

ACTIVITY REPORT, IQAC, LALBABA COLLEGE

ADMINISTRATIVE TRAINING PROGRAMME

ON

STOCK MANAGEMENT SYSTEM

7 December, 2022

Organized by

IQAC, LALBABA COLLEGE

Report on Administrative Training Program on Stock Management System held on 07.12.2022, Organized by IQAC, Lalbaba College.

The Internal Quality Assurance Cell (IQAC) of Lalbaba College, organized an Administrative Training Program on **Stock Management System** on 7th Dec. 2022 at 01.45 pm. All the Non-teaching staff, In-Charges of different Departments and Internal members of the IQAC actively took part in this training programme.



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The program was coordinated by Dr. Mala Aditya. The inaugural address was given by Dr. Sanjay Kumar, Principal, Lalbaba College, who explained the need of implementation of the software. Later on behalf of IQAC, Prof. Nidhi Chowdhary

Aim of the programme

The main aim of the programme was to make aware about the new stock management software and get valuable inputs from all the participants to modify it if needed before implementation.

opined her views about the implementation of the software and suggested that there must be interdependency among all the persons involved in use of the stock management system, so that this whole process doesn't become the burden of few persons and proper services can be given to all the stakeholders.

In the next phase of the program mock drill of the software and hands-on-training was provided by Dr. Chhatradhar Das, the IQAC Coordinator himself to each participants .The training was mainly focused to upgrade the technical skills of the Non-teaching staff to give proper service through office. As the software was in developing phase many suggestions were recorded during the demonstration process. All total 43 members from different sectors attended the programme.

Dr. Chhatradhar Das vividly demonstrates how to access and use the stock management through Lalbaba College website. He in details demonstrated all the menus and options like:

Vendor Details---Stock Information---Purchase Information

Department Dashboard---Stock Allocation---Bar Code Print---Report etc.

The next phase of the program and the most important one was the suggestions about how to upgrade the developing software and make it more user friendly. The main recommendations /suggestions given by various participants are as follows:

- Inclusion of Sports option in Assets
- Guidelines for standard operating procedure

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- Repair and maintenance option as sub category in assets
- The category of assets/consumables etc can be given at top
- Tracking of assets before discarding
- Temporary University assets may be included
- Option of donated assets
- Biometric receiving of assets
- Allocation of assets need to have sub categories like Departments/sub-committees/office/T.C/etc and information should be conveyed while allocating items
- Nature of items should be mentioned while allocating items
- There may be responsibility segregation while assigning duties by the Admin
- Accession Y/N from the end of library for payment and addition of assets with bill no.
- Dropdown for entry like Library/Office/Laboratory
- Department requisition option in department dashboard
- Received by and responsible custodian clarity
- Disposed list may be included
- Repairing details of assets



After a brainstorming Question Answer session and various valuable suggestions which was recorded, we look forward to incorporate them as far as possible. After little refreshments the program ended with a vote of thanks given by Prof. Dilip Barik who congratulated all the members of IQAC and everyone involved in the program for organizing such a program in short span of time for stock management and wished its early success.

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:Participants:


Non-Teaching Staff	19
In-charges of different departments	14
IQAC members	10
Total =	43



Brochure of the Programme

**ADMINISTRATIVE TRAINING PROGRAMME
ON
STOCK MANAGEMENT SYSTEM**

Organized by
IQAC
Lalbaba College, Belur Math , Howrah



Date : 07.12.2022
Registration time : 01.45 pm
Programme starting time: 2 pm
Venue : Physics Lab, Lalbaba College

Participants:

- All Non-teaching Staff
- All Internal GB Members
- All Departmental In-Charges

Programme details:

- Principal's Address: Dr. Sanjay Kumar, Principal, Lalbaba College.
- Address on behalf of IQAC : Prof. Pradipta Bagchi
- Training Coordinator: Dr. Chhatradhar Das
- Programme Coordinator: Dr. Mala Aditya
- Report writing: Prof. Suprio Biswas
- Vote of Thanks: Prof. Nidhi Chowdhary
- Organizing committee: IQAC, Lalbaba College
- Registration: Prof. Jagannath Biswas, Prof. Sanhita Ghosh
- Refreshment: Prof. Sanhita Ghosh, Prof. Jagannath Biswas, Dr. Ruma Das

Sample Certificate of Participation

LALBABA COLLEGE
(Affiliated to The University of Calcutta)



**ADMINISTRATIVE TRAINING PROGRAMME
ON
STOCK MANAGEMENT SYSTEM**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**

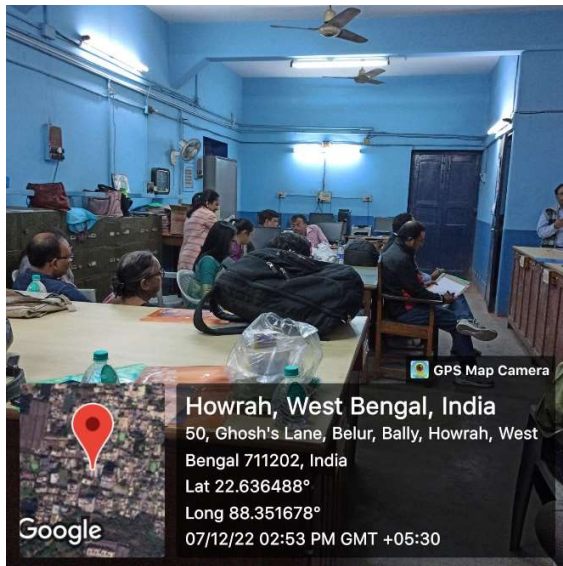
Certificate of Participation

This is to certify that Dr./Prof./Mr./Mrs./Ms.
has attended the Administrative Training Programme on "Stock Management System"
organized by IQAC, Lalbaba College on 07.12.2022.

Dr. Sanjay Kumar,
Principal, Lalbaba College

Dr. Chhatradhar Das,
IQAC Coordinator, Lalbaba College

ACTIVITY REPORT, IQAC, LALBABA COLLEGE



Signature sheet of the participants are as follows

**ADMINISTRATIVE TRAINING PROGRAMMES
ON
STOCK MANAGEMENT SYSTEM**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**

7th December, 2022

Signature Sheet for Participants

Sl.No.	Name	Signature
✓ 1.	Alpana Bagani	Alpana Bagani 7.12.22
2.	Amar Dolui	Amar K. Dolui
3.	Animesh Das	Animesh Das 7.12.22
4.	Arabinda Mahajan	Arabinda Mahajan
5.	Dibakar Ghosh	Dibakar Ghosh 07/12/22
6.	Doli Biswas	Doli Biswas 07/12/22
7.	Goutam Dutta	Goutam Dutta 07/12/2022
8.	Indira Chatterjee	Indira Chatterjee 07/12/2022
9.	Mali Bhowal	Mali Bhowal 07/12/22
10.	Nikhil Krishna Roy	Nikhil Krishna Roy
11.	Rajesh Balmiki	—
12.	Rajesh Halder	Rajesh Halder 7/12/22
13.	Rina Banerjee	Rina Banerjee 7/12/22
14.	Shyam Sundar Balmiki	Shyam Sundar Balmiki
15.	Soma Mitra	Soma Mitra 07/12/22
16.	Subhasis Bhattacharya	Subhasis Bhattacharya 07/12/22
17.	Sumit Sarkar	Sumit Sarkar 07/12/22
18.	Surajit Bera	Surajit Bera
19.	Surendranath Pramanik	Surendranath Pramanik 7.12.22
20.	Swarnalata Koley	Swarnalata Koley 7/12/22


 Coordinator
 Internal Quality Assurance Cell
 Lalbaba College




 Principal
 Lalbaba College
 117, G. T. Road, Belurmath
 Howrah - 711102

**ADMINISTRATIVE TRAINING PROGRAMMES
ON
STOCK MANAGEMENT SYSTEM**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**


7th December, 2022

Signature Sheet for Participants

Sl.No.	Subject / Department	Name	Signature
1.	Bengali	Jayanti Chakraborty	Jayanti Chakraborty 7-12-22
2.	Chemistry	Kartick Ch. Nayek	Kartick Ch. Nayek 7/12/2022
3.	Commerce	Rash Kr. Dey	Rash Kr. Dey
4.	Economics	Soumik Kante Ghosh	Soumik Kante Ghosh 7/12/2022
5.	Education	Suprio Biswas	Suprio Biswas
6.	English	—	—
7.	Environment	Amreeta Ghosh	Amreeta Ghosh 7/12/2022
8.	Geography	Dey Gopal	Dey Gopal 7/12/22
9.	Hindi	Dr. Lalit Kr. Jha	Dr. Lalit Kr. Jha 7/12/22
10.	History	JAYASREE BOLE	Jayasree Bole 7/12/22
11.	Mathematics	JAGANNATH BISWAS	Jagannath Biswas 7/12/22
12.	Philosophy	Rakshi Mondal	Rakshi Mondal 7/12/22
13.	Physics	Dr. Reema Das	Reema Das 07.12.22
14.	Political Science	Dr. Gautam Majumdar	Dr. Gautam Majumdar 7/12
15.	Sanskrit	—	—
16.	Urdu	Dr. Md. Rasheed	Dr. Md. Rasheed


