

LALBABA COLLEGE

B+ NAAC ACCREDITED COLLEGE
(Affiliated to the University of Calcutta)
ESTD. - 1964

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117, Grand Trunk Road,
Belur Math, Howrah
Phone: (033) 2654-6289

Ref. INT. ACADEMIC AUDIT

Date17.01.2024

INTERNAL ACADEMIC AUDIT REPORT

(For the session: 2022-2023)


This Internal Academic Audit procedure of Lalbaba College was conducted on 17/01/2024 in Room No.20 of the college under the supervision of IQAC by the headship of Dr. Kalyan Mazumder, Convenor, Academic Subcommittee. Other respected members of the Academic Team were—Dr. Chhatradhar Das, Dr. Gautam Majumder, Prof. Pradipta Bagchi, Dr. Mala Aditya, Prof. Nidhi Chowdhary, Prof. Mrinal Sarkar.

The findings and review statements of the academic team after checking the documents of the various departments concerned and talking to the departmental teachers are as follows.

DEPARTMENT OF BENGALI

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK	Authentic hand written documents Very good
2	Faculty Profile	Hard copy of Faculty Profile available. Faculty profile of some teachers uploaded. Should be completely uploaded in college Website soon	Promised to do it very soon
3	Report & Record of Departmental Activities	Available	Good activity report prepared by the department
4	Semester wise Departmental Students of last five	Not available	Promised to do it very soon

Kalyan Mazumder, 17.01.24
CONVENOR
ACADEMIC SUBCOMMITTEE


Principal
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	academic sessions		
5	Result review of last five academic session of departmental students	Qualitative summary & Quantitative data available.	Should be checked again with data provided by the office of the college
6	Website profile	Partially updated	Promised to do it very soon
7	Routine	OK	Good
8	Syllabus	OK	Good
9	Departmental Library	Exist. Well maintained	Issue & returns exist till pandemic. Needs to begin again
10	Infrastructural Facilities	Two steel Almira with shelves, one wooden shelves with lock & key facilities, one gifted wooden Almira for books, One Laptop.	Software of Laptop should be updated

Report as on 17/01/2024

Kalyan Mazumder
17.01.24

Dr. Kalyan Mazumder
Asst. Professor & Convener
Academic Subcommittee

Dr. Sanjay Kumar
Principal

Sanjay Kumar
17/1/2024
Principal
LALBABA COLLEGE
323 (117), G. T. Road, Belurmath
Howrah - 711202

DEPARTMENT OF ENGLISH

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	Not ready. Should be prepared. Meeting notice with date & Agenda, Resolution, Signature. Preferably with hard copy Register. Partially shown in soft copy	Academic session; 18-19,19-20,20-21,21-22,22-23 Required
2	Faculty Profile	Hard copy of Faculty Profile available .Faculty profile should be uploaded in college Website soon	Promised to do it very soon
3	Report & Record of Departmental Activities	NIL Not organized. Should be prepared properly.	Promised to do it very soon
4	Semester wise Departmental Students of last five academic sessions	Not updated properly	Promised to do it very soon
5	Result review of last five academic session of departmental students	Prepared in qualitative format .Should be prepared with the data received from the college office	Promised to complete it very soon

6	Website profile	Image- nil ,Gallery-nil, Teachers profile-incomplete	Promised to do it very soon
7	Routine	Routine & syllabus distribution are not in proper manner	Should be uploaded on website soon.
8	Syllabus	Faculty wise proper syllabus distribution should be reflected in hard documents & uploaded in Website	Semester wise teaching plan not prepared
9	Departmental Library	Nil	Promised to take initiative regarding this
10	Infrastructural Facilities	Two Almeria with shelves (lock & key facilities)	One Laptop

