Seminar on

DEVELOPMENT OF A ROADMAP FOR THE FORWARD

Organized by

Internal Quality Assurance Cell (IQAC) LALBABA COLLEGE

Speaker:

Dr. Sanjay Kumar, *Principal, Lalbaba College*

Dr. Chhatradhar Das, *IQAC Coordinator, Lalbaba College*

Date: 06/07/2023   **Time: 11 a.m.**   **Venue: Room No. 206**

Assignment of Activities

- **Plan Formulation**
  - ACADEMIC PLAN
  - ADMINISTRATIVE PLAN
  - INFRASTRUCTURAL PLAN
  - FINANCIAL PLAN

- **Criteria wise Activity**

- **Department wise Activity**

- **Individual Activity**

Academic Plan

Plan Title	Plan preparation	Plan implementation & supervision
Academic Calendar, Prospectus, Holiday List	Academic Sub-Committee	GM
Add on /Certificate programs	IQAC	PS
Feedback	Academic Sub-Committee	KM
Learning levels of the students	Academic Sub-Committee	In-charge of the Department
Assigning mentors to mentees	Academic Sub-Committee	
Examination/ internal evaluation	Examination Sub-Committee	Convener, Exam. Sub-committee
Routine	Routine Sub-Committee	Convener, Routine Sub-Committee
Academic Audit	Academic Sub-Committee	Convener, Academic Sub-Committee

Administrative Plan

Plan Title	Plan preparation	Plan implementation & supervision
Collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research	**IQAC**	**JB**
Functional MoUs	IQAC	PK
Club Activity	CD	JC
Administrative Audit	Academic Sub-Committee	KM
Grievance Redressal Regulation	LBC_GRC	MM
Internal Complaint Committee Regulation	ICC	JB
Anti Ragging Regulation	Anti Ragging Committee	IC
Policy for Alternate Sources of Energy and Energy Conservation Measures	IQAC	AMG
Policy for Degradable and non-degradable waste	IQAC	
Policy for Water Conservation Facilities	IQAC	
Policy for Green Campus initiatives	IQAC	

Infrastructural Plan

Plan Title	Plan preparation	Plan implementation & supervision
ICT enabled tools for effective teaching-learning process	LKJ, BJ	LKJ
Infrastructure and physical facilities for teaching-learning. Viz., classrooms, laboratories, computing equipment etc.	RMD, KCN	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

Financial Plan

Plan Title	Plan preparation	Plan implementation & supervision
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	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
Criteria (7)	Criteria Coordinators
Qualitative Metrics (QlM) (22)	DL, GM
Quantitative Metrics (QnM) (33)	Criteria wise distribution of Activity
Report writing	MS, PG, SNP
Report verification	GM, PB,
Report Compilation	BN, RMD
Report uploading	IQAC, Department
Recording & Documentation	NC, M. Aditya

Criteria wise Activity

Criterion 1 – Curricular Aspects

Criteria and Key Indicators	Weight ages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: BJ, Member: PS, SM, KB	100					
Key Indicator- 1.1 Curricular Planning and Implementation **Requirements:** **Routine*, Academic Calendar*, Teachers' involvement in BoS#, Paper setting#, Add on Course curriculum design#, Evaluation Process#**	20	2	1	*Academic Sub-Committee Resolution, *upload in website, #upload in personal profile	Convener, Academic Sub-Committee, IQAC Individual Teacher	**BJ**
Key Indicator- 1.2 Academic Flexibility **Requirements:** **Add on /Certificate programs, online MOOC programs like SWAYAM, NPTEL etc.**	30	0	3	Policy, One course from each department, One course from Club, online MOOC programs.	IQAC, Department Club	**PS**
Key Indicator- 1.3 Curriculum Enrichment **Requirements:** **CU Curriculum, Project Documents**	30	1	2	Upload Syllabus, Project work completion Report in Departmental website,	Department	**SM**
Key Indicator- 1.4 Feedback System **Requirements:** **Stakeholders' feedback analysis report. ● Action taken Report on feedback. ● Document showing the communication with the affiliating University for the Feedback provided.**	20	0	2	Departmental Resolution, Academic Sub-Committee Resolution, GB Resolution, Letter to CU.	Convener, Academic Sub-Committee, Department	**KB**
Essential: Publish Annual Report from each Department, Academic Sub-Committee, Club etc.						

