

ACTIVITY REPORT, IQAC

Administrative Training Programme on HR Portal

Organized by

Internal Quality Assurance Cell (IQAC)

LALBABA COLLEGE

Date: 06/07/2023;

Time: 2 p.m.;

Venue: Room No. 206

On the 6th of July 2023, the Internal Quality Assurance Cell (IQAC) of Lalbaba College organized an Administrative Training Programme focused on the Human Resource (HR) Portal. The primary objective of the programme was to introduce and familiarize all teaching and non-teaching staff members of Lalbaba College with the newly implemented HR Portal, which was designed to streamline the recording and management of human resource information.

Purpose of the Training Programme: The HR Portal was conceived as a comprehensive platform to centralize human resource data, facilitating efficient recording, retrieval, and management of information related to college staff. By organizing this training programme, IQAC aimed to equip staff members with the necessary knowledge and skills to effectively utilize the HR Portal for administrative purposes.

Training Content: The training content was meticulously prepared by IQAC, focusing on the following key areas:

1. **Overview of the HR Portal:** A detailed explanation of the features, functionalities, and purpose of the HR Portal was provided to the participants.
2. **Navigation and User Interface:** Participants were guided through the user interface of the HR Portal, emphasizing on intuitive navigation and accessibility of various modules.

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3. **Data Entry and Management:** Practical sessions were conducted to demonstrate how to input and manage staff information, including personal details, academic qualifications, employment history, research activities etc.
4. **Document Storage and Retrieval:** The training covered the process of uploading, storing, and retrieving important documents such as basic information, personal profile, related documents and certificates within the HR Portal.
5. **Troubleshooting and Support:** Guidelines on troubleshooting common issues and accessing technical support for the HR Portal were provided to empower staff members to address any challenges they might encounter.

Training Delivery: The training programme was conducted in Room No. 206 of Lalbaba College, starting at 2 p.m. on the specified date. IQAC Coordinator himself led the sessions, utilizing a combination of presentations, live demonstrations, and hands-on exercises to ensure active participation and effective learning.

Participant Engagement: The training programme encouraged active participation from all teaching and non-teaching staff members of Lalbaba College. Participants were encouraged to ask questions, share their experiences, and engage in discussions to enhance their understanding of the HR Portal.

Feedback and Evaluation: At the conclusion of the training programme, oral feedback were received through questionnaire session among the participants to gather their opinions, suggestions, and areas of improvement regarding the training content, delivery, and overall experience. The feedback received will be invaluable in refining future training initiatives and optimizing the effectiveness of the HR Portal.

Outcome: The Administrative Training Programme on the HR Portal organized by IQAC at Lalbaba College was a resounding success, achieving its objectives of introducing staff members to the functionalities of the HR Portal and empowering them to utilize it effectively for administrative purposes. The programme fostered a culture of continuous learning and skill development among the college staff, contributing to the

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overall efficiency and effectiveness of human resource management practices at Lalbaba College.

Participation status:

Faculty Members	63
Staff	16
Total	79



Signature Sheet

Administrative Training Programme

on


Human Resource (HR) Portal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

6th July, 2023

Signature Sheet for Participants

Sl. No.	Name	Signature
1.	DR. JAYANTI CHAKRABORTY	Phakraborty
2.	DR. INDRANI DEY	Indrani Dey
3.	SRI PRADIPTA BAGCHI	—
4.	DR KALYAN MAZUMDER	Dr. Kalyan Mazumder, 05/07/2023
5.	SRI UJJAL ORAW	Ujjal Orav
6.	DR. SOMA DAS	Soma Das, 05/07/2023.
7.	SRI KARTICK CHANDRA NAYEK	Kartick Chandra Nayek
8.	DR. BARNALI NASKAR	Barnali Naskar 06.07.2023
9.	SMT. MITALI MUKHERJEE	Mitali Mukherjee 6/7/23.
10.	SRI RASH KUMAR DEY	Rash Kumar Dey 06/7/2023
11.	DR. DILIP BARIK	Dilip Barik 6/7/23
12.	SRI MANJUR ALAM	Manjur Alam 06/07/2023
13.	SRI PRADYUT KR MAJUMDER	Pradyut Kumar Majumder
14.	SMT. EKANKI PATHAK	—
15.	SMT. MILITRA PAL	—


