YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

LALBABA COLLEGE

- Name of the Head of the institution

  Dr. Sanjay Kumar

- Designation

  Principal

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  03326542225

- Mobile No:

  7908405209

- Registered e-mail

  lalbabacollege@yahoo.com

- Alternate e-mail

  lalbabacollege@gmail.com

- Address

  323(Formerly 117), Grand Trunk Rd, Belurmath, Howrah, West Bengal

- City/Town

  Howrah

- State/UT

  West Bengal

- Pin Code

  711202

2.Institutional status

- Affiliated / Constitution Colleges

  Affiliated

- Type of Institution

  Co-education

- Location

  Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Chhatradhar Das**

- Phone No.

- Alternate phone No.

- Mobile   **9432874080**

- IQAC e-mail address   **iqac.lalbabacollege@gmail.com**

- Alternate e-mail address   **lalbabacollege@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.lalbabacollege.in/

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.lalbabacollege.in/uploads/13academic-calendar-2023-24f.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78**	**2004**	**04/11/2004**	**03/11/2009**

6.Date of Establishment of IQAC   **05/02/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depatrment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   `07`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`1. Submission of AQAR 2022-23; 2. Submission of AISHE 2022-23; 3. Submission of IIQA; 4. Orientation Programme on Quality Issues; 5. Formation of (i) Anti-Ragging Committee and (ii) Cell for Competitive Examinations and Career Guidance`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Administrative Training Programme on HR Portal	All teaching and non-teaching staff members of Lalbaba College were introduced and familiarized with the newly implemented HR Portal.
Seminar on Development of a Roadmap for the Future	IQAC assigned activity to the members of the Teaching and Non-Teaching staff for the academic session 2023 – 24 onwards.
State Level Seminar for Library activity	A consortium among the college libraries named WBCoLOR (West Bengal College Libraries' Online Resources) has been formed.
Orientation Programme on Quality Issues.	The orientation programme aimed to empower our Teaching and Non-Teaching staff members with insights into the intricacies of quality assurance, focusing on NAAC's criteria and guidelines. By enhancing their understanding of these standards, participants were better equipped to contribute to the continuous improvement of academic and administrative processes within the college.
Celebration of memorable Day	Celebration of Independence Day, Librarian's Day, National Youth Day, World Ocean Day & International Yoga Day.
MoU signing activity	MoU was signed with 17 different colleges.
Formation of Two Cells	Formation of (i) Anti-Ragging Committee and (ii) Cell for Competitive Examinations and Career Guidance.
Implementation of Performance Based Appraisal System (PBAS) -Career Advancement Scheme (CAS)	PBAS-CAS has been initiated and processed for the teachers.

for the teachers	
Professional development program	IQAC organized two programs on 'Basics of Computing' and on 'Computer Application in Teaching-Learning' for the teachers.
Collaborative program	Induction Program on AAA organized by IQAC, Lalbaba College in collaboration with IQAC of Sir Gurudas Mahavidyalaya.
Submission of IIQA	IIQA submitted successfully
Submission of AQAR 2021-22	AQAR 2021-22 submitted successfully
Faculty Exchange Programme	Collaborative event - faculty exchange programme between English department and Kidderpur College

13.Whether the AQAR was placed before statutory body?　　　　**No**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	LALBABA COLLEGE
• Name of the Head of the institution	Dr. Sanjay Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.lalbabacollege.in/uploads/13academic-calendar-2023-24f.pdf

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• Upload latest notification of formation of IQAC	View File	
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**	

website?		
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• If yes, mention the amount	

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13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	13/03/2024

15.Multidisciplinary / interdisciplinary

As per New Education Policy (NEP) 2020, our college has Arts, Commerce and Science programs with affiliation to the University of Calcutta, Kolkata. Our institution adapted Curriculum & Credit Framework at the Undergraduate level in 2023 alongwith existing CBCS framework in all disciplines. All these Undergraduate programmes have been using credit-based grading system and not a conventional percentage-wise system. In both CCF and CBCS system the student has the flexibility to opt for credits and courses in different departments. The system allows students to select subjects as per their interests and availability of the subjects in the college. The curriculum offered by the institution is designed with diverse perspectives of cross cutting issues such as professional ethics, human values and life skills. Hence, the multidisciplinary learning process in the college promotes flexibility in terms of choice and enables lifelong learning among the students. The academic curriculum with interdisciplinary enrichment also enables the students to access various areas of interest and apply the knowledge and skills in their own discipline of study. Students are also encouraged to undertake projects in the Multidisciplinary/Interdisciplinary mode by formulating teams in some departments. Students are also encouraged to form teams from different disciplines to participate in various co-curricular events through various clubs as per the regulation formulated by the college. Students join these clubs as per their tastes and interests. The issue of multiple entry and exit at the end of 1st, 2nd and 3rd year of undergraduate education can be resolved only when a conductive environment is created. On the issue of integrating humanities with science the college eagerly looks forward to such

innovations and feels that it can be materialised if the affiliating university allows it.

