

## MINUTES OF IQAC MEETINGS (2015 ONWARDS)

### Minutes of Meeting held on 07.05.2015

Minutes of IQAC Meeting on Thursday 7.5.2015

This is the first meeting of the IQAC reconstituted under the XIIth Plan Guidelines for 2015-2017 after the process of Reaccreditation.

- The Principal opened the meeting by formally announcing the names of the external members of the IQAC
  - Prof Prabir Das
  - Prof. Sudipti Banerjee
  - Prof Shefali Moitra.

It was resolved that upon receiving the formal consent of the invitee members IQAC will issue letters.

- The Principal informed that NUEPA has requested the University of Calcutta to recommend 12 colleges for conducting studies in Higher Education. The letter from Dr. Snehi forwarded by CU register Dr. Basab Chaudhuri is given below.

Dear Prof. Basab Chaudhuri,  
Greetings from NUEPA!  
As you are aware, we (Department of Higher and Professional Education) are working on a research project titled 'Autonomy in Higher Education: Institutions in India'. In this regard we have shortlisted ten universities from all over India having both affiliated and autonomous colleges. We have chosen University of Calcutta for our field survey from the eastern region. Since we have been benefitted from your expertise in earlier NUEPA workshop, we would like to request you to kindly help us in identifying atleast 12 colleges within or near Kolkata. These colleges must include Non-Autonomous Colleges (government, private, aided) and Autonomous Colleges (government, private, aided). The types may also include Women or Minority Colleges. We would really appreciate if you can help us in suggesting the names of colleges for our field survey. We are hoping to hear from you soon.  
Thanks and regards  
Neeru

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Dr Neeru Snehi,  
Assistant Professor,  
Department of Higher and Professional Education,  
National University of Educational Planning and Administration,  
17B, Sri Aurobindo Marg,  
New Delhi - 110016

- The Principal categorically stated that though certain major discrepancies has stood in the way Of continuation of the Career oriented courses under that management of TECH DS of Sandeep Jain, it did not mean that UGC sponsored courses should be discontinued. Dr. Aditi Nag Chowdhury expressed anxiety that some third year students have been left stranded without any certificate being awarded. She urged that some immediate provision must be made to help them.

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- Dr. Bidisha Chattopadhyay was requested to inform about that status of the Solar Power collaborative project with WEBREDA. She informed that due to certain Internal administrative change the project is taking a little while to take off. The IQAC coordinator, dr. I.C.Dutt offered to accompany Dr. Chattopadhyay to the concern's office to sort out matters . The Principal endorsed and offered her presence as well.
- The Coordinator informed the House that henceforth any major event organized in the college must be documented with photographs and kept in the AQAR file under Dr. Chattopadhyay in the Physics dept.
- The coordinator as Principal Investigator of Vol I of the Platinum Jubilee History Project of LBC informed that although Vol I is under control with satisfactory progress level, Vol II however was in a mess. Proposal was made with the Principal's concurrence that Vol II will now be managed by Dr Swati Dutta/ Dr. Arpita Bhattachryya (data control) and written from historical and sociological perspective by Dr. Aparajita Sengupta ( Dept of Hist ) and Smt. Mohua Roy ( Dept of Sociology).
- As a post NAAC initiative the coordinator proposed the build up of a database of on/off line refereed journal with Impact factor as part of the process for motivating teachers to be more aggressive in publishing research.
- The major agenda centred around the application of BOOST programme of DBT funding. Depts of chemistry, Physics, Zoo and Botany claimed that even though they had given dat for BOOST I for upgradation of infrastructure for promotion of study and research of bio technical sciences, no funding was received by any UG department and all the funding had gone to PG Microbiology. After an exhaustive debate it transpired that due some kind of communication gap Dr. Aditi Nag Chowdhury could not defend the UG as only PG was considered eligible during the interface meeting with the State DBT. But this information had not been received by the depts. In expectation of the grant. Certain resolutions were adopted for a more democratic future programme re: DBT DST FIST etc maybe undertaken.
  - a) Instead of Dr. Aditi Nag Chowdhury bearing the entire load for data compilation and submission as Convener of Science Promotion Committee ICD requested that a rotational and more participative method be taken. Heads of Bio sciences will keep themselves updated by referring to <http://www.biotechbengal.gov.in>. and take turns in submitting and defending proposals.
  - b) To the appeal by Head, Chemistry that a part of the fund diverted by BOOST to PG made available, ANC said that she will go to defend the allocation and if after instrument allocation the Consumable head became identified some money may be diverted to deprived depts..
  - c) All depts. To reapply for BOOST I
  - d) Head, Botany suggested brief meetings to plan & submit proposals more bilaterally; IQAC must be kept in the know; Prof Subir Dasgupta, Maulana Azad College maybe asked as advisor in the forthcoming DBT meetings.
- IQAC coordinator also informed the Advanced Research centre developments must be informed to the cell.

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*SS ankar*  
Signed by Convener

- IQAC coordinator also informed the Advanced Research centre developments must be informed to the cell.
- To ANCs information that she had shown Initiative to apply for DST Curie responding to newspaper ICD responded that it was expected that while Initiative was very praiseworthy, the information noticed by one must be shared with other concerned depts. Otherwise the overall image & evaluative appraisals of the College as an Institution suffers.
- The Chemistry dept unanimously prayed for the opening of PG course by using existing facility. The prayer for Rs. 1200,000/- only was debated upon and problem areas identified- pvt funding will not get any future help from Govt agen; but govt agencies meant agencies like the PWD will cause postponement and delays. Also seed money maybe provided by the College Infrastructure Fund as during NAAC ( the Chem dept had based their proposal on the expectation that this fund may be used) but depts. running PG courses pointed out that exclusive private initiative in an important initiative like upgrading a BASIC Science dept will not take care of recurring costs. It was resolved that the dept will approach the DPI with the question of sourcing funds for upgradation for PG and wait for his advice.
- It was also resolved that proposals for PG funding under planned development which had been partly provided by the UGC must be revived.
- Dept of statistics raised the claim for more teachers citing other colleges having 5 posts. The Principal said that for 18-20 sets the Govt is unlikely to sanction more posts. Instead she felt that quality would be enhanced if prayer was made for opening PG in
  - a) Chemistry
  - b) Zoology
  - c) History
  - d) Botany.

In the order.

- A visit to the ERO UGC was planned to know the status of LBC with regard to Seminar and other programmes. Team I.C.Dutt & J.Acharyya ( CE status & seminars), Mitali Bhattacharyya ( Sports SAI funds)

Handwritten Date  
8.5.15

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## Minutes of Meeting held on 14.05.2015

Minutes of Emergency IQAC Meeting for Space Allocation in the Roma Chaudhuri Memorial Building  
Date 14<sup>th</sup> May, 2015

- Principal opened the meeting by delivering a speech of thanks to Dr. Sanghamitra Mukherjee, the previous Principal, for her vision of planning and commencing the building of the Roma Chaudhuri Memorial Building.
- She made it clear that although efforts will be made to give all present a fair hearing space allocation may not meet all demands nor will the desires of all disciplines be accommodated.
- All were asked to bear in mind that the new building as also the entire premises of the College were Govt properties and not privately owned by any stakeholder, consequently the aim should be to address the need of improving all round academic development with a futuristic plan.
- PWD Committee Convener outlined the floor plan as minuted below & the House arrived at the resolutions noted after careful deliberations.
- Ground Floor- 2 Lab, 3 Class rooms, 1Multigym, 1 Medical Unit, 1 Common Room, 1 Career Counselling Office cum Interface room, 1Common room, 1Alumni Office, 1 Enquiry office, 1 Faculty room.
- **Distribution of space on the Ground Floor of R C Bldg-**
  - a) Dept of Chemistry will take on 2 G.F. Labs, 2 G.F. Class rooms, & Faculty room. (This department will retain its original space in its entirety on the ground & 2<sup>nd</sup> floors of the Main Bldg)
  - b) Dept of Sanskrit will take over G.F. Class room 3 in addition to their old facilities –class room & Faculty Room in New Science Bldg. Old Women's Studies Centre in New Sc Bldg will be converted into Rare Manuscript Preservation and Research Centre under CE grant.
  - c) Enquiry Office to be partitioned and used as NSS Room & Class room for both Sanskrit and Bengali PG.
  - d) Common Room to be converted into Seminar cum General Class room.
  - e) Multigym & Medical units will be used for originally planned purposes and additionally the room will be designed to accommodate the Psychological Counselling centre. (Old Medical Unit in Main Bldg will now become College Union Office. Common Room in Main Bldg will continue to function as it is.)
  - f) Career Counselling Room will be used for the original purpose.
  - g) Alumni Office Room to be given to the Alumni to be used as dedicated room.
- First Floor- 2 Lab, 4Class rooms, 1 Class cum exam Hall, 1 Seminar Room, 1 Faculty room, 1 Central Computer Lab.
- **Distribution of space on the First Floor of R C Bldg-**
  - a) Department of Bengali (P.G Section) will take over 1 Lab & 1 Class Room.
  - b) Department of Mathematics will shift both UG & PG Sections from 2<sup>nd</sup> Floor of Main Bldg now occupy 2<sup>nd</sup> Lab, 2 Class Rooms dividing them into 4. Faculty Room will be used by M