 Coordinator
 Internal Quality Assurance Cell
 Lalbaba College



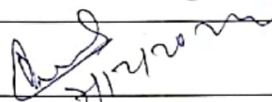
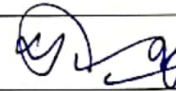
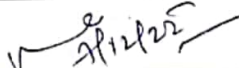


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STOCK MANAGEMENT SYSTEM**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**

7th December, 2022

Signature Sheet for Participants

Sl.No.	Name	Signature
x 1.	Dr. Sanjay Kumar, Principal	
✓ 2.	Prof. Gopal Roy	—
3.	Dr. Mala Aditya	Mala Aditya 07/12/22
✓ 4.	Nikhil Krishna Roy /	—
✓ 5.	Dr. Gautam Majumdar /	—
6.	Prof. Dilip Barik	Barik 7/12/22
7.	Prof. Pradipta Bagchi	 09.12.22
8.	Prof. Debasish Lahiri /	—
9.	Dr. Kalyan Mazumder	Kalyan Mazumder 7-12-22
10.	Prof. Sanhita Ghosh	Sghosh. 7.12.22.
11.	Dr. Ansar Khan	
✓ 12.	Prof. Suprio Biswas /	—
13.	Prof. Nidhi Chowdhary	Nidhi chowdhary 7/12/22
14.	Dr. Bhutnath Jana /	 7/12/22
x 15.	Dr. Chhatradhar Das	Chhatradhar Das. 7/12/22


Coordinator
Internal Quality Assurance Cell
Lalbaba College




Principal
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Hooghly - 711202

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ADMINISTRATIVE TRAINING PROGRAMME ON INFORMATION MANAGEMENT SYSTEM

14 December, 2022

Organized by
IQAC, LALBABA COLLEGE

REPORT OF ADMINISTRATIVE TRAINING PROGRAMME ON INFORMATION MANAGEMENT SYSTEM

DATED: 14.12.2022

The internal quality assurance cell (IQAC) of Lalbaba College organized an Administrative Training Programme where all Non-teaching staff, all In-Charges of the different Department and all internal members of IQAC were participated. The topic was Information Management System.

The Programme was coordinated by Dr. Mala Aditya. The inaugural address was given by Dr. Sanjay Kumar, Principal,

Aim of the Programme

Implementation of a software to handle student complaints resulting from information received and to take a methodical approach to the information needed by college students.

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Lalbaba College. He reminded us that we are leading towards a systematic approach in everything and affirmed that Information Management System is a vital part of it. He also stressed that the main theme of today's programme is Grievance Redressal, which is a vital part of Information Management System as far as our College is concerned. The Principal also expressed his views to minimize the members of different sub-committees so that teaching-learning process gets least hampered. Dr. Mala Aditya mentioned that the implementation of Information Management System is needed for flow of information in a controlled and systematic way.

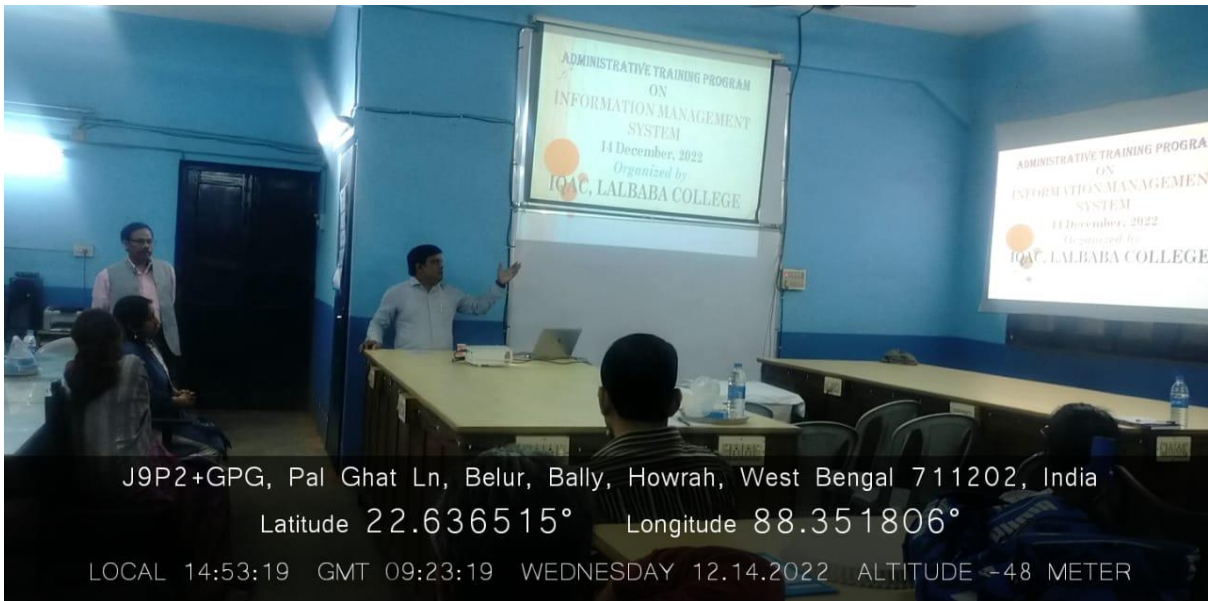


Prof. Nidhi Chowdhary addressed the audiences on behalf of IQAC, Lalbaba College and again pointed out that the sole discussion will be on Grievance Redressal, looking into different modules, noting down suggestions and ways of proper implementation.

The training was coordinated by Dr. Chhatradhar Das, IQAC coordinator himself. He mentioned that regarding Grievance Redressal we already have a manual mechanism but it is not recorded properly. So the Grievance Redressal in IMS is the way out where we can shift in online mode to automatically keep the updated records and it can also be put forward as a Best Practice in future. He demonstrated the ongoing procedure of Grievance Redressal from Lalbaba College website and how we are shifting to online Grievance Redressal.

All total 42 members were participated in the programme.

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The Dashboard that displays:

Application Part ----- Office Part----- Redressal Process -----
Feedback

Redressal Process:

Primary Redressal Unit ----- Grievance Redressal Committee

He also explained the office application Process and how to endorse it in Online Process by Office Staff.



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The question answer session was highly interactive which shows the importance of such programme. So the queries/suggestions that can be noted are as follows:

- Proposal to include sexual harassment related grievances within this mechanism
- Inclusion of attachment provision for complaint descriptions
- If possible to generate report year wise
- To provide option to submit grievances with anonymous/hidden identities
- Dashboard overall report generation options
- Providing single window as it's a confidential matter
- Department sorting of grievances and reflection in dashboard
- Grievances from guardian as an option
- Response of E-mail sent to college official mail.
- Information application form will be transferred to grievance application form if not satisfied.

After all the discussions and suggestions we came to the conclusion that the implementation of the software is needed and it's also true that there are many flaws, as it is in early phases of development and can be rectified in the course of events.

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It is also suggested that the name may be changed to Online Grievance Redressal System in place of IMS which is creation confusion.

The Programme ended with a vote of thanks given by Prof. Dilip Barik, who thanked all the participants and everyone involved who took this initiative.

:Participants:

Non-Teaching Staff	17
In-charges of different departments	14
IQAC members	11
Total =	42



ACTIVITY REPORT, IQAC, LALBABA COLLEGE


Sample Participation Certificate



Brochure of the Programme

ADMINISTRATIVE TRAINING PROGRAMME
ON
INFORMATION MANAGEMENT SYSTEM

Organized by
IQAC
Lalbaba College, Belur Math, Howrah



Date :12.2022
Registration time : 01.45 pm
Programme starting time: 2 pm
Venue : Physics Lab, Lalbaba College

Participants:

- All Non-teaching Staff
- All Internal GB Members
- All Departmental In-Charges

Programme details:

- Principal's Address: Dr. Sanjay Kumar, Principal, Lalbaba College.
- Address on behalf of IQAC : Prof. Pradipta Bagchi
- Training Coordinator: Dr. Chhatradhar Das
- Programme Coordinator: Dr. Mala Aditya
- Report writing: Prof. Suprio Biswas
- Vote of Thanks: Prof. Nidhi Chowdhary
- Organizing committee: IQAC, Lalbaba College
- Registration: Prof. Jagannath Biswas, Prof. Sanhita Ghosh
- Refreshment: Prof. Sanhita Ghosh, Prof. Jagannath Biswas, Dr. Ruma Das

