

ACTIVITY REPORT, IQAC

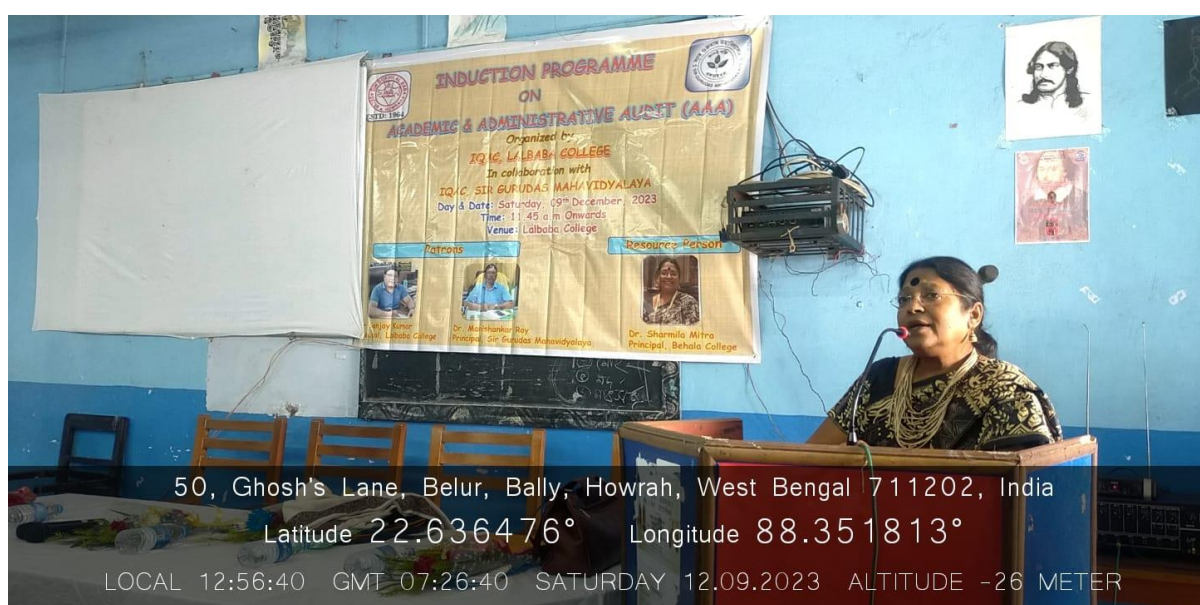
Induction Programme on Academic & Administrative Audit (AAA)

Organized by:

IQAC, Lalbaba College and IQAC, Sir Gurudas Mahavidyalaya

9th December, 2023

The Induction Programme on Academic & Administrative Audit (AAA) was conducted jointly by the Internal Quality Assurance Cells (IQAC) of Lalbaba College and the Internal Quality Assurance Cells (IQAC) of Sir Gurudas Mahavidyalaya on 9th December, 2023 at Lalbaba College. The programme provided a quality initiative in accordance with the agreement outlined in the Memorandum of Understanding (MoU) between two colleges. The aim of the programme was to enhance the understanding and implementation of academic and administrative audit processes in higher education institutions.



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Objective:

1. To familiarize participants with the concept and importance of academic and administrative audits (AAA).
2. To facilitate meaningful discussions on optimizing academic and administrative processes.
3. To provide insights into the methods and tools used in conducting effective audits.
4. To discuss best practices and strategies for improving academic and administrative processes through audit findings.

The workshop commenced with a warm welcome from Dr. Sanjay Kumar, Principal of Lalbaba College, and Dr. Manishankar Roy, Principal of Sir Gurudas Mahavidyalaya, setting the tone for a day of insightful deliberations. Following this, Dr. Chhatradhar Das, IQAC Coordinator of Lalbaba College, and Prof. Subhendu Dasmunshi, IQAC Coordinator of Sir Gurudas Mahavidyalaya, provided an overview of the workshop's objectives and highlighted the importance of quality audit in higher education institutions.

