

# Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

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

Website: [www.lalbabacollege.in](http://www.lalbabacollege.in)

E-mail: [iqac.lalbabacollege@gmail.com](mailto:iqac.lalbabacollege@gmail.com)




A college affiliated to the University of Calcutta

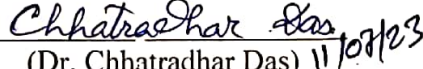
## MEETING NOTICE

Date: 11-07-2023

An urgent meeting of the IQAC will be held on 14-07-2023 (Friday) at 11-30 a.m. in the Principal's room. All members are requested to attend the meeting.

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



  
\_\_\_\_\_  
(Dr. Chhatradhar Das) 11/07/23  
Coordinator, IQAC  
Lalbaba College  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

### Agendum:

1. Discussion on AQAR 2021-22.

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

Members present in the Meeting of IQAC dated 14/07/2023

Sl. No.	Name of the Members of IQAC	Signature
1.	Dr. Sanjay Kumar	<i>Sanjay</i>
2.	Dr. Chhatradhar Das	<i>Chhatradhar 14/7/23</i>
3.	Dr. Gautam Majumdar	<i>Gmajumdar 14/7/23</i>
4.	Prof. Pradipta Bagchi	<i>Pradipta Bagchi 28.07.23</i>
5.	Prof. Nidhi Chowdhary	
6.	Dr. Dilip Barik	<i>Dilip Barik 14/7/23</i>
7.	Prof. Debasish Lahiri	—
8.	Dr. Kalyan Mazumder	<i>Kalyan Mazumder 14.07.23</i>
9.	Prof. Sanhita Ghosh	<i>Sghosh 14.07.23</i>
10.	Dr. Ansar Khan	<i>Ansar Khan</i>
11.	Prof. Suprio Biswas	<i>Suprio Biswas 14/7/23</i>
12.	Dr. Barid Baran Ghosh	—
13.	Prof. Gopal Roy	—
14.	Dr. Bhutnath Jana	<i>Bhutnath Jana 14/7/23</i>
15.	Dr. Mala Aditya	<i>Mala Aditya 14/7/23</i>
16.	Sri Nikhil Krishna Roy	<i>Nikhil Krishna Roy 14/7/23</i>
17.	Dr. Sankar Kumar Sanyal	<i>Sankar Kumar Sanyal 14-7-23</i>
18.	Dr. Lalit Kumar Jha	<i>Lalit Kumar Jha 14.07.23</i>
19.		
20.		
21.		
22.		



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

*Coordinator*  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

## Resolution of the IQAC meeting held on July 14, 2023, at 11: 30 am at Principal's Chamber

### Members Present:

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Prof. Pradipta Bagchi
5. Dr. Kalyan Mazumder
6. Dr. Ansar Khan
7. Dr. Bhutnath Jana
8. Dr. Mala Aditya
9. Sri Nikhil Krishna Roy
10. Dr. Sankar Kumar Sanyal
11. Prof. Sanhita Ghosh
12. Prof. Suprio Biswas
13. Dr. Lalit Kumar Jha
14. Dr. Dilip Barik



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting. He started the meeting with the different MoU signing news with different institutions. He mentioned that the AQAR 2021-22 has been submitted before Governing Body on 05-07-2023 for approval and the Governing Body allowed to upload the AQAR 2021-22. However, the Principal requested all the members to go through the AQAR 2021-22 once again for fine tune before uploading.

The IQAC Coordinator read out the extract of the Governing Body Resolution (**Item No. 8**) dated 05-07-2023 regarding approval of AQAR 2021-22 which is as follows:

**“Principal presented the draft copy of annual quality assurance report (AQAR) of Lalbaba College of 2021-22 prepared by the IQAC team of the College in the meeting. The House unanimously approved the AQAR of 2021-22 except the Statement of Finance & Audit related section of the AQAR and requested Principal to take necessary steps to upload the prepared AQAR on NAAC website immediately to the appropriate portal well in advance of the stipulated time.”**



He also pointed out regarding the changes of data in respect of pass percentage which was received from the office later on. The Principal requested all the members to incorporate the revised data in the AQAR 2021-22 for better accuracy.

#### Item No-1: Discussion on AQAR 2021-22.

After thorough discussion, the house suggested unanimously the following changes which has to be corrected during uploading and also requested the AQAR uploading team to upload AQAR 2021-22 without much delay.

#### Suggestions for changes:

- Number of outgoing students for 2022 changed from 1007 to 1008
- Data template for pass percentage of students for 2022 changed from 615 to 651.
- Number of courses offered by the Institution across all programme during the year of introduction had few typing mistakes which should be rectified.
- The number of computers used by students (Day + Morning) for academic purposes should be counted doubled.
- A declaration for providing services to our college by the Cybersoftec.com is needed which is to be incorporated.

It is decided in the meeting that financial data as submitted before the GB will remain unchanged during uploading obeying the instruction of the GB and the Certificates given by the CA will be uploaded to the NAAC Portal by signing the CA and Principal as supporting documents of the financial data.

The meeting ended at 5-00 p.m. with a vote of thanks to the chair and all of the members.



**Read & Confirmed**

*[Handwritten Signature]*  
23/8/23  
Principal  
Lalbaba College  
117, G. T. Road, Belurmah  
Howrah - 711202



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## MEETING NOTICE

Date: 14-08-2023

A meeting of the IQAC will be held on 23-08-2023 (Wednesday) at 11-30 a.m. in the Principal's room. All members are requested to attend the meeting.