16.Academic bank of credits (ABC):

Under the aegis of Calcutta University, Kolkata, our college is now in a process for Academic Bank of Credits (ABC), to enable appropriate "credit transfer" mechanism from one programme to another, leading to the attainment of a degree within the college or colleges under our affiliating institution and other universities all over the world. Academic credits earned by the student from course(s) of study are deposited, recognized, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree by an awarding institution. Academic Bank Account is envisaged to facilitate the academic mobility of students with the freedom to study across the Higher Education Institutions in the country. After its implementation, as per the guidelines of NEP, we shall follow the academic credit system as it will be made available from our affiliating university.

17.Skill development:

The skill development initiatives find a new importance and focus in the National Education Policy and paves the way for building a strong and progressive nation. The holistic skill development of youth from all spheres of education is the determining factor to realize the objective of 'Atmanibhar Bharat' (Self-reliant Nation). In tune with this spirit the college in its curriculum introduced Skill Enhancement Curricula (SEC) where the students are to study and make themselves aware of the employment opportunities possible in each subject they have selected to pursue their academic challenge in. The Discipline Specific Electives (DSE) within each academic subject chosen by the students allows the students to develop their intellectual abilities in terms of latest technical advancements available within the discipline.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian Knowledge System with the aid of multilingual learning improves learning quality among the students. The social skills and intercultural communication can be enhanced with the use of the multilingualism. The appreciation of local languages promotes cultural awareness with the improvement of creativity and in turn provides better educational value. Hence, the college accommodates in its curriculum four traditional Indian Languages

from where students can select their area of study. These are Bengali, Hindi, Urdu and Sanskrit. Traditional knowledge is exploration of spiritual identity in terms of knowledge, skills and practices which were developed, followed from generation to generation in Indian society. The significance of imparting traditional knowledge among the students is to provide them time-tested values to lead a meaningful life. Imparting traditional knowledge also reduces the habit of provincializing the process of cultural absorption where the individuals are focused only towards their own cultures, and imbues them with a sense of planetary humanism. The present course content also offers a Common Value Added Course on Indian Knowledge System in CCF which can be opted for by the students based on their interests. Competitions and programmes in college are organized by the Cultural sub-committee, various departments and clubs to inculcate the cultural values and linguistic plurality. The Indian language-based departments of our college in the Humanities stream possess skilled language teachers, who have become instrumental in the use of Indian languages in College Programmes. Our college Library has diverse collection of books and journals in Indian languages to provide exposure to various cultural & linguistic aspects of our nation.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our institution has implemented CBCS System since 2018 across all programmes. The introduction of CBCS system has given added benefits in the process of assessment of learning. Each subject has welldefined Programme Outcomes and Course Outcomes which are available on our college website. These outcomes help teachers to have a clearly defined objective that is to be delivered to the students. The institution conducts orientation programme for freshers whereby students are oriented towards the objective of each course and the outcome that they will derive after the completion of the course. The institution has a mechanism of result review to assess the achievement of desired outcomes for each course opted for by the students.

20.Distance education/online education:

Though the college does not run a Distance Education Programme on its own, it houses a learning centre for Distance learning conducted by Netaji Subhas Open University. This centre promotes offline and online education mostly among the local youth at graduate and postgraduate levels. Most of the faculty members are accustomed with using ICT and modern methods of teaching. Some of the lectures are uploaded in YouTube channel as well as

with the college LMS portal. Library also offers various online services and web resources to support teaching learning. In post covid-19 situation the college has explored blended mode of learning as and where required. Thus, the college is preparing on every front to implement New Education Policy effectively with its limited span.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**32**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2960**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1320**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**933**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**79**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	**81**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**29**
Total number of Classrooms and Seminar halls	

4.2	**68.7795667**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**49**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Lalbaba College is affiliated to the University of Calcutta, Kolkata, West Bengal, and it follows the University prescribed curriculum thoroughly. For the effective implementation of the curriculum the broad vision and goals of the college are kept in mind. We endeavor to harmonize and enable effective communication among the various stakeholders groups and the University within larger societal contexts.

College level committees prepare broad frameworks to suit requirements of different courses,both CBCS and CCF, at the departmental level. The Academic Subcommittee provides direction and regularly monitors the efficacy of the same throughout the academic session. The Routine Subcommittee allocates classes in

accordance with required credit structure prescribed in curriculum projected by the respective boards of studies at the affiliating university.

Meetings are held in each department at the beginning of every academic session to discuss the course distribution for the upcoming academic session. The syllabi are distributed among the departmental faculty members. In this connection every department prepares a departmental routine in consultation with the master routine. Syllabi of each subject for the academic session is provided, showing term-wise topics to be taught, to the students during Orientation Programmes at the beginning of the academic sessions for effective academic planning and implementationof the curriculum.