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




Coordinator
Internal Quality Assurance Cell
Lalbaba College


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Sl. No.	Name	Signature
16.	SRI AMIT MITRA	Amit Mitra 6/7/23
17.	SRI ARUNANGSHU DAS SARMA	Arunangshu Das Sarma 6/7/23
18.	SMT. BARNALI HALDER	Barnali Halder 06/07/23
19.	SRI DIPAYAN SINGHA	Dipayan Singha 06/7/23
20.	SRI PROSENJIT KARMAKAR	—
21.	SMT. SUCHANDRA MONDAL	Suchandra Mondal 06/07/23
22.	SMT. SUMEDHA CHAKRABORTY (MAJUMDER)	Sumedha Chakraborty Majumder 6.7.2023
23.	SMT. SWETA CHOWDHURY	—
24.	SRI KRISHNENDU DAS	Krishnendu Das 6/7/23
25.	SRI RONALD LEPCHA	—
26.	SRI SOUMIK KANTI GHOSH	SKG 06/07/2023
27.	DR. SOURAV KUMAR DAS	—
28.	DR. SULAGNA BHATTACHARYYA	—
29.	SRI SUPRIO BISWAS	Suprio Biswas 6/7/23
30.	SMT. KUHELIKA BAG	Kuhelika Bag. 6/7/23


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Sl. No.	Name	Signature
31.	SMT. PRIYANKA SAHA	Priyanka Saha 06/07/23.
32.	SMT. DEBOLINA MUKHERJEE	—
* 33.	SRI BISWAJIT GOSWAMI	Biswajit Goswami 06-7-23
34.	SMT. SOMA PAL	—
35.	SMT. ASOKA BHATTACHARYA	—
36.	SRI DEBASISH LAHIRI	Debasish Lahiri 6/7/23
37.	SRI MRINAL SARKAR	Mrinal Sarkar 6/7/23
38.	DR. SOMNATH PAUL	Somnath Paul 6-7-23
39.	SMT. PAMELI PAL (GHOSH)	—
40.	SMT. AMREETA GHOSH	Amreeta Ghosh 6/7/23
41.	DR. SUNITA CHANDRA	Sunita Chandra 6/7/23
42.	SRI GOPAL ROY	Gopal Roy 6/7/23
43.	DR. ANSAR KHAN	Ansar Khan 6/7/23
44.	SMT. RITUPARNA BISWAS	Rituparna Biswas 6/7/23
45.	DR. SANJAY KUMAR	Sanjay Kumar 6/7/23


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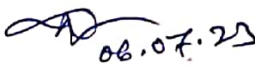
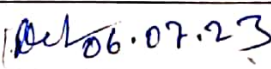
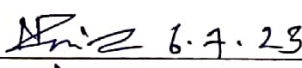
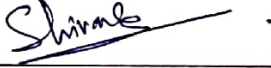
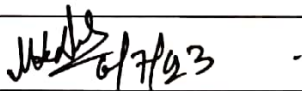
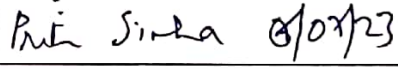
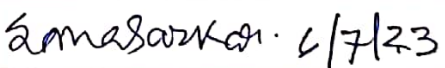
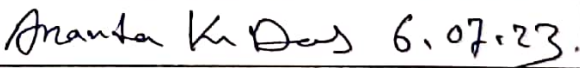
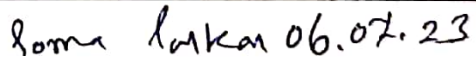
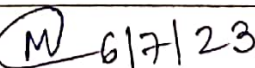
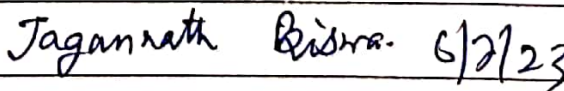
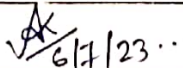
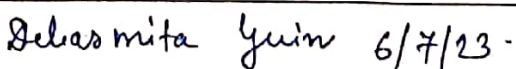

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Signature Sheet for Participants