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- & Computer Lab as well. Maths will also make provision in the space provided for their Advanced Research Centre.(ARC)
- c) Dept of Economics will move from 2<sup>nd</sup> Floor of Main bldg to use 2 remaining class rooms in RC First Floor. Central computer facility to be shared with Maths?
- d) ( 2<sup>nd</sup> Floor Main bldg: Department of Hindi to take on 3 rooms vacated by Maths to be used as Faculty Room & Class rooms. Dept. of Microbiology will take over original Staff Room of Maths & Eco and 1 Class room other than those occupied by Hindi.)
- Second Floor- 2 Labs, 4 Class rooms, 2 Class cum exam Hall, 1 Women Studies Centre & Reading Room , 1 Library, 1 Faculty room.
- Distribution of space on the Second Floor of the R C Bldg-
  - a) Department of Geography (PG Section) will vacate Principal's qtrs in Hostel Campus to occupy 2 Labs, 2 Class Rooms. (The vacated Principal's Qtr will become extension of PG Hostel) .
  - b) Department of Sociology will occupy 1 Class Room & be in charge of the Women's Studies Centre and the Reading Room. (Old Women's Studies Centre In New Sc Bldg will be converted into Rare Manuscript Preservation and Research Centre under CE grant by Sanskrit.)
  - c) Department of Philosophy will occupy the 1 Class room left & divide it into 2 rooms. (They will vacate Room no 6 in the 1<sup>st</sup> Floor of Main Bldg & Dept of English {UG & PG} will use it as a dedicated Class room).
  - d) Department of History will also shift and use the two other seminar class rooms.
  - e) Faculty Room will be used on a shared basis by departments of Eco, Socio & History.
  - f) Library will house the Science Unit. ( Main Bldg Central Library will house the Liberal Arts & Social Science Units.)

#### Other Important Resolutions Concerning Reallocation

- Department of Zoology to use Rooms 74 & 75 in the New Science Bldg as dedicated rooms.
- Department of Statistics to use room 73 as dedicated room.
- Department of Botany to use Room nos 7 & 29 in the 1<sup>st</sup> & 2<sup>nd</sup> Floors of the Main Bldg as dedicated rooms.
- Department of Physics will use Room 41 as dedicated room.

Compiled by Ruby Pal & Nupur Basu

Typed by Indrani Choudhuri Dutt.

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## Minutes of Meeting held on 28.08.2015

- The IQAC resolved after debate that the Social Science journal would proceed as usual a science Journal issue maybe discussed with Science heads and the problem of CAS score kept in mind even though the annual publication of three journals may not be feasible. The House was inclined to revert to the original position of rotational publication of Arts, science and Social Science Journals. A meeting of science Heads on this issue was fixed on 14th Sept, 2015 at 3 pm.
- Prof Aditi Nag Chowdhury requested that the Principal initiate a move to redesign the website to look more professional & be more informative.

Compiled by Dr. Joy Sri Acharyya

Typed by Dr. Indrani Choudhuri Dutt

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### Minutes of Meeting held on 14.09.2016

IQAC meeting held on 14-9-16 at 1.30 p.m. in Principal's chamber.

1. IQAC, convener, Dr. Sudrini choudhury Dutt informed that Dr. Parna Ghosh & Dr. Shikha Sultana name proposed as convenors of Lady Brabourne College, Women's studies Centre. Dr. Shikha Pal & Dr. Somnath Mukherjee's name are proposed as Treasurers of this Com. The Principal informed the House and it is accepted by IQAC.
2. Virtual classroom as per A.O, Principal informed that
3. Physics H.O.D request for Room No 54 will be done from boosting fund as suggested by Botany H.O.D.
4. IQAC, convener proposed that RUSA Logo has to be done with the

help of Dr. Jayasree Acharya. For big classroom  
or for big laboratory RUSA Logo has to  
be done after doing lamination or sticker.  
This has to be done very urgently. (by  
21.9.16).

5. IQAC convenor informed that some  
classes in the departments are not  
going on properly. The Principal proposed  
that she will visit the classrooms  
with IQAC convenor & TCS.
6. H.O.D of History Dept. inquired about  
the rules regarding duty leave related  
to Major Research Project and it  
is concluded by all the members  
that duty leave cannot be assigned  
for Major Research Project.
7. Physics H.O.D informed that after Midsem  
Examination Results many seats are  
vacant in the depts. like Physics, (5),  
Microbiology (5), Botany and Zoology.
8. The Principal informed that in some  
departments former students are also

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taking classes that is not good for the  
academic institution like Lady Brabourne College.

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## Minutes of meeting held on 28.06.2017

Minutes of the IQAC meeting held on Wednesday 28<sup>th</sup> June, 2017 in the Principal's Chamber

- The First meeting of the newly formed IQAC for the term 2017-2019 following the conclusion of the UGC XIIth Plan was held with Internal members. The Principal welcomed all and formally announced the opening of the first Meeting of the IQAC for the 2017-19 term.
- The IQAC Coordinator Dr. Indrani Choudhuri Dutt requested the Principal to co-opt Dr. Aparna Sen, HOD of Microbiology and Dr. Swati Dutta HOD of Bengali in the IQAC. The Principal acquiesced.
- The IQAC Coordinator then requested the Principal to make public the names of the three proposed Externals. The Principal informed the House that it was her prudent advice to invite Prof. Basab Chowdhury, V.C West Bengal State University & former Registrar University of Calcutta, Prof. Ashis Samanta, Database Administrator IQAC, C.U. & former Assistant Controller of Examination, C.U and Prof. Anita Chattopadhyay, Principal Deshbandhu College for Girls, Kolkata & a distinguished alumnus and teacher of Lady Brabourne College to be the new External Members.
- The assembled members gave their unanimous consent to this proposal.
- It was decided that invitation letters will be issued to the distinguished academicians to join the body and participate in the next meeting.
- The IQAC coordinator informed the house that as with GB it was mandatory under UGC stipulate to hold at least two to three annual meetings of the IQAC. In case of developments under any of the 7 point criteria that come under the purview of the IQAC as Chairperson the Principal can call meetings at any time the occasion demands.
- The Principal reminded that the college was awaiting the sanction of the last installment of RUSA and the entire Rs.1.5 crores of CPE Phase II grant. The coordinator said that as soon as these funds arrived the IQAC would meet frequently. The Principal said the department of Microbiology had proposed to begin their part of the CPE Phase II Sunderban Research programme without waiting for the actual finances because the programme needed gestation period.
- Dr. Parna Ghose, the present T.C.S announced the date for the Value Education seminar as 22<sup>nd</sup> August 2017. Dr. Choudhuri Dutt informed the house that a tentative proposal had been received from Dr. Mitali Bhattacharya but formal announcement will have to wait.
- Dr. Suchita Sinha said that an awareness programme on the Rain Water Harvesting Project of the College would be held involving the Ministry for Water Resource Management of the Govt. of West Bengal and she wanted the support of the IQAC for the same. The house immediately approved Dr. Sinha's proposal and the IQAC Coordinator requested Dr. Sinha that the NSS unit of the College may be involved to give the programme the shape of an outreach activity.
- Finally the IQAC Coordinator requested that all internal senior IQAC members may deem it their duty to counsel younger colleagues and recently transferred colleagues that the Service Book Committee of the Principal's office will perform defined duties within limited scope and will not respond to random and Informal requests from incumbents. A new set of regulations will be announced shortly and all faculty members will kindly make note of it.
- The meeting was adjourned following unanimous consent.