For effective curriculum delivery such practices as use of ICT, project based learning, educational excursions, industry visits, extension lectures etc. are encouraged by the departments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college uses various processes of internal evaluation in a continuous manner parallel to the prescribed formula from the affiliating university. The process of internal evaluation includes question-answer sessions, periodic review of the students' performance by way of examining the preparedness of the students for formal examination to be conducted by the university, evaluation of students using MCQ, objective type questions, reviewing the projects submitted by the students, evaluation of presentation skills of students, review of posters prepared by the students etc. These practices are followed by the departments both in letter and spirit. Continuous academic evaluation instituted by the college in correspondence with the guidelines laid down by the university enables all students, which is reflected in their university results.

The Annual Academic Calendar of the college is prepared according to the University Academic Calendar prior to the commencement of academic year by IQAC and it is displayed on the College Website.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

06

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The various courses that we offer have a strong focus on Gender differences, the relevance of children in social policy, the

differentials of participation in the work force, marginalization faced by women in governance and public policy making, the feminization of poverty as well as inequalities of hunger, food security, environmental degradation and climate change. Specific issues pertaining to Professional Ethics like corporate social responsibility, workplace ethics, globalization and cross-cultural issues in ethics, honesty, transparency, accountability and confidentiality.

Planning and development of flagship programs are an integral part of our core courses at the UG level. Different programs offer courses in areas asgender and society, laws, policies and programs for children and women, professional ethics, human values, environment and sustainable development in following manner:

Professional Ethics:

- B.com (Hons) CC4.1 CHG
- Philosophy (Hons) CC12

Gender:

- Urdu (Hons) CC11
- Bengali(Hons) CC7
- Philosophy (Hons) CC12
- Education(Hons)DSEA
- English (Hons) DSEB2
- Political Science(Hons) CC4
- Economics (Hons) CC14

Human Values:

- Education(Hons) DSEA
- Philosophy (Hons) CC12

Environmental Sustainability:

- Philosophy (Hons) CC12
- Economics (Hons) DSEB2
- Political Science(Hons) CC4
- ENVS AECC2

- **Physics SECA2**
- **Chemistry DSEA3**
- **Geography (Hons) CC3**
- **Sanskrit(Hons) CC4**

The cross cutting issues are also an intrinsic part of students co-curricular activities. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities such as dance, drama, oration, awareness programs, debate competitions, tree plantation programs, Women's Day Celebration,Swacchh Bharat Abhiyan etc.

File Description	Documents
Any additional information	[View File]
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File]

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	[View File]
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File]

1.3.3 - Number of students undertaking project work/field work/ internships

256

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.lalbabacollege.in/naac_dvv/assets/naac_document/FB_Merged.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2392

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

175

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Lalbaba college gives equal attention to each of the students in the class but the faculty members are keen to identify the slow learners based on their impression in the class. However, the process of continuous evaluation ensures the proper identification of such slow learners. The teachers of the departments encourage peer learning among the students to bridge the gap between advanced and slow learners. Teachers of the departments provide the academic materials to them and also provide the same through LMS. Slow learners are exhorted to meet faculty members outside class hours to solve syllabi related issues.

File Description	Documents
Link for additional Information	https://www.lalbabacollege.in/eshikshak/
Upload any additional information	**No File Uploaded**

02-02-2025 06:16:40

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2960	79

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

l) Experiential Learning:

A. Laboratory based learning for subjects like Physics, Chemistry and Geography encourage the students performing in practical experiments under the supervision of the teachers.

B.Field Trips: For certain subjects, like Geography and Education field trips are a part of the curricula at the undergraduate level. Thematic socio-economic surveys provide more exposure to the real world and help to expand the ambit of lateral thinking of the students.

C. Projects: For disciplines like Commerce, Education, Geography, Physics and Environmental Studies projects are to be prepared by the students which not only enhances the academic skills but also to face the real situations properly. It also helps students to become more creative and innovative in their way of learning.

ll) Participative Learning: For active participation of the students in learning process, PPT and Poster Presentations by the students, group discussions in the class, debates and discussions on contemporary issues, peer learning, role playing, recitations (by certain departments) and quiz competition are encouraged.

lll) Problem Solving Methodologies: Some departments assign certain academic problems to the students and they are required to solve those either theoretically or practically within a certain time. The departmental faculty supervises the problem solving techniques adopted by them and if necessary they help them to find the solution. This creates an interest on the problem areas among

the students and encourages them to undertake research work.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled tools like computers, projectors, different softwares, creative contents, mobile applications etc. make classes more interesting and increase students' motivation in learning by unfolding many information sources. After the Pandemic Period academic materials are provided to the students through LMS and also through library e-resources. The institution uses blended mode of learning in which both online and offline methodologies are adopted. Use of ICT tools has provided a new dimension in learning both for the students and the teachers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