*Dr. Sanjay Kumar*  
14/8/2023

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

*Dr. Chhatradhar Das*  
14/8/2023

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



### Agenda:

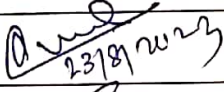
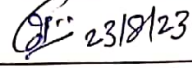
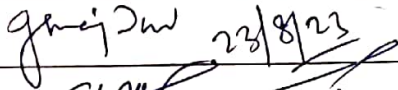
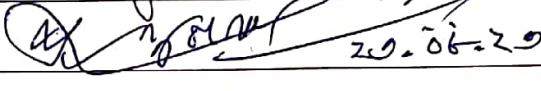
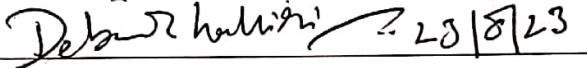
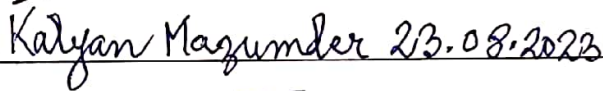
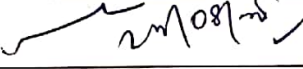
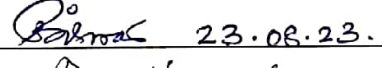
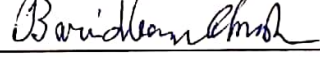
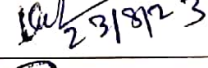
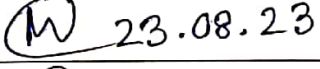
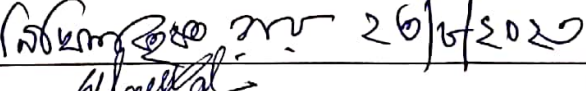
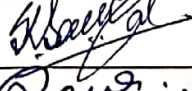
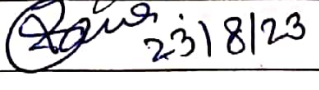
1. Confirmation of the Resolution of the last two meetings dated 20-04-2023 & 14-07-2023.
2. Discussion on Action Taken Report.
3. Discussion on AQAR Report Review & edit option
4. Assignment of activities for Future Roadmap & reconstruction of Criteria Committee
5. Formation of (i) Anti-Ragging Committee  
(ii) Cell for Competitive Examinations and Career Guidance
6. Discussion on IIQA & SSR
7. Miscellaneous

### Encls:

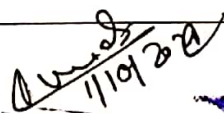
1. Resolution of the last two meetings dated 20-04-2023 & 14-07-2023
2. Proposals for Discussion

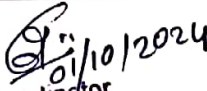
Coordinator: Dr. Chhatradhar Das, Mobile: 9432874080, 7595985428

Members present in the Meeting of IQAC dated 23/08/2023

Sl. No.	Name of the Members	Signature
1.	Dr. Sanjay Kumar	 23/8/2023
2.	Dr. Chhatradhar Das	 23/8/23
3.	Dr. Gautam Majumdar	 23/8/23
4.	Prof. Pradipta Bagchi	 20.08.23
5.	Prof. Nidhi Chowdhary	—
6.	Dr. Dilip Barik	—
7.	Prof. Debasish Lahiri	 23/8/23
8.	Dr. Kalyan Mazumder	 23.08.2023
9.	Prof. Sanhita Ghosh	—
10.	Dr. Ansar Khan	 23/08/23
11.	Prof. Suprio Biswas	 23.08.23.
12.	Dr. Barid Baran Ghosh	
13.	Prof. Gopal Roy	—
14.	Dr. Lalit Kumar Jha	 23/8/23
15.	Dr. Mala Aditya	 23.08.23
16.	Sri Nikhil Krishna Roy	 26/8/2023
17.	Dr. Sankar Kumar Sanyal	
18.	Dr. Bhutnath Jana	 23/8/23
19.		
20.		
21.		
22.		



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

  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College

## Resolution of the IQAC meeting held on August 23, 2023, at 11: 30 am at Principal's Chamber

Members Present:

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



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting. Principal started the meeting with the discussion of SSS and OTP required for it. The principal also discussed his thoughts on the internship program for the coming session which is included in the NEP 2020 based curriculum. Prof. Pradipta Bagchi advised that the Career Counselling and Guidance Cell could take control of the internship program.

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 two meetings dated 20-04-2023 & 14-07-2023.**

IQAC Coordinator read aloud the resolutions of the last two meetings dated 20-04-2023 & 14-07-2023 and the house unanimously accepted it. The members satisfied with the system of 'action taken report' presented in the resolution because all the activities done by the College during the said time was cited in this item. The house also recommended implementing this system for other purpose also whereby each committee and subcommittee would submit an



activity report to the parent body on a regular basis so that clarity of work done is to be obtained easily.

### **Item No-2: Discussion on Action Taken Report**

The IQAC Coordinator reports different activities as action taken after the meeting dated 20-04-2023 and the house unanimously approved the Action Taken Report. The activities are appended below:

- Five (5) different policy proposals for
  - (i) *Add on/Certificate Courses (1.2.2. & 1.2.3),*
  - (ii) *Alternate sources of energy and energyconservation 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)*

Prepared by the IQAC Coordinator and accepted by the IQAC in its meeting dated 20-04-2023. These policy proposals are submitted before the GB for approval.

- Review meeting on AQAR 21-22 held on 25-04-23, 26-04-23, 27-04-23, 29-04-23, and 06/05/23.
- Special lecture and book release program organized by Bengali department – 03-05-23
- Special event organized by Hindi department - 06-05-23
- Administrative Training Program on “Preparation of Service Book” on 8<sup>th</sup> May 2023
- Seminar organized by Political Science Department – 10/05/23
- Seminar organized by Education department – 12/05/23
- Collaborative event – Bengali department of Lalbaba college & Kidderpore College – 12/05/23;
- Special lecture program organized by English department – 13/05/23
- Special lecture series program organized by Sanskrit department – 15 – 19 May, 23
- Final Review meeting with all the Teaching and Non-Teaching staff was held on 29/5/23.
- Collaborative effort with Vidyanagar College – 07/06/23
- Five members participated in State Level Workshop on NAAC & NEP 2020 – Bijoy Krishna Girls’ College – 14/06/23
- Collaborative effort with Sadhan Chandra Mahavidyalaya – 15/06/23
- Collaborative effort – International seminar – Khudiram Bose Central College – 21/06/23
- Recitation Club programme – 28/06/23
- Administrative Training Programme on HR Portal – 06-07-23
- Seminar on Development of a Roadmap for the Forward – 06-07-23
- Collaborative Programme (State Level Seminar) for Library with 5 different colleges – 10/07/23
- Collaborative event – Faculty Exchange programme between English department of Lalbaba college & Kidderpore College – 12/07/2023 & 14/07/2023
- Data uploading activity held on 18/7/23, 19/7/23, 21/7/23 and 22/7/23 by the AQAR uploading Team. During uploading some data/information was modified with below mentioned note:

**Note:** In IQAC meeting dated 14.07.23 some changes regarding QnM data of AQAR 2021-22 were pointed out and resolved to incorporate the same during uploading. Beside those points some more changes are done in QIM and QnM for better accuracy and as per instruction/provision given by NAAC portal during uploading. All QIM (Both Part A & B) data the writing part was shorten down to the word limit given in NAAC portal to avoid the uploading problem. The following changes in QnM data also made due to time period of July 2021 to August 2022.

Part A. 2) Financial Status: UGC 2F and 12B omitted and only "Grant- in-Aid" option was selected.

Part A: 3) Extended Profile> 2.3: No. of outgoing/final yr. students 1886 (2021=878 and 2022=1008) in place of 1008.

Part B: 2.3.3) No. of mentors: 84 in place of Nil.

Part B: 2.6.3) No. of students appeared: 1886 in place of 1008.

