

# ACTIVITY REPORT, IQAC, LALBABA COLLEGE

## ADMINISTRATIVE TRAINING PROGRAMME ON INFORMATION MANAGEMENT SYSTEM

14 December, 2022

*Organized by*  
**IQAC, LALBABA COLLEGE**

### REPORT OF ADMINISTRATIVE TRAINING PROGRAMME ON INFORMATION MANAGEMENT SYSTEM

DATED: 14.12.2022

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

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

#### **Aim of the Programme**

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

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

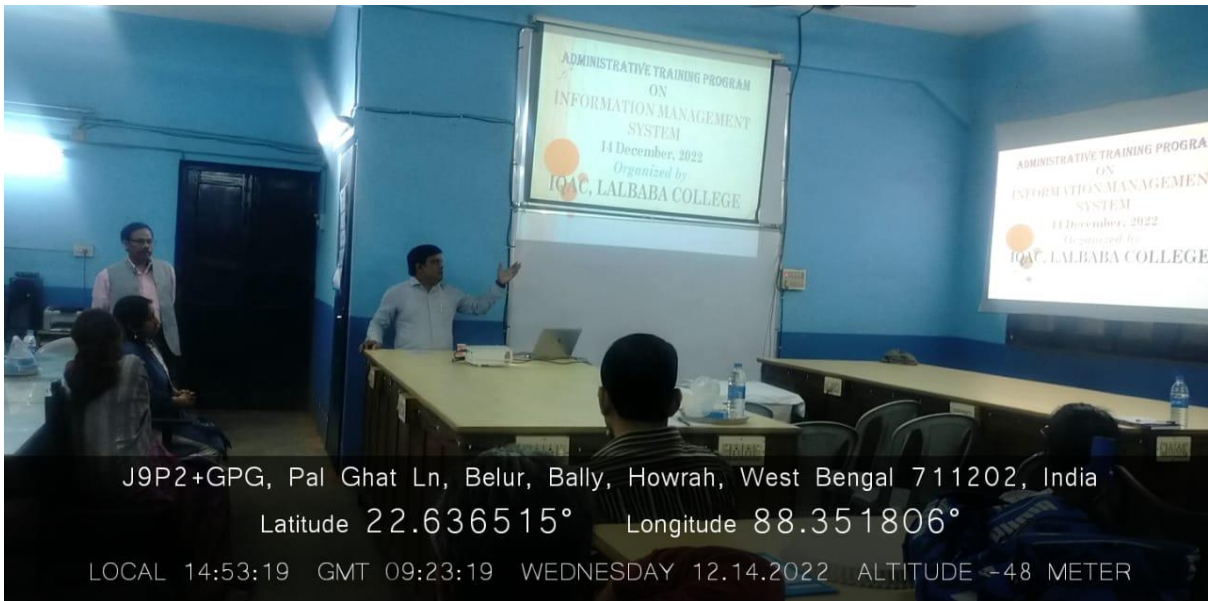


Prof. Nidhi Chowdhary addressed the audiences on behalf of IQAC, Lalbaba College and again pointed out that the sole discussion will be on Grievance Redressal, looking into different modules, noting down suggestions and ways of proper implementation.

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

All total 42 members were participated in the programme.

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## The Dashboard that displays:

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

## Redressal Process:

Primary Redressal Unit ----- Grievance Redressal Committee

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





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

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

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

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

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

### **:Participants:**

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



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## Sample Participation Certificate



## Brochure of the Programme

**ADMINISTRATIVE TRAINING PROGRAMME**  
**ON**  
**INFORMATION MANAGEMENT SYSTEM**

Organized by  
**IQAC**  
**Lalbaba College, Belur Math, Howrah**



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

**Participants:**

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

**Programme details:**

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

Signature Sheet of Participants are as follows

**ADMINISTRATIVE TRAINING PROGRAMMES  
ON  
INFORMATION MANAGEMENT SYSTEM**

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


**14<sup>th</sup> December, 2022**

Signature Sheet for Participants

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

  
Coordinator  
Internal Quality Assurance Cell  
Lalbaba College



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



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**14<sup>th</sup> December, 2022**

Signature Sheet for Participants

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

  
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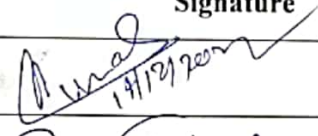
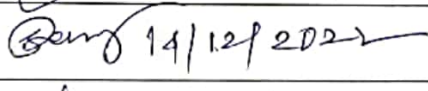
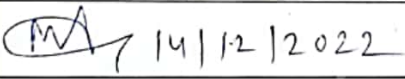
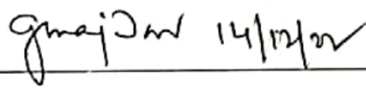
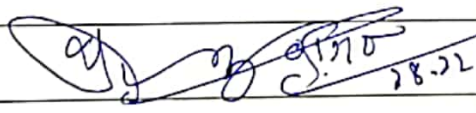
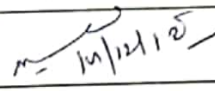
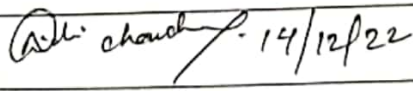


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Sl.No.	Name	Signature
1.	Dr. Sanjay Kumar, Principal	 14/12/2022
2.	Prof. Gopal Roy	 14/12/2022
3.	Dr. Mala Aditya	 14/12/2022
4.	Nikhil Krishna Roy	—
5.	Dr. Gautam Majumdar	 14/12/22
6.	Prof. Dilip Barik	—
7.	Prof. Pradipta Bagchi	 18.12.22
8.	Prof.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

  
Coordinator  
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