Criteria 2- Teaching- Learning and Evaluation

Criteria and Key Indicators	Weightages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: DS, Members: DB, SLB, SM, EP, RH, BH	350					
Key Indicator- 2.1 Student Enrolment and Profile **Requirements: Sanction of intake from affiliating University, Admission list, Rule for reserved categories, Letter for de-reserve, Data Template**	40	0	2	Upload Prospectus, Office, Registration list,	Admission Sub-Committee, Office,	**DS, Indira Chatterjee,**
Key Indicator- 2.2 Catering to Student Diversity **Requirements: Total students, full time teachers, Sanctioned letters, Data Template**	40	1	1		Office	**BH, Indira Chatterjee, Arabinda Mahajan,**
Key Indicator- 2.3 Teaching- Learning Process **Requirements: Assigning mentors to mentees**	40	2	1	Departmental Resolution,	Departments,	**SLB**
Key Indicator- 2.4 Teacher Profile and Quality **Requirements: Number of full time teachers, highest degree Ph. D. etc., Data Template**	40	0	3	Update individual profile	Office	**SM**
Key Indicator- 2.5 Evaluation Process and Reforms **Requirements:**	40	2	0			
Key Indicator- 2.6 Student Performance and Learning Outcome **Requirements: Final year (final semester) students appeared, students passed, Programmes wise list of students passed and appeared(DataTemplate) Result sheet published by the affiliating university,**	90	2	1		Office	**EP, Surajit Bera,**
Key Indicator- 2.7 Student Satisfaction Survey **Requirements:**	60	0	1			**RH**
Essential: Publish Annual Report from Admission Sub-Committee, Exam. Sub-Committee,						

Criteria 3- Research, Innovations and Extension

Criteria and Key Indicators	Weightages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: AK, SD, Members: SG, AG, SB, PRS, DSG, PLB, BH, MP	11O					
Key Indicator 3.1 Resource Mobilization for Research Requirements: Grants from Government and non-governmental agencies for research,	10	0	2			
Key Indicator 3.2 Innovation Ecosystem Requirements: 3.2.1. *incubation centre facilities* Seminars/conferences/workshops conducted by the institution including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship	10 5	1	1	One seminar /Conference/ Workshop from each department/ Club in every year, One seminar on Research Methodology/ Intellectual Property Rights (IPR) /entrepreneurship by the Seminar Sub-committee, Activity report on the website	Department, Seminar Sub-committee, Club	AG, PRS

Criteria 3- Research, Innovations and Extension

Criteria and Key Indicators	Weightages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Key Indicator 3.3 Research Publication and Awards Requirements: Research papers in the Journals notified on UGC website, Books and chapters in edited volumes/books published and papers in national/ international conference proceedings.	25		1 1	One paper and one chapter per teacher	Individual teacher	SB PLB
Key Indicator 3.4 Extension Activities Requirements: extension activities in sensitizing students to social issues, Extension and outreach programs conducted by the institution through NSS/NCC, *(including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs)*	40	1	3	Yearly two programmes on each issue.	Club activity, NSS, NCC, ICC, Women Cell,	DSG

Criteria 3- Research, Innovations and Extension

Criteria and Key Indicators	Weightages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Key Indicators 3.5 Collaboration Requirements: MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field project, On-the- job training, research and other academic activities	20	0	2	Two activities from each collaborative institutions.	One teacher in one college	RM
Essential: Publish Annual Report from Department, Seminar Sub-Committee, Club, Collaboration In-charge, NSS, NCC, ICC, Women Cell						

Criterion 4 - Infrastructure and Learning Resources

Criteria and Key Indicators	Weight	Q_lM	Q_nM	Suggestions	Assignment	
Coordinator: GR, M. Aditya **Members: AM, ADS, PK, RM, SNP**	100					
Key Indicator – 4.1 Physical Facilities **Requirements: infrastructure and physical facilities for teaching –learning,** **facilities for sports, games and cultural activities,** **classrooms and seminar halls with ICT,** **Expenditure for infrastructure augmentation,**	30	2	2			RM,
Key Indicator – 4.2 Library as a learning Resource **Requirements: Library is automated,** **subscription for the e-resources, Expenditure for purchase of books/e-books and subscription to journals/e-journals, foot falls and login data for online access,**	20	1	3			