## Minutes of meeting held on 18.12.2017

attendance for this meeting is maintained in the Seminar File

Minutes of meeting of the IQAC and the Department of History regarding 150th birth anniversary celebration of Sister Nivedita held on 18.12.2017:

1. Fund just below 1 lakh to be sanctioned by Bikash Bhavan as promised by the D.P.I
2. Out of this 1 lakh Rs. 40,000/- to be used for the seminar and pre seminar preparations and Rs. 60,000/- to be used for post publication.
3. Date for the program 9th February, 2018.
4. Two sessions to be held each comprising of two talks each.
5. The first session to be chaired by either Sri Basab Chaudhuri or Smt. Anita Chattopadhyay, Principal, Deshbandhu College for Girls.
6. The second session to be chaired by Prof. Sanjukta Das, Dept. of English, LBC.
7. First session: Keynote Address to be delivered by Sri Nrishingha Prasad Bhaduri and Swami Balabhadrananda or Swami Purnatmananda.
8. Second session: Prof. Sumit Mukherjee, Dept. Of Political Science, Kalyani University and Smt. Joysri Mukherjee, Dept. Of history, LBC.
9. An honorarium of Rs. 2000/- (inclusive of T.A) to be given to the guests.
10. Expected expenditure:  
Honorarium: 6x Rs.2000 = Rs. 12,000/-  
Bouquets : 7xRs.300 = Rs. 2100/-  
Audio system = Rs. 5000/-  
Banner = Rs. 1000/-  
Pre publication brochure( 50 copies) = Rs. 2,500/-  
Posters (50) = Rs. 500/-  
Folder (for VIP) : 7xRs. 100 =Rs. 700/-  
Folders (for general participants): 130xRs.50 = Rs. 6,500/-  
Receipt book = Rs. 100/-  
Participation certificate: 250xRs.20 = Rs. 5000/-  
Photography = Rs. 5000/-  
11. Registration fee for teachers: Rs.200/-  
Registration fee for students: Rs.50/-  
12. Folders (special) to be bought by S. Pandey and K. Sinha Roy.  
General folders to be arranged by Snehamanju Basu.
13. Program to start with lighting of lamp and Mangalacharan ( Sutapa Roy to be contacted)
14. Inaugural speech by Dr. Indrani Choudhuri Dutt.
15. First session to be compered by Dr. Parna Ghosh and the second session by Dr. Natasha DasGupta.
16. Vote of thanks at the ned to be delivered by Dr. Shubhalakshmi Pandey.
17. Incharge of designing the brochure: Dr. Indrani Choudhuri Dutt & Dr. Joyosri Acharya.  
Treasurer: Dr. Mou Roy  
Registration: Dr. Papiya Ganguly, Sreematidi and Sulagna.  
Hall decoration/arrangement: Shubhalakshmi Pandey & Mohua Roy.  
Hall management & choosing of girls for felicitation: Sukanya Chakraborti & Mahuya Mukhopadhyay.  
Reception: Keya Bose  
Honorarium: Bidisa Chattopadhyay & Sudeshna DasGupta  
Online registration management: Bidisa Chattopadhyay & Sudeshna DasGupta.  
Incharge of Food: Abiradi & Shikhadi  
Incharge of volunteers: Mitali Bhattacharya (this includes volunteers for food disbursal, hall management and registration desk)
18. Notification to be given in the website by Sudeshna DasGupta , spot registration on the day of the seminar to be mentioned.

### Notice and Report of meeting held on 23.03.2018

#### NOTICE

The Language departments are hereby requested to convene a meeting to initiate the process of publication of the IQAC Journal of Languages as soon as possible. It is requested that all the Heads of Departments and members of their faculty meet as early as possible and keep the IQAC Coordinator notified of the process.

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23.3.18  
Principal

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Lady Brabourne C.  
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#### Report of the IQAC Journal Committee Meeting.

In request by the language departments a meeting was convened at the end of

- Decided that both IQAC journal of Languages and Natural sciences will start work.
- Deliberations took place as to theme and titles and inclusive participation.
- Discussion on ISSN numbering
- Discussion on placing the journals on citation index.
- Decision to request Prof. Suranjan Das, VC Jadavpur University to advise Prof. Sanjukta Dr. Srimati Mukherjee the process to gain access in the UGC List of Journals.

## Minutes of meeting held on 04.04.2018

### Minutes of IQAC Core Committee Meeting held on 04/04/2018

The following points were discussed during the meeting attended by the IQAC Core committee members, IQAC Coordinator and Principal, Lady Brabourne College.

1. Three new teachers were co-opted as members of the IQAC core committee as given below:
  - Aparna Sen
  - Yasmin
  - Swati Dutta
  - Shabana Nasreen
2. Principal read out the last NAAC report and pointed out those aspects which required focused attention and had scopes for improvement.
  - a. Students formal feedback needs revision and recasting with incorporation of pertinent parameters.
  - b. Student demand ratio to be improved for some courses so that it becomes high uniformly for all courses.
  - c. DST-FIST which was no longer funding the College, needed to be revived to cater principally to the requirements of basic science departments like, Chemistry, Physics and Mathematics. Dr. Keya Bose and Dr. Papia Ganguli were handed over the responsibility of doing the needful to revive DST-FIST funding for the College.
  - d. Creative curricular activities involving project work, hands-on-training-documentary production and study tours had to be implemented in all departments in order to nurture critical thinking.
  - e. Teachers in larger numbers to act as Ph.D and M.Phil guides.
  - f. Classes organized to coach students for NET, JAM, SLET, GATE and GMAT, that have stopped must be revived once more and new such coaching classes for competitive examinations must be initiated.
  - g. Remedial Classes must be reorganized and regularity maintained. Smt. Yasmin and Dr. Shabana Nasreen to be involved in the organizing these classes.
  - h. Undergraduate results which have fallen below expectation in the last few years, particularly in the General stream must be improved by adopting suitable strategies.
  - i. Career Counseling cell needed to be strengthened and new programs in addition to campus visit by recruiting companies must be introduced.
  - j. Research Committees must be revived to monitor research related matters and Ethical Committees to be set up as well.
  - k. Number of major and minor research projects to be increased.
  - l. Research programs involving MOU with Tejpur University and SN Bose Centre for Basic Sciences must be completed and research reports must be ready and all formal submission made before the next NAAC visit.
  - m. Academia-Industry collaborations must be initiated and implemented for flow of funds
  - n. More publications in international journals are required.
  - o. A higher number of participation/presentation in international conferences both in India

- hh. Collaborative Links to be initiated with Industry, neighboring hospitals, Museums and CSR wing of MNC's
  - ii. Establishing multimedia-audiovisual room, Language Lab, separate room for NSS etc.
  - jj. Collaboration with NGO's, Government Organization and WSC of Universities.
  - kk. Appointing physical director and coaches for promoting extracurricular activities.
3. The principal and IQAC coordinator, announced the name of Dr. Sanjukta Mondal Parui as the coordinator for the next NAAC evaluation process.
  4. College to apply for NIRF ranking after obtaining permission from HED, GOWB, BikashBhavan. The portal for upload of data for NIRF open on 1<sup>st</sup> September each year. College shall upload data after 01.09.2018 and go for ranking in 2019 (April).
  5. Data to be filled in for NIRF will be from 01/01/2017 to 31/08/2018.
  6. SanjibMaharaj to be consulted for the details regarding NIRF and a meeting on 23<sup>rd</sup> April, 2018 has been planned for the same.

## Minutes of Meeting held on 13.04.2018

Minutes of Meeting initiated by the IQAC Coordinator to Review the Status of AQAR post NAAC and the College Website.

Date 13.4.18

- The meeting was convened by the IQAC convenor with the Principal presiding to review the Status of AQAR post NAAC and the College Website.
- Dr. Bidisa Chattopadhyay, Member IQAC, informed the two member (Principal & IQAC Coordinator) Review committee that
  - a) AQARs of 14-15, 15-16 and 16-17 are being readied
  - b) Till 13-14 they have been uploaded on the website.
  - c) The delay was due to departments being loaded with PU&A and CPE planning work and therefore were not prompt in data furnishing.
  - d) However she agreed with the Review committee that there was a lapse that had to be remedied.
- The Principal and IQAC Coordinator, supported by the NAAC Coordinator for the 3<sup>rd</sup> Cycle Dr. Sanjukta Mondal Parui pointed out that by 18<sup>th</sup> June all pending AQARs must be readied and uploaded. That way only the ongoing 2017-18 AQAR will be on the anvil.
- Further to this the hard copies of all AQARs will be sent to NAC
- There was no indication as to which link will be accessed for this purpose in the NAAC website hence sending of hard copies seemed the way out.
- It was noted however that this will reflect in the SSR that the college has not kept up with annual schedule.
- Dr. Sudeshna Dasgupta was told by the Review committee that the newly constructed website must be made visually communicative. Dr. Dasgupta informed that she had redesigned it with the technical team employed for the purpose and she gave a demonstration of the newly organized mother page.
- She was advised about various links to be incorporated. She was told that links for uploading all mandatory documents for NAAC to be in place. Also all major activities, publication and innovative achievement had to be reflected.
- Dr. Dasgupta requested a full website committee to take care of the large volume of work. She too had the complaint that departments do not provide matter in proper manner to facilitate showcasing.

### FOLLOW UP on 3.5.18

- In continuation of the meeting held on 13.4.2018 Dr. Dasgupta met the Principal and IQAC Coordinator on 3.5.18 with her newly constituted Committee under Dr. Nupur Basu's tenure as TCS. To elicit and prepare Website matter the members were assigned various departments by the Principal in consultation with Dr. Dasgupta. Suggestions were given for reorganizing Outreach programmes and Best Practices to enable Dr. Dasgupta to substantiate the Best Practice zone on the Website.