Report as on 17/01/2024

Kalyan Mazumder
17.01.24

Dr. Kalyan Mazumder

Asst. Professor & Convener

Academic Subcommittee

Sanjay Kumar
17/1/2024

Dr. Sanjay Kumar

Principal

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DEPARTMENT OF HINDI

SL NO	PARTICULAR	FINDINGS	REMARKS
1	Meeting Book	OK	Academic session; 18-19,19-20,20-21,21-22,22-23 segregation required
2	Faculty Profile	Hard copy of Faculty Profile available. Faculty profile should be uploaded in college Website soon. Partially uploaded	Promised to do it very soon
3	Report & Record of Departmental Activities	Almost done. Needs to be completed	Good
4	Semester wise Departmental Students of last five academic sessions	Not updated .To collect data from office	Promised to do it very soon
5	Result review of last five academic session of departmental students	Pending	Promised to do it very soon

6	Website profile	Partially done	Promised to do it very soon
7	Routine	Almost OK. Rechecking done	Should be uploaded on website soon.
8	Syllabus	Almost OK. Needs to check once.	Semester wise teaching plan prepared
9	Departmental Library	Nil	Promised to take initiative regarding this
10	Infrastructural Facilities	One steel Almeria and one wooden shelves (lock & key facilities) One Laptop	Development required

Report as on 17/01/2024

Kalyan Mazumder
 Dr. Kalyan Mazumder 17-01-24
 Asst. Professor & Convener
 Academic Subcommittee

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DEPARTMENT OF URDU

SL NO	PARTICULAR	FINDINGS	REMARKS
1	Meeting Book	Rough copy in Urdu language available. Yet to get ready .If possible English translation make ready.	Academic session; 18-19,19-20,20-21,21-22,22-23 Required
2	Faculty Profile	Hard copy of Faculty Profile available .Faculty profile should be uploaded in college Website soon	Promised to do it very soon
3	Report & Record of Departmental Activities	One report of Seminar in hard copy. To be uploaded in Website.	Promised to do it very soon
4	Semester wise Departmental Students of last five academic sessions	Not properly maintained. Partially done	Promised to complete very soon
5	Result review of last five academic session of departmental students	Segregation of Departmental result from CU gazette Is required	Promised to do it very soon

6	Website profile	Image- nil ,Gallery-nil, Teachers profile-incomplete	Promised to do it very soon
7	Routine	Routine & syllabus distribution are not in proper manner	Should be uploaded properly on website soon.
8	Syllabus	Faculty wise proper syllabus distribution should be reflected in hard documents	Semester wise teaching plan prepared
9	Departmental Library	Nil	Promised to take initiative regarding this
10	Infrastructural Facilities	One ply wooden Almira with shelves (lock & key facilities) No Laptop	One Laptop required

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17.01.24

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DEPARTMENT OF SANSKRIT

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	Partially complete	Academic session; 18-19,19-20,20-21,21-22,22-23 segregation required
2	Faculty Profile	Hard copy of Faculty Profile available .Faculty profile should be uploaded in college Website soon. Partially uploaded. Visiting faculty profile required	Promised to do it very soon
3	Report & Record of Departmental Activities	Almost done. Needs to be fully completed and upload on the website	Good
4	Semester wise Departmental Students of last five academic sessions	Not updated .To collect data from office	Promised to do it very soon
5	Result review of last five academic session of	Partially done. Qualitative analysis prepared on quantitative data	Promised to do it very soon

	departmental students		
6	Website profile	Partially done	Promised to do it very soon
7	Routine	Almost OK. Rechecking required	Should be uploaded on website soon.
8	Syllabus	Almost OK. Needs to check once.	Semester wise teaching plan partially OK
9	Departmental Library	Nil	Promised to take initiative regarding this
10	Infrastructural Facilities	One steel Almeria and one Ply wooden shelves (lock & key facilities) One Laptop	Development required

Report as on 17/01/2024

Kalyan Mazumder
17.01.24

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17/1/2024

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DEPARTMENT OF POLITICAL SCIENCE