The technical session, led by Dr. Sharmila Mitra, Principal of Behala College, delved into the intricacies of academic and administrative audits, offering participants valuable insights and practical guidance on audit methodologies, data analysis processes, and interpretation. She also shared understandings and expertise on various aspects of academic and administrative audits focusing on audit planning. Participants actively engaged in the session, seeking clarification on audit practices and sharing their experiences.

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Through interactive discussions, participants gained a deeper understanding of the audit process and explored strategies for enhancing institutional effectiveness and accountability. The programme served as a platform for collaboration, learning, and paving the way for continuous improvement in higher education institutions.

Participants: The workshop acknowledges participation from faculty members, administrative staff, and members of the IQAC from both Lalbaba College and Sir Gurudas Mahavidyalaya.

Outcomes:

1. Enhanced understanding of academic and administrative audit processes among participants.
2. Increased awareness of the importance of quality audit and continuous improvement in higher education institutions.
3. Exchange of ideas and best practices for optimizing audit procedures and outcomes.

Conclusion: The Induction Programme on Academic & Administrative Audit (AAA) organized by IQAC, Lalbaba College, and IQAC, Sir Gurudas Mahavidyalaya was a resounding success, fostering a culture of quality assurance and accountability in higher education. The insights gained and relationships built during the programme are expected to contribute significantly to the ongoing improvement efforts in participating institutions and the broader educational community.

Participation Status:

Faculty Members	61
Administrative Staff	18

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Others	7
Total	86



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THEME AND OBJECTIVE

The National Assessment and Accreditation Council (NAAC) expects the Institutions to undertake continuous Academic and Administrative Audits (AAA) for improving quality of Higher Education Institutions. The Academic and Administrative Audit (AAA) may enhance the excellence in Higher Education by evaluating the effectiveness and efficiency of an academic institution. Regular AAA evaluations are required to assess the academic programmes and activities within departments as well as throughout the college. The purpose of AAA is to analyze and evaluate the institution's academic and administrative processes. It ensures the proper use and effectiveness of the systems, infrastructure, practices, HR and facilities in the practice of the institution. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the institution. Based on the AAA reports, corrective and enhance measures may be adopted in a futuristic manner. The Induction Programme on Academic and Administrative Audit (AAA) is the collaborative effort of the IQAC of Lalbaba College and the IQAC of Sir Gurudas Mahavidyalaya to develop a proper idea about the audit.

Participants: Teaching & Non-Teaching staff of both the colleges

INDUCTION PROGRAMME ON ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

Organized by:

IQAC, LALBABA COLLEGE

In collaboration with

IQAC, SIR GURUDAS MAHAVIDYALAYA

9th December, 2023 at 11.45 am



Patrons : Dr. Sanjay kumar, Principal, Lalbaba college
Dr. Manishankar Roy, Principal, Sir Gurudas Mahavidyalaya.

IQAC Coordinators: Dr.Chhatradhar Das, Lalbaba College
Prof.Shubhendu Dasmunshi, Sir Gurudas Mahavidyalaya

Resource Person: Dr. Sharmila Mitra, Principal, Behala College

PROGRAMME SCHEDULE

Registration:	11-45 a.m.
Felicitation:	12-00 noon
Welcome Address:	12-05 p.m.
Dr. Sanjay Kumar, Principal, Lalbaba College Dr. Manishankar Roy, Principal, Sir Gurudas Mahavidyalaya	
Introductory Speech:	12-15 p.m.
Dr. Chhatradhar Das, IQAC Coordinator, Lalbaba College Prof. Subhendu Dasmunshi, IQAC Coordinator, Sir Gurudas Mahavidyalaya	
Technical Session:	12-25 p.m. to 1-25 p.m.
Speaker: Dr. Sharmila Mitra, Principal, Behala College	
Question-Answer Session:	1-25 p.m. to 1-45 p.m.
Vote of Thanks:	1-45 p.m.
Refreshment:	1-50 p.m.