Criterion 4 - Infrastructure and Learning Resources

Criteria and Key Indicators	Weight	Q_lM	Q_nM	Suggestions	Assignment	
Coordinator: GR, M. Aditya **Members: AM, ADS, PK, RM, SNP**	100					
Key Indicator- 4.3 IT Infrastructure **Requirements: IT facilities including Wi-Fi, computers in working condition, Bandwidth of internet connection,**	30	1	2			
Key Indicator – 4.4 Maintenance of Campus Infrastructure **Requirements: Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities), policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities,**	20	1	1			

Criterion 5- Student Support and Progression

Criteria and Key Indicators	Weight ages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: KD, Members: MR, SKD, BG, UO	140					
Key Indicator- 5.1 Student Support **Requirements:** scholarships (Government, non- government), Capacity building and skills enhancement initiatives, guidance for competitive examinations and career counseling, policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues,	50	2	5	Office must keep record date wise At least one activity on each type Cell should start Policy document of each type Committee should start	MR UO BG PK JB IC	

Criterion 5- Student Support and Progression

Criteria and Key Indicators	Weight ages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: KD, Members: MR, SKD, BG, UO	140					
Key Indicator- 5.2 Student Progression Requirements: Placement, Higher education, qualify different exam.	35		3	Outgoing student's list department wise	Department Portal	SKG
Key Indicator- 5.3 Student Participation and Activities Requirements: Awards in Sports/cultural events, Programme	45	1	2	Sports, Cultural programme	Sports Sub-Committee, Cultural Sub-committee,	RM SKD
Key Indicator- 5.4 Alumni Engagement Requirements: Alumni contribution	10	1	1	One programme Donation	Alumni Association	AKD
Essential : Annual Report on Sports, Cultural, Scholarship, Alumni, student progression						

Criterion 6- Governance, Leadership and Management

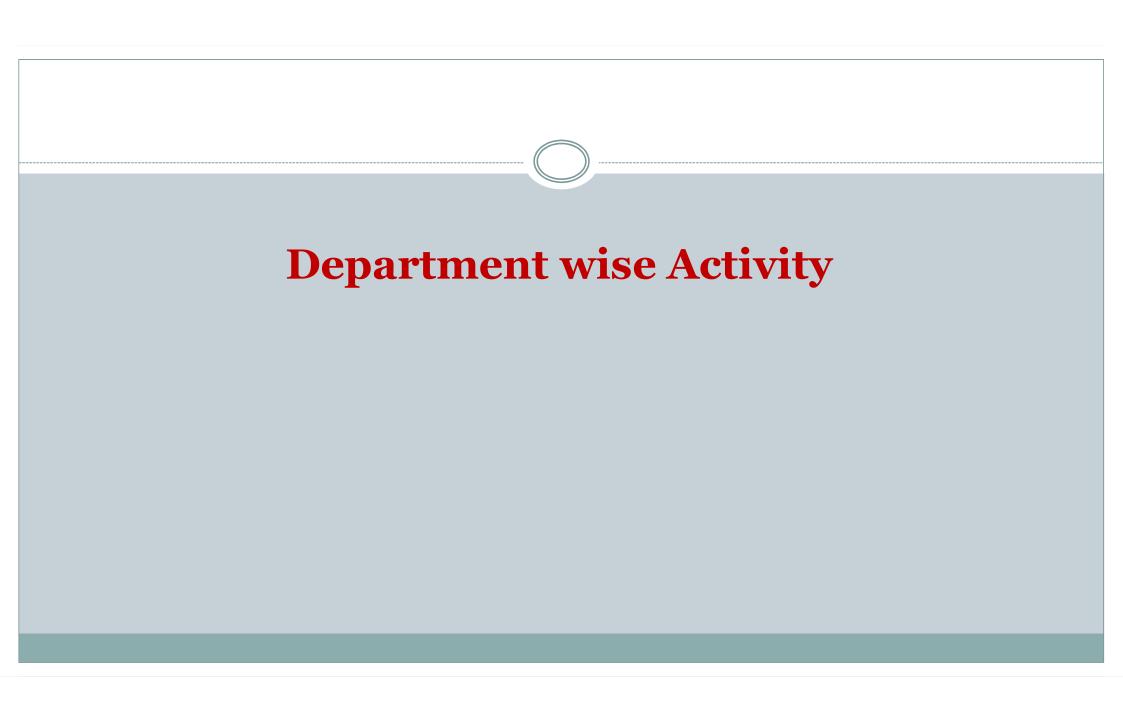| Criteria and Key Indicators	Weigh tages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: AK, Members: GM, PB	100					
Key Indicator- 6.1 Institutional Vision and Leadership **Requirements:**	15	2	0			
Key Indicator- 6.2 Strategy Development and Deployment **Requirements:** e-governance	12	2	1			**JNB**
Key Indicator- 6.3 Faculty Empowerment Strategies **Requirements:** effective welfare measures for teaching and non-teaching staff , Financial support ,ATP, FDP,	33	2	3	**Financial support**	**Bursar** **IQAC** **Individual Teacher**	