26

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1075

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment system of the institution is crystalline. As per the CBCS regulations of the University, the college is authorised to conduct internal examinations with its own question papers. The examination sub-committee is entrusted by the college to conduct this examination. The sub-committee after receiving the specified dates recommended by the university for conducting internal examination decides the time table for the examination in a meeting considering other academic activities of the college. The departments are requested by the sub-committee to prepare question papers, evaluate answer scripts as per directions given by their respective UGBOS and submit marks in the manner prescribed by the university. The question papers are received by the examination subcommittee from the departments for conducting examination. The subcommittee prepares seating arrangements and invigilation duty charts for the smooth conduct of the examinations. The confidentiality of the examination system is thoroughly maintained. Thus, a robust and transparent mechanism of internal assessment is maintained by the college.The mode of examination in the college is offline written, MCQ based, Short answer type, Problem solving type, etc. It depends upon the recommendations of UGBOS of respective departments.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per CBCS curriculum, internal assessment is an integral part of university examination. Examination related grievances can be of different types like non-receipt of admit cards, wrong credentials printed in admit card, non-receipts of marksheets and certificates etc. The students are free to submit their grievances on the above as well as their grievances on their achieved results in examinations. The grievances are forwarded to the departments for understanding its merit and necessary steps are taken to resolve the grievances in favour of the students. If any communication is required with the affiliating university the departments always take initiative to do so for time-bound solution of the

grievances.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcome (CO) of the programmes offered by the institution are clearly described on the institutional website of the college. The institution organises orientation programme every year at the beginning of the academic session to make the students aware of these outcomes.

The departments also make the students aware of these outcomes at the time of classroom teaching as and when required. The Central Library of the college also takes positive steps in the above direction by motivating the students in understanding PO, PSO, CO of their selected programmes by providing them the relevant documents preserved in the library.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.lalbabacollege.in/uploads/18po-co-final22-23.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution regularly evaluates its Programme Outcomes and Course Outcomes through the continuous evaluation of the students. It is understood that the students scoring high grades have achieved the higher level of PO and COs. The level of PO and COs achieved by the students are also assessed by the departments while examining their tutorials, projects and practicals etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.lalbabacollege.in/uploads/18po-co-final22-23.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

346

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.lalbabacollege.in/naac_sss/administrator/final_report.php?session=2023-24

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has organized various activities to make the society aware of various important aspects. In order to do that college has organized programmes like Environmental Awareness Rally, Tree Plantation Drive,Road safety and Traffic Signal, Health Check up Camp and Health Awareness Programme,Mock drill on fire Safety, Cancer and AIDS awareness Programme,World Ocean Day,International day against drug abuse and illicit trafficking , International Yoga Day etc.

File Description	Documents
Paste link for additional information	https://www.lalbabacollege.in/website/pages/activity-report
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

702

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College ensures an adequate level of infrastructural and

physical facilities that contributes to the academic growth of students and faculty members i.e. well-ventilated twenty-nine (29) classrooms, three equipped science laboratories (Geography, Physics and Chemistry), one computerized IT laboratory, one auditorium with decorated stage enabled with audio-visual facility, cordless microphones, collar microphone and power point slider. Eight (8) classrooms are ICT enabled with audio-visual facilities. The entire college campus is Wi-Fi enabled with 65 mbps speed. The College library is resourced with books, journals, e-journals, e-books and subscribes to INFLIBNET-NLIST. The library provides remote access to e-books and ejournals

through website (https://www.lalbabacollege.in/library) and

the automated circulation system runs through SOUL (3.0) software. The college now has in its possession sixty eight (68) Computers, Sixteen (16) laptops for all departments and administrators. There are eight (8) LCD projectors which are used for academic and administrative purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a well-equipped and decorated auditorium named 'SARAT CHANDRA SABHAGRIHA' with audio-visual aid to organize and facilitate cultural activities, seminars, special lectures and different club activities. This auditorium(177.23 sqm.) can accommodate around 200 spectators. In addition, there is an open-air stage for cultural programmes called 'Mukta Mancha' in the college ground constructed during the year 1996-97 for celebrating different academic and cultural programmes and observatory days by the college. The college provides musical instruments like harmonium, tabla etc. to support the cultural endeavour of students.

The college is well-equipped with indoor gaming facilities like table tennis, badminton, chess, carrom etc. Badminton is practiced in the college's courtyard (444.12 sqm.). The indoor games are practiced in the room G-2 covered area with 112.32 sqm.(For Male Students) and G-6 covered area with 73.94 sqm.(For Female students).For outdoor games college has every required gear for sports like football, volleyball, cricket, badminton etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for additional information	https://www.lalbabacollege.in/naac_dvv/assets/naac_document/ICT__Classrooms_Geotag-2023-24.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](View_File)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1.53

File Description	Documents
Upload any additional information	[View File](View_File)
Upload audited utilization statements	[View File](View_File)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](View_File)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is automated with SOUL3.0 software for library in-house operations. The initial computerization process was initiated in December, 2015 with library software SOUL2.0 (Software for University Libraries: A state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre) for automating cataloguing process. Later, in 2021 the library has upgraded to SOUL3.0 version comes with comprehensive functionality and advanced options. The computerized circulation has been introduced in Lalbaba College Library for students in 2021. Lalbaba College Library is using the following modules of SOUL 3.0 at present.