Registration Desk: Prof. Gopal Roy, Dr. Bhutnath Jana
Report Writing: Prof. Suprio Biswas
Refreshment: Prof. Sanhita Ghosh, Dr. Ruma Das
Programme Management: Dr. Kalyan Mazumder
Vote of Thanks: Prof. Debasish Lahiri
Brochure and Certificate design: Prof. Arundhati Ganguly, Prof. Sumita Bharati

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CERTIFICATE OF PARTICIPATION

This is to certify that

has actively participated in the Induction Programme on Academic & Administrative Audit (AAA) organized by IQAC, Lalbaba College, in collaboration with IQAC, Sir Gurudas Mahavidyalaya on 9th December 2023.

Dr. Manishankar Roy
Principal,

Sir Gurudas Mahavidyalaya

Dr. Sanjay Kumar
Principal,

Lalbaba College

Prof. Subhendu Dasmunshi
IQAC Coordinator,

Sir Gurudas Mahavidyalaya.

Dr. Chhatradhar Das
IQAC Coordinator,

Lalbaba College.

Signature Sheet

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9th December, 2023

Signature Sheet for Participants

Sl. No.	Name	Department	Signature
1.	DR. JAYANTI CHAKRABORTY	Bengali	Phakraborty 9.12.23
2.	DR. INDRANI DEY	Bengali	Indrani Deo 9.12.23
3.	SRI PRADIPTA BAGCHI	Bengali	Pradipta Bagchi 09.12.23
4.	DR. KALYAN MAZUMDER	Bengali	Kalyan Mazumder 9.12.23
5.	SRI UJJAL ORAW	Bengali	Ujjal Oran 9.12.23
6.	DR. SOMA DAS	Bengali	Soma Das 09/12/2023
7.	SRI KARTICK CHANDRA NAYEK	Chemistry	Kartick Chandra Nayek 9/12/23
8.	DR. BARNALI NASKAR	Chemistry	Barnali Naskar 09.12.2023
9.	SMT. MITALI MUKHERJEE	Commerce	Mitali Mukherji 9/12/23
10.	SRI RASH KUMAR DEY	Commerce	Rash Kumar Deo 9/12/23
11.	DR. DILIP BARIK	Commerce	Dilip Barik 9/12/23
12.	SRI MANJUR ALAM	Commerce	Manjur Alam 9/12/23
13.	SRI PRADYUT KR MAJUMDER	Commerce	Pradyut Kumar Majumder 9/12/23
14.	SMT. EKANKI PATHAK	Commerce	—
15.	SMT. MILITRA PAL	Commerce	—
16.	SRI AMIT MITRA	Commerce	—
17.	SRI ARUNANGSHU DAS SARMA	Commerce	Arjunangshu Das Sarma 9/12/23
18.	SMT. BARNALI HALDER	Commerce	Barnali Halder 9/12/2023
19.	SRI DIPAYAN SINGHA	Commerce	—
20.	SRI PROSENJIT KARMAKAR	Commerce	Prosenjit Karma 9/12/23
21.	SMT. SUCHANDRA MONDAL	Commerce	Suchandra Mondal
22.	SMT. SUMEDHA CHAKRABORTY (MAJUMDER)	Commerce	Sumedha Chakraborty Majumder 09.12.2023