Signature Sheet of Participants are as follows

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LALBABA COLLEGE**


14th December, 2022

Signature Sheet for Participants

Sl.No.	Name	Signature
1. ✓	Alpana Bagani	Alpana Bagani 14.12.22
2.	Amar Dolui	Amar Dolui 14.12.22
3.	Animesh Das	Animesh Das 14.12.22
4.	Arabinda Mahajan	Arabinda Mahajan
5.	Dibakar Ghosh	—
6.	Doli Biswas	Doli Biswas 14/12/22
7.	Goutam Dutta	Goutam Dutta 14/12/2022
8.	Indira Chatterjee	Indira Chatterjee 14/12/2022
9.	Mali Bhowal	Mali Bhowal
10.	Nikhil Krishna Roy	Nikhil Krishna Roy
11.	Rajesh Balmiki	—
12.	Rajesh Halder	Rajesh Halder 14/12/22
13.	Rina Banerjee	—
14.	Shyam Sundar Balmiki	Shyam Sundar Balmiki
15.	Soma Mitra	S. Mitra 14.12.22
16.	Subhasis Bhattacharyya	Subhasis Bhattacharyya 14/12/22
17.	Sumit Sarkar	Sumit Sarkar
18.	Surajit Bera	Surajit Bera
19.	Surendranath Pramanik	Surendranath Pramanik 14.12.22
20.	Swarnalata Koiey	Swarnalata Koiey 14/12/22


 Coordinator
 Internal Quality Assurance Cell
 Lalbaba College




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LALBABA COLLEGE**

14th December, 2022

Signature Sheet for Participants

Sl.No.	Subject / Department	Name	Signature
1.	Bengali	Joyanti Chakravarty	J Chakravarty 14.12.22
2.	Chemistry	Katlick Chandra Nayek	K Nayek
3.	Commerce	Mitali Mukherjee	M. Mukherjee 14/12/22
4.	Economics	Sorenika Kanti Ghosh	S Ghosh 14/12/2022
5.	Education	Boris SUPRIO BSCW 113	Boris 14/12/22
6.	English	DEBASISH LAHIRI	Debasish Lahiri 14/12/22
7.	Environment	Amreeta Ghosh	A Ghosh 14/12/22
✓8.	Geography	Gopal Roy	G Roy 14/12/22
9.	Hindi	Dr. Lalit Kumar JKA	Lalit Kumar 14/12/22
10.	History	JAYASREE BILAL Bilal	J Bilal 14/12/22
11.	Mathematics	—	—
12.	Philosophy	Rakesh Mondal	R Mondal 14/12/22
13.	Physics	Dr. Reena Das	R Das 14.12.22
✓14.	Political Science	—	—
15.	Sanskrit	Bhadrath Jany	Bhadrath Jany
16.	Urdu	Md. Rashid	M Rashid 14/12/22


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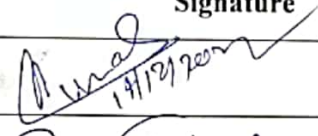
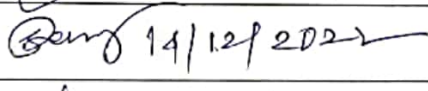
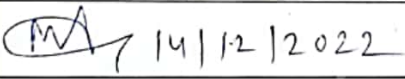
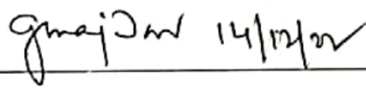
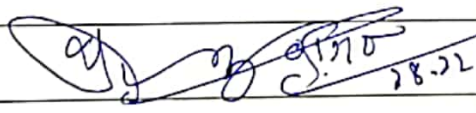
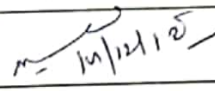
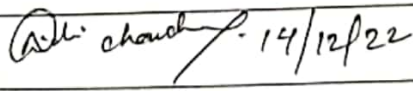

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**ADMINISTRATIVE TRAINING PROGRAMMES
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INFORMATION MANAGEMENT SYSTEM**

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**


14th December, 2022

Signature Sheet for Participants

Sl.No.	Name	Signature
1.	Dr. Sanjay Kumar, Principal	 14/12/2022
2.	Prof. Gopal Roy	 14/12/2022
3.	Dr. Mala Aditya	 14/12/2022
4.	Nikhil Krishna Roy	—
5.	Dr. Gautam Majumdar	 14/12/22
6.	Prof. Dilip Barik	—
7.	Prof. Pradipta Bagchi	 18.12.22
8.	Prof. Debasish Lahiri	—
9.	Dr. Kalyan Mazumder	Kalyan Mazumder. 14.12.22
10.	Prof. Sanhita Ghosh	S. Ghosh. 14.12.22.
11.	Dr. Ansar Khan	 14/12/22
12.	Prof. Suprio Biswas	—
13.	Prof. Nidhi Chowdhary	 14/12/22
14.	Dr. Bhutnath Jana	—
15.	Dr. Chhatradhar Das	Chhatradhar Das. 14/12/22
16.	Prof. Mitali Mukherjee	Mitali Mukherjee. 14/12/22


Coordinator
Internal Quality Assurance Cell
Lalbaba College




Principal
Lalbaba College
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Howrah - 711202

ACTIVITY REPORT, IQAC, LALBABA COLLEGE

INDUCTION PROGRAMME FOR TEACHERS ON PBAS – CAREER ADVANCEMENT SCHEME

17 December, 2022

Organized by
IQAC, LALBABA COLLEGE

**Report of the Induction Programme for Teachers on PBAS – CAREER
ADVANCEMENT SCHEME held on 17th December, 2022.**

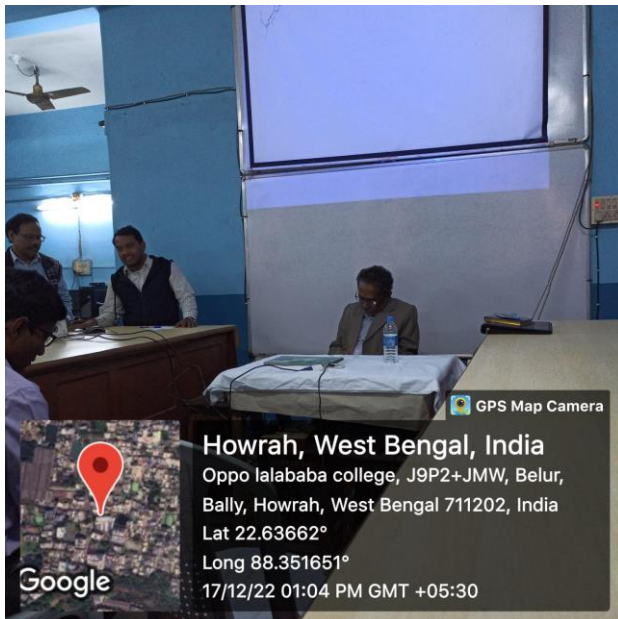


An Induction Programme for Teachers of Lalbaba College was organized by IQAC of Lalbaba College under the Title of “PBAS – Career Advancement Scheme” on 17th December, 2022.

The Joint DPI, Department of Higher Education, Govt. of West Bengal, Dr. T. K. Ghara was the only Resource Person in the Programme. The members of the whole-time Teaching staff actively took part in this Induction programme.

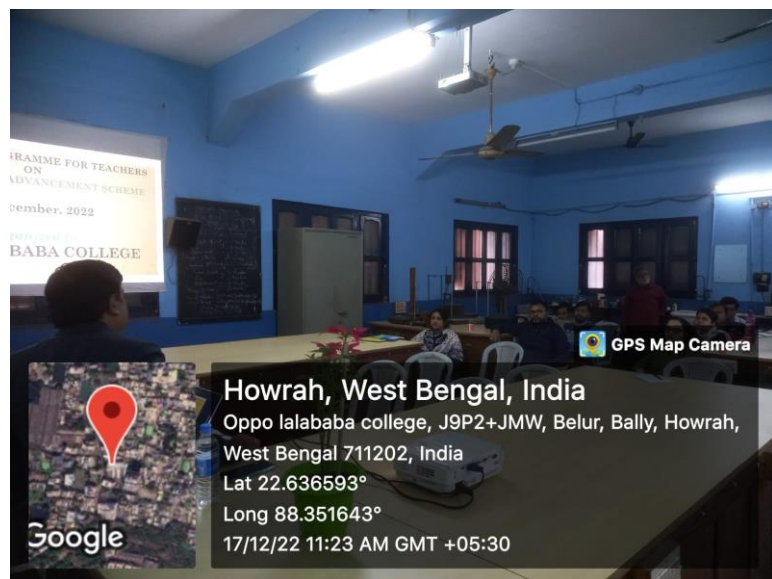
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The program was compered by Prof. Debasis Lahiri who welcomed the Hon'ble resource person Dr. T. K. Ghara. After Guest felicitation, the



inaugural speech was given by Dr. Sanjay Kumar, Principal, Lalbaba College, who explained the necessity of this session. Introductory note was stated by the IQAC Coordinator Dr. Chhatradhar Das where he mentioned his compulsion for organizing such Induction

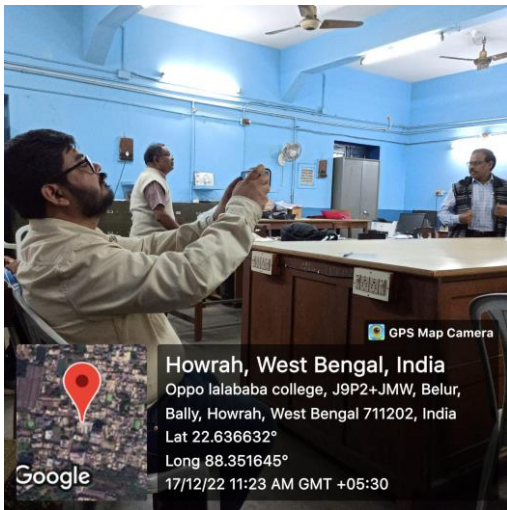
programme for the Teachers of Lalbaba College who are entitled for their Career Advancement. He expressed his gratitude to the Hon'ble JDPI, Dr. T. K. Ghara, for his presence in this college and opined that it is a great opportunity for retrieving the clarification of respective Government Order(s) based on teacher's self-assessment, API scores and teaching related activities in respect of Career Advancement Scheme (CAS) for the teachers of this college.