Sl. No.	Name	Signature
46.	DR. AJIT KUMAR SINGH	 06.07.23
47.	DR. LALIT KUMAR JHA	 06.07.23
48.	DR. NILAM MISHRA	 6.7.23
49.	DR. SHIVANI GUPTA	
50.	SMT. JAYASREE BOLER	—
51.	DR. MILAN KANTI DAS	 6/7/23
52.	MS. PRITI SINHA	 Priti Sinha 6/7/23
53.	SMT. SOMA SARKAR	 Somasarkar 6/7/23
54.	SRI ANANDA KUMAR DAS	 Ananta K Das 6.07.23.
55.	SMT. SOMA SARKAR (JR)	 Soma Sarkar 06.07.23
56.	DR. MALA ADITYA	 M 6/7/23
57.	SRI JAGANNATH BISWAS	 Jagannath Biswas 6/7/23
58.	SRI PRASENJIT DEY	—
59.	SMT. AYESA KHATUN	 AK 6/7/23
60.	SMT. DEBASMITA GUIN	 Debasmitta Guin 6/7/23


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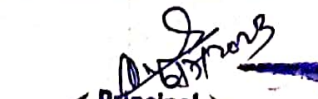
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Sl. No.	Name	Signature
61.	SMT. POULOMI BHATTACHARYYA	Bhattacharyya 06/07/2023
62.	SRI RAJU HALDAR	Raju Haldar 06/07/2023
63.	SRI SUPRIYA MAITY	Supriya Maity 06.07.2023
64.	SMT. SANHITA GHOSH	Sanhita Ghosh 6.7.23
65.	SRI RAKESH MONDAL	—
66.	SMT. BINGSHATI SARKAR	Bingshati Sarkar 06.07.2023
67.	SMT. SOMA PARUI	Soma Parui 6.07.2023
68.	SMT. SUMITA CHAKRABORTY (PAL)	Sumita Chakraborty (Pal) 6/7/23
69.	SMT. ARUNDHATI GANGULY	Arundhati Ganguly 6/7/23
70.	SMT. IPSITA DUTTA	Ipsita Dutta 6.7.23
71.	DR. CHHATRADHAR DAS	—
72.	DR. RUMA DAS	Rumadas 06.07.23
73.	DR. GAUTAM MAJUMDAR	—
74.	SMT. NIDHI CHOWDHARY	—
75.	SRI DEBASIS GHOSH	Debasis Ghosh. 06.07.23


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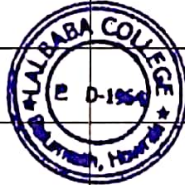
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Sl. No.	Name	Signature
76.	SMT. SUMITA BHARATI (CHATTERJEE)	Sumita Bhareati 06/07/23.
77.	SMT. ISANI CHAKRABARTI	Isani Chakrabarti 06/07/23
78.	DR. BHUTNATH JANA	Bhutanath Jana 6/7/23
79.	DR. BIDISHA BANERJEE	—
80.	MD. GULZAR ALAM	md. gulzar alam 06/07/2023
81.	DR. MD. RASHID	Md. Rashid 6/7/23
82.		
83.	Principal Lalbaba College	6/7/23 Coordinator
84.	117, G. T. Road, Belurmath Howrah - 711202	Internal Quality Assurance Cell Lalbaba College
85.		




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1.	Alpana Bagani	Alpana Bagani 6/7/2023
2.	Amar Dolui	Amar Dolui 6.7.23
3.	Animesh Das	Animesh Das 6.7.23
4.	Arabinda Mahajan	A. Mahajan 6/7/23
5.	Dibakar Ghosh	Dibakar Ghosh 6/7/23
6.	Doli Biswas	Doli Biswas 06/07/23
7.	Goutam Dutta	-
8.	Indira Chatterjee	Indira Chatterjee 06/07/2023
9.	Mali Bhowal	Mali Bhowal 6/7/23
10.	Nikhil Krishna Roy	Nikhil Krishna Roy 6/7/23
11.	Rajesh Balmiki	-
12.	Rajesh Halder	Rajesh Halder 6/7/23
13.	Rina Banerjee	Rina Banerjee 6/7/23
14.	Shyam Sundar Balmiki	Shyam Sundar Balmiki 6/7/23
15.	Soma Mitra	S. Mitra 6/7/23
16.	Subhasis Bhattacharyya	-
17.	Sumit Sarkar	S. Sarkar 6/7/23
18.	Surajit Bera	-
19.	Surendranath Pramanik	S.N. Pramanik 6/7/2023
20.	Swarnalata Koley	Swarnalata Koley 6/7/23
21.		


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