3.7.18
5. Prof. Debasis Lahiri	Debasis Lahiri 3/7/18
6. Prof. Gopal Roy	Gopal 3/7/18
7. Prof. Sanhita Ghosh	Sanhita 3.7.18.
8. Prof. Jagannath Biswas	Jagannath 3/7/18
9. Dr. Ruma Das	
10. Dr. Mala Aditya	Mala Aditya 3/7/18
11. Sri. Pankaj Kar	Pankaj 3/7/18
12. Sri. Nikhil Roy	
13. Prof. Susanta Kr. Biswas	
14. Sri. Dipnil Banerjee	
15. General Secretary, Students'-Union.	-Abhishek 3/7/18

The Resolutions taken in the IQAC meeting with the members held on 09.07.2018 at 2:00 p.m. in the IQAC office.

**Members present:**

1. Dr. Sanjay Kumar. *Sanjay 9/7/18*
2. Dr. Gautam Majumder. *Gautam 9/7/18*
3. Dr. Ajit Kr. Singh. *Ajit 9/7/18*
4. Dr. Indrani Dey. *Indrani 9.7.18*
5. Prof. Debasis Lahiri. *Debasis Lahiri 9/7/18*
6. Prof. Gopal Roy. *Gopal 9.7.18*
7. Prof. Sanhita Ghosh. *Sanhita 9.7.18*
8. Dr. Jagannath Biswas. *Jagannath 9/7/18*
9. Dr. Ruma Das. *Ruma 9/7/18*
10. Smt. Mala Aditya. *Mala Aditya 9/7/18*
11. Sri. Nikhil Roy. *Nikhil 9/7/18*
12. General Secretary, Students'-Union. *Ashish 9/7/18*

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 13.12.2017.**

At the beginning of today's meeting, the resolutions taken in the previous meeting held on 13.12.2017 are confirmed by the members. Then the status of implementation of resolutions of the last meeting held on 13<sup>th</sup> December is discussed and resolved that:

As an affiliated College under the University of Calcutta, Lalbaba College has to strictly follow the Curriculum of B. A., B.Sc. and B.Com Under Graduate course prescribed by the University. In this session for the first time, according to the guideline of the UGC, the University of Calcutta had switched from its academic calendar of annual system of evaluation to a semester system in the B. A./ B.Sc UG course which is also a Choice Based Credit System (CBCS, henceforth). In fact, this transition had already been introduced in the B. Com UG course last session. IQAC has initiated a lot of steps to implement the new curriculum which requires a lot of planning.

- a) In order to implement the CBCS and the semester system, the IQAC had to make several initiatives so that the syllabus in all subjects get covered according to modules within six months, tutorials, projects and practicals are organized accordingly. Continuous counselling of the students about the exam system, distribution of marks and importance of attendance had to be made by the teachers. The teachers were also upgraded by IQAC with the new evaluation system to upload the marks of all papers in the University website.



- b) In order to deliver curriculum in a proper way, the IQAC had to coordinate with the Convener, Routine Committee to face a challenging task. First of all, according to UGC guideline, each class is converted from the period of 45 minutes to an hour in the routine. Second initiative was to rearrange the classes to offer new combinations of subjects to the students.

**Agenda No. 2 is taken up: Initiatives for the implementation of CBCS system.**

- a) In order to implement the CBCS system, the co-ordinator of the IQAC request the Principal to grant a sum of Rs. 6 lakhs to purchase books in the session 2018-19. For the proper functioning, the library has to be enriched with adequate amount of books according to the CBCS syllabus.
- b) As mentioned earlier, due to the introduction of CBCS system, most of the experiments are new in the Practical syllabus of Physics. For this purpose, house resolves a sum of Rs. 25,000 to the department of Physics for procuring instruments for laboratory.
- c) The new curriculum under the CBCS had a provision of 35% marks for internal assessment. This calls for keeping the attendance records of the students meticulously, correcting and preserving their tutorials/practicals and conducting Internal Examinations on a biennial basis. IQAC is giving all out support in renovating the college and for this purpose, the co-ordinator of IQAC request the Principal to direct the matter of renovation of the store room at the back of Northern side. This room will be used for preserving the required internal documents.
- d) For storing purpose and marks uploading, the house requests the Principal to purchase the following articles: a) Steel Almirah- 2 pcs; b) Computer tables- 3 pcs; c) CPU (For store room)- 1 unit; d) Printers- 2 units; e) UPS- 3 units.