Criterion 6- Governance, Leadership and Management

Criteria and Key Indicators	Weigh tages	Q_lM	Q_nM	Suggestions	Assignmen t of	
Coordinator: AK, Members: GM, PB	100					
Key Indicator- 6.4 Financial Management and Resource Mobilization Requirements: Strategies for mobilization of funds and the optimal utilization of resources, Financial support to attend conferences/workshops and towards membership fee of professional bodies,	10	2	1			
Key Indicator- 6.5 Internal Quality Assurance System Requirements:	30	2	1			

Criterion 7–Institutional Values and Best Practices

Criteria and Key Indicators	Weight ages	Q_lM	Q_nM	Suggestions	Assignment of Activity	
Coordinator: DL **Members: MS**	100					
Key Indicator - 7.1 Institutional Values and Social Responsibilities **Requirements:**	50	5	6	Sensitization Programme on gender equity,	Women's Cell,	
				Audit on environment,	AMG	
				Programme for inclusive environment,	SS (Sr.)	
				Constitutional obligation,	DG	
				Celebration of commemorative days	M.Aditya	
Essential: Annual Report on each section						

Department wise Activity

Department wise Activity

Academic Sub-Committee	**Academic Calendar, Prospectus, Holiday List** **Feedback** **Policy for Assigning mentors to mentees** **Policy for Learning levels of the students** **Academic Audit** **Administrative Audit** **Annual Report**
Routine Sub-Committee	Policy for Routine Upload routine for each sem
Examination Sub-Committee	Policy for Examination/ internal evaluation Exam. Related grievance Annual Report

Department wise Activity

Academic Department	**Assigning mentors to mentees,** **Add on Course,** **Project, Field Trip etc.** **Action taken Report on feedback,** **Upload Notice, Routine, Syllabus, Project work completion Report, Annual Report, all Activities in Departmental website,** **One seminar /Conference/ Workshop from each department, [3.1.3 & 3.2.2]** **Publish Annual Report**
IQAC	Policy for Add on /Certificate programs Collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research Functional MoUs Policy for Alternate Sources of Energy and Energy Conservation Measures Policy for Degradable and non-degradable waste Policy for Water Conservation Facilities Policy for Green Campus initiatives Administrative Training Programme Seminar, Collaborative Activity Publish Annual Report

Department wise Activity

ICC	**Internal Complaint Committee Regulation** **Yearly Awareness programme [3.4.3], [5.1.5]**
Anti-Ragging Committee	Anti-Ragging Regulation Yearly Awareness programme [5.1.5] Publish Annual Report
LBC_GRC	Grievance Redressal Regulation Yearly Awareness programme [5.1.5] Publish Annual Report
Admission Sub-Committees	Annual Report covering all admission related data and supporting documents

Department wise Activity

Office	**Student profile:** enrolment (Admitted, cancelled, registered) [subject wise, category wise], odd sem wise student list, **students appeared and passed** in examination- [sem wise] (subject wise list with marks), Scholarship record: date wise, **AISHE data**, **Teacher profile:** List with date of joining, resignation/ termination/retirement,
Individual teacher	Yearly One paper and one chapter per teacher [3.2.1 & 3.2.2], Attending Administrative Training Programme [6.3.3], IQAC Seminar, FDP, upload all data in HR Portal