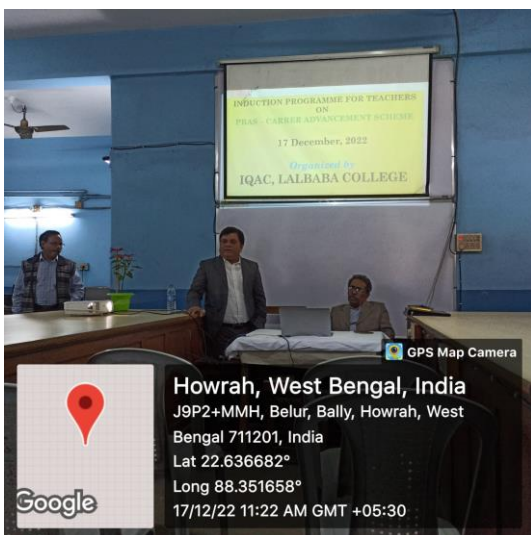
Dr. T. K. Ghara delivered his lecture with a power point presentation where he presented the pros

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and cons of each Government orders related to the Career Advancement Scheme (CAS) for the teachers of Govt. aided colleges.



All total 17 Teachers joined in this programme. A questionnaire session was conducted by Dr. Kalyan Mazumder where members raised their problems and the resource person mitigates their queries successfully.



All the members participated in the session were very much impressed and expressed their thanks to Hon'ble JDPI, Dr. T. K. Ghara, as well as the IQAC for arranging such type of programme.

Vote of thanks was provided by Dr. Bhutnath Jana to all the participants, resources person and other guests from different colleges for their cooperation towards successful completion of the programme.

ACTIVITY REPORT, IQAC, LALBABA COLLEGE

Brochure of the Programme



LALBABA COLLEGE
(AFFILIATED TO THE UNIVERSITY OF CALCUTTA)
PRESENTS



'INDUCTION PROGRAMME FOR TEACHERS ON PBAS- CAREER ADVANCEMENT SCHEME'

ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC), LALBABA COLLEGE
DAY & DATE : SATURDAY, 17TH DECEMBER, 2022
TIME : 11:00 A.M ONWARDS

Chief Patron



Dr. Sanjay Kumar
(Principal, Lalbaba College)

IQAC Coordinator



Dr. Chhatradhar Das
(Dept. of Physics, Lalbaba College)

Resource Person



Dr. T. K. Ghara
(JDPI, Higher Education Department, Govt. of West Bengal)

PROGRAMME SCHEDULE

Date: 17.12.2022
Registration Time: 10:45 a.m. - 11:00 a.m.
Programme Coordinator: Prof. Debasis Lahiri
Inaugural Session: 11:00 a.m. - 11:05 a.m. Inaugural Address by Dr. Sanjay Kumar (Principal, Lalbaba College)
Introductory Note: 11:05 a.m. - 11:10 a.m. Dr. Chhatradhar Das (IQAC Coordinator)
Session: 11:10 a.m. - 12:10 p.m. Resource Person: Dr. T. K. Ghara (JDPI, Higher Education Department, Govt. of West Bengal)
Question-Answer Session: 12:10 p.m. - 12:30 p.m. Moderator- Dr. Kalyan Mazumder
Vote of Thanks: Dr. Bhutnath Jana

Registration Fee: NIL
Venue: Physics Lab
Brochure and Certificate Design: Dr. Barnali Naskar

Sample Participation Certificate

LALBABA COLLEGE
(AFFILIATED TO THE UNIVERSITY OF CALCUTTA)



INDUCTION PROGRAMME FOR TEACHERS ON PBAS- CAREER ADVANCEMENT SCHEME
ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC), LALBABA COLLEGE
BELUR MATH, HOWRAH-711201
17TH December, 2022

Participation Certificate

.....

This is to certify that Dr./Prof. has attended as a participant/
Resource Person in the "INDUCTION PROGRAMME FOR TEACHERS ON PBAS- CAREER ADVANCEMENT
SCHEME" organized by Internal Quality Assurance Cell (IQAC), Lalbaba College.

Dr. Sanjay Kumar
Principal
LALBABA COLLEGE

Dr. Chhatradhar Das
IQAC Coordinator
LALBABA COLLEGE

Signature sheet of the participants are as follows

**INDUCTION PROGRAMME FOR TEACHERS
ON
PBAS – CARRER ADVANCEMENT SCHEME**

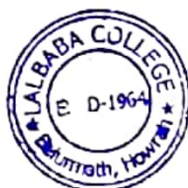
Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**


17th December, 2022

Signature Sheet for Participants, Resource persons and members IQAC

Sl.No.	Name	Subject / Department	Signature
1.	Rakesh Mondal	Philosophy	R Mondal 17/12/22
2.	Dr. Kalyan Mazumder	Bengali	Kalyan Mazumder 17.12.22
3.	Dr. Anam Khan	Geography	Anam Khan 17/12/22
4.	Nidhi Chowdhary	Pol. Sc	Nidhi Chowdhary 17/12/22
5.	Somnath Paul.	English.	S Paul 17/12/22
6.	MILAN KANTI DAS	HISTORY	M Das 17/12/22
7.	SUPRIO BISWAS	EDUC	S Biswas 17/12/22
8.	BHUTNATHI JANA.	SANSKRIT	B Jana 17/12/22
9.	PRITI SINHA	HISTORY	P Sinha 17/12/22
10.	Gopal Ray	GEOGRAPHY	G Ray 17/12/22
11.	Male Aditya	LIBRARY	M Aditya 17/12/22
12.	Nijal Oraon	Bengali	N Oraon 17/12/22
13.	Karika Ch. Nayek	Chemistry	K Nayek 17/12/22
14.	DEBASISH LAMIRI	ENGLISH	D Lamiri 17/12/22
15.	Sanhita Ghosh.	Philosophy	S Ghosh. 17.12.22.
16.	Debasish Ghosh	Political Science	D Ghosh. 17.12.22
17.	Reema Das	Physics	Reema Das 17.12.22


Coordinator
Internal Quality Assurance Cell
Lalbaba College




Principal
Lalbaba College
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ACTIVITY REPORT, IQAC, LALBABA COLLEGE

SENSITISATION PROGRAMME



**RECYCLE
REUSE
REDUCE**

e-Waste Management

Organized by
Internal Quality Assurance Cell (IQAC)
LALBABA COLLEGE

Speaker : Snehasish Chakraborty
Sr. IT Manager, Hulladek Recycling Pvt. Ltd
Venue : LALBABA COLLEGE AUDITORIUM
31-03-2023 at 2 P.M.

Report of Sensitization Programme on e-Waste Management dated: 31.03.2023

The internal quality assurance cell (IQAC) of Lalbaba College organized a Sensitization Programme for sensitizing students to social issues. Students of different departments, members of the teaching and non-teaching staff were participated in this programme. The topic was **Sensitization Programme on e-Waste Management.**

Aim of the Programme:

To sensitize the students as well as employee of Lalbaba College about the nature of production of e-waste, its management procedure and its impact on human society.

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The programme was coordinated by Dr. Kalyan Mazumder, member of IQAC, who cheered Mr. Snehasish Chakraborty, Sr. IT Manager, Hulladek Recycling Pvt. Ltd., for his presence in this programme.

The principal and chairman of IQAC, Dr. Sanjay Kumar, opened the programme with a welcome speech. He discussed the fundamentals and necessity of managing e-waste in daily life. He emphasized the significance of this campaign of sensitization in modern society, not just for students



but also for teachers. He also explained what news should be thrown of and how this e-waste might be recycled.

The introductory speech was given by Dr. Chhatradhar Das, coordinator, IQAC. He gave his valuable thoughts about e-waste management and what this seminar aims to achieve. He also spoke about the yearlong

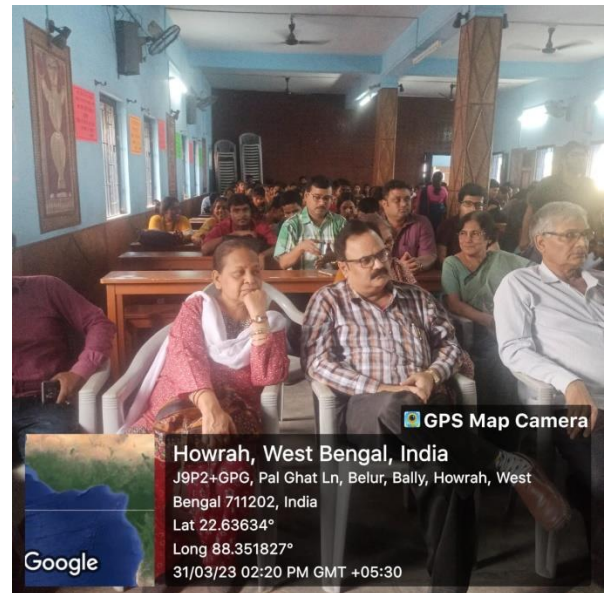
programmes that IQAC is undertaking for the benefit of the students and the institution as a whole. He also encouraged all the students to participate in those programmes actively throughout the year.