**Agenda No. 3 is taken up: Repairing of lecturer's platform and teacher's table in the classrooms.**

The chairperson of the IQAC and the principal reports to the house that the most of lecturer's platform and teacher's table are badly damaged as those are not repaired for a long time. This is causing a serious problem for the teachers while delivering lectures. The house got convinced and request the Principal to do the needful for the required carpentry work following the usual guidelines of college.

**Agenda No. 4 is taken up: Renovation of Room No.-5 for using as Zonal Centres for Examiners.**

The co-ordinator of the IQAC expressed the need of Room No.-5 as Zonal Centres for examiners as they are facing a problem regarding this issue. Unfortunately, it is reported by the Principal that the above-mentioned room is in very bad shape and it demands renovation. So, the house requests the Principal to direct the renovation work of Room No.-5 as early as possible so that it can solve the purpose of Zonal Centres for the examiners.

**Agenda No. 5 is taken up: Purchasing of mobile phone for the Principal for monitoring the CCTV.**

The co-ordinator of the IQAC conveys the requirement of purchasing a mobile phone for better surveillance in monitoring the CCTV. However, without the mobile phone it is impossible for the Principal to monitor every moment while he is outside of his office chamber. The house accepted the proposal allows to purchase a mobile phone following the usual procedure.

**Agenda No. 6 is taken up: Celebration of Teacher's Day in college.**

The Cultural sub-committee of the college organizes different cultural programmes to observe important days in the college campus. Such programmes helps to cultivate the sense of respect among the students for our Indian culture and tradition. The co-ordinator proposes to the house for the celebration of Teacher's Day in the college on 5<sup>th</sup> Setember. The house unanimously resolves to take the initiative of celebrating Teacher's day by sub-committee with active participation of students.

**Agenda No. 7 is taken up: AOB.**

The co-ordinator further informed the requirement of a vacuum cleaner for the cleanliness purpose of the library. So, the house requests the principle to purchase a vacuum cleaner for this purpose following the usual guidelines of the college.

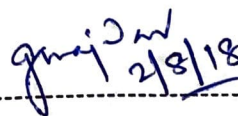
The meeting ended with a vote of thanks to the chair.



The Chairperson, IQAC and

The Principal, Lalbaba College

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



Coordinator, IQAC

Lalbaba College

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



30/07/18

## NOTICE

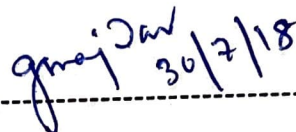
A meeting with the members of IQAC will be held on 02.08.2018 at 2:00 p.m. in the IQAC office.

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

  
20/7/2018

The Principal,

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

  
30/7/18


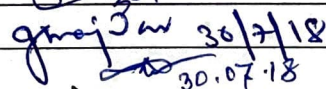
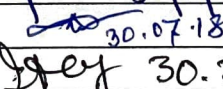
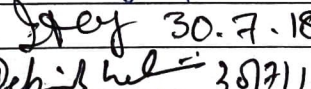
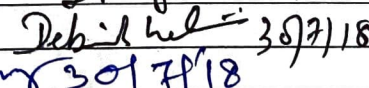
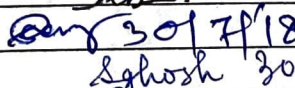
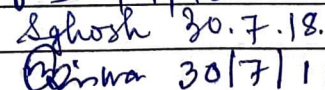
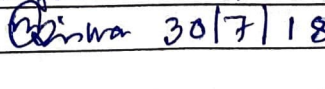
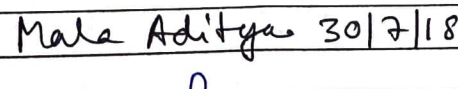
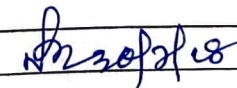
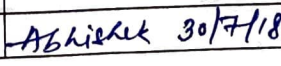
Coordinator, IQAC

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

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 09.07.2018.
2. Purchasing laboratory instruments for the department of Geography and Chemistry.
3. Celebration of "Agomoni" – a Pre Durga-Puja celebration.
4. Submission of Self-appraisal report of the faculty members for the previous session 2017-18.
5. Repairing and polishing of wooden almirahs in the library.
6. AOB.