Part B: 2.6.3) No. of students passed: 1356 in place of 651.

- AQAR 21-22 successfully submitted on 22/07/2023 07:31 PM
- **Action Taken Report on Feedback** submitted before the GB and the GB approved it.
- Orientation Programme on Quality Issues with Special Reference to NAAC – 28-07-23
- Farewell – Dr. AKS – 31-07-23
- Orientation Programme for students on student credit card – 01-08-23
- Orientation programme for this academic session – 01. 08. 23 to 03.08.23.
- Library Orientation Programme – 03-08-23
- Shabdashruti Club orientation Programme – 03-08-2023
- Celebration of Independence Day – 15-08-2023
- Celebration of Librarian’s Day – 21/08/2023
- MoU signed with the following Colleges:
  - Vidyanagar College - 08-05-2023
  - Maharaja Manindra Chandra College - 24-05-2023
  - Sadhan Chandra Mahavidyalaya - 29-05-2023
  - Women's College, Calcutta - 01-06-2023
  - Raja Peary Mohan College - 09-06-2023
  - Khudiram Bose Central College - 12-06-2023
  - Umeshchandra College - 12-06-2023
  - Anada Mohan College - 22-06-2023
  - Bangabasi Evening College - 22-06-2023
  - Acharya Jagadish Chandra Bose College - 22-06-2023
  - Maharaja Srischandra College - 30-06-2023
  - Sovarani Memorial College – 30-06-2023
- Library\_MoU - 10-07-2023

### Item No-3: Discussion on AQAR Report Review & edit option

IQAC Coordinator mentioned that the review report of AQAR has been displayed in the NAAC portal with overall comments. He requested all the members to read all the comments for the different AQARs. He also mentioned that edit option was reopened for the AQAR 2018-19 in the NAAC portal for correction, if any, which was noticed recently by Dr. Mala Aditya, one of our NAAC coordinators.

After careful discussion the house unanimously suggested that the Institution should take necessary steps on following points:

- Introduction of Certificate/Add-on course from the next session;
- Teachers should use ICT (LMS, e\_Resources) for teaching-learning;
- Conduction of Workshop/ Seminars on different issues including IPR must be implemented;
- Provision for Incubation Centre may be introduced;
- Professional Development Programme/ Faculty Development Programme should be more;
- Activities on Gender Equity should be introduced;
- Efforts should be made to achieve all the metrics in the upcoming academic year for quality sustenance.

### Item No-4: Assignment of activities for Future Roadmap & re-construction of Criteria Committee

In order to achieve all the metrics in the upcoming academic year, the IQAC Coordinator proposed a comprehensive planning by assigning of activities covering all the criteria. He also proposed reconstruction of criteria committee for smooth functioning of all areas towards preparation of SSR and AQAR in the upcoming session.

After a thorough discussion the house unanimously approved the following planning towards assignment of activities for future roadmap along with reconstruction of Criteria Committee for preparation of SSR for the upcoming NAAC and AQAR w.e.f. current session.

<b>Academic Plan:</b>		
<b>Plan Title</b>	<b>Plan preparation</b>	<b>Plan implementation &amp; supervision</b>
Learning levels of the students	Academic Sub-Committee	In-charge of the Department
Assigning mentors to mentees		
Academic Audit		Convener, Academic Sub-Committee
Examination/ internal evaluation	Examination Sub-Committee	Convener, Exam. Sub-committee
Routine	Routine Sub-Committee	Convener, Routine Sub-Committee
<b>Administrative Plan:</b>		
Functional MoUs	IQAC	PK
Administrative Audit	Academic Sub-Committee	KM
Internal Complaint Committee Regulation	ICC	JB



Anti-Ragging Regulation	Anti-Ragging Committee	IC
<b>Infrastructural Plan</b>		
ICT enabled tools for effective teaching-learning process	LKJ, BJ, GM	LKJ
Infrastructure and physical facilities for teaching-learning. Viz., classrooms, laboratories, computing equipment etc.	RMD, KCN, LKJ	KCN
Facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc.	RM, MR	RM
Facilities for cultural activities	SKG, SG	SKG
Library facility	M. Aditya, ID	ID
<b>Financial Plan:</b>		
Policy for maintenance of infrastructure (physical facilities and academic support facilities)	ATM, ADS	ATM
Scholarship (non-Govt.)	GR, UO	UO
Strategies for mobilization of funds and the optimal utilization of resources	NC, SPB	SPB
Financial support to attend conferences/workshops and towards membership fee of professional bodies	PB, RD, CD	RD
Effective welfare measures for teaching and non-teaching staff	GR, MA	MA
e-governance	AK, JNB	JNB

**Plan implementation:**

Type	Plan implementation and supervision
Qualitative Metrics (QIM) (22)	DL, GM
Quantitative Metrics (QnM) (33)	PB, CD, NC, M. Aditya
Report writing	MS, PG, SNP
Report verification	GM, PB,
Report Compilation	BN, RMD
Report uploading	IQAC, Department
Recording & Documentation	NC, M. Aditya

**Collaboration assignment:**

Sl. No.	College	Teachers
1.	Acharya Jagadish Chandra Bose College	SD
2.	Anada Mohan College	MM
3.	Bangabasi Evening College	KCN
4.	Khudiram Bose Central College	LKJ
5.	Kidderpore College	AB
6.	Library_MoU	M. Aditya
7.	Maharaja Manindra Chandra College	RMD
8.	Maharaja Srischandra College	DG
9.	Raja Peary Mohan College	JB
10.	Sadhan Chandra Mahavidyalaya	GR
11.	Sir Gurudas Mahavidyalaya	IC
12.	Sovarani Memorial College	BS
13.	Surendranath Evening College	MA
14.	Umeshchandra College	DB
15.	Vidyanagar College	AMG
16.	Women's College, Calcutta	PS
17.	Swami Niswambalananda Girls' College	ATM
18.	Naba Ballygunge Mahavidyalaya	ID

**Re-construction of Criteria Committee:**

Part A:	1.Data of the Institution	IQAC, NAAC Coordinators
	(i) Profile of the College (ii) Executive summary	SPB, KM, JNB, RMD
	2.Institutional Preparedness for NEP 2020	GM, DL, LKJ
	3.Extended Profile of the Institution	ADS, GR
Part B:	Criterion 1	Coordinator: BJ, Member: PS, SM, KB
	Criteria 2	Coordinator: ADS, Members: DB, SLB, EP, RH, BH, I. Chatterjee, Surajit Bera
	Criteria 3	Coordinator: SG, Members: SD, AG, SB, PRS, DSG, PLB, BH, MP, RM
	Criterion 4	Coordinator: GR, M. Aditya, Members: AM, ADS, PK, RM, SNP
	Criterion 5	Coordinator: KD, Members: MR, AYK, BG, UO, AKD
	Criterion 6	Coordinator: AK, Members: JNB, LKJ
	Criterion7	Coordinator: DL, Members: MS, AMG