1. Catalogue
2. Circulation
3. OPAC
4. WEBOPAC
5. Administration

Also, through the static IP and mobile application for SOUL (SOUL m-OPAC), students and teachers can access SOUL Web-OPAC from remote place.

Library provides online facilities in the following library activities:

Searching library catalogue through WebOPAC, mobile app m-OPAC

consult e-books and e-journals through N-LIST

provides IP based access to e-books subscribed by the college

Online membership registration for new library card

provide no dues certificate at the end of each semester

Serving library notice

Providing link of library programmes and events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.lalbabacollege.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.71

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

32.04

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College Campus is connected with Wi-Fi through W-LAN and LAN. Students, staff and teachers have access round the clock to these facilities on all the floors at aspeed of 65 MBPS.. Academic and admininstrative work is supported with different IT facilities like Library Management Software SOUL3.0, Tally, College

Management Software (CMS-2), ERP solutions, etc and these are continuously updated as per needs of the hour. The College constantly updates the IT environment of the college by upgrading hardware specifications like SSD, storage capacity ofRAM in the existing Desktop and Laptops and installing higher versions of softwares time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

98

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

67.25

File Description	Documents
Upload any additional information	[View File]
Audited statements of accounts.	[View File]
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File]

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - classrooms, laboratory, library, sports, computersetc. Annual maintenance contract (AMC) for the repair and maintenance of infrastructure geared for all physical and academic support facilities like water putifiers and coolers, computers and peripherals, generators, electric equipments, photocopiers etc. The laboratory equipment is regularly maintained for proper functioning and upgraded according to the need of the curriculum. Enrichment of library resources is done as per the requirements of the departments. Library software is also upgraded from time to time for proper functioning. Minor and major repairing works, painting, plumbing works, sewerage cleaning etc. are carried out when required. Day to day cleanliness is carried out by the staff appointed for cleaning and maintenance of the building and its surroundings. For routine maintenance of the existing infrastructure i.e., drinking water, sanitation, sewage and plumbing works, electrical works there are dedicated maintenance staff. Green generator, Water Coolers, RO-UV filters and Air Conditioners are serviced by local service providers as and when required. All infrastructural development and maintenance is done through proper procedure and policies i.e. budgetary allocation, different committees and Subcommittees recommendations, Tender and e-tender etc.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

656

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

47

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

47

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Besides grooming the students for future by imparting formal education and training, the college aims to foster the growth of an all-round personality among students through co-curricular and extracurricular activities. Students of the college take the lead in all co-curricular activities like students' seminar, Special lectures, Wall Magazines, interdisciplinary programmes organized by the departments. Students with motivation from the teachers observe "Agomoni" to celebrate the spirit of Durga Puja. Besides this, International YOGA day, Awareness programme on Health and Hygiene campaign and Health check up camp, Awareness programme

against plastic use, Tree plantation Drive, Awareness programme on Thelassemia, Cancer and aids awareness programmes are also observed with great enthusiasm by the students. Several sports and cultural programmes have also been conducted. Students participate in Student's Week competition, prescribed by Higher Education department government of West Bengal. Large-scale participation and tremendous interest among students participating in music, dance, play-acting, debate, elocution and quiz competitions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

14

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association is under the process of registration.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is dedicated to offering undergraduate education to a diverse range of students from its surrounding region. Regardless of caste, class, creed, religion, or gender, it strives to provide ample opportunities for higher education to local youth. Its mission focuses on fostering knowledge through engagement in academic, co-curricular, and extracurricular pursuits while nurturing strong personal values. The college values a personal approach, recognizing its diminishing presence in modern society. Programs are designed to cater to the evolving needs of the community, helping students gain the knowledge and experience required for a successful future. The institution believes this approach significantly contributes to societal well-being. Its primary objective is to prepare students to excel in a world shaped by information and technology, a goal achieved through effective governance.

The principal oversees the administration, working closely with and under the guidance of the Governing Body. Various committees, consisting of teaching and non-teaching staff, play an active role in managing curricular, co-curricular, and administrative activities. Departmental heads are entrusted with overseeing daily operations within their departments, fostering leadership and decision-making skills. The institution promotes an environment of equity and democracy to ensure smooth and effective functioning across all levels.

File Description	Documents
Paste link for additional information	https://www.lalbabacollege.in/website/pages/vision-mission
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization plays a pivotal role in shaping policies, planning, and management, enhancing the education system's efficiency and the quality of its services. The college upholds decentralization as a core principle and employs a committee-based approach to governance. Following the directives of the parent University, the Governing Body or the Principal establishes various Committees and Subcommittees with well-defined roles and responsibilities. These administrative structures are integral to the college's effective functioning, meeting regularly to ensure seamless operations.