### Members:

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

The Resolutions taken in the IQAC meeting with the members held on 02.08.2018 at 2:00 p.m. in the IQAC office.

**Members present:**

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

*Handwritten signatures and dates:*  
Sanjay Kumar 2/8/18  
Gautam Majumder 2/8/18  
Ajit Kr. Singh 02.08.18  
Indrani Dey 2.8.18  
Debasis Lahiri 2/8/18  
Gopal Roy 2/8/18  
Sanhita Ghosh 2.8.18  
Jagannath Biswas 2/8/18  
Ruma Das 2/8/18  
Mala Aditya 2/8/18  
Nikhil Roy 2/8/18  
General Secretary, Students'-Union. Ashish 2/8/18

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 09.07.2018.**

It is resolved that the resolutions of the previous IQAC meeting held on 09.07.2018 containing seven items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Purchasing laboratory instruments for the department of Geography and Chemistry.**

In the new CBCS system, some new experiments are incorporated in the syllabus of Practical in the department of Geography as well as Chemistry. The co-ordinator of IQAC reports the need of new laboratory instruments and aids for smooth running of classes under CBCS system. The house is convinced and resolves the matter of purchasing laboratory instruments and providing aids. The IQAC co-ordinator further adds to this that the process of purchasing of the instruments should be completed at the earliest so that no more classes gets affected without them.

**Agenda No. 3 is taken up: Celebration of "Agomoni" – a Pre Durga-Puja celebration.**

Like every year, this year also the co-ordinator proposes to organize a Pre Durga-Puja celebration named "Agomoni". The members express their opinion about the significance of more involvement of both students and teachers in this programme and also adds that this will

help to make the student-teacher relation friendly. The house therefore requests the principal to have a detail discussion with the cultural sub-committee to fix the date for celebration and for taking the necessary arrangements as well.

**Agenda No. 4 is taken up: Submission of Self-appraisal report of the faculty members for the previous session 2017-18.**

The co-ordinator of IQAC reports that Self-appraisal report of the faculty members is a very important document for AQAR. So, to initiate the process of preparing the AQAR for the session 2017-2018, the faculty members of all the departments should prepare their Self-appraisal report of previous session 2017-18. The house resolves that all the teachers have to submit their previous year self-appraisal reports within one month.

**Agenda No. 5 is taken up: Repairing and polishing of wooden almirahs in the library.**

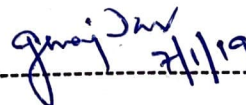
It is reported by the co-ordinator of IQAC that the wooden almirahs and the counters of the library are in a very bad shape. The almirahs are need to be polished as well as the counters are need to be either altered or re-setting them. After a detail discussion on this matter, the house therefore requests the principle to direct the works to be done to upgrade the infrastructure of library.

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

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



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The Chairperson, IQAC and  
The Principal, Lalbaba College  
**Principal**  
**Lalbaba College**  
**117, G.T. Road, Belurmath**  
**Howrah - 711202**



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



## NOTICE

02/01/2019

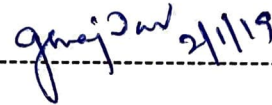
A meeting with the members of IQAC will be held on 07.01.2019 at 2:00 p.m. in the IQAC office.