**Item No-5: Formation of (i) Anti-Ragging Committee; (ii) Cell for Competitive examinations and Career Guidance**

On the basis of the proposal of the IQAC Coordinator, the house unanimously took initiation for the formation of (i) Anti-Ragging Committee and also for the formation of a (ii) Cell for Competitive Examinations and Career Guidance with the following members:

(i) Anti-Ragging Committee,	<b>Coordinator:</b> IC, <b>Member:</b> MM, JB, SG, SD, PM, KB, BG, Raju Ghosh (Bally PS),
(ii) Cell for Competitive examinations and Career Guidance	<b>Coordinator:</b> JNB, <b>Member:</b> BB, RB, DM, NM, SLB, DB, DG

**Item No-6: Discussion on IIQA & SSR:**

The house unanimously suggested to review the status of SSR once again before submission of IIQA and SSR. Members also demanded the audited statements for the financial part of criteria 4 in respect of AQAR 2022-23 and SSR (starting from the AQAR 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23) along with all finance related supportive documents, as per SOP given by NAAC. Principal assured to appoint an auditor for the internal audit of the financial year 2022-23 as soon as possible.


It is also resolved that the principal will issue a notice to the Criterion coordinators requesting them to submit SSR data within 27<sup>th</sup> August, 2023 and on the basis of such report Principal, CD & M. Aditya, will meet for review on 28<sup>th</sup> August, 2023. Criteria co-ordinators will be called if necessary.

**Item No-7: Miscellaneous:**

- Principal proposed to fit the academic Calendar in 12 months format.
- CAS related progress: Principal reported that CAS related letter already sent to the DPI.
- Principal reported IQAC members about the careless action of a teacher and in view of such action he demanded that all teachers should be responsible for all quality related works. The house agreed with the Principal's view and unanimously condemned the act.
- Prof. Suprio Biswas requested the house to increase projector facilities in class rooms as much as possible. The house accepted the suggestion and requested Principal to do the needful at the earliest.

**Read & Confirmed**

Meeting ended with vote of thanks to the chair and all the members.

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





Review meeting on AQAR (21-22)- 27-04-23



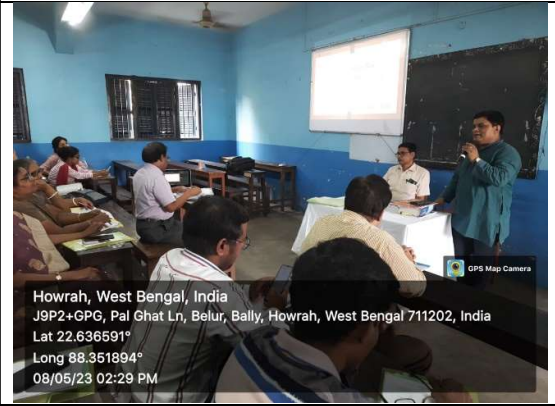
Review meeting on AQAR (21-22)- 06-05-23



Special lecture and book release program- 03-05-23



Special event organized by Hindi department – 06-05-23



Administrative Training Program on “Preparation of Service Book” – 08/05/23



Seminar organized by Political Science Department – 10/05/23



Seminar organized by Education department – 12/05/23



Collaborative event – Bengali department of Lalbaba college & Kidderpore College – 12/05/23



Special lecture program organized by English department – 13/05/23



Special lecture series program organized by Sanskrit department – 15 – 19 May, 23



Collaborative effort with Vidyanagar College – 07/06/23



Collaborative event – Faculty Exchange programme between English department of Lalbaba college & Kidderpore College – 12/07/2023 & 14/07/2023



# Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

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

Website: [www.lalbabacollege.in](http://www.lalbabacollege.in)

E-mail: [iqac.lalbabacollege@gmail.com](mailto:iqac.lalbabacollege@gmail.com)



A college affiliated to the University of Calcutta

## MEETING NOTICE

Date: 03-01-2024

A meeting of the IQAC will be held on 10-01-2024 (Wednesday) at 11-45 a.m. in the Principal's room. All members are requested to attend the meeting.

*A. W. M. G.*  
3/1/2024  
Principal

Lalbaba College

118 G. T. Road, Belurmath,  
Howrah - 711202  
Chairman, IQAC & Principal  
Lalbaba College



*G. C. D.*  
3/1/2024  
Coordinator

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

### Agenda:

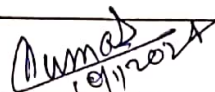
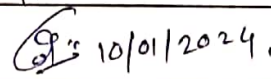
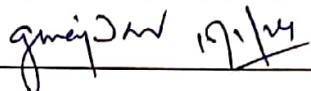
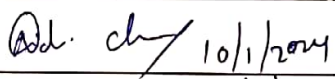
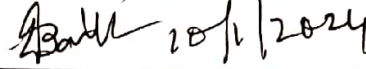
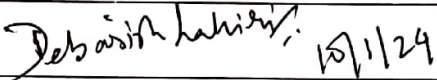

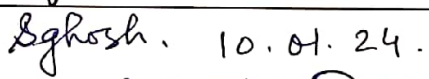
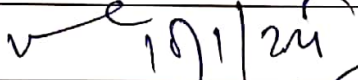
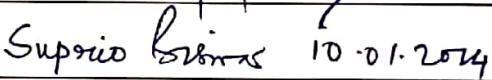
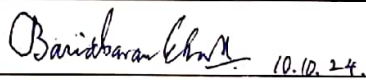
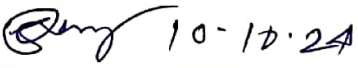
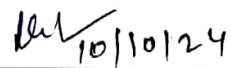
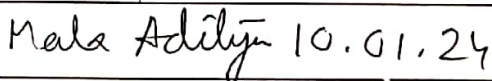
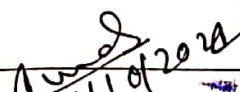
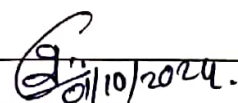
1. Confirmation of the Resolution of the last meeting dated 23-08-2023.
2. Discussion on Action Taken Report.
3. Discussion on status report of SSR & IIQA
4. Miscellaneous