The technical session was carried on by Mr. Snehasish Chakraborty, Sr. IT Manager, Hulladek Recycling Pvt. Ltd. Company. Their motto was **“Sabko Batao E-waste Ghatao”**.

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They presented a detailed methods of e-waste management process. The story of e-waste management is as follows:

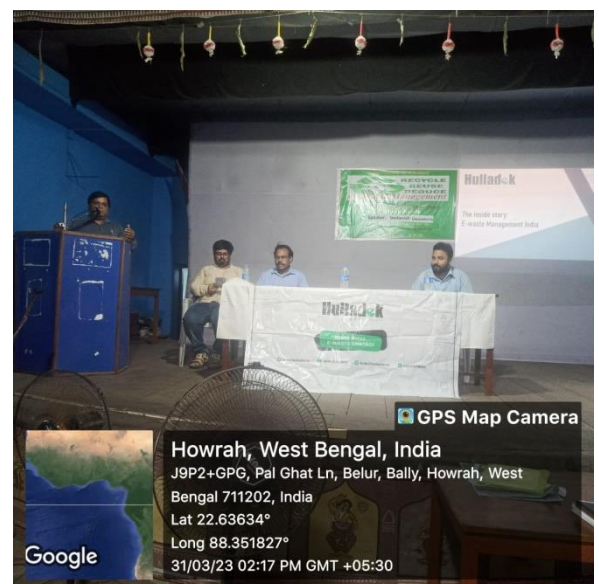
- All about e-waste
- Definition of e-waste
- Categories
- Electronic Vs Electrical
- Unorganized Vs Organized
- How does the unorganized section work
- Extended Producer Responsibility (EPR) on e-waste management



e-waste Management Rules

- ❖ Bulk consumers
- ❖ Recyclers
- ❖ Producers PRO (Producer Responsibility Organization) e.g., Hulladek
- Compliance laws and penalties involved
- List of recyclable items
- About Hulladek – Hungry for waste and their growth stories, working with plastic waste
- Expansion works

The questionnaire session was an interactive one where many students and



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teachers participated. During this session the students come to know about their future prospects in e-waste industries and possibilities of internship/ services in future.

Vote of thanks was given by Dr. Mala Aditya, member IQAC. She thanked all involved in the execution of the programme and specially speaker Snehasish Chakraborty.

All total 177 persons attended the programme of which total students were 127 from different academic departments.

:Participants:

Geography	48
Bengali	31
Hindi	21
B.Com. (H)	9
Political Science	7
History	4
B.A. (General)	4
B.Sc. (General)	1
B.Com. (General)	2
Total Students =	127
Teachers	36
Non-teaching	14
Net Total =	177

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Brochure of the Programme

SENSITISATION PROGRAMME



**RECYCLE
REUSE
REDUCE**
e-Waste Management

Organized by
**Internal Quality Assurance Cell (IQAC)
LALBABA COLLEGE**

Speaker : Snehasish Chakraborty
Sr. IT Manager, Hulladek Recycling Pvt. Ltd
Venue : LALBABA COLLEGE AUDITORIUM
31-03-2023 at 2 P.M.

Programme Schedule

Registration: 1-30 P.M.
Registration Desk: Prof. Sanhita Ghosh, Dr. Ansar Khan, Member, IQAC
Inaugural Session: 2-00 P.M.
Compered by: Dr. Kalyan Mazumder, Member, IQAC
Welcome Speech: Dr. Sanjay Kumar, Principal & Chairman, IQAC
Introductory Speech: Dr. Chhatradhar Das, Coordinator, IQAC
Technical Session: 2-15 P.M.
Speaker: Snehasish Chakraborty, Sr. IT Manager, Hulladek Recycling Pvt. Ltd.
Question—Answer Session: 3-00 P.M.
Vote of Thanks: Dr. Mala Aditya, Member, IQAC
Report writing: Prof. Suprio Biswas, Member, IQAC

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Poster of the Programme

SENSITISATION PROGRAMME ON

e-Waste Management

Organized by

Internal Quality Assurance Cell (IQAC)

LALBABA COLLEGE



**RECYCLE
REUSE
REDUCE**

Speaker : Snehasish Chakraborty

Sr. IT Manager, Hulladek Recycling Pvt. Ltd.

Venue : LALBABA COLLEGE AUDITORIUM

31-03-2023 at 2 P.M.

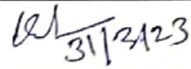

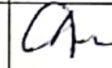
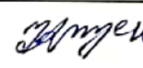
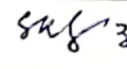
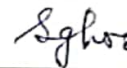
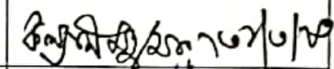

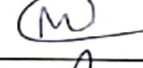
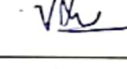
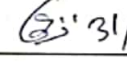
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LALBABA COLLEGE

SENSITISATION PROGRAMME ON


"e - Waste Management"Signature Sheet (Teacher)

31/03/2023

Sl.No.	Name	Subject / Department	Signature
1	Dr. Lalit Kumar Jha	HINDI	 31/3/23
2.	Ajit Kumar Saha	Hindi	 31.03.23
3.	Amreeta Ghosh	ENVS	 31/3/23
4.	KARTICK CHANDRA NAYEK	Chemistry	 31/03/23
5.	SOUMIK KANTI GHOSH	ECONOMICS	 31/03/23
6.	SANHITA GHOSH	Philosophy	 31-3-23
7.	Dr. Kalyan Mazumder	Bengali	 31/03/23
8	DR. ANUAR KHAN	Biography	 31/03/23
9.	Dr. Mala Aditya	Central Library	 31/3/23
10.	Rakesh Mondal	Philosophy	 31/03/23
11.	Chhatradhar Das	IQAC	 31/3/23
12	Snehasish Chakraborty	Hulladek Recycling	31.03.23
13	Bhaskar Adak	Hulladek Recycling	31.03.23
14.	Dr. Somnath Paul.	ENGLISH	31/03/23.
15.	Debanrita Guin	Mathematics	31/03/23.
16.	Gopal Roy	GEOGRAPHY	31/03/23
17	Jayanti Chakraborty	Bengali	31/3/23
18.	Soma Pal	Education	31/3/23


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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Teacher)

31/03/2023

Sl.No.	Name	Subject / Department	Signature
19.	Rash Kr. Dey	Commerce	Rash Kr. Dey 31/3/23
20.	Indrani Dey	Bengali	Indrani Dey 31.3.23
21.	Mitali Mukherjee	Commerce	Mitali Mukherjee 31.3.23
22.	Poulomi Bhattacharyya	Mathematics	Poulomi Bhattacharyya 31.3.23
23.	Sumita Chakraborty	Philosophy	Sumita Chakraborty 31/3/23
24.	Ananda Kumar Das	History	Ananda Kumar Das 31.3.23
25.	Pradipta Bagchi	Bengali	Pradipta Bagchi 31.03.2023
26.	Amit Mitra	Commerce	Amit Mitra 31/3/23
27.	Supriya Maity	Commerce	Supriya Maity 31.03.2023
28.	Sweta Choudhury	commerce	Sweta Choudhury 31.3.23
29.	Milan Kanti Das	HISTORY	Milan Kanti Das 31/3/23
30.	PRITI SINHA	HISTORY	Priti Sinha 31/3/23
31.	Ujjal Das	Bengali	Ujjal Das 31/3/23
32.	JAGANNATH BISNAS	MATH	Jagannath Biswas 31/3/23
33.	Asoka Bhattacharyya	English	Asoka Bhattacharyya 31/3
34.	DEBASIS GHOSH	Political Science	Debasis Ghosh 31/3/23
35.	MRINAL SARKAR	English	Mrinal Sarkar 31/3/23
36.	MANJUR ALAM	Commerce	Manjur Alam 31.03.23.