Currently, the key Committees, Subcommittees, and Cells in the college include:

Academic Sub-Committee

Finance Sub-Committee

Admission Sub-Committee

Examination Sub-Committee

Routine Sub-Committee

Library Sub-Committee

Research and Publication Sub-Committee

Seminar Sub-Committee

Provident Fund Sub-Committee

Purchase & Maintenance Sub-Committee

Service Book Sub-Committee

College Beautification Sub-Committee

Cultural Sub-Committee

Farewell Sub-Committee

Internal Complaint Committee (ICC)

Grievance Redressal Committee

RTI Cell

E-Pension Cell

Student Welfare Fund Sub-Committee

These initiatives emphasize participatory management and decentralization. Additionally, appointing a Campus In-Charge for the Morning section further supports decentralized administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution implements strategic planning focused on:

(a) Enhancing quality and creating an improved teaching-learning environment.

(b) Introducing a Learning Management System (LMS) to support education through personalized learning experiences. The LMS also strengthens student support mechanisms, aiming to boost success rates.

To foster skill development and enhance academic and social interactions, the college has established several Memorandums of Understanding (MOUs) with other affiliated institutions. These partnerships promote collaborative efforts, enabling mutual

support in teaching and learning across various subjects and shared academic programs.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://www.lalbabacollege.in/eshikshak/
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administration of the college operates in accordance with the rules and regulations prescribed by the Department of Higher Education, Government of West Bengal, and the University of Calcutta, Kolkata. The Governing Body, the highest decision-making authority, includes the Principal, representatives from the teaching and non-teaching staff, students, government, university, and the State Council of Higher Education. This body formulates policies as needed, adhering to the overarching regulatory framework.

The Principal serves as the administrative, financial, and academic head of the institution, overseeing various functions managed by the Office of the Principal. The college houses 15 academic departments actively involved in the teaching-learning process. The Internal Quality Assurance Cell (IQAC) oversees numerous aspects related to faculty and students, with a particular focus on academic affairs.

The Teachers' Council, comprising all faculty members, contributes to administrative, academic, and co-curricular activities through various committees. Permanent teachers are appointed to substantive positions based on recommendations from the West Bengal College Service Commission (WBCSC) and are formally appointed by the Governing Body. State-Aided College Teachers (SACT) are approved by the Higher Education Department, Government of West Bengal.

Academic and administrative functions are coordinated through multiple Committees and Sub-committees, such as those for Academics, Examinations, Finance, Purchase, Admissions, and Library, ensuring smooth operations across all areas. The service

rules for staff members are aligned with the Calcutta University First Statute, 1979, the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, and the West Bengal College Teachers (Security of Services) Act, 1975.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.lalbabacollege.in/uploads/19organogram-21-22.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college adheres to welfare schemes for all employees as mandated by the Higher Education Department, Government of West Bengal (GoWB). These measures, strictly implemented, provide essential support to staff during times of need. The government extends health insurance benefits, including the WB Health Scheme and Swasthya Sathi, to both teaching and non-teaching staff. Beyond official provisions, the college offers additional support, such as Ex-gratia payments from the College Fund for non-teaching staff and assistance with loans, including Provident Fund advances on valid grounds and facilitation of bank loans. Furthermore, the

institution undertakes altruistic initiatives to aid distressed employees, both teaching and non-teaching, whenever necessary.

File Description	Documents
Paste link for additional information	https://www.lalbabacollege.in/uploads/726.pdf
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college places great emphasis on evaluating and enhancing the strengths and accomplishments of both teaching and non-teaching staff as a cornerstone of its strategy for sustainable growth and effective resource management. Alongside the UGC and government-

mandated career advancement guidelines for faculty, the institution conducts a comprehensive periodic Academic Audit. This process involves senior teachers and administrators visiting academic departments to evaluate curricular preparedness, innovative teaching practices, available resources, and the quality of services provided. Although the Academic Audit primarily assesses departments, it actively promotes individual growth by fostering constructive dialogue between the visiting team and faculty on pedagogy, technology, research, and publication. This approach not only helps the administration gauge the intellectual readiness of faculty members but also assesses the competence, dedication, and technical expertise of non-teaching staff, who play a critical role in the smooth functioning of academic departments through their support services.

Additionally, the college has a performance appraisal system for non-teaching staff. The Governing Body oversees its implementation, ensuring that appraisals are conducted systematically based on continuous and satisfactory service records.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution normally appoints an auditor for internal auditing. As of now, internal auditing has been done up to financial year 2022-2023. The internal audit for 2023-2024 is under process.

External statutory auditor for the college is recommended and appointed by the Higher Education Department, GoWB. External audit has been done up to the financial year 2019-2020.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is entirely funded by the Government of West Bengal, with two primary sources of revenue:

- **State Government Allocation: Funds provided by the state government are primarily used to pay salaries for full-time and SACT (State Aided College Teacher) faculty as well as full-time non-teaching staff.**
- **College-Generated Resources: Additional revenue is generated through student fees and other sources, including endowment grants, bank interest, late fees, library fines, transfer certificate fees, sale of scrap materials, and similar contributions.**

State-provided funds cover essential salary expenses, while revenue generated by the college is allocated for paying contractual non-teaching staff and visiting faculty. Additionally, these funds support operational costs, including electricity and

telephone bills, office expenses, computer maintenance, campus upkeep, and infrastructure improvements.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

To improve the overall quality of the institution, the Internal Quality Assurance Cell (IQAC) has implemented several strategic initiatives, including:

· Collaborative MOUs: The college has 23 Memorandums of Understanding (MOUs) with other affiliated institutions at the behest of the IQAC. These collaborations aim to provide students and teachers with skill-building opportunities, fostering academic and social connections. This initiative enhances the teaching and learning process across various subjects through mutual cooperation in shared academic programs.