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK	Good
2	Faculty Profile	Hard copy of Faculty Profile available .Faculty profile should be uploaded completely in college Website soon. Partially uploaded.	Promised to do it very soon
3	Report & Record of Departmental Activities	OK	Good
4	Semester wise Departmental Students of last five academic sessions	OK	Good
5	Result review of last five academic session of departmental students	Almost OK. Only the year of 2023 pending	Promised to do it very soon
6	Website profile	Partially complete	Some technical issues of the website mentioned
7	Routine	Up-to-date. Minor modification required	Good

8	Syllabus	Almost OK. Needs to check once.	Semester wise teaching plan OK
9	Departmental Library	Exist but no issue –return facilities	Promised to take initiative regarding this
10	Infrastructural Facilities	One steel Almeria and one Ply wooden shelves (lock & key facilities) One Laptop	Development required

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Sanjay Kumar
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DEPARTMENT OF EDUCATION

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK. Well maintained .Required hard copy of rough minutes register	Good
2	Faculty Profile	Hard copy of Faculty Profile available Faculty profile should be uploaded completely in college Website soon. Partially uploaded.	Promised to do it very soon
3	Report & Record of Departmental Activities	OK	Good
4	Semester wise Departmental Students of last five academic sessions	Not maintained .Required data needs to take from office	Promised to do it very soon
5	Result review of last five academic session of departmental students	Not prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Partially uploaded	Promised to do it very soon
7	Routine	To check thoroughly again	Promised to do it very soon

8	Syllabus	Needs to be rectified	Semester wise teaching plan partially OK
9	Departmental Library	Exist with well-maintained Accession register but no issue – return facilities	Promised to take initiative regarding this
10	Infrastructural Facilities	One steel Almeria and one Ply wooden shelves (lock & key facilities) One Laptop	One projector is required very urgent basis

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DEPARTMENT OF HISTORY

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	Prepared .Required hard copy of rough minutes register.	To be maintained properly
2	Faculty Profile	Hard copy of Faculty Profile available Faculty profile should be uploaded completely in college Website soon. Partially uploaded.	Promised to do it very soon
3	Report & Record of Departmental Activities	Well maintained	Good *Signature of Attendance sheet missing
4	Semester wise Departmental Students of last five academic sessions	Not maintained .Required data needs to take from office	Promised to do it very soon
5	Result review of last five academic session of departmental students	Not prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Almost done	Promised to do it very soon
7	Routine	To check thoroughly again, Faculty wise distribution should be reflected properly	Promised to do it very soon

8	Syllabus	OK	Semester wise teaching plan partially OK
9	Departmental Library	Non existant	Thinking about for future functioning
10	Infrastructural Facilities	One steel Almeria and one Ply wooden shelves (lock & key facilities) One Laptop	Laptop is not functioning properly

Report as on 17/01/2024

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17/1/2024

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DEPARTMENT OF PHILOSOPHY

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK. Well maintained.	Good
2	Faculty Profile	Hard copy of Faculty Profile available Faculty profile should be uploaded completely in college Website soon. Partially uploaded.	Promised to do it very soon
3	Report & Record of Departmental Activities	Almost OK. Signature sheet of attendance of the students should be properly maintained	Good
4	Semester wise Departmental Students of last five academic sessions	Not maintained .Required data needs to take from office	Promised to do it very soon
5	Result review of last five academic session of departmental students	Not prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Partially done	Promised to do it very soon
7	Routine	To check thoroughly again, Faculty wise distribution should be reflected properly	Promised to do it very soon

8	Syllabus	Proper distribution record required	Semester wise teaching plan partially OK
9	Departmental Library	Exist. Not functioning after pandemic	Thinking about for future existence
10	Infrastructural Facilities	One steel Almeria and one Ply wooden shelves (lock & key facilities) One Laptop	Development required