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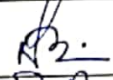
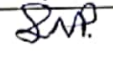
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SENSITISATION PROGRAMME ON

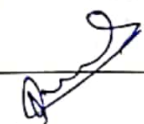
"e - Waste Management"

Signature Sheet (Non-Teaching Staff)

31/03/2023

Sl.No.	Name	Signature
01	Nikhil Krishna Roy	
02	Suren dranatha Pramanik	
03.	MALI BHOWAL	M Bhowal 31/3/23
04.	Sumit sarkar	S. Sarkar 31/3/23
05.	Soma Mitra	S. Mitra 31/3/23
06	ANIMESH DAS	A. Das 31/3/23
07.	Subharis Bhattacharjee	S. Bhattacharjee 31/03/23
8)	Alpana Bagari	AB - 31/3/2023
9	Shejal Sumant Balmiki	S. Balmiki 31/3/23
10	INDIRA CHATTERJEE	I. Chatterjee 31/03/2023
11	Doli Biswas.	D. Biswas 31/03/23
12	Ardbinda Maluja	A. Maluja 31/3/23
13	Rina Banerjee	R. Banerjee 31/3/23
14.	Smagrit Ben	S. Ben 31/3/23




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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),

31/03/2023

Subject: Geography - (1)

Sl.No.	Name	Student ID	Signature
1	Sneha Hazra.	D2HF4220642	Sneha Hazra.
2	Dia Ghosh	D2HF4220338	Dia Ghosh
3	Ameeta Ghosh	D2HF3220565	Ameeta Ghosh
4	Anjali Tiwari	D2HF4220546	Anjali Tiwari
5	Sruja Bairagi	D2HF4220106	Sruja Bairagi
6.	Sudipta Das	D2HF3220287	Sudipta Das.
7.	Sourmik Roy	D2HMI220350	Sourmik Roy
8.	Abhijit Sengupta	20200693	Abhijit Sengupta
9.	Amit Banik	20200719	Amit Banik
10.	Sneha Ghosh	20200724	Sneha Ghosh.
11.	Asmadara Khatun	20200710	Asmadara Khatun
12)	Pijush Bag	20200696	Pijush Bag
13)	Ankan Mondal	20200718	Ankan Mondal
14)	Aven Tudu	20200703	Aven Tudu
15)	Ayanfika Ghosh	20200726	Ayanfika Ghosh
16)	Tanushree Saren	20200704	Tanushree Saren


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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),

31/03/2023

Subject: GEOGRAPHY (2)

Sl.No.	Name	Student ID	Signature
1	Annesha Das	D2HF1220530	Annesha Das
2.	Supriya Sontora	D2HF4220676	Supriya Sontora
3.	Sk. Nehal Ahammed	D2HM4220271	Sk. Nehal Ahammed.
4.	Barshati Mondal	D2HF4220782	Barshati Mondal.
5)	KANKAN DHARA	D2HM1220080	Kankan Dhara
6.	Suhani Monna	D2HF4221010	Suhani Monna
7.	Sweety Bogi	D2HF1220295	Sweety Bogi
8.	SOMA KARAR	D2HF4220200	Soma Karar
9.	ABHIJEET KAIRI	D2HM3220703	Abhijeet Kairi
10)	Srestha Saha	D2HF1220192	Srestha Saha
11)	PRITAM RAY	D2HM3220464	Pritam Ray
12)	Sourmik Roy	D2HM1220350	Sourmik Roy
13.	Soumi Roy	20200717	Soumi Roy.
14.	Priya Sankar	20200707	Priya Sankar.
15.	Basanti Hansda.	20200725	Basanti Hansda.
16.	Mahasulata Bhattacharya	20200712	Mahasulata Bhattacharya


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LALBABA COLLEGE

SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),

31/03/2023

Subject: Geography

Sl.No.	Name	Student ID	Signature
1.	Parbati Bag	20200700	Parbati Bag
2.	Shampa Ghosh	20200731	Shampa Ghosh
3.	Rupsa Sett	20200739	Rupsa Sett
4.	Trisha Das.	20200738	Trisha Das.
5.	Trisha Swai	20200732	Trisha Swai
6.	Kousik Malik	20200720	Kousik Malik
7.	Sneha Rui das.	2020721	Sneha Rui das.
8.	Ayan Chakraborty	20200709	Ayan Chakraborty
9.	Debarshi Dey	20200714	Debarshi Dey
10.	AVIJIT ROY	20200694	AVIJIT ROY
11.	Puja Bhuinya	20200728	Puja Bhuinya
12.	Agamani Das	20200711	Agamani Das.
13.	Priyanka Roy.	20200722	Priyanka Roy.
14.	Sudipta Naskar.	20200692	Sudipta Naskar.
15.	Arpita Ghosh	20200715	Arpita Ghosh
16.	Priya Dutta.	20200736	Priya Dutta.


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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: BNC1A (1)

Sl.No.	Name	Student ID	Signature
1	Rithu Sarkar	D1HF4210548	Rithu Sarkar
2	Tiyasha Das	D1HF4210531	Tiyasha Das
3	Papita Sen	D1HF4210077	Papita Sen
4	Prity Pakira.	D1HF4211010	Prity Pakira.
5	Tanu Jana	D1HF4210011	Tanu Jana
6	Nivedita Mandal	D1HF4211146	Nivedita Mandal
7	Kajal Das	D1HF4210320	Kajal Das
8	Sumanta Dey	D1HM4210408	Sumanta Dey
9	Nilanjana Chakraborty	D1HM4210653	Nilanjana Chakraborty
10	Soumi Patra	1HF4200010	Soumi Patra
11	Ankita Ghosh	1HF4200012	Ankita Ghosh
12	Soumita Khanna	1HF4200037	Soumita Khanna
13	Ramkrishna Bagdi	1HM1200001	Ramkrishna Bagdi
14	Somashri Das	1HF4200003	Somashri Das
15	Suchismita Chakraborty	1HF4200300	Suchismita Chakraborty.
16	Chiranjoy Ghosh	1HM4200011	Chiranjoy Ghosh


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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: Bengali

Sl.No.	Name	Student ID	Signature
17.	Avidit Das	1HM4200021	Avidit Das
18.	Ritika Ghosh	1HF4200017	Ritika Ghosh
19.	Ankita Ghosh	1HF4200025	Ankita Ghosh
20.	Susmita Manna.	1HF3200007	Susmita Manna.
21.	Sudipta Ballav.	1HF3200019	Sudipta Ballav
22.	Mousumi Koley	1HF4200013	Mousumi Koley
23.	Ankita Pratihar	1HF4200023	Ankita Pratihar
24.	Priti Maity	1HF4200034	Priti Maity
25.	Saiikat Pong	1HM1200008	Saiikat Pong
26.	Mouproiya Das	1HM4200020	Mouproiya Das
27.	Paromita Ghosh	1HM4200015	Paromita Ghosh
28.	Nikita Ghosh	1HM4200014	Nikita Ghosh
29.	Baisakhi Bhat	1HM4200006	Baisakhi Bhat
30.	Sathi Santora	1HM4200005	Sathi Santora
31.	Priti Koley	1HM4200016	Priti Koley


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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: HINDI

Sl.No.	Name	Student ID	Signature
1	Kalpama Yadav.	20200221	Kalpama Yadav.
2.	Neha Prasad	20200235	Neha Prasad
3.	Jyoti Kumari Yadav.	20200243	Jyoti Koo yadav
4.	Amisha Kumari	20200232	Amisha Kumari
5.	Sonam Kumari	20200224	Sonam Kumari
6.	Ankita Kumari Ray	20200244	Ankita Kumari Ray
7.	Ajit Kumar Malakar	20200230	Ajit Malakar
8.	Bikash Choudhary	20200223	Bikash Choudhary
9.	Anand Kumar Jaiswal	20200236	Anand Kumar Jaiswal
10.	Dhirendra Lal Baijwa	20200239	Dhirendra Lal Baijwa
11.	Bhrameshwar Ray	20200237	Bhrameshwar Ray
12.	Satjendra Jha	20200234	Satjendra Jha




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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: HINDI

Sl.No.	Name	Student ID	Signature
1	Priyanka Das	D1HF4210095	Priyanka Das
2	Sabnam khaton	D1HF3210668	Sabnam khaton
3	Priyanka mahato	D1HF1210318	Priyanka mahato
4	Madhumita Gupta.	D1HF3211144	Madhumita Gupta
5	Mona Rajbhar.	D1HF3210958	Mona Rajbhar-
6.	Itisha Prasad	D1HF4210410	Itisha Prasad
7.	kritika kumari Singh	D1HF4211258	kritika kumari Singh
8.	Shama Paween	D1HF4211088	Shama Paween
9.	Asmita Singh	IHF4211060	Asmita Singh




Coordinator
Internal Quality Assurance Cell
Lalbaba College


Principal
Lalbaba College
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Howrah - 711202

INTERNAL QUALITY ASSURANCE CELL (IQAC)

LALBABA COLLEGE

SENSITISATION PROGRAMME ON

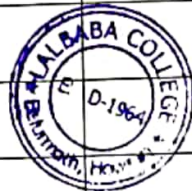
"e - Waste Management"

Signature Sheet (Student),

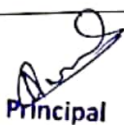
31/03/2023

Subject: Accountancy Honours (B.COM)

Sl.No.	Name	Student ID	Signature
1.	Bijoy Kumar Mondal	D3HM1210596	Bijoykr. Mondal
2.	Joy Kumar Mondal	D3HM1210598	Joy Kumar Mondal
3.	Kalyan Bhattacharjee	D3HM4210648	Kalyan Bhattacharjee
4.	Rachishnu Basak	D3HM4220564	Rachishnu Basak
5.	Shubhajit Adhikari	D3HM4220680	Shubhajit Adhikari
6.	Sowadip Dey	D3HM4221033	Sowadip Dey
7.	Vikas Kumar	20200590	Vikas Kumar
8.	Deepak Kumar	20200645	Deepak Kumar
9.	Riya Kumari Mahato	20200663	Riya Kumari Mahato




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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: Political Science (1)

Sl.No.	Name	Student ID	Signature
1.	Gargi Jana	20200358	Gargi Jana.
2.	Rupsha Nag	20200363	Rupsha Nag
3.	Barun Dixit	20200352	Barun Dixit
4.	Sumona Das	20200342	Sumona Das
5.	Shabnam Khatun	20200357	Shabnam Khatun
6.	Priyanka Halder	20200335	Priyanka Halder
7.	Priya Yadav.	3210028	Priya Yadav.