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## NOTICE

There will be a meeting of the AQAR Committee and the Website Management Committee on Wednesday 18<sup>th</sup> April, 2018 at 1.45 p.m. The IQAC and NAAC Coordinators, Drs Indrani Choudhuri Dutt and Sanjukta Mondal Parui, Dr. Bidisa Chattopadhyay for AQAR and Dr. Sudeshna Dasgupta for Website are requested to attend the meeting in the Chamber of the Principal.

*S. S. S. S.*  
13.4.18

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## Minutes of Meeting held on 14.05.2018

### Minutes of the Joint Meeting with NAAC & NIRF teams under IQAC held on 14.05.2018

The IQAC Coordinator, Dr. Indrani Choudhuri Dutt initiated the discussion by sharing her experience at Belur Vidya Mandir where she learnt about some key issues relating to NAAC. It was pointed out that a college with even one PG Dept is regarded as a Post Graduate College. The new system in Post Graduate courses that is about to be initiated by CU was discussed, and it was unanimously agreed that under the new centralized system of CU, the PG Departments of the college would lose their autonomous status. The Principal pointed out that the said departments could maintain their autonomy but that would entail losing the university's seal of approval for these courses. Dr. Indrani Choudhuri Dutt pointed out that the college will have to provide adequate justification if the PG Depts decide to remain autonomous. The final decision will be taken later, though members present agreed that the PG Depts should remain under C.U.

It was pointed out by the IQAC Coordinator that the college must think of the area under 'Consultancy' as delineated by the NAAC proforma. Dr. Sanjukta Mondal Parul, NAAC Coordinator, was requested to find out whether acting as Resource Person at Academic Staff College or at W.B. Higher Education Council can be treated as Consultancy Service. She was also requested to enquire about the documents that need to be uploaded regarding Consultancy. It was agreed that the Summer School organized by the various Science Depts will be included as Consultancy.

Criterion VI was discussed in which Strategic Plan and Deployment of Documentation (it was agreed), would include RUSA, CPE, GB, reports of the various committees - the minutes and the action taken.

Criterion VII was also discussed and it was decided that, along with the prevalent ones, the following would be regarded as Best Practices of the institution: a) Medicinal Garden (to be revived and plants identified), b) Night School which may include a newspaper selling drive by the NSS, the proceeds of which may be used for sponsoring one student of the night school, c) Nirbhaya - a sensitizing programme, d) Transgender workshop - a sensitizing programme, e) spoken tutorial.

The importance of data verification was stressed. It was decided that once the data was collected in stages then both for NIRF and NAAC these must be sent to Dr. Sukanya Chakraborty and Dr. Bidisa Chattopadhyay. They will cross reference the data to minimize the possibilities of mis match and mis interpretation. They are to keep in constant touch with the IQAC Coordinator at all points in the process. For NAAC the NAAC Coordinator must be kept informed. For NIRF the team members concerned must be kept informed.

Student Survey Satisfaction questionnaire posted by NAAC will be made available by TCS/ NAAC Coordinator. The TCS Dr. Nupur Basu in consultation with the Principal to reformat College feedback forms for students. It was agreed that once the questionnaire was downloaded then a plan to sensitize the enrolled students would have to be formulated.

AQAR has to be filled up and uploaded annually. Unless the June deadline already set is adhered to the College may come under new online system for AQAR which might be problematic. The backlog must be cleared.

## Minutes of Meeting held on 13.08.2018

Minutes of the IQAC meeting held on Monday 13<sup>th</sup> August, 2018.

- The Principal, as Chairperson, opened the meeting and upon the request of the IQAC Coordinator referred to the two main agendas of the meeting.
- The house was informed that the Value Education Programme of the IQAC for 2018 has been conceived slightly differently by the Coordinator. It will be in the form of a joint initiative by
  - a) The IQAC
  - b) Alumni Association & the P.G Department of English under its Annual fixture *Mondalika Banerjee Memorial Programme*.
- It will be in the form of a performance by alumna Smt Bijoylakshmi Burman who will enact a solo performance based on H.S Venkateshmurthy's Kannad play *Uria Uual* translated into English and Bengali and in its performative version named *Yajnaseni Agnikanya*.
- The performance will take place on 24<sup>th</sup> August 2018 at 2 p.m in the College auditorium.
- The Coordinator explained that due to the pressure of the CBCS Syllabus both at the UG and PG levels causing constraints of time there will not be any time to accommodate programmes on Value education & the Annual Mondalika Banerjee Memorial celebration separately. In Smt Burman's performance which interprets the epic Mahabharatha from the perspective of Draupadi students will at once discover values that will help character building but also experience the nuances of translation studies. Hence aims of both programmes will be satisfied. The IQAC Coordinator requested senior Core Committee members Dr. Basu and Dr. Pandey to gather information as to the no of 1st year students for the 24<sup>th</sup> as accommodation might be a problem.
- The IQAC Coordinator, supported by the Principal requested that for this programme and the proposed workshop which will be the outcome of the IQAC, Department of English & SRFETI to promote awareness of Film studies as a base for career in media, (proposed dates 3<sup>rd</sup> & 4<sup>th</sup> October 2018) Core Committee members especially Dr. Snehamanju Basu, Dr. Subhalakshmi Pandey, Dr. Sanjukta Mondal Parui, Dr. Nupur Basu (TCS 2018) and senior teachers of the English department (in the Core Committee) will have to take active part in the organization.
- Next the Principal read out the recently received regulation for the formation of the PG BOS where in a prescribed proforma the College was to indicate inception date of the 10 PG departments and send names of College representatives for the central BOS. Only five colleges will be selected in accordance to chronological order of opening of PG course and representatives will serve for a period of two years. Core committee members were not in agreement because representation procedure was considered undemocratic. However there was no scope for challenging the mandate. The proforma had been sent for arts.
- The House spent considerable time deliberating the distribution of additional government grant for purchase of equipment under non-recurring head especially computer and peripherals and items only such as already had been advertised under tender invitation for the part of the grant already received. The present part was of Rs. 8,44,000/- only of the total Rs.17, 44,000/-

Principal  
Lady Brabourne College  
Kolkata

*S. Sarkar*

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## Minutes of meeting held on 27.03.2019

Minutes of the IQAC Meeting on Wednesday, 27<sup>th</sup> March, 2019.

The IQAC Meeting was held to consider the following agenda:-

- a) NIRF Registration, Data Correspondence with DCF
- b) Ad hoc appointment for Library
- c) Issue of PhD Scholar of Dr. Subhra Chattopadhyay as reported by Dr. Manasi De, HOD Geography.
- d) Space problem of Hindi dept.
- e) Issue of Binota of Hostel
- f) Appointment of Games Teacher
- It was clarified to the NIRF Team by Dr. Keya Bose of the NIRF team that the Registration was due in September not April 2019.
- The NIRF team resolved that the following time lines were to be followed for data collection for NIRF
  - a) Financial data: April to March of the concerned year: (16-17,17-18,18-19)
  - b) Teachers' Research Data January to December: Since the registration will be in September the house decided that publications in 2019 upto July-August 2019 maybe included. In that case the calendar years under consideration will be 2017,2018,2019.
  - c) All other heads will be according to the academic year- July to June. For Exit year 17 data will refer to the Entry year 14, for 18, it will be 15 and for 19, it will be 16. Only regular and not lateral entries will be considered.
  - d) Dr. Keya Bose and Dr. Arpita Bhattacharyya informed that many departments have yet to submit data and some have not followed the excel format. These departments were requested to furnish the same as soon as possible.
  - e) Data of Scholarships will be according to Academic Year.
- Dr. Abira Chakraborty was advised to make very unofficial recruitment on a very temporary basis. All official processes will commence after the Election Process.
- It was decided after deliberation that the Principal with the TCS & IQAC Coordinator will visit the department.
- The issue concerning the Research scholar of Dr. Shubhra Chattopadhyay of the Geography department was discussed and was found to be more advisable that the teacher and the scholar who was to get her degree from CU and came under the PhD norms of the University Disciplinary Committee than under the purview of the College.
- The conduct of Ms. Binota Asst Superintendant of the Girls' Hostel was discussed and it was decided that there would have to be a separate meeting for the issue.
- Appointment of the Games teacher also came under the mandate of the Election Commission.

IQAC Coordinator. The names of the members were approved by the Principal Professor Suli Sarkar for the IQAC of Lady Brabourne College. The External Members selected by the IQAC are:

- a) Prof. Basab Chaudhuri, Hon'ble Vice Chancellor, West Bengal State University
- b) Prof. Prabir Das, Former Secretary, West Bengal state Higher Education Council
- c) Dr. Farhat Ara Kahkashan, Associate Professor & Head, Department of Urdu, V. K. Rajwade Sanshodhan Mandal, Mumbai

The meeting convened on 30<sup>th</sup> July was the first one for the two-Year session 2019-2021. The agenda being

- a) Academic Audit (Internal) of the College
- b) Filling up of Vacancies in various departments
- c) Change of Peer Reviewer of Bengali for the forthcoming IQAC Journal of Languages.