### Encl:

1. Resolution of the last meeting dated 23-08-2023
2. Proposals for Discussion

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

Members present in the Meeting of IQAC dated 10/01/2024

Sl. No.	Name of the Members	Signature
1.	Dr. Sanjay Kumar	
2.	Dr. Chhatradhar Das	
3.	Dr. Gautam Majumdar	
4.	Prof. Pradipta Bagchi	—
5.	Prof. Nidhi Chowdhary	
6.	Dr. Dilip Barik	
7.	Prof. Debasish Lahiri	
8.	Dr. Kalyan Mazumder	
9.	Prof. Sanhita Ghosh	
10.	Dr. Ansar Khan	
11.	Prof. Suprio Biswas	
12.	Dr. Barid Baran Ghosh	
13.	Prof. Gopal Roy	
14.	Dr. Lalit Kumar Jha	
15.	Dr. Mala Aditya	
16.	Sri Nikhil Krishna Roy	—
17.	Dr. Sankar Kumar Sanyal	—
18.		
19.		
20.		
21.	 Principal Lalbaba College	 Coordinator
22.	117, G. T. Road, Belurmath Howrah - 711202	Internal Quality Assurance Cell Lalbaba College



**Resolution of the IQAC meeting held on January 10, 2024, at 11: 45 am at Principal's Chamber**

**Members Present:**

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Prof. Nidhi Chowdhary
5. Dr. Barid Baran Ghosh
6. Dr. Kalyan Mazumder
7. Dr. Ansar Khan
8. Prof. Sanhita Ghosh
9. Dr. Mala Aditya
10. Prof. Gopal Roy
11. Dr. Dilip Barik
12. Prof. Suprio Biswas
13. Dr. Lalit Kumar Jha
14. Prof. Debasish Lahiri



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting. Before the Agenda wise meeting, the principal informed about the Current Status of the college regarding IIQA & SSR. He mentioned that the main criterion where the college is lagging behind is Criteria 4. The audit is still pending and an external team needs to be formed which is not yet done. So, unless it gates done, the college won't be able proceed further.

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 23-08-2023.**

IQAC Coordinator read out the resolutions of the last meeting dated 23-08-2023 and the house unanimously accepted it with a note and with the minor modifications:

**Note:** Five (5) different policies including policy of Ad-on courses are under consideration of the Governing Body and after getting approval from the highest body it can be implemented.



**Modifications:**

- (a) In item no. 2, Collaborative Programme for Library should be with 5 different colleges in place of 13.
- (b) In item no. 4, the name of Prof. Arunangshu Das Sharma (ADS) should be included in place of Prof. Dipayan Singha and the name of Prof. Ayesha Khatun (AYK) should be included in place of Dr. Sourav Kumar Das.

**Item No-2: Discussion on Action Taken Report**

The IQAC Coordinator reports different activities as action taken after the meeting dated 23-08-2023 and the house unanimously approved the Report. The house also resolved that the proposal presented as 'Discussion on Action Taken Report' shall be replaced as 'Discussion on the report of activities/events' in future. However, the report is appended below:

- Programme on Premchanda Jayanti Jointly organized by the Department of Hindi and Urdu on 26-08-23
- Workshop on ICT/Computing skills for Teachers on 'Basics of Computing' organized by IQAC, Lalbaba College on 26-08-23
- Awareness Programme on West Bengal Students Credit Card (WBSCC) on 29-08-23
- Workshop on ICT/Computing skills for Teachers on 'Computer Application in Teaching-Learning' organized by IQAC, Lalbaba College on 01-09-23
- 5 teachers attended Teachers' Day celebration Programme organized by govt. of West Bengal on 05-09-2023
- 'Siksha Samman – 2023' awarded to our Principal by the Bharatiya Bhasa Parisat
- Celebration of Teachers' Day on 23/09/2023
- Publication of Departmental Wall Magazine 'Sristi' (Silver Jubilee issue), Department of History – 26-09-2023
- Seminar - Department of History – 27-09-2023
- Field Work Cum Educational Tour – Department of Geography – 24-09-2023 to 28-09-23
- Retirement of Accountant – Sri Nikhil Krishna Roy on 31-10-2023
- Dr. Sourav Kumar Das resigned on 12-10-2023
- Prof. Dipayan Singha resigned on 08-12-2023
- Condolence meeting of late Sreehir Bhattacharyya, ex-Principal of the college on 30/09/2023
- Agomoni programme on 17/10/2023
- Freshers Welcome on 17/10/2023
- Induction Programme on AAA on 09/12/2023 by IQAC, Lalbaba College in collaboration of IQAC of Sir Gurudas Mahavidyalaya
- Meeting for NAAC activity on 13/12/2023
- Environmental Awareness Rally on Plastic pollution on 18/12/2023
- 3 members attended Workshop on Hands on 'Training of NAAC Methodology and Preparation' sponsored by Department of Higher Education, Govt. of West Bengal at Uluberia College on 19-12-2023

- Seminar on “শিশু সাহিত্যের নানা কথা” organized by Cultural sub-committee in collaboration with Ananda Mohan College on 21/12/2023
- Poetry Reading session by the Reading club on 21/12/2023
- Capacity Building Programme – Basic Rock Climbing Course organized by NCC Unit in Collaboration with Adventure & Nature Lovers Durgapur – 27-12-23 to 31-12-23
- Observance of Student Week from 02/01/2024 to 08/01/2024
- Refresher Course: Prof. Mrinal Sarkar (11-07-23 to 24-07-23); Dr. Mala Aditya (08-12-23 to 21-12-23); Prof. Sanhita Ghosh (16-08-23 to 29-08-23)
- Faculty Induction Programme: Prof. Ujjal Oraw (26-07-23 to 25-08-23)
- Short Term Course: Prof. Isani Chakraborty (04-10-23 to 10-10-23)
- Ph. D.: Dr. Krishnendu Das (16-10-23)

### Item No-3: Discussion on status report of SSR & IIQA

Members demanded the audited statements for the financial part of criteria 4 in respect of AQAR 2022-23 and SSR along with all finance related supportive documents, as per SOP given by NAAC. Principal reported that for solving the problem of Criteria 4 and other financial matters, President of the Governing Body has formed an investigation team, unless that team submits its report, the college is not in a position to complete the SSR.

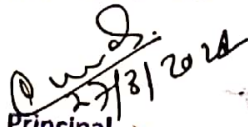
However, the house unanimously resolved that after receiving the audited statements for the financial part of criteria 4, the IQAC and the NAAC Committee will take the initiative for preparing the SSR. IIQA will submit accordingly.

### Item No-4: Miscellaneous:

- a) The principal reports that the GB has given approval for Academic & Administrative Audit (AAA) and Green Audit.
- b) Dr. Mala Aditya informed that the method of Library clearance is to be introduced for all the employees before tendering their resignations and/or retirement from service. The house unanimously accepted it.
- c) For successful implementation of NEP 2020, the CU allowed the Library Science subject in IDC where 75 marks are allotted for written examination and 25 marks are allotted for Tutorial examination. The Librarian reports that about 20 students got admitted in IDC for the academic session 2023-24 and classes need to be allotted at the earliest. The house unanimously accepted it.