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LALBABA COLLEGE
SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),

31/03/2023

Subject: History

Sl.No.	Name	Student ID	Signature
1.	Mahua Ray	DLHF422190 19	Mahua Ray
2.	Sammaha Parbin	DLHF3210962	Sammaha Parbin
3.	Saheba Parveen	DLHF3210901	Saheba Parveen
4.	Lipika Mandal	D1HF1210896	Lipika Mandal




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LALBABA COLLEGE

SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: D.A - (General)

Sl.No.	Name	Student ID	Signature
1.	Trisha Manna	613	Trisha Manna
2.	Priti Mondal	592	Priti Mondal
3.	Diposa Bag	575	Diposa Bag
4.	Manasi Mal	564	Manasi Mal




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SENSITISATION PROGRAMME ON

"e – Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: chemistry (Gen) / D. Sc (Gen).

Sl.No.	Name	Student ID	Signature
	Anup Patra	D2GM4011	Anup Patra




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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SENSITISATION PROGRAMME ON

"e - Waste Management"

Signature Sheet (Student),


31/03/2023

Subject: B. Com (Gen)

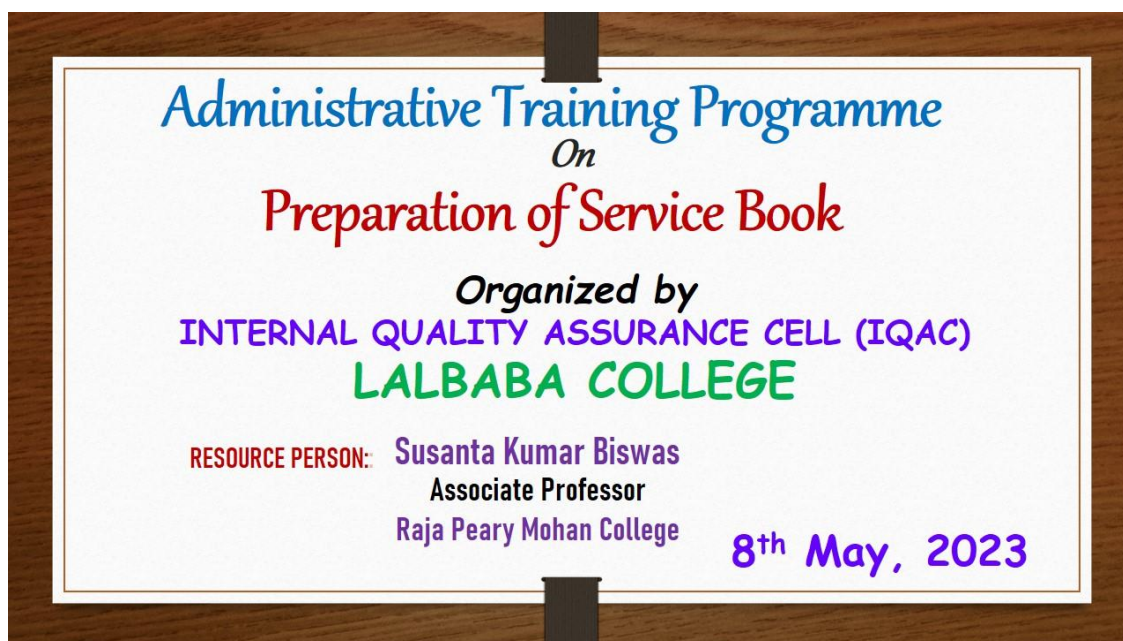
Sl.No.	Name	Student ID	Signature
1.	Kaushik Bhunia	D3GM422023	Kaushik Bhunia
2.	Sampad Goswami	D3GM422078	Sampad Goswami



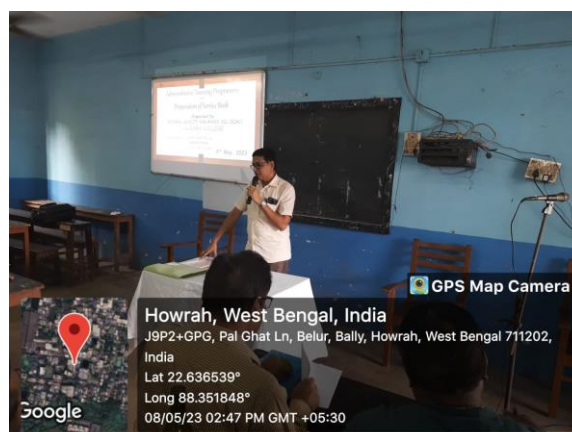

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Internal Quality Assurance Cell
Lalbaba College


Principal
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Howrah - 711202

ACTIVITY REPORT, IQAC, LALBABA COLLEGE



Report of the Administrative Training Program on Preparation of Service Book held on 08.05.2023, Organized by IQAC, Lalbaba College



The Internal Quality Assurance Cell (IQAC) of Lalbaba College organized an Administrative Training Program on “**Preparation of Service Book**” on 8th May 2023 at 01.45 pm. The members of the whole-time Teaching and Non-teaching staff actively took part in this training programme.

The program was compered by Dr. Mala Aditya who welcomed the Hon’ble resource person Prof. Susanta Kumar Biswas. After Guest felicitation, the inaugural speech was given by Dr. Sanjay Kumar, who explained the need for the preparation of



Service Book for all the whole-time employees, both teaching and non-teaching section.

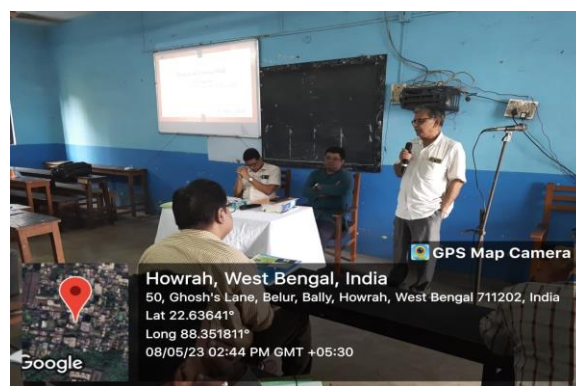
The IQAC Coordinator, Dr. Chhatradhar Das, explained the organization's duties with regard to keeping the Service Book up-to-date on a regular basis. He emphasized that the institution has fallen far behind in updating the Service Books of all of its full-time employees, including those who work in both the teaching and non-teaching wings. As a result, he suggested that all full-time employees be adequately guided and given access to all rules and regulations for the correct preservation of



service records and leave records. Thus he was eager to organize this training programme for the benefit of all the whole-time employees of the college.

Prof. Jayasree Boler, Convener, Service Book Sub-Committee and Prof. Rash Kumar Dey, Convener, Leave Record Sub-Committee also expressed their thanks to IQAC for providing such session. They also expressed their regards to the Hon'ble speaker Prof. Susanta Kumar Biswas for extending his hands in this regard.

Prof. Susanta Kumar Biswas, Associate Professor, Department of Mathematics, Raja Peary Mohan College, Uttarpara, Hooghly, vividly described the pros and cons of the Service Book of an employee which is to be scrutinized thoroughly by the Government officials after the retirement of a permanent employee. This document is very much important for calculation of benefits of a pensioner. He demonstrated how leave of an employee can be calculated and procedure for keeping the record year wise.



All total 41 participants joined in this programme which includes 29 teachers, 8 non-teaching staff from Lalbaba college, resource person himself, 1 (one) Principal from other college and 2 (two) non-teaching staff from two different colleges.

He mentioned to be keeping ready some essential information / documents for smooth preparation of service book (Annexure).



A questionnaire session was conducted by Dr. Mala Aditya where members raised their problems and the resource person mitigate their queries successfully. All the members participated in the session were very



mush impressed and expressed their thanks to the IQAC for arranging such type of training programme.

Vote of thanks was provided by Prof. Debasish Lahiri to all the participants, resources person and other

guests from different colleges for their cooperation towards successful completion of the programme.