Report as on 17/01/2024

Kalyan Mazumder

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17-01-24

Asst. Professor & Convener

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Sanjay Kumar
17/1/24

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DEPARTMENT OF GEOGRAPHY

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK. Needs to organize properly	Good
2	Faculty Profile	Hard copy of Faculty Profile available Faculty profile should be uploaded completely in college Website soon. Partially uploaded.	Promised to do it very soon
3	Report & Record of Departmental Activities	Almost OK.Reports should be properly maintained	Good
4	Semester wise Departmental Students of last five academic sessions	Not maintained .Required data needs to take from office	Promised to do it very soon
5	Result review of last five academic session of departmental students	Not well maintained ..Required data needs to collect from office and arrange in proper format	Promised to do it very soon
6	Website profile	Not updated	Promised to do it very soon
7	Routine	To check thoroughly again, Faculty wise distribution should be reflected properly	Promised to do it very soon
8	Syllabus	Faculty wise Proper distribution record required	Semester wise teaching plan partially OK

9	Departmental Library	Exist, Functioning	Good
10	Infrastructural Facilities	Separate departmental area with class rooms and laboratory exist. Infrastructural register should be maintained properly.	Proper maintenance required

Report as on 17/01/2024

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17.01.24

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DEPARTMENT OF MATHEMATICS

SL NO	PARTICULAR	FINDINGS	REMARKS
1	Meeting Book	Not ready. Should be prepared. Meeting notice with date & Agenda, Resolution, Signature .Preferably with hard copy Register	Academic session; 18-19,19-20,20-21,21-22,22-23 Required
2	Faculty Profile	Hard copy of Faculty Profile available .Faculty profile should be uploaded in college Website soon	Promised to do it very soon
3	Report & Record of Departmental Activities	NIL	Promised to do it very soon
4	Semester wise Departmental Students last of last five academic sessions	Not updated	Promised to do it very soon
5	Result review of last five academic session of departmental students	Yet to complete	Promised to do it very soon
6	Website profile	Image- nil ,Gallery-nil, Teachers profile-incomplete	Promised to do it very soon
7	Routine	Routine & syllabus distribution are not in proper manner	Should be uploaded on website soon.
8	Syllabus	Faculty wise proper syllabus distribution should be reflected in hard documents & uploaded in	Semester wise teaching plan prepared

		Website	
9	Departmental Library	Nil	Promised to take initiative regarding this
10	Infrastructural Facilities	One steel Almira , one ply wood shelf with (lock & key facilities)	One Laptop required

Report as on 17/01/2024

Kalyan Mazumder
17.01.24

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Academic Subcommittee

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17/01/2024

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DEPARTMENT OF PHYSICS

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK in soft copy .Required hard copy of rough minutes register.	Good
2	Faculty Profile	OK, Properly uploaded on college website	Very good
3	Report & Record of Departmental Activities	Not maintained	Will take initiative
4	Semester wise Departmental Students of last five academic sessions	Exist, Maintained properly	Good
5	Result review of last five academic session of departmental students	Partially prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Perfectly Uploaded	Very good
7	Routine	Well maintained Some modifications required	Good
8	Syllabus	OK	Semester wise teaching plan OK

9	Departmental Library	Exist, well maintained	Functioning
10	Infrastructural Facilities	One well maintained Laboratory with 5 computers & three printers. Equipments augmentation year wise done.	Good

Report as on 17/08/2024

Kalyan Mazumder
17.08.24

Dr. Kalyan Mazumder

Asst. Professor & Convener

Academic Subcommittee

Dr. Sanjay Kumar
17/08/2024

Dr. Sanjay Kumar

Principal

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LALBABA COLLEGE
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Howrah - 711202