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



The Principal,

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



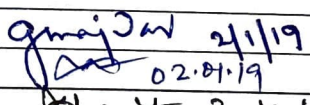
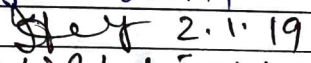
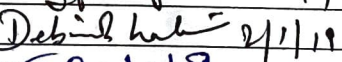
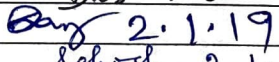
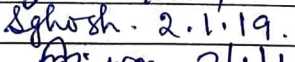
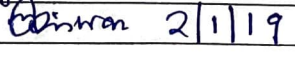
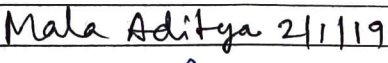
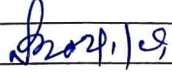
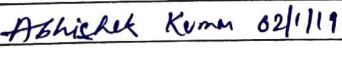
Coordinator, IQAC

Lalbaba College  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 02.08.2018.
2. Organizing departmental Seminars/workshops.
3. Celebration of "Vasha Divas" and "Basonto Utsav".
4. Conducting extra-Curricular Activities in the College.
5. AOB.

### Members:

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



The Resolutions taken in the IQAC meeting with the members held on 07.01.2019 at 2:00 p.m. in the IQAC office.

**Members present:**

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

*[Handwritten signatures and dates for members present:]*  
Sanjay Kumar 7/1/19  
Gautam Majumder 7/1/19  
Ajit Kr. Singh 7/1/19  
Indrani Dey 7.1.19  
Debasis Lahiri 7/1/19  
Gopal Roy 7.1.19  
Sanhita Ghosh. 2.1.19.  
Jagannath Biswas 7/1/19  
Ruma Das 7/1/19  
Mala Aditya 7/1/19  
Nikhil Roy 7/1/19  
General Secretary, Students'-Union. 7/1/19

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 02.08.2018.**

It is resolved that the resolutions of the previous IQAC meeting held on 02.08.2018 containing six items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Celebration of "Vasha Divas" and "Basonto Utsav".**

Our college regularly celebrates the "Vasha Divas" and "Basonto Utsav" by the Students as well as teachers to enrich the college culturally. This year also, house unanimously resolves to celebrate the "Vasha Divas" on 21<sup>st</sup> February and "Basonto Utsav" on 21<sup>st</sup> March. The house therefore, request the Principal to make the necessary arrangements by coordinating with cultural sub-committee with the involvement of students.

**Agenda No. 3 is taken up: Organizing departmental Seminars/workshops.**

All the departmental Incharges are requested to conduct seminars /workshops regularly at different levels i.e. International, National or regional. This programmes will be very much effective for the faculty members as well as for students for the upgradation of their knowledge. Moreover, organizing popular lectures will be very beneficial as the lectures are easily

understandable for the students as well as the faculties of inter-disciplinary subjects and aware them in various aspects. This will also enhance the quality of academic environment.

**Agenda No. 4 is taken up: Conducting extra-Curricular Activities in the College.**

IQAC resolves to direct to Cultural Sub-committee Coordinator and N.C.C. Officer of our college, to encourage our students to organize and participate in various extra-Curricular events. These activities have proven to acquire certain skills that will not be gained through classroom interactions. Students who actively participate in extra-curricular activities have been observed to be more efficient. These Programmes expose the students to various situations which help them to improve their communication skills, Leadership Skills and Teamwork.

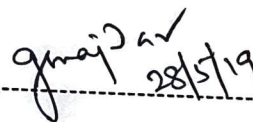
**Agenda No. 5 is taken up: AOB.**

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



The Chairperson, IQAC and  
The Principal, Lalbaba College

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



Coordinator, IQAC

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

## NOTICE

23/05/2019

A meeting with the members of IQAC will be held on 28.05.2019 at 2:00 p.m. in the IQAC office.

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

-----  
The Principal,

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

-----  
Coordinator, IQAC

Lalbaba College  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

### Agenda:

1. Confirmation of the resolutions taken in last meeting held on 07.01.2019.
2. Renovation of toilets and repairing of IQAC room.
3. Repairing of doors and windows of the college building and Purchasing three Almirahs.
4. Website modification regarding Admission 2019-20.
5. Result review of the first odd semester examination held in Dec18-Jan19.
6. AOB.