9.12.23
Coordinator
Internal Quality Assurance Cell
Lalbaba College



9.12.23
Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711202

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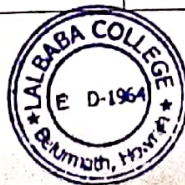
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23.	SMT. SWETA CHOWDHURY	Commerce	Slc 9.12.23
24.	SRI KRISHNENDU DAS	Economics	9/12/23
25.	SRI RONALD LEPCHA	Economics	—
26.	SRI SOUMIK KANTI GHOSH	Economics	Soumik Kanti Ghosh 9/12
27.	DR. SOURAV KUMAR DAS	Economics	—
28.	DR. SULAGNA BHATTACHARYYA	Economics	—
29.	SRI SUPRIO BISWAS	Education	Suprio Biswas 9/12/23
30.	SMT. KUHELKA BAG	Education	—
31.	SMT. PRIYANKA SAHA	Education	—
32.	SMT. DEBOLINA MUKHERJEE	Education	Debolina Mukherjee 9/12/23
33.	SRI BISWAJIT GOSWAMI	Education	Biswajit Goswami 9-12-23
34.	SMT. SOMA PAL	Education	Soma Pal 9/12/23
35.	SMT. ASOKA BHATTACHARYA	English	Asoka Bhattacharya 9/12
36.	SRI DEBASISH LAHIRI	English	Debasish Lahiri 9/12/23
37.	SRI MRINAL SARKAR	English	Mrinal Sarkar 9/12/23
38.	DR. SOMNATH PAUL	English	Somnath Paul 9/12/23
39.	SMT. PAMELI PAL (GHOSH)	English	—
40.	SMT. AMREETA GHOSH	Environment	Amreeta Ghosh 9/12/23
41.	DR. SUNITA CHANDRA	Geography	Sunita Chandra 9/12/23
42.	SRI GOPAL ROY	Geography	Gopal Roy 9/12/23
43.	DR. ANSAR KHAN	Geography	—
44.	SMT. RITUPARNA BISWAS	Geography	Rituparna Biswas
45.	DR. SANJAY KUMAR	Hindi	—
46.	DR. LALIT KUMAR JHA	Hindi	Lalit Kumar Jha 9/12/23

9/12/23
Coordinator
Intellectual Quality Assurance Cell
Lal Baba College



Principal
Lal Baba College
117, G. T. Road, Belurmath'
Howrah - 711202

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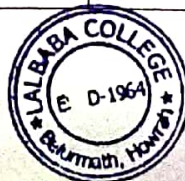
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Sl.No.	Name	Department	Signature
47.	DR. NILAM MISHRA	Hindi	<i>[Signature]</i> 9/12/23
48.	DR. SHIVANI GUPTA	Hindi	<i>[Signature]</i> 9/12/23
49.	SMT. JAYASREE BOLER	History	<i>[Signature]</i> 9/12/23
50.	DR. MILAN KANTI DAS	History	<i>[Signature]</i> 9/12/23
51.	MS. PRITI SINHA	History	<i>[Signature]</i> Priti Sinha 9/12/23
52.	SMT. SOMA SARKAR	History	—
53.	SRI ANANDA KUMAR DAS	History	<i>[Signature]</i> Ananda Kumar Das 9.12.23
54.	SMT. SOMA SARKAR (JR)	History	<i>[Signature]</i> Soma Sarkar 9.12.23
55.	DR. MALA ADITYA	Librarian	—
56.	SRI JAGANNATH BISWAS	Mathematics	<i>[Signature]</i> 9/12/23
57.	SRI PRASENJIT DEY	Mathematics	—
58.	SMT. AYESA KHATUN	Mathematics	<i>[Signature]</i> Ayesa khatun.
59.	SMT. DEBASMITA GUIN	Mathematics	<i>[Signature]</i> Debasmitta Guin.
60.	SMT. POULOMI BHATTACHARYYA	Mathematics	—
61.	SRI RAJU HALDAR	Mathematics	—
62.	SRI SUPRIYA MAITY	Mathematics	<i>[Signature]</i> Supriya Maity 9.12.2023
63.	SMT. SANHITA GHOSH	Philosophy	<i>[Signature]</i> Sghosh. 9/12/23.
64.	SRI RAKESH MONDAL	Philosophy	<i>[Signature]</i> Rakesh Mondal 9/12/23
65.	SMT. BINGSHATI SARKAR	Philosophy	<i>[Signature]</i> Bsarkar 09/12/23
66.	SMT. SOMA PARUI	Philosophy	<i>[Signature]</i> SParui 9/12/2023
67.	SMT. SUMITA CHAKRABORTY (PAL)	Philosophy	<i>[Signature]</i> Sumita Chakraborty 9/12/2023
68.	SMT. ARUNDHATI GANGULY	Philosophy	<i>[Signature]</i> Arundhati Ganguly 9/12/23
69.	SMT. IPSITA DUTTA	Philosophy	<i>[Signature]</i> Ipsita Dutta 9.12.23