The Principal spoke at length on the nature of audit that was to be conducted from 5<sup>th</sup> August to 16<sup>th</sup> August according to a published schedule. She touched on each point provided by the IQAC Coordinator emphasizing that all aspects of academic activity from regularity, to covering syllabus, duration of stay, departmental records and audit reports, infrastructural issues would come under the purview. After her address and interaction by other members she asked the IQAC Coordinator to brief the house on how the redesigning of the Student feedback system will be relevant to the Student Satisfaction Survey (SSS) which was integral to NAAC Evaluation that the college was likely to face in the 3<sup>rd</sup> Cycle.

Dr. Choudhuri Dutt stressed that under the new CBCS system and with the introduction of semester system the entire teaching-learning quotient has undergone transformation. In taking feedback there has to be interaction not merely at the end of the final academic year but within semesters. Otherwise the current group of students do not benefit from the system. She further said that during the academic audit the Principal will make random visits to classes in session and interact with the students on the seminal issues of the audit processes. She observed that in this way the adequate dissemination of new CBCS syllabus or the lack of it will become evident to the Principal. Dr. Natasa Dasgupta, HoD, Statistics expressed her anxiety that instead of visit by the highest College Authority, a system of mentoring from within the department would put the teaching-learning issue in correct perspective. The Principal countered and was seconded by Dr. Nupur Basu, Associate Professor, Dept of Chemistry saying that the enquiry would be cognizant of the thin borderline between necessary disciplinary measures and intimidation. The Principal will remain aware that students are likely to make issues out of commonplace things. She expressed her absolute faith in the ability of teachers to constantly improve.

- Responding to Dr. Shabana Nasreen and Dr. Shabani Goswami (Heads of Urdu and Maths respectively) the Principal assured them that she has already appealed for more staff for all the vacancies. She also said that the College will no longer insist upon having only lady teachers. If a Faculty member happens to be male he will be immediately inducted.

## Minutes of Meeting held on 30.07.2019

The IQAC held on 30.7.2019 in the Principal's Chamber

The IQAC Coordinator Dr. Indrani Choudhuri Dutt had sent out the letters to the external members whose names were approved by the Principal Professor Siuli Sarkar for the new constituted IQAC of Lady Brabourne College. The External Members selected by the Principal being

- a) Prof. Basab Chaudhuri, Hon'ble Vice Chancellor, West Bengal State University
- b) Prof Prabir Das, Former Secretary, West Bengal state Higher Education Council
- c) Dr. Farhat Ara Kahkashan, Associate Professor & Head, Department of Urdu, Victoria Institution (College)

The meeting convened on 30<sup>th</sup> July was the first one for the two-Year session 2019-2021.

The agenda being

- a) Academic Audit (Internal) of the College
- b) Filling up of Vacancies in various departments
- c) Change of Peer Reviewer of Bengali for the forthcoming IQAC Journal of Languages.

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Responding to Dr. Shabana Nasreen and Dr. Sharbani Goswami (Heads of Urdu and Maths respectively) the Principal assured them that she has already appealed for more staff for all the vacancies. She also said that the College will no longer insist upon having only lady teachers. If a Faculty member happens to be male he will be immediately inducted.

## Minutes of meeting held on 10.12.2019

### MINUTES of IQAC MEETING ON 10.12.19

This is the first IQAC meeting of Lady Brabourne College after the induction of the following external members in the cell following the guidelines of MHRD. These new Guidelines for the function and scope of the IQAC was made available on public domain on and from 26.9.2019.

#### List of External Members newly Inducted In the IQAC with the approval of the Principal

1. Prof. Basab Chaudhuri – Hon'ble V.C. , West Bengal State University- (Representative Administration)
2. Prof. Prabir Das- Former Secretary, West Bengal Council of Higher Education-(Representative Administration)
3. Dr. Farhat Ara Kahkashan- Head, Dept of Urdu, Victoria Institution--(Representative Administration)
4. Dr. Sanghamitra Mukherjee - President, Governing Body, Lady Brabourne College, Kolkata – (Management Representative)
5. Dr. Bikash De, Joint D.P.I, Directorate of Higher Education, Govt. of West Bengal (Employer Representative)
6. Smt. Ajanta Chaudhuri, President ,Alumni Association, Lady Brabourne College, Kolkata
7. Dr. Syed Shah Marhonool Irshad Alquaderi, Head Department of Arabic, Maulana Azad College , Kolkata- (Local Community Representative)
8. Janab Md. Shahabuddin, Wisdom Enterprises, (Representative Business Sector)
9. Dr. Prabir Banerjee, Head, Department of Physics, Bidhannagar Govt. College, Govt. of West Bengal - Representative Stakeholder)
10. Ms. Shreyasee Dutta, Third Year Geography Hons, Lady Brabourne College, Student

The meeting started with taking a group photograph of all the external and internal members present of IQAC.

The Principal introduced all the external members to all present in the meeting. Then she gave a brief introduction of the college to the external members. The college is already registered under NIRF and awaiting the result during early 2020. The college is also expected to go for its third cycle of NAAC in 2020. The Principal also introduced IQAC Convener, Dr. Indrani Choudhuri Dutt and NAAC Coordinator Dr. Sanjukta Mondal Parui to the external members. She also requested all to support the college as one of the parameters of NIRF is public perception. Also she invited their suggestions, help, guidance for the college so that it can overcome the crucial phase of CBCS syllabus and semester system.

Then, IQAC Coordinator thanked all the external members and expressed gratitude for attending the meeting at a very short notice given their extremely busy schedule. She explained the quality assurance strategy of the college as a two phased initiative. In one continuous phase the units of IQAC, namely AQAR and AISHEE & DCF II attempt to collect and collate data according to the variable demands of NAAC and MHRD. In its special function or phase the NAAC Coordinator, selected from among senior IQAC members, concentrates on documenting the SSR and finalizing processes of PTV(Peer Team Visit) as and when required. They together coordinate for the proper functioning of

this complex college with 19 UG departments, 10 PG departments, 6 Advanced Research Centres and one Women's Studies Centre. She pointed out the primary aims and objectives of MHRD. According to them Data collection should not be only mechanical but also consistent and, catalytic. The college accordingly tries to do transparent documentation through IQAC office. Regarding framing of syllabus, she said that ours is not an autonomous college hence we can't design syllabus but have to abide by the structure provided by our mother university, CU.

In this context, Principal shared her view about the Academic Audit Visit being conducted by a four member team consisting of Principal, IQAC Coordinator, NAAC Coordinator and Teachers' Council Secretary. The result showed that most of the departments were mostly equipped and few were able to identify their weak areas and work on it.

Dr. Sanghamitra Mukherjee stressed on the point that the latest mechanism for NAAC is completely on-line and does not allow for any margin of error or deviation. The SSR will be assessed by a third party data analysis team and so consistency among all data collection units is a must. She also pointed out the importance of the space and structure of the IQAC Office as a central data hub.

The Principal replied that, in spite of being very careful about data collection there are few discrepancies in the financial data of DCF2 and NIRF.

In this context, IQAC Coordinator gave an explanation that, no concept of NIRF was there when AISHEE started operating, so different database formats have evolved on different occasion and sometimes they observe variable time lines.

Then one of the conveners of NIRF, Dr. Natasa Dasgupta explained the evaluation structure of NIRF, and the five broad parameters, which includes several sub-parameters and the last parameter is public perception about the college. She also highlighted the difficulty of defining 'student intake'. During the time of admission students get admitted in the college but afterwards when they leave the college for other technical institutes or unitary universities they often do not intimate the institution. This is the biggest hurdle in the way of authenticating data in the NIRF process.

Then Dr. Sanghamitra Mukherjee enquired whether the college has any Value Added Courses or not, Principal replied in negative but said that every year a Value Added seminar is being held under IQAC exercise. Dr. Mukherjee also cleared that NSS is an extension activity.

Janab Md. Shahabuddin wanted to know whether the college has any Career Counselling Cell or not, Principal informed that the college has very active cell, but our experience shows that most of the companies are interested in giving appointment to the undergraduate science students but most of them from our college pursue academics. On the other hand, post-graduate students and students with liberal arts background are not getting jobs. In this context, Janab Md. Shahabuddin gave a suggestion for annual 'education fair' in the college and also very kindly assured to give link for different companies so that students with post graduate degree and arts background will also get opportunity. Dr. Shabana Nasrteen, Member IQAC and contact person for Janab Md. Shahabuddin, was entrusted by the Principal to set up a dialogue between him and dr. Srimati Mukherjee of the College Career Counselling Cell.