### Members:

1. Dr. Sanjay Kumar	
2. Dr. Gautam Majumder	gautam 23/5/19
3. Dr. Ajit Kr. Singh	ajit 23.5.19
4. Dr. Indrani De	Indrani 23.5.19
5. Prof. Debasis Lahiri	
6. Prof. Gopal Roy	Gopal 23.5.19
7. Prof. Sanhita Ghosh	Sanhita 23.5.19
8. Prof. Jagannath Biswas	Jagannath 23/5/19
9. Dr. Ruma Das	
10. Dr. Mala Aditya	Mala Aditya 23/5/19
11. Sri. Pankaj Kar	Pankaj 23/5/19
12. Sri. Nikhil Roy	
13. Prof. Susanta Kr. Biswas	
14. Sri. Dipnil Banerjee	
15. General Secretary, Students'-Union.	Ashish 23/5/19



The Resolutions taken in the IQAC meeting with the members held on 28.05.2019 at 2:00 p.m. in the IQAC office.

**Members present:**

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

*[Handwritten signatures and dates for items 1-4]*  
28/5/19  
28.05.19

*[Handwritten signatures and dates for items 5-7]*  
28.5.19  
28.5.19  
28/5/19

*[Handwritten signatures and dates for items 8-12]*  
Mala Aditya 28/5/19  
28/5/19  
Aishik 28/5/19

**Agenda No. 1 is taken up: Confirmation of the resolutions taken in last meeting held on 07.01.2019.**

It is resolved that the resolutions of the previous IQAC meeting held on 07.01.2019 containing five items are read and shown by the co-ordinator and it is hereby approved for confirmation.

**Agenda No. 2 is taken up: Renovation of toilets and repairing of IQAC room.**

The IQAC co-ordinator reports the house that a part of the northern-wall of the college building i.e. the outer wall of the IQAC, is badly damaged and water is soaking inside due to badly damaged sanitary plumbing of toilets located at the top floor over IQAC. The sanitary plumbing of the toilets and necessary civil repairing inside and outside IQAC are necessary. The house got convinced about the need and resolved in favour of and requesting the Principal to proceed further following the usual rules at the earliest.

**Agenda No. 3 is taken up: Repairing of doors and windows of the college building and Purchasing three Almirahs.**

The Principal reports to the house about the poor condition of the doors and windows of the college. From the security aspect of the college, there is an urgent need of repairing of the doors and windows. He further established the requirement of three almirahs for storage purposes of the documents. The house unanimously resolved the matter of repairing of the doors and windows and purchasing almirahs for the infrastructural development of the college.

**Agenda No. 4 is taken up: Website modification regarding Admission 2019-20.**

From this year admission under the CBCS and Semester system has started. The admission committee restructured the subject combinations as far as possible in a very short period of time, in Science and Arts stream to meet the requirements of Choice Based Credit System. The IQAC co-ordinator suggests that for the smooth functioning of the admission process of 2019-20 it is necessary to modify the college website regarding admission so that the students are able to get more information about CBCS system. He also conveys that the introduction of the new subject combinations for the upcoming semesters should be explained in very detail in the website. In this regard, the house resolves to the admission committee that a detailed explanation of the new system has to be uploaded in the website at the earliest.

**Agenda No. 5 is taken up: Result review of the first odd semester examination held in Dec18-Jan19.**

The co-ordinator of IQAC suggests that as the result of first odd semester C.U Examination is out, it is necessary to have a discussion on the review the results of all the departments. The areas of weakness as well as the strengths of each departments should be discussed so that necessary steps can be taken for the upcoming semesters. There has to be a detail analysis of results for improvement in areas found weak. The house therefore requests the Principal to direct the Academic sub-committee for the review of the first odd-Semester results with all the departmental incharges.

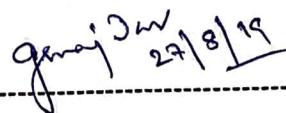
**Agenda No. 6 is taken up: AOB.**

The house unanimously resolves to purchase a Tally Software for account section for conducting the college Audit at the earliest.

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



The Chairperson, IQAC and  
The Principal, Lalbaba College  
**Principal**  
**Lalbaba College**  
**117, G.T. Road, Belurmath**  
**Howrah-711202**



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