The meeting ended at 5-00 p.m. with a vote of thanks to the chair and all of the members.

**Read & Confirmed**

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

# Internal Quality Assurance Cell

Lalbaba College, Belurmatt, Howrah 711202

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E-mail: [igac.lalbabacollege@gmail.com](mailto:igac.lalbabacollege@gmail.com)



A college affiliated to the University of Calcutta

## MEETING NOTICE

Date: 20-03-2024

A meeting of the IQAC will be held on 27-03-2024 (Wednesday) at 11-30 a.m. in the Principal's room. All members are requested to attend the meeting.

*Dr. Sanjay Kumar*

Principal  
Lalbaba college  
117, G. T. Road, Belurmatt  
Howrah-711202  
Chairman, IQAC & Principal  
Lalbaba College

*Chhatradhar Das*

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

### Agenda:

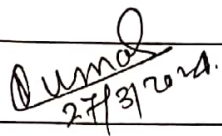
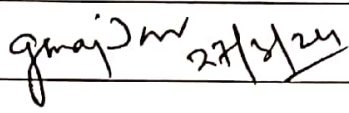
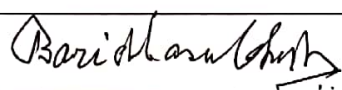
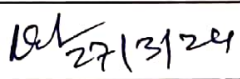
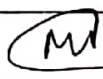
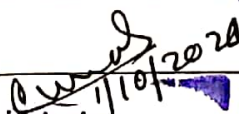
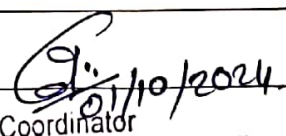
1. Confirmation of the Resolution of the last meeting dated 10-01-2024.
2. Discussion on submission of IIQA
3. Miscellaneous

### Encl:

Resolution of the last meeting dated 10-01-2024.

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

Members present in the Meeting of IQAC dated 27/03/2024

Sl. No.	Name of the Members	Signature
1.	Dr. Sanjay Kumar	
2.	Dr. Chhatradhar Das	Chhatradhar Das, 27/3/24.
3.	Dr. Gautam Majumdar	
4.	Prof. Pradipta Bagchi	—
5.	Prof. Nidhi Chowdhary	—
6.	Dr. Dilip Barik	—
7.	Prof. Debasish Lahiri	Debasish Lahiri 27/3/24.
8.	Dr. Kalyan Mazumder	Kalyan Mazumder 27/3/2024
9.	Prof. Sanhita Ghosh	Sanhita Ghosh 27.03.24.
10.	Dr. Ansar Khan	—
11.	Prof. Suprio Biswas	—
12.	Dr. Barid Baran Ghosh	
13.	Prof. Gopal Roy	—
14.	Dr. Lalit Kumar Jha	
15.	Dr. Mala Aditya	<del>MA 27.3.24</del>  27.3.24
16.	Sri Nikhil Krishna Roy	—
17.	Dr. Sankar Kumar Sanyal	—
18.		
19.		
20.		
21.	 Principal Lal Baba College	 Coordinator Internal Quality Assurance Cell Lal Baba College
22.	117, G. T. Road, Belurmath Howrah - 711202	





## Resolution of the IQAC meeting held on March 27, 2024, at 11: 30 am at Principal's Chamber

### Members Present:

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Dr. Barid Baran Ghosh
5. Dr. Kalyan Mazumder
6. Prof. Sanhita Ghosh
7. Dr. Mala Aditya
8. Dr. Lalit Kumar Jha
9. Prof. Debasish Lahiri



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting.

Principal Sir stated that according to the Government of West Bengal's directive, the Internal Quality Assurance Cell (IQAC) must upload the Institutional Information for Quality Assessment (IIQA) by 31st March 2024 (vide Memo No. – ED 644 – Admn/2023 dated 20-12-2023)<sup>1</sup>. He mentioned that he has convened multiple meetings with various criterion coordinators, during which all coordinators assured him of their commitment to meet the IIQA and Self-Study Report (SSR) submission deadline. The Principal requested the IQAC Coordinator to schedule future planning sessions for the Annual Quality Assurance Report (AQAR) and SSR. He also granted permission for any necessary meetings related to NAAC or urgent matters to proceed without his presence.

The IQAC Coordinator expressed that a plan for the submission of IIQA, AQAR, and SSR has already been formulated and members are progressing accordingly. He affirmed that success is achievable if the plan's schedule is adhered to. The Principal added that modifications to the plan can be made as necessary.

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<sup>1</sup> Underlined portion added during confirmation of minutes on 25/09/2024 (Item No. 1).



**Item No-1: Confirmation of the Resolution of the last meeting dated 10-01-2024.**

IQAC Coordinator read out the resolutions of the last meeting dated 10-01-2024 and the house unanimously confirmed the resolution of the meeting without any modification.

**Item No-2: Discussion on submission of IIQA**

It was reported by the IQAC Coordinator that the qualitative part of the Annual Quality Assurance Report (AQAR) and Self-Study Report (SSR) has been shaped satisfactorily through the efforts of criterion coordinators and members of the review committee. Dates for the quantitative part have already been scheduled for 2nd, 3rd, and 4th April, and for Part A of IIQA & SSR on 6th April 2024. The IQAC Coordinator emphasized the necessity of the presence of all IQAC members for the plan's implementation, warning that otherwise, it might be perceived that the IQAC acted hastily.

In a WhatsApp conversation with one of the NAAC coordinator Prof. Nidhi Chowdhary, Dr. Mala Aditya, the other NAAC coordinator, reported that criterion 4 & 5 in the qualitative part could not be fulfilled. She expressed doubts about the possibility of uploading IIQA & SSR without an audited statement and raised concerns that supporting documents for NAAC's DVV purpose were not organized. Dr. Aditya and other members expressed that IIQA should be submitted after completing 80% of the SSR work. Dr. Gautam Majumder, member IQAC stated that theoretically 80% of the work has been completed. The IQAC Coordinator suggested the need to procure the original versions of all software. He also opined that once IIQA is submitted, there would be a 45-day blockage period. Principal Sir suggested initiating the IIQA format on the NAAC portal from today. The intention was acknowledged by the house. After a detailed discussion, the house resolved the following:

- (a) Filling up of IIQA should start immediately;
- (b) Procurement of the original versions of all software should be implemented.

In the presence of all IQAC members, Dr. Mala Aditya commenced filling out the IIQA on the NAAC portal. The NAAC portal assigned Track ID: WBCOGN 11911 for the college.