While discussing about the economically challenged students, Principal informed them about the Principal's Welfare Fund of our college where our teachers contribute voluntarily every month and a

*Cont'd on next page*

### Minutes of the IQAC Virtual Meet held on 25.9.2020

The meeting was chaired by the Principal Prof Silui Sarkar and convened with due permission by the IQAC Coordinator Dr. Indrani Choudhuri Dutt.

- The meeting was attended by
  - a) Sanjukta Das
  - b) Aparna Sen
  - c) Sanjukta Mondal Parui, the NAAC Coordinator for the 3<sup>rd</sup> Cycle
  - d) Subhalakshmi Pandey
  - e) Parna Ghose TCS
  - f) Swati Dutta
  - g) Shabana Nasreen
  - h) Suchita Sinha
  - i) Papia Ganguly
  - j) Nupur Basu
  - k) Natasa Dasgupta
  - l) Sukanya Chakraborty
  - m) Mou Roy
  - n) Keya Bose
  - o) Suriti Ray
  - p) Joysri Achrayya
  - q) Bidisa Chattopadhyay
  - r) Nupur Basu
  - s) Sudeshna Dasgupta
- At the outset the IQAC Coordinator expressed regret that more frequent meets had not been able to take place due to sudden disruption of normal schedule. However she stressed with the Principal's concurrence that the IQAC had arranged a two-day Webinar on "Student Mentoring Initiative" on 27<sup>th</sup> and 28<sup>th</sup> July, collaborating with the Department of Philosophy. Dr Ushri Bannerjee of University of Calcutta and Dr. Rima Mukherji, an eminent clinical psychologist based in Kolkata held stimulating talks with the students, advising them personally on the best way of handling the Covid Pandemic generated disruptive life. In addition the Library of the College had also sought the collaboration of the IQAC for a National Level Seminar on Mapping the future pathway of College Library Service during the post Covid 19" on 25<sup>th</sup> and 26<sup>th</sup> July 2020. The IQAC also collaborated with the PG Departments of English Loreto College and Lady Brabourne College to organize a Webinar on "Modernism in Perspective" on 20<sup>th</sup> and 21<sup>st</sup> August 2020. The experts from various starts gave valuable inputs in revisioning the services of the Library, making more liberal use of ICT tools and various e-resources available for teacher and student access. She also proposed that post Puja, the Value Education Programme needed to be organized and the concluding IQAC meet for the year.
- The Principal then stressed the need to put an all out effort for preparing the SSR for the 3<sup>rd</sup> Cycle of NAAC, informing the house that the HE Department has released one installment of

*SS Sarkar*  
Principal 23.2.2021  
Lady Brabourne College,  
Kolkata  
Govt. of West Bengal

submission funds, she emphasized that this increased the responsibility of the College and the SSR Team. Thereafter the NAAC Coordinator took the floor.

- Dr. Sanjukta Mondal Parui, the NAAC Coordinator, outlined that by December 2020 the SSR should be given final shape. She applauded all working on the SSR that the work was in progress but underlined that there was need to expedite the process. She emphasized since the initial installment was in hand the College was answerable to the HE Department, Govt. of West Bengal to keep to the fastest time schedule. She mentioned that had the data submission been on course then the pressure would have been considerably less.
- The House, in general was reminded that all major grants such as DST-FIST and DBT etc are running and it was imperative to sustain the good name of the College with a high grade in NAAC.
- The NAAC Coordinator informed that the SSR analysis team had reframed the format of the Lesson Plans and Feedback forms based on the Curriculum as the extant forms were not exactly correspondent to the demand of the metrics of the SSR. She also stated that all funds need to be audited. Immediate decision for 2020 auditing was taken by the Principal.
- Natasa Dasgupta, HoD Statistics mentioned that during audit the liability of the DDO regarding Ekbalpur College had to be kept in mind. This should be clearly demarcated when auditing the Salary Component of the relevant period.
- Library footfalls, Seminar Library footfalls, Remedial Course details were to be ascertained. Authenticated docs to be prepared.
- A major discussion of the meeting concerned the expansion of the website. The NAAC Coordinator Emphasized that the capacity of the website has to be widened; a great deal of data needed to be uploaded; NAAC requires a number of links to be included as part of the Metrics and Data template of the SSR.
- The IQAC Coordinator mentioned that another meeting may be held at year end to round up the year. The Summary of the meetings maybe mailed later to the External Members so that COVID 19 restrictions on gatherings are honoured. No offline gathering with externals seemed feasible under the circumstances.

*S. S. Ankan*  
Principal  
Lady Brabourne College  
Kolkata  
Govt. of West Bengal

## Meeting of the IQAC with External Members

Venue: College auditorium for Internal Members & Virtual Platform for External Members

Date 24<sup>th</sup> February 2021

- IQAC Coordinator opened the meeting by requesting the Chairperson Prof. Siuli Sarkar, Principal to inform the House of the various activities and engagement in the Covid affected year 2020.
- The Principal informed the house that despite the sudden closure and distressful situation arising out of the pandemic the college has started preparing for the 3<sup>rd</sup> cycle of NAAC and has already submitted its IQA. It has also successfully compiled and uploaded the NIRF data for participation in the 2021 India Rankings.
- The Principle thereafter outlined the multi-pronged activities of the institution during the year 20-21 including online teaching and learning since August 2020, intra -college and inter-college webinars were organized by several departments and facilities, admission and verification of the documents conducted online, mark-sheets received and distributed digitally, cancellation of admission and refund execution were also conducted digitally.
- The Principal further informed that the well circulated *Eduworld* magazine conducted a survey where Lady Brabourne College had been ranked 1<sup>st</sup> in West Bengal and 16<sup>th</sup> in the country.
- The reception of DST-FIST funding was another major achievement in 2020.
- The Principal asked the IQAC Coordinator to add to what had already been said. Dr. Indrani Choudhuri Dutt informed of the resubmission of the AQARs in the entirely new format as prescribed by NAAC on 1.1.2020. The successful submission of the bunch of AQARs having rigorously undergone the DVV process has cleared the path for the SSR submission. The IQAC Coordinator made special mention of the complete reformatting of the submitted AQARs from 2014-2020 under the management of Dr. Bidisa Chattopadhyay supported by Dr. Madhulika Gupta. She then requested the NAAC Coordinator for the 3<sup>rd</sup> Cycle to brief the honourable External Members.
- Dr. Sanukta Mondal Parui outlining the preparation road map, thanked the Criterion heads, making special mention of the patient efforts of the young data verification team and finally the senior analysis team for putting up the seamless effort in the ongoing exhaustive preparation.
- The Principal then asked the Invitee members to give their observations. Dr. Sanghamitra Mukherjee, former Principal and present President of the GB of the College had a word of advice for the SSR team; she suggested that documents relevant to each metrics be labelled correspondent to the metrics and where the same document was a referral for several metrics it would be numbered so as to be related to each. Prof Prabir Das, former Chairperson of the West Bengal Higher Education Council suggested that in case some students were in need of digital support a notice should be given to the effect that the College will extend help for data support to them. In response to this suggestion both the Principal and the IQAC Coordinator informed the kind of philanthropic efforts taken by the College in the crisis of the Covid Pandemic. While the Principal told the House of the special mentor-teachers being engaged with the students to find out of any difficulties related to teaching and learning; Student Mentoring Initiative through

*Siuli Sarkar*  
Principal  
Lady Brabourne College  
Kolkata  
Govt. of West Bengal  
1.3.2021

interactive webinars with Dr. Ushri Banerjee and Dr. Rima Mukherji addressing academic and non-academic stresses during the lockdown and pandemic was also highlighted as an IQAC quality initiative.

- The IQAC Coordinator further added that there has been major overhauling by the PWD under supervision of the Principal and the PWD Convener and IQAC member Dr. Nupur Basu; the extended infrastructural work included facilities for the "divyangans" friends. The Principal prompted about the installation of two lifts and usage of easy gangways. The IQAC office had also received a facelift and will now be readied for being the data hub of NAAC Cycle 3.
- Dr. Prabir Banerjee placed the query whether all the activities on the digital platform had been recorded and the Principal answered in the affirmative. She mentioned the strong I.T Committee and Dr. Sudeshna Dasgupta, the senior convener, and MS. Richa Mehrotra tried to show the extension of networking facilities, proposed installation of routers to increase Wi-fi enablement and general effective upgradation and maintenance for the information of the External Members.
- The meeting ended on a positive note where all present external members praised the College for its resilience and positive outlook during the unprecedented Covid 19 pandemic. The Principal and IQAC Coordinator thanked all and the NAAC Coordinator joined the Principal in soliciting the External Members support and involvement during the NAAC preparation and visit.