Department wise Activity

Seminar sub-committee	One seminar on Research Methodology/ Intellectual Property Rights (IPR) /entrepreneurship [3.2.2] Celebration of Commemorable Day [7.1.11] Programme on inclusive environment [7.1.8] Sensitization Programme on constitutional obligation [7.1.9] **Publish Annual Report**
NSS, NCC,	Yearly two extension/outreach Programmes on each issue. [3.3.1, 3.3.3 & 3.3.4] [3.4.3] Publish Annual Report
Women Cell,	Yearly two sensitizing Programme on gender equity, gender issue [3.4.3, 7.1.1] Publish Annual Report
Club activity,	Workshop, sensitizing Programme on social issues, Add-on Course, skill enhancement Programme, Publish Annual Report
Collaboration	Yearly Two activities with each collaborative institution [3.4.1 & 3.4.2], [3.5.1] Publish Annual Report

Department wise Activity

Capacity building and skills enhancement initiatives,	**At least one activity on each type [5.1.2], [5.1.3]**
Alumni contribution	Yearly One Programme Donation Publish Annual Report
Sports, **Cultural Programme**	Once in a year, Publish Annual Report At least ten cultural Programme in a year, Upload Activity Report, Publish Annual Report
Placement Cell	At least one activity on each type [5.2.1], Upload Activity Report, Publish Annual Report

Assignment in Collaboration Activity

Teacher's name
SMT. ASOKA BHATTACHARYA
SRI KARTICK CHANDRA NAYEK
DR. LALIT KUMAR JHA
SMT. AMREETA GHOSH
SRI RASH KUMAR DEY
SRI GOPAL ROY
DR. INDRANI DEY
SMT. MITALI MUKHERJEE
SMT. KUHELIKA BAG
SRI SOUMIK KANTI GHOSH
SMT. JAYASREE BOLER
SRI ANANDA KUMAR DAS
SMT. ARUNDHATI GANGULY

Teacher's name
DR. RUMA DAS
SRI DEBASIS GHOSH
DR. MD. RASHID
SMT. ISANI CHAKRABARTI
DR. SOMA DAS
SRI AMIT MITRA
MS. PRITI SINHA
SMT. POULOMI BHATTACHARYYA
SMT. BINGSHATI SARKAR
SMT. SOMA PARUI
SMT. IPSITA DUTTA
SMT. SUMITA BHARATI (CHATTERJEE)

LBC Club Activity

NAME OF THE CLUB	COORDINATOR	ASSISTANT COORDINATOR	MEMBER (TEACHER)
CINE CLUB			
CRAFT & DRAWING CLUB			
DANCE CLUB			
DISCUSSION & DEBATE CLUB	DR. CHHATRADHAR DAS	DR. RUMA DAS	
DRAMA CLUB			
ECO CLUB			
EXCURSION & ADVENTURE CLUB	PROF. NIDHI CHOWDHURY	PROF. MILAN KANTI DAS	
HEALTH & FITNESS CLUB	PROF. DEBOLINA MUKHERJEE	PROF. KUHELIKA BAG	
LANGUAGE CLUB	PROF. MRINAL SARKAR		
LITERACY CAMPAIGN CLUB	PROF. PRIYANKA SAHA	PROF. SOMA SARKAR (SR.)	
MEMORABLE DAY CELEBRATION CLUB	PROF. SANHITA GHOSH	PROF. BINGSHATI SARKAR	PROF. ARUNDHATI GANGULY

LBC Club Activity

NAME OF THE CLUB	COORDINATOR	ASSISTANT COORDINATOR	MEMBER (TEACHER)
MUSIC CLUB	DR. SOMA DAS	DR. JAYANTI CHAKRABORTY	
NEWS CLUB			
PHOTOGRAPHY CLUB			
QUIZ CLUB	PROF. JAGANNATH BISWAS		
READING & CREATIVE WRITING CLUB	PROF. ASOKA BHATTACHARYA	PROF. PRITI SINHA	
RECITATION CLUB	DR. KALYAN MAJUMDER	DR. MALA ADITYA	
SOCIAL WELFARE CLUB			
SPEECH & EXTEMPORE CLUB	PROF. JAYASREE BOLER	DR. INDRANI DEY	
SPORTS CLUB	PROF. RAKESH MONDAL	PROF. SOMNATH PAUL	
YOUTH CLUB	PROF. DEBASIS GHOSH	PROF. SUMITA BHARATI	

Individual Activity

Thank you