**Item No-3: Miscellaneous:**

- (a) The IQAC coordinator proposed an immediate transformation of the college into a fully Wi-Fi-enabled zone with adequate bandwidth. He recommended establishing a permanent backbone infrastructure for the Wi-Fi campus and urged the principal to initiate necessary actions in this matter. The proposal for a comprehensive Wi-Fi campus with sufficient bandwidth was unanimously endorsed by the members and requested the principal to proceed accordingly.
- (d) The IQAC Coordinator suggested arranging a seminar on attainment of Program Outcomes (POs) and Course Outcomes (COs), along with organizing administrative training programs for the Teaching and non-teaching staff on various pertinent issues. The proposal received unanimous approval from the house.
- (g) The IQAC coordinator also mentioned that procedures for signing MoUs for academic and other collaborations are necessary. The proposal was endorsed by the house and recommended that the principal and IQAC coordinator will take necessary actions to supplement the college.

The completion of filling out the IQA on the NAAC portal was partially done, prompting the decision to schedule another IQAC meeting for the next day, March 28, 2024 at 11:00 a.m. to continue the uploading process. The principal as well as the meeting's chairman requested members to attend the meeting on the next day with no formal notice to be issued for the session.

The meeting ended at 7-00 p.m. with a vote of thanks to the chair and all of the members.



**Read & Confirmed**

*[Signature]*  
28/3/2024  
Principal  
Lalbaba College  
117, G. T. Road, Belurmath  
Howrah - 711202

IIQA uploading IQAC Meeting 28/03/24

Members present

TruKID: WBCOGEN11911

1. Anwar 28/3/2024
2. G. 28/3/24.
3. Dilip Barik 28.3.2024
4. Kalyan Mazumder 28.03.2024
5. Anwar Kumar 28/03/24
6. Aditya 28/3/24
7. Sanhita Ghosh 28.03.24.
8. Suprio Barik 28/3/24.
9. Mala Aditya 28/3/24
10. Anwar 28/3
11. Dilip Barik 28/3/24

**Resolution of the IQAC meeting held on March 28, 2024, at 11: 00 am at  
Principal's Chamber**

**Members Present:**

1. Dr. Sanjay Kumar
2. Dr. Chhatradhar Das
3. Dr. Gautam Majumdar
4. Prof. Nidhi Chowdhary
5. Dr. Kalyan Mazumder
6. Dr. Ansar Khan
7. Prof. Sanhita Ghosh
8. Dr. Mala Aditya
9. Dr. Dilip Barik
10. Prof. Suprio Biswas
11. Prof. Debasish Lahiri

Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting.

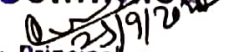
According to the decision made during the IQAC meeting on 27-03-24, another meeting was scheduled for 28-03-24. A message was subsequently posted in the WhatsApp group by the principal, requesting all members to be present in his office at 11 am on 28-03-24 to finalize the procedure for filling up the IIQA format. Following the attendance of the aforementioned members, the IIQA format fill-up procedure was commenced at 11 a.m. During the filling of the IIQA, the following documents are specified as necessary for clarity:

- 12B supporting document should be asked from the UGC
- BA Economics should be included from the certificate of CU
- The approval of subject combination and year of establishment supporting documents should be collected and preserved by IQAC.
- Supporting documents are required for no. of teaching and Non-teaching Staff.

Today, the IIQA format has been fully completed. Following careful deliberation, it was decided by the committee that the IIQA will be submitted on the NAAC portal after the submission of the AQAR for 2022-23. Ultimately, the committee resolved that both the AQAR for 22-23 and the IIQA can be uploaded consecutively on or after 10.04.2024, contingent upon receiving properly audited statements for the AQAR 22-23 and approval from the Governing Body. The committee requested the Principal to take the initiative to arrange a Governing Body meeting before uploading the AQAR 22-23.

The meeting ended at 5-00 p.m. with a vote of thanks to the chair and all of the members.

**Read & Confirmed**

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

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A college affiliated to the University of Calcutta

## Urgent Notice

Date: 07-05-2024

Time: 22:30

An emergency meeting of the IQAC will be held on 09.05.2024 at 01:00 Noon in the computer lab of Lalbaba College to discuss on AQAR 22-23.

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


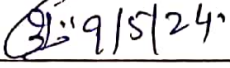
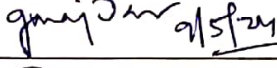
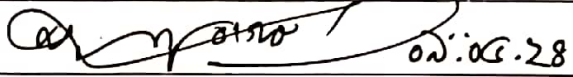

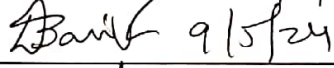
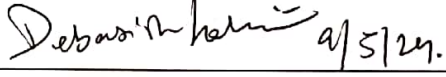
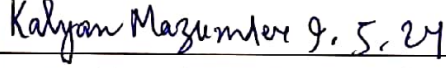
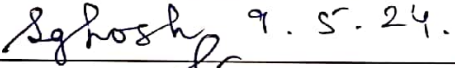

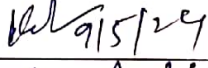
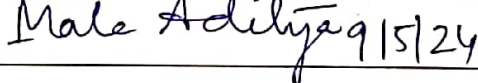

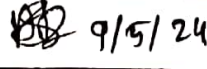
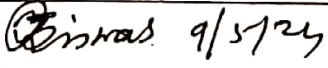
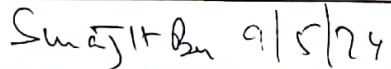
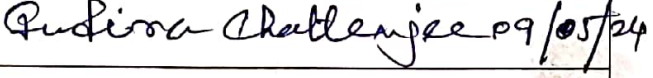
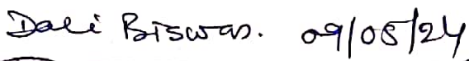



*(Signature)*  
Principal  
LALBABA COLLEGE  
323 (117), G. T. Road, Belurmath  
Howrah-711202

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




Members present in the Meeting of IQAC dated 09/05/2024

Sl. No.	Name of the Members	Signature
1.	Dr. Sanjay Kumar	
2.	Dr. Chhatradhar Das	
3.	Dr. Gautam Majumdar	
4.	Prof. Pradipta Bagchi	
5.	Prof. Nidhi Chowdhary	
6.	Dr. Dilip Barik	
7.	Prof. Debasish Lahiri	
8.	Dr. Kalyan Mazumder	
9.	Prof. Sanhita Ghosh	
10.	Dr. Ansar Khan	
11.	Prof. Suprio Biswas	—
12.	Dr. Barid Baran Ghosh	—
13.	Prof. Gopal Roy	—
14.	Dr. Lalit Kumar Jha	
15.	Dr. Mala Aditya	
16.	Sri Nikhil Krishna Roy	—
17.	Dr. Sankar Kumar Sanyal	
18.	Arumongshu DasSarma	
19.	JAGANNATH BISWAS.	
20.	Swagat Bera	
21.	INDIRA CHATTERJEE	
22.	DOLI BISWAS	