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1.3.2021

Principal  
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healthy corpus has been made, which takes care of different academics related financial needs of our students. In this context, Dr. Prabir Banerjee suggested to create another such Parents – teachers corpus for the same purpose.

After this the meeting continued over general academic problems, and the meeting ended in a happy note over a cup of coffee.

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**Minutes of the IQAC Meeting 23<sup>rd</sup> December 2021 - Virtual Platform - Venue - Principal's Chamber.**

- A meeting of the IQAC was called by the Principal on 23<sup>rd</sup> December 2021
- A one minute silence was observed to bereave the recently demised IQAC External Member Dr. Syed Shah Marhonool Irshan Alquaderi.
- The Principal of Govt. Girls General Degree Dr. Syeda Shariquatul Moula Alquaderi had kindly given her consent and was respectfully coopted in the IQAC of the College as an External Member.
- The IQAC Coordinator opened the Meeting and handed over to the Principal, as Chairperson of the IQAC to inform the Members of the activities and progression of the College.
  - a) The Principal briefly outlined the development regarding SSR submission and awaiting of the PTV of NAAC.
  - b) She also informed the house of the philanthropic activities of the NGO Anubhooti, an initiative by the Semester VI students of Sociology (recently graduated) and the Collaborative Social Awareness and Responsibility Programme with IICP (Indian Institute of Cerebral Palsy).
  - c) The initiation of the Sneha Project which will provide protein diet to the underprivileged was also informed.
  - d) The Principal also informed of the Academic and Administrative Audit and Green Audit which the College had conducted making up for the gap in the audit schedule due to the Pandemic Of 2020.
  - e) The Principal also informed of the Bio Science Departments taking initiative to maintain the PBR.
- The Principal then requested Dr. Sanjukta Mondal Parui, NAAC Coordinator for the 3<sup>rd</sup> Cycle to briefly up-date the External members of the process of submission and the proposed programme of NAAC PTV.
- The Principal then requested Dr. Indrani Choudhuri Dutt, Coordinator IQAC, to elaborate on the philanthropic activities involving Anubhooti and IICP.
- Dr. Sanghamitra Mukherjee, former Principal, present President of the GB gave the valuable suggestion that as Anubhooti was a registered body they should be motivated to join the Alumni and thus their exemplary social activities may also be shown as part of the alumni initiative, even as they can be shown as representing Extension activity.
- Prof. Basab Chaudhuri, presently Principal, Heritage Institute of Technology and Senior Director KBT pointed out that the College should carefully study the recommendation of the NAAC in the 2<sup>nd</sup> Cycle. The College must draw up an Action Plan and a Compliance Report and have the later signed by the External Members of the IQAC for presentation to PTV if called for.
- Prof. Basab Chaudhuri also suggested that there may be a drive among the Alumni members from within and outside the College to donate and collect a modest amount and use it for procuring inexpensive but necessary lab instruments and work towards setting up of a small research unit for conducting simple scientific instruments.
- The Principal and the Coordinator, IQAC immediately noted the valuable recommendations and the IQAC resolved to attend to the same immediately.

*Sf mkar*

23.12.2021

**Principal  
Lady Brabourne College  
Kolkata**

- The Principal assured the external Members that she has taken careful note of the Exit Report of the 2<sup>nd</sup> cycle of NAAC and complied with most of the activities. However a formal report with signatures of the IQAC will be arranged for.
- Prof. Chaudhuri also questioned the extent of research activities and the Principal informed that more than 1/5<sup>th</sup> of the Faculty were registered research guides and apart from many publications by the Faculty of Science which are part of the UGC CARE List there were many prestigious publications of ISSN & ISBN categories which the college has put up on the web.
- The Principal thanked all the External Members for their valuable inputs and asked for permission to conclude the meeting.
- The Coordinator IQAC called the meeting to a close as all exchanged mutual happy festive season greetings.

*SS Mukherjee*  
*23.12.2021*

**Principal**  
**Lady Brabourne College**  
**Kolkata**

The IQAC held its first meeting of 2022 in the hybrid Mode on 20<sup>th</sup> April 2022. The Principal as Chairperson, the IQAC Coordinator, the NAAC Coordinator, and some other IQAC Members joined in person from the Principal's Chamber while the External Members joined from their locations. The majority of the Internal Members joined from their respective departments.

- The Principal formally announced the information that the Peer Team Members of NAAC Evaluation 2022 were scheduled to visit the College on 26<sup>th</sup> and 27<sup>th</sup> May 2022.
- Further she extended her very cordial invite to all the External Members to be by the College on the appointed date which will be specifically known at a later as per NAAC protocol.
- The IQAC coordinator requested the Principal to enumerate the action taken by the College to as preparation for NAAC. The Principal asked the NAAC coordinator to do the needful. The IQAC Coordinator supported with supplementary information. The House was informed of
  - a) THE AQAR 20-21 submitted on 31.3.2022 on schedule and approved by NAAC at one go. With this the formal documentation work for NAAC stood completed.
  - b) Several Departments like Bengali, Political Science and English are signing MoUs with other colleges.
  - c) Planning for ERP Solutions to systematize the database interaction and interface.
  - d) The Best Practices of the Lunch Box and the PBR Register.
  - e) A Coffee Table Commemorating Book on the College's journey having been published with other quality publications by the College and the Faculty as part of their Research Initiative.
  - f) Students' Philanthropic encouragement and participation and mention was made on Anubhooti and IICP work.
  - g) The total amount of grants received on account of commendable performance in academic, research and extension activities since 2015-16 amounting to Rs. 8 crores. This announcement drew applause. In this connection the NAAC Coordinator announced the DBT Builder achievement: she mentioned that in response to the first part of the sanctioned amount the activities of the Sunderbans project has got underway with a study tour of Canning on 19<sup>th</sup> April 2022. Three Research Scholars have already been engaged to help in data collection and analytical work.
  - h) The College's advancement in facelift of the College and Hostel; a new PG Hostel wing has been constructed with the aid of an overseas donor in memory of his mother an alumnus. Divyangan toilets and other aids have been added. All Student support cells have been prominently displayed, doing away with older faded notices and placards. A new plan of the College has been put up replacing the one destroyed by Cyclone Amphan. The IQAC Office has also got a new sign board replacing the older one.

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- i) Post Covid initiatives at completing Internal and External Academic Audits have taken since 2021. Another series is planned.
  - j) Continuous Student Mentoring, conducting surveys have been undertaken.
  - k) Student feedbacks taken continuing the pr-COVID system in more organized way.
- The External Members were satisfied with the report by the Principal, the IQAC and NA Coordinators. Dr. Sanghamitra Mukherjee, Former Principal, GB President reminded that the Student Control Group must be well informed and should have student who are participants in scientific activities sponsored by the grants.
  - Prof Prabir Das, Hon'ble External Members reminded that the College must pay special attention to Course outcome details and make all effort to create a robust database to strengthen its position further.
  - The meeting concluded on a mutually warm note.


*S. S. arkar*  
21.4.2022

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## MINUTES OF THE IQAC MEETING IN HYBRID MODE

DATE TUESDAY 6<sup>TH</sup> DECEMBER 2022

1. The IQAC which had successfully master-minded the NAAC Assessment and Accreditation Process for the 3<sup>rd</sup> Cycle was dissolved as it had completed its two year mandatory term. The New Committee formation was delayed due to the extant Committee's liability to complete NAAC process and COVID 19.
2. The Principal as Chairperson of the IQAC convened a meeting for welcoming the new and continuing members of the reconstituted IQAC for the session 2022-24. The occasion was also used by the Principal to inform the new External Members of the arduous yet committed journey of the SSR team through the difficult time of the Pandemic and yet come out with a great deal of dignity and achievement.
3. The new External Members, representing academic and administrative expertise, included Prof. Ranjan Chakrabarti, Vice Chancellor, NSOU and Dr. Mohammadi Tarannum, Vice Principal, Surendranath Law College. The Alumni Association of the college was represented by its Vice President Smt Siuli Jana, also former Head, Dept. of Economics of the College. The new representative from the community of guardians was Ms. Chaitali Chakrabarty, Government Officer. The new Student Representative democratically selected from among the entire college on the basis of a series of interviews was Ms. Sreemoyee Ghosal of the Dept of History.
4. The other External Members were continuing from the last IQAC and included the GB President and former Principal Prof. Sanghamitra Mukherjee, Dr. Syeda Shariquatul Moula al Quadri, Principal Government General Degree Girls' College, Ekbalpore represented the Minority Community and its aspirations, Dr. Bikash De DDPI Directorate of Higher Education representing the Faculty Employer Community. Md. Janab Shahabuddin representing the professional sector made the rest of the body of External Members..
5. The External Members carefully listened to the Principal's reporting of the NAAC experience supplemented by the IQAC Coordinator Dr. Indrani Choudhuri Dutt, where required.
6. There was unanimous appreciation for the College's many awards other than the premier grade 'A' by NAAC. The External Members also appreciated that the College had been able to acquire as much as Rs 8crores and above for Research. Teaching and Learning and Infrastructure from various Central Grants because of successful national level Audits and Fund raising Proposal defended under the Principal's leadership in other cities.
7. The External Members were also informed of the many post NAAC initiatives by the IQAC. These included a very vibrant Inter College student Debate entitled "Aggression: the New Way of Becoming 'Smart'". The IQAC aimed to bring young minds closer to each other and interact on a value-centric debate to enrich themselves from within. It was attended by Semester 1 students.
8. The IQAC organized a short Faculty Level Orientation on Fullbright scholarships with the USIEF and thereafter USIEF representatives interacted with the PG students from all 10 PG

  
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departments to expose them to opportunities to study abroad. The day-long initiative was titled as UIEF Meet & Greet and was held on 12<sup>th</sup> September 2022.