· HR Module in ERP: The IQAC introduced a Human Resource (HR) module within the college's Enterprise Resource Planning (ERP) system. This module ensures systematic and organized maintenance of employee data, streamlining administrative processes.

Stock Management System: Acting on the IQAC's recommendation, the college incorporated a Stock Management System into its ERP framework. This addition enables efficient tracking and management of institutional assets, ensuring proper utilization and upkeep.

File Description	Documents
Paste link for additional information	**https://www.lalbabacollege.in/website/pages/mou-documents**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Under the effective guidance of the Internal Quality Assurance Cell (IQAC), the Academic Sub-Committee oversees the monitoring of teaching and learning processes, operational structures, and learning outcomes at regular intervals. Orientation and induction programs for newly admitted students are conducted by each department following the guidance provided by the IQAC. Additionally, the departments, under the IQAC's direction, have developed Program Outcomes (PO), Course Outcomes (CO), and Program Specific Outcomes (PSO)

The IQAC also plays a vital role in gathering and analyzing annual feedback from various stakeholders, including students, faculty, alumni, and employers, to assess and improve the institution's performance.

The IQAC is instrumental in the annual academic and administrative audits, beginning with internal assessments conducted by senior faculty, the Academic Sub-Committee convener, and the IQAC coordinator. As part of its quality assurance efforts, the IQAC prepares the Annual Quality Assurance Report (AQAR) in accordance with NAAC guidelines, participates in the National Institutional Ranking Framework (NIRF), and regularly submits the All-India Survey on Higher Education (AISHE) report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international	B. Any 3 of the above

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Lalbaba College champions the cause of gender equity and sensitizes the staff and students regarding gender-based challenges and concerns. Prescribed curricula in several (Humanities) Honours and General programmes provide important platform to engage in discussions pertaining to gender disparities and factors producing and propagating gender inequities in our society. In addition to the curricular engagements, several co-curricular and extracurricular activities highlight the centrality of addressing gender concerns and the need to transform the patriarchal society to a gender-equal society. Facilities and Provisions for ensuring the safety and wellbeing of women inside the institution includesseparate common room for female students, CCTV cameras installed at strategic locations,Internal Complaints Committee (ICC) to tackle cases of sexual harassment.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>https://www.lalbabacollege.in/uploads/577.pdf</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Lalbaba College has implemented some measures for the management of degradable and non-degradable waste material. A comprehensive Waste Management Policy has been framed by the IQAC and is now under consideration by the Governing Body of the college for approval. The institution ensures the separation of degradable and non-degradable waste by collecting the waste in different coloured bins. Blue and Green covered/pedal-pushed dustbins, with clear indications as to the type of waste to be deposited there printed on them, are placed in the premises. The college also ensures the pick-up of this waste by local civic authorities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	**E. None of the above**

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Inclusion is an effort to make sure that diverse learners – those with physical disabilities, different languages and cultures, different homes and family lives, different interests and ways of learning – irrespective of their strengths and weaknesses will be part of mainstream education. A good inclusive education is one that allows all the students to participate in all aspects of curricular and extracurricular activities in the institution equally. We at Lalbaba College believe in the credo of Unity in Diversity. That is why our students respect the difference and uniqueness of religions, languages and cultures. We feel the college is our second home and treat all faculty, staff and students like family members. We greet and wish each other at different festivals and invite them to have amicable relations and to maintain social and communal harmony.

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members. We greet and wish each other at different festivals and invite them to have amicable relations and to maintain social and communal harmony. In our college students develop the tolerance and harmony towards cultural,regional, linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the college and impacts society positively.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college works indefatigably towards inculcating values for being responsible citizens as reflected in the Constitution of India among all stakeholders: students, teachers and other staff members. Independence Day and Republic Day are celebrated with full dignity and discipline at college. The ideals cherished and the outcomes envisaged by our institution at these events are as follows:

To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem

To cherish and follow the noble ideals which inspired our national struggle for freedom

To uphold and protect the sovereignty, unity, and integrity of India.

To defend the country and render national service when called upon to do so

To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities

To renounce practices derogatory to the dignity of women

To value and preserve the rich heritage of our composite culture

To develop the scientific temper, humanism and the spirit of inquiry and reform.

To safeguard public property and to abjure violence.

To strive towards excellence in all spheres of individual and collective activity, so that the nation constantly rises to higher levels of endeavour and achievement.