DEPARTMENT OF CHEMISTRY

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK in soft copy .Required hard copy of rough minutes register.	Good
2	Faculty Profile	OK but not properly uploaded on college website	Very good
3	Report & Record of Departmental Activities	Not maintained	Will take initiative
4	Semester wise Departmental Students of last five academic sessions	Not available	Promised to do it very soon
5	Result review of last five academic session of departmental students	Partially prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Not Uploaded	Promised to do it very soon
7	Routine	Not well maintained Some modifications required	Promised to do it very soon

8	Syllabus	Syllabus distribution should be reflected in departmental routine	Semester wise teaching plan not OK
9	Departmental Library	Exist, well maintained	Functioning
10	Infrastructural Facilities	One Laboratory.	No computer No Laptop

Report as on 17/08/2024

Kalyan Mazumder
17.01.24

Dr. Kalyan Mazumder

Asst. Professor & Convener

Academic Subcommittee

Sanjay Kumar
17/11/2024

Dr. Sanjay Kumar

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DEPARTMENT OF ECONOMICS

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK in soft copy .Required hard copy of rough minutes register.	Good
2	Faculty Profile	OK	Very good
3	Report & Record of Departmental Activities	Maintained	Good
4	Semester wise Departmental Students of last five academic sessions	Not available	Promised to do it very soon
5	Result review of last five academic session of departmental students	Not prepared .Required data needs to collect from office	Promised to do it very soon
6	Website profile	Almost uploaded	Good

7	Routine	Not well maintained Some modifications required	Promised to do it very soon
8	Syllabus	Syllabus distribution should be reflected in departmental routine	Semester wise teaching plan not OK
9	Departmental Library	Exist, well maintained	Functioning
10	Infrastructural Facilities	One steel Almira, one ply wooden shelf with lock & key	One Laptop

Report as on 17/08/2024

Kalyan Mazumder
17.01.24

Dr. Kalyan Mazumder

Asst. Professor & Convener

Academic Subcommittee

Sanjay Kumar
17/11/2024

Dr. Sanjay Kumar

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DEPARTMENT OF ENVS

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	Partially OK., Should be updated till 2022-23	Needs some modification
2	Faculty Profile	OK in hard copy but not properly uploaded on college website	Good
3	Report & Record of Departmental Activities	2023 Properly maintained. Needs to prepare previous years'	Will take initiative
4	Semester wise Departmental Students of last five academic sessions	Available Total students list	OK
5	Result review of last five academic session of departmental students	Required data needs to collect from office	Promised to do it very soon

6	Website profile	Almost done	Good
7	Routine	Routine with syllabus distribution should be compared	Will take initiative
8	Syllabus	Syllabus distribution should be reflected in departmental routine	Semester wise teaching plan not OK
9	Departmental Library	Not Exist	Proper coordination is required with college central Library
10	Infrastructural Facilities	No Almira No Locker	No computer No Laptop At least one locker is very urgent

Report as on 17/01/2024

Kalyan Mazumder
17.01.24

Dr. Kalyan Mazumder

Asst. Professor & Convener

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Sanjay Kumar
17/1/2024

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DEPARTMENT OF COMMERCE

SL NO	PARTICULARS	FINDINGS	REMARKS
1	Meeting Book	OK .Well maintained .Required hard copy of hand written rough minutes register.	Good
2	Faculty Profile	OK, properly uploaded on college website Hard copies should be maintained	Very good
3	Report & Record of Departmental Activities	Maintained	Will take initiative to reorganize
4	Semester wise Departmental Students of last five academic sessions	Doesn't exist, To be collected from office.	Promised to do it very soon
5	Result review of last five academic session of	Exist & well maintained	Very good

	departmental students		
6	Website profile	Almost uploaded	Good
7	Routine	Well maintained Some modifications required	Good
8	Syllabus	Syllabus distribution as per routine should be rechecked	Semester wise teaching plan required
9	Departmental Library	Exist, well maintained	Functioning
10	Infrastructural Facilities	Two Almira, Two computer, Two printer, One mini projector, One stand Fan	As independent Faculty infrastructural Improvement is required

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