  
Principal  
09/05/2024  
Lalbaba College  
117, G. T. Road, Belurmath  
Howrah - 711202



  
Coordinator  
09/10/2024  
Internal Quality Assurance Cell  
Lalbaba College

## Resolution of the IQAC meeting held on May 09, 2024, at 1: 00 pm

### 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. Prof. Sanhita Ghosh
9. Dr. Mala Aditya
10. Dr. Dilip Barik
11. Dr. Lalit Kumar Jha
12. Prof. Debasish Lahiri
13. Dr. Sankar Kumar Sanyal
14. Prof. Arunangshu Das Sarma (Invitee)
15. Prof. Jagannath Biswas (Invitee)
16. Surajit Bera (Invitee)
17. Indira Chatterjee (Invitee)
18. Doli Biswas (Invitee)



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting. Before commencing the agenda discussion, he addressed the role of NAAC Coordinators.

**Discussion on AQAR 22-23:** the principal expressed concern about teachers not adhering to deadlines for data submission to the Coordinators. Prof. NC highlighted two issues: the varied formats of data collection and inconsistent requisition methods for data from teachers. The need to designate a uniform approach for these tasks was emphasized. Dr. Mala Aditya proposed changes in instructions and stressed the importance of compiling all data into a master file before sending it to the NAAC via email, ensuring it is verified and authorized.

The principal recommended that both NAAC and IQAC Coordinators provide clear instructions to all staff regarding AQAR or SSR responsibilities. Professor SG and Dr. Mala Aditya discussed the ethical obligations of individual teachers regarding data submission, advocating for a fixed minimum time limit for such submissions.

The principal emphasized that certificates for attended seminars/workshops must be uploaded promptly in the college HR portal. Failure to do so would render promotion papers ineligible for substantive teachers and on-duty leaves invalid for all staff, including SACT.

Prof. JNB suggested establishing a dedicated IQAC team throughout the year and maintaining a comprehensive master file for student data annually. The principal proposed uploading certificates along with a declaration in respect of progress of audits.

Members also mentioned discrepancies in data submission formats and incomplete reports. The principal agreed to compile a list of these programs and assign responsible individuals to complete and upload activity reports on the college website, adhering to specific criteria.

The house decided to meet with all criteria coordinators on the following day at 11 am to finalize pending tasks with the help of all teachers.

The meeting ended at 5-00 p.m. with a vote of thanks to the chair and all of the members.



**Read & Confirmed**

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



# Internal Quality Assurance Cell

Lalbaba College, Belurmath, Howrah 711202

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

Website: [www.lalbabacollege.in](http://www.lalbabacollege.in)

E-mail: [igac.lalbabacollege@gmail.com](mailto:igac.lalbabacollege@gmail.com)



A college affiliated to the University of Calcutta

## Meeting Notice

Date: 30-05-2024

An emergency meeting of IQAC will be held on 31 May 2024 in Principal's office at 2:00 pm.

All the members of this group are requested to be present in my office at given time positively.

*Sanjay Kumar*  
30/5/2024

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

### **Agenda**

- 1) To upload IIQA in the HEI Portal of NAAC.



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

IQAC Meeting

31.05.2024

IIQA Submission  
Members Present, : Principal's Office,  
31.05.2024, 2 pm onwards.

1. Animesh 31/5/2024
2. Som 31/05/24
3. gaurav 31/5
4. Dalip 31/5/24
5. Dilip Baile
6. Dhruv 31.05.24
7. Sghosh 31.05.24.
8. Mala Aditya 31.5.24
9. Suprio 31.05.24.
10. Anam Ch... 31/5/24
11. Kalyan Majumdar 31.05.2024.
12. Chhatrachar 31.05.2024.



**Resolution of the IQAC meeting held on May 31, 2024, at 2: 00 pm at Principal's Chamber**

**Members Present:**

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



Dr. Sanjay Kumar, the principal of the college as well as the chairman of the IQAC, presided over the meeting.

**Item No. 1: To upload IIQA in the HEI Portal of NAAC.**

The IQAC unanimously resolves to upload the Institutional Information for Quality Assessment (IIQA) on the HEI Portal of the National Assessment and Accreditation Council (NAAC) without delay.

The IQAC encountered an obstacle during the uploading process of the Institutional Information for Quality Assessment (IIQA) on the HEI Portal of the National Assessment and Accreditation Council (NAAC). It was observed that the college lacks the capability to make online payments directly from the college fund to the NAAC portal. In light of the urgency and necessity to complete the IIQA submission, the Principal requested Dr. Gautam Majumdar, a Member of the IQAC at Lalbaba College, to make the online payment from his personal account. The House acknowledges and upholds this decision.

The IQAC unanimously resolves to reimburse Dr. Gautam Majumdar a sum of Rs. 29,848.10 (Twenty-Nine Thousand Eight Hundred Forty-Eight Rupees and Ten Paise) only from the college fund. This payment is intended to cover the expenses incurred by Dr. Gautam Majumdar for the online payment during the IIQA submission on 31<sup>st</sup> May 2024.

The IQAC extends its sincere thanks to Dr. Gautam Majumdar for his invaluable support in facilitating the completion of the IIQA submission under challenging circumstances.

The IQAC requests the Principal to expedite the reimbursement process and ensure that the sum of Rs. 29,848.10 is reimbursed to Dr. Majumdar at the earliest convenience.

The IQAC emphasizes the importance of addressing the underlying issue of the unavailability of online payment facilities directly from the college fund to the NAAC portal to prevent similar challenges in the future.

The emergency meeting ended at 6-10 p.m. with a vote of thanks to the chair and all of the members.

The top section contains two side-by-side photographs of a meeting. The left photo shows a group of people seated around a table, with a woman in a pink shirt on the left and several men in white shirts on the right. The right photo shows a similar group of people seated around a table. Both photos have a 'GPS Map Camera' watermark and location data for Lalbaba College, Howrah, West Bengal, India.

The bottom section is a screenshot of the 'HEI Portal' website. The page title is 'Home page of LALBABA COLLEGE'. It features several status boxes: 'APPLICATION STATUS IIQA SUBMITTED' (Submitted on 31 May 2024), 'PAYMENT STATUS PAID' (paid on 31 May 2024), and 'LAST LOGIN DETAILS 31 May 2024' (From: 103.28.218.74). There is also a 'NOTIFICATIONS' section and a 'Logout' button.

**Read & Confirmed**

*Dandi*  
29/9/2024  
Principal  
Lalbaba College  
117, G. T. Road, Belurmth  
Howrah - 711202