[Signature] 9/09/12/23
Coordinator
Internal Quality Assurance Cell
Lalbaba College




[Signature] 9/12/2023
Principal
Lalbaba College
117, G. T. Road, Belurmath,
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Signature Sheet for Participants

70.	DR. CHHATRADHAR DAS	Physics	<i>G: 9/12/23</i>
71.	DR. RUMA DAS	Physics	<i>Ruma Das 9.12.23</i>
72.	DR. GAUTAM MAJUMDAR	Political Science	<i>gautam 9/12</i>
73.	SMT. NIDHI CHOWDHARY	Political Science	—
74.	SRI DEBASIS GHOSH	Political Science	—
75.	SMT. SUMITA BHARATI (CHATTERJEE)	Political Science	<i>Sumita Bharati 09/12/23</i>
76.	SMT. ISANI CHAKRABARTI	Sanskrit	<i>Isani Chakrabarti 09/12/23</i>
77.	DR. BHUTNATH JANA	Sanskrit	<i>Bhutanath 9/12/2023</i>
78.	DR. BIDISHA BANERJEE	Sanskrit	—
79.	MD. GULZAR ALAM	Urdu	<i>MD. Gulzar Alam 09/12/23</i>
80.	DR. MD. RASHID	Urdu	—
81.	<i>Dr. Krishna Pada Ghosh</i>	<i>Sanskrit</i>	<i>Krishna 9/12/23</i>
82.			
83.			<i>Principal 09/12/23</i>
84.	Coordinator Internal Quality Assurance Cell Lalbaba College		Principal Lalbaba College 117, G. T. Road, Belurmath Howrah - 711202
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Sl.No.	Name	Signature
1.	Alpana Bagani	Alpana Bagani 9.12.23
2.	Amar Dolui	Amar Dolui 9.12.23
3.	Animesh Das	Animesh Das 9/12/23
4.	Arabinda Mahajan	A. Mahajan 9/12/23.
5.	Dibakar Ghosh	Dibakar Ghosh 09/12/23.
6.	Doli Biswas	Doli Biswas 09/12/23
7.	Goutam Dutta Mousumi Dutta	Mousumi Dutta
8.	Indira Chatterjee	Indira Chatterjee 09/12/23
9.	Mali Bhowal	Mali Bhowal 9/12/23.
10.	Rajesh Balmiki	—
11.	Rajesh Halder	Rajesh Halder 9/12/23
12.	Rina Banerjee	Rina Banerjee 9.12.23
13.	Shyam Sundar Balmiki	Shyam Sundar Balmiki 9/12/23
14.	Soma Mitra	S. Mitra 9/12/23
15.	Subhasis Bhattacharyya	Subhasis Bhattacharyya 09/12/23
16.	Sumit Sarkar	Sumit Sarkar 9/12/23
17.	Surajit Bera	Surajit Bera 9/12/23
18.	Surendranath Pramanik	Surendra Nath Pramanik 9/12/23
19.	Swarnalata Koley	Swarnalata Koley 9/12/23
20.		
21.	Coordinator	Principal
22.	Internal Quality Assurance Cell	Lalbaba College
23.	Lalbaba College	117, G. T. Road, Belurmath, Howrah - 711202