:Participants:

Teachers	29
Non-Teaching Staff	8
Resource Person	1
Principal from other college	1
Non-teaching staff from other college	2
Total =	41

ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK

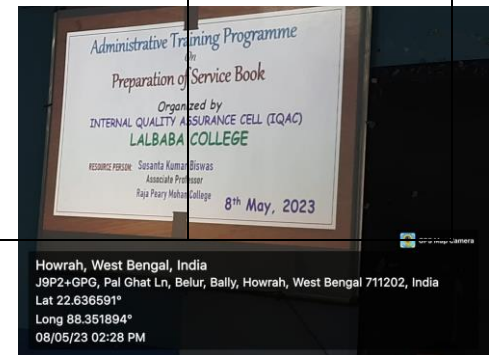
PART – I (General)

1. Name of the Teacher / Employee:
2. Designation (i) : w.e.f.....
(ii) : w.e.f.
(iii) : w.e.f.
(iv) : w.e.f.
3. Date of Birth :
4. Date of Appointment / Joining:
5. G.B. Resolution date :
(Approval of Appointment/Joining)
6. G.B. Resolution date :
(Confirmation of Service)
7. Appointment Letter No. & Date :
8. Joining Report Date :
9. (i)WBCSC's Recommendation
Letter No. & Date :
(College Copy)
(ii) WBCSC's Recommendation
Letter No. & Date :
(Incumbent's Copy) :
10. Post Creation G.O. No. : _____ date _____
11. Last Pay Fixation Memo No. : _____ date _____
(of Previous Incumbent)
12. G.B. Resolution date : _____
(Regarding Retirement / Transfer / Resignation / Demise of Previous Incumbent)
13. G.B. Resolution dates : (i) (ii) (iii)
(Regarding Leave)
14. Original OPTION FORM :
(For employees joined before 30.08.2001)

ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK
PART – II (Pay Fixation Details)

1. (a) Name :
(b) Designation :

Sl. No.	Pay Fixation Memo No. & date	Scale of Pay (with full break-up)	Pay fixed at (Rs.)	w.e.f.	Date of next increment	Designation (w.e.f.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)



ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK

PART – III (Leave Details)

1. (a) Name :
(b) Designation :

Sl. No.	Nature of Leave	Duration	GB Resolution Date	Remarks
(1)	(2)	(3)	(4)	(5)

Brochure of the Programme

**Administrative Training Programme on
Preparation of Service Book**
Organized By Internal Quality Assurance Cell (IQAC)
LALBABA COLLEGE
Date: 08th May, 2023
Time: 2:00 p.m.

Chief Patron



Dr. Sanjay Kumar,
Principal
Lalbaba College

IQAC Coordinator



Dr. Chhatradhar Das,
Dept. of Physics
Lalbaba College

Organizing Committee: IQAC, Lalbaba College
Reception Desk: Dr. Ansar Khan and Prof. Gopal Roy
Moderator: Dr. Mala Aditya
Report writing: Dr. Kalyan Mazumder
Refreshment: Prof. Suprio Biswas, Prof. Sanhita Ghosh and Sri Nikhil Krishna Roy
Brochure and Certificate design: Dr. Ruma Das

RESOURCE PERSON:



Susanta Kumar Biswas
Associate Professor
Department of Mathematics
Raja Peary Mohan College
Uttarpara, Hooghly

Programme Schedule

1:45 - 2:00 - Registration
2:00 - 2:05 - Felicitation
2:05 - 2:10 - Inaugural Speech - Dr. Sanjay Kumar, Principal
2-10 - 2:15 - Introductory Speech - Dr. Chhatradhar Das, IQAC Coordinator
2:15 - 2:20 - Speech - Prof. Jayasree Boler, Convener, Service Book Sub-Committee
2:20 - 2:25 - Speech - Prof. Rash Kumar Dey, Convener, Leave Record Sub-Committee
2:25 - 3:10 - Technical Session-1
3:10 - 3:30 - Break
3:30 - 4:15 - Technical Session-2
4:15 - 4:45 - Question-Answer Session
4:45 - 4:50 - Vote of thanks-Prof. Debasish Lahiri

Sample Participation Certificate

LALBABA COLLEGE
(Affiliated to The University of Calcutta)



Administrative Training Programme on "Preparation of Service Book"

Organized by
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

Certificate of Participation

This is to certify that Dr./Prof./Sri/Smt./Sm
has attended as a participant/ Resource Person in the Administrative Training Programme on
"Preparation of Service Book" organized by IQAC, Lalbaba College on 08.05.2023.

Dr. Sanjay Kumar,
Principal, Lalbaba College

Dr. Chhatradhar Das,
IQAC Coordinator, Lalbaba College

Signature sheet of the participants are as follows

**ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Department	Signature
✓1.	DR. JAYANTI CHAKRABORTY	Bengali	Jayanti Chakraborty 8.5.23
✓2.	DR. INDRANI DEY	Bengali	Indrani Dey
3.	SRI PRADIPTA BAGCHI	Bengali	—
✓4.	DR. KALYAN MAZUMDER	Bengali	Kalyan Mazumder 8.5.23
✓5.	SRI UJJAL ORAW	Bengali	Ujjal Oraw 8/5/23
6.	SRI KARTICK CHANDRA NAYEK	Chemistry	—
✓7.	SMT. MITALI MUKHERJEE	Commerce	Mitali Mukherjee 8/5/23
✓8.	SRI RASH KUMAR DEY	Commerce	Rash Kumar Dey 08/5/23
9.	DR. DILIP BARIK	Commerce	—
✓10.	SRI MANJUR ALAM	Commerce	Manjur Alam 08/05/23
✓11.	SRI KRISHNENDU DAS	Economics	Krishnendu Das 08/05/23
12.	SRI RONALD LEPCHA	Economics	—
13.	SRI SUPRIO BISWAS	Education	—
✓14.	SMT. ASOKA BHATTACHARYA	English	Asoka Bhattacharya 8/5/23
✓15.	SRI DEBASISH LAHIRI	English	Debasish Lahiri 8/5/23
✓16.	SRI MRINAL SARKAR	English	Mrinal Sarkar 8/5/23
✓17.	DR. SOMNATH PAUL	English	Somnath Paul 8/5/23
18.	DR. SUNITA CHANDRA	Geography	—
✓19.	SRI GOPAL ROY	Geography	Gopal Roy 8/5/23
✓20.	DR. ANSAR KHAN	Geography	Ansar Khan 8/5/23
*21.	DR. SANJAY KUMAR	Hindi	Sanjay Kumar 8/5/23
✓22.	DR. AJIT KUMAR SINGH	Hindi	A.K. Singh 8/5/23
✓23.	DR. LALIT KUMAR JHA	Hindi	Lalit Kumar Jha 8/5/23



G.S. Coordinator
Internal Quality Assurance Cell
Lalbaba College
Resource Person
Dr. Peary Mohan College

Math. *S.K.* 08/05/23

Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711201

**ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK**

Organized by
**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE**

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Department	Signature
✓ 24.	SMT. JAYASREE BOLER	History	J Boler 8/5/23
✓ 25.	DR. MILAN KANTI DAS	History	Milankanti 8/5/23
✓ 26.	MS. PRITI SINHA	History	PS 8/5/23
✓ 27.	DR. MALA ADITYA	Librarian	MA 8/5/23
28.	SRI JAGANNATH BISWAS	Mathematics	—
✓ 29.	SMT. SANHITA GHOSH	Philosophy	Sghosh 8.5.23.
✓ 30.	SRI RAKESH MONDAL	Philosophy	Rakesh Mondal 8/5/23
✓ 31.	SMT. BINGSHATI SARKAR	Philosophy	Bingshati Sarkar 8/5/23
* 32.	DR. CHHATRADHAR DAS	Physics	Chhatradhar Das 8/5/23.
33.	DR. RUMA DAS	Physics	—
✓ 34.	DR. GAUTAM MAJUMDAR	Political Science	Gmajumdar 8/5/23
35.	SMT. NIDHI CHOWDHARY	Political Science	—
✓ 36.	SRI DEBASIS GHOSH	Political Science	Debasis Ghosh 8/5/23
✓ 37.	SMT. ISANI CHAKRABARTI	Sanskrit	Isani Chakrabarti 8/5/23
✓ 38.	DR. BHUTNATH JANA	Sanskrit	Bhuthnath Jana 8/5/23

39. DR. UMA GHOSH



PRINCIPAL
S.M.V., M.D.

— Uma Ghosh

Internal Quality Assurance Cell
Lalbaba College

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ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK

Organized by
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Signature
1.	Alpana Bagani	—
2.	Amar Dolui	—
✓ 3.	Arabinda Mahajan	Arabinda Mahajan 8/5/23
✓ 4.	Doli Biswas	Doli Biswas 08/05/23
✓ 5.	Indira Chatterjee	Indira Chatterjee 08/05/23
✓ 6.	Mali Bhowal	Mali Bhowal 08/05/23
✓ 7.	Nikhil Krishna Roy	Nikhil Krishna Roy 8/5/23
✓ 8.	Shyam Sundar Balmiki	Shyam Sundar Balmiki 8/5/23
✓ 9.	Soma Mitra	S. Mitra 08/05/2023
10.	Surendranath Pramanik	—
✓ 11.	Swarnalata Koley	Swarnalata Koley 8/5/23

12. ✓ Surajit Das. (Office staff)
Maharaja Srishandra college.


Surajit Das 08/05/23.

13. ✓ Chaitali Ganguly
R.P.M. College

Ganguly
08/05/2023.


Coordinator
Internal Quality Assurance Cell
Lalbaba College




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