9. The IQAC collaborated with the Career Counselling Cell of the College to organize a day long Career and Education Fair for Semester 5 students to satisfy and stimulate queries related to advanced education abroad and also structuring careers. Global Reach, Blue Sky Education, SBI, Avison and other concerns participated in the initiative.
10. The IQAC was successful in generating resource from sponsorship offered by the participating concerns. The concerns offered sponsorship as part of their commitment towards Corporate Social Responsibility. In its turn the IQAC ensured optimum student participation.
11. The Principal also made known the WSC initiative with Swayam on Gender Equality. A mural on the theme was painted by volunteers including students from the College and a day long presentation of survivors of domestic violence supported by eminent performing artists such as Alokanda Ray and Rituparna Sengupta was organized in the College auditorium by the Centre.
12. A day long Mentoring Workshop by the delegates of DBT from New Delhi led by Dr. Garima Gupta Scientist F was held on 29<sup>th</sup> November 2022. The team was very appreciative of the work of Lady Brabourne College in the field of Undergraduate studies in the Bio science departments and was very optimistic of holding a mentoring workshop of an advanced nature for the DBT Builder Programme.
13. The External Members like Prof. Ranjan Chakrabarti suggested that the college could consider Add-on Courses and encourage the Faculty to be a part of the UGC initiative of MOOC. The Principal informed him that Add-on and Diploma courses are already in existence but of course skill-based courses being the order of the day maybe further explored.
14. The meeting ended with valuable inputs being noted.

*S. S. Chakrabarti*  
6.12.2022  
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### Minutes of IQAC Meeting with Internal Members held on 20.2.2023

The Principal Prof. Siuli Sarkar was requested by the Coordinator to address the gathered members about the various initiatives the IQAC had begun to execute. The Principal consented and informed the assembled Members about the upcoming events of IQAC. She explained in detail the Mentoring Process in particular.

- She first informed about the collaborative Initiative between ByJus and the IQAC regarding Preparation for the UPSC examinations such as the IAS. The programme was scheduled to be held on Saturday 4<sup>th</sup> March 2023 from 11.30 a.m onwards
- The Principal also mentioned about the plan of the IQAC to arrange for a guidance Course on MOOC (Massive Open Online Course) Module Preparation and Upload process accessing the UGC Portal space Swayam. The proposed speakers were likely to be Dr. Arup Mitra and Mr. Marchino from St. xaviers and EMRC respectively. The IQAC would try to hold this programme for faculty development before the commencement of the summer Vacation 2023.
- Regarding MOU she said follow up report should come from the departments and a copy of continuing activities be kept in the IQAC Office.
- In the AY 2022-2023 there will be at least one Add-on course ( 30hrs) in our college such as Digital Journalism to be explored by the PG department of Bengali and Legal Literacy to be explored by the PG department of Political Science.
- The ERP Interactive session with the Vendors to work towards integrated data base management system to facilitate efficiency and accuracy found mention in the Principal's address. She added that the IQAC had held this Faculty Improvement Initiative on Friday 17<sup>th</sup> February 2023. The Data team of the IQAC will gather logistical information and budget details before having a meeting with the Principal.
- Regarding PG College status the house was informed that a letter had been submitted to UGC through Mail & hard copy had also been submitted by Dr. Somasree Roy Chowdhury to UGC Office , New Delhi. It was likely to take 3-4 months for approval of the same.
- Expanding on the Principal's introduction on Mentoring the IQAC coordinator Dr. Indrani Choudhuri (Dutt) explained about the mentoring session of 24.02.2023. The Target student groups would be UG sem6 , UG Sem 4 & PG Sem 4 . From each department 10 Students representative group & with their Heads. Principal Madam will address the session. All teachers were to be part of the Internal Mentoring process.
- The Coordinator added that for IAS training session the target groups were to be UG Sem 6 & PG Sem 4. Both these programmes will be streaming online simultaneously.

*Siuli Sarkar*

24.2.2023

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s of the Meeting of the IQAC held on 18.12.23 in Hybrid Mode in the Auditorium

The meeting, with the External Members, was held in the hybrid mode on Monday 18.12.23. The Principal, as Chairperson, informed that of the External Members some could not be present owing to previous engagements. Among the prominent external members were Smt Siuli Jana and the student representative Sreemoyee Ghoshal. The Principal then discussed and commented on the brief prepared by the IQAC Coordinator summarizing the projections and activities for 2022-23.

### PROJECTIONS

1. In the first meeting of the IQAC held on 20.2.23 the following projections were placed before the Honourable External Members.
  - a) Proposal to hold Career Fairs or similar "Expos" for Comprehensive Competitive Examination Training Techniques with a reputed and reliable Training Organization to motivate the empowered girls to explore career opportunities in nation building.
  - b) Proposal to hold Faculty Improvement Programme if possible on MOOC –Massive Open Online Course –by EMRC.
  - c) Proposal to open at least one Add-on Course (UGC stipulated 30 hrs duration)
  - d) Proposal to conduct Innovative Value Education Course to impact students
  - e) Systematically conducting of Student Mentoring
  - f) Exploring and finalizing MIS (Management Information System) for the college with an eye towards achieving ERP (Enterprise Resource Planning) Solutions with permissible funds.

### TARGETS ACHIEVED

2.
  - a) The IQAC of the college collaborated with RICE IAS: Destination Delhi and conducted Comprehensive Competitive Examination Training on Saturday 16<sup>th</sup> September. It was well attended by a full house of Semester 5 students and many pass outs of Semester 6. The Experts from RICE gave lively demonstrations of Mathematical and Language Modules students are likely to face in the examinations. There was a great deal of interaction.
  - b) The IQAC collaborated with Educational Multimedia Research Centre (EMRC) Kolkata to
    - i. conduct an Orientation Course on MOOC on 12<sup>th</sup> September 2023.
    - ii. Familiarization with the Swayam PortalSenior EMRC Resource persons Father Julian S. Das and Mr. Kalipada Mandal introduced and exposed the Faculty Members on the processes of preparing material, making the same portal ready and technical processes for the same.
  - c) The IQAC collaborated with Times of Theater, renowned performing art training organization and Knowledge centre to hold a workshop to sensitize the students about the road map of the Add on Course on Audio Theatre and Audio Creation on 11<sup>th</sup> October 2023.

*S. S. Sarkar*  
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d) Value Education Programme in the form of a skit showing where underprivileged youth spoke and demonstrated the aspiration of empowering the self and it was performed by NGO *Agami Nirman* with able support of Dr. Sanghamitra Mukherjee, Former Principal, LBC, President GB LBC & Honourable External Member IQAC on 6<sup>th</sup> October 2023.

e) Student Mentoring was made exhaustive and detailed. After an Orientation on 24.2.23 by the Principal, Mentors attended to different sets of students of UG and PG. The Mentors prepared reports and met the Principal. The Principal determined Action Plans and conducted a series of audits with the IQAC Coordinator in attendance.

f) An interactive demonstration and presentation of MIS systems by various vendors of MIS (Management Information System) to set up ERP solutions was held in two phases-17.2.23 and 11.12.23. The Faculty engaged in database management emerged with more clear views on how to select modules and proceed towards final stage of planning an integrated information system.

The Principal underlined that the conducting of MOOC Orientation was a direct response to the valuable advice by Prof Ranjan Chakraborti V.C NSOU in the last meeting with the Externals. The IQAC Coordinator informed that the HEI was in stages of serious consideration of introducing French in collaboration with Alliance Francaise du Bengalee as an Add-on course. The meeting has been put on hold because of the Principal's heavy schedule in the last week of December.

The IQAC Coordinator requested the Chairperson to announce that after close consideration the HEI is ready to close upon the most suitable vendor to start the ERP Solutions exercise to integrate all separate databases concerning the management of academic affairs. The Chairperson officially informed that a final decision on this count has been taken.

*S. S. Chakraborti*  
8.1.2024  
Principal  
Lady Brabourne College  
Kolkata