Further, the insistence on creating a socially responsible citizenry for the nation may be traced in several curricular programmes, notably in the Political Science Department.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International days are occasions to educate the general public on issues of concern, to mobilise political will and resources to address global problems, and to celebrate and reinforce achievements of humanity. The existence of national and international days predates the establishment of the United Nations, but the UN has embraced them as a powerful advocacy tool. Each commemorative occasion offers the opportunity to organise activities related to the theme of the day. Our college also uses such days as a springboard for awareness-raising actions among students, faculty members and other staff.In thelast academic year, between January and September, our college organised events to mark our Independence Day on 15th August, our College Foundation Day on 5thth August, Teacher's Day on 5th of September Librarian's Day, NCC Day, International Women's Day, International Mother Language Day and the birth anniversary of the great educator and Bengal Renaissance icon Ishwar Chandra Vidyasagar. The themes of these commemorative events were always linked to the fields of maintenance of international peace and security, the promotion of sustainable development, the protection of human rights, and the guarantee of international law, education and rights of cultural and humanitarian expression.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE - I

Title of the Practice: PREPARING STUDENTS AS RESPONSIBLE FUTURE CITIZENS WITH A NOVEL & VIBRANT APPROACH

Objectives of the Practice: To foster personal qualities like

honesty, integrity, truthfulness etc. and to develop qualities like leadership, teamwork, responsibilities, self-esteem and selfawareness. The context that required the Initiation of the Practice: The college is committed to provide education to the local youth irrespective of caste, class, creed, religious affiliation or gender. The students are guided here by expert teacher through mentor-mentee relationship.

Best Practice – II

Title of the Practice – Giving Our Students a 'Sporting' Chance for a Complete Life

Objectives of the Practice: Sports involve physical activity that can bring people together and give them a sense of identity. Higher study and sports are conceived as adversaries instead of being complimentary to each other. In our college, in keeping with our institutional distinctiveness, a culture of sports has been actively nurtured. At Lalbaba College we inculcate the 'mantra' of sports very early in the student's sojourn with us. With our encouragement of sporting activities students from diverse backgrounds feel more at home here that helps with their academic improvement as well.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our institution draws its social relevance and intellectual inspiration from the work done in the locality by a mendicant sect of monks (the Udasis) who migrated from north India (Punjab to be precise) and settled not far from where our institution now stands, on the banks of the river Bhagirathi. Fondly remembered by the commoners in these parts for their quiet dedication and tireless service, the red cloth they used to drape themselves in, and still do, gave them a generic title of 'Lal Baba'. The renunciation of earthly pleasures and a single-minded devotion to the betterment of fellow human beings endeared these ascetics to the local people. Our institution was originally founded by this

sect of monks to ensure that everyone – the destitute, the poor, the backward and the orphaned – had equal opportunities in securing higher education. Our institutional distinctiveness goesbeyond the concrete, contemporary context, carrying forward the idea of worldly asceticism, a social dedication that evinces one's actions as being connected to the ideas of equality, justice, and solidarity. Such an identity is no longer perceived as being directly dependent upon a religious sect that had been the guardian of its inception. The more we evolve, the more we shall remain true to our cherished ideal. In a climate where the erosion of values is a general truth, we hope to be its last bastion, if possible.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Following are the summary of Future Plan of Actions require for implementation through different activities during next academic session.

1. Celebration of more commemorative days
2. Completion of Academic and Administrative Audit (AAA) both internal and external
3. Completion of Green Audit, Energy Audit
4. Conducting Summer Internship Programme
5. Execution of Add on /Certificate Courses
6. Implementation of effective online Grievance Redressal Mechanism
7. Implementation of HR portal for individual data collection
8. Implementation of online complaint mechanism for ICC
9. Library Orientation Programme
10. More Administrative Training Programme for teachers and staff
11. More club programme
12. More collaborative events with different colleges
13. More IQAC seminars and Departmental seminars
14. MoU with different colleges, Universities, Industries
15. More seminars on Gender equity, Gender issues
16. More training programme on ICT/Computing skills for teachers and staff
17. Orientation Programme for students on student credit card

18. Preparation of policies on:
19. Policy for Financial Support
20. Policy for E-governance
21. Policy for functional MoU
22. Policy for Academic Audit
23. Policy for Administrative Audit
24. Policy for learning assessment
25. Policy for Grievance Redressal
26. Policy for Mentorship Programme
27. Policy for Utilization of Infrastructure
28. Policy for Cultural Facilities
29. Policy on Mobilization of Funds
30. Policy for utilization of ICT-Enabled Tools
31. Policy on Facilities for Sports & Games
32. Policy on formulation of Routine
33. Policy on Student Welfare Fund
34. Seminar on constitutional obligation
35. Seminar on IPR
36. Submission of AISHE 2023 – 24
37. Submission of AQAR 2023 – 24
38. Submission of NIRF 2025
39. Increasing ICT tools for different class rooms
40. Infrastructural Development