

# LALBABA COLLEGE

## INTERNAL ACADEMIC AUDIT REPORT

All the academic departments and central library were visited by the academic team from 24.02.2022 to 26.02.2022.

Following the instruction of the Principal an Internal Academic Team was formed for Internal Academic Audit. The team members are:

Dr. Sanjay Kumar (Principal)  
Prof. Mitali Mukherjee  
Dr. Gautam Majumder  
Prof. Sanhita Ghosh  
Dr. Ruma Das  
Dr. Bhutnath Jana  
Prof. Suprio Biswas  
Prof. Soumik Kanti Ghosh  
Prof. Biswajit Goswami  
Dr. Kalyan Mazumder (Convenor, Academic Sub-committee)

*Sanjay Kumar*  
21/7/2023

Dr. Sanjay Kumar

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

*Kalyan Mazumder*

Dr. Kalyan Mazumder

21.07.2023

Convenor

Academic Subcommittee

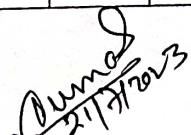
Department wise final findings are as follows:

### Department of Bengali

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	All minutes books are ok. Need minor modification.
2	Syllabus	Y	OK
3	Routine	Y	2020-21 Even semester routine should be tallied with master routine. Minor modification is required in Odd semester routine also in the said year.
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok.( Some sports and club data pending)
6	Student Profile	Y	It is required to collect data from office.
7	Infrastructure Facilities	Y	Laptop-1
8	Dept. Library	Y	Ok. Some records should be updated
9	Website Profile	Y	Ok.
10	E-Content	Y	work in progress

### Department of English

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Except 2016-17 academic year all are ok.
2	Syllabus	Y	All ok
3	Routine	Y	2018-19 departmental even semester routine unavailable. All departmental routine should be tallied with master routine.
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Seminar & wall magazine report ok .Some permission letters are required from Principal.
6	Student Profile	Y	Work in progress. Some data to be collected from office
7	Infrastructure Facilities	Y	Laptop-1
8	Dept. Library	N	No departmental library
9	Website Profile	Y	ok
10	E-Content	Y	Work in progress

  
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**Department of Hindi**

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Ok
2.	Syllabus	Y	Should be reserved in separate file.
3.	Routine	Y	Proper organization is required and work load should be distributed properly
4.	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5.	Record of Dept. activities	Y	Records not available
6.	Student Profile	N	All data pending from office
7.	Infrastructure Facilities	Y	Proper infrastructure needed.
8.	Dept. Library	N	No Departmental library
9.	Website Profile	Y	Work in progress
10.	E-Content	Y	Work in progress in primary stage

**Department of Sanskrit**

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Minor modifications is advised
2.	Syllabus	Y	Ok
3.	Routine	Y	2017-18 Master routine unavailable
4.	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5.	Record of Dept. activities	Y	Ok
6.	Student Profile	Y	Data required from office
7.	Infrastructure Facilities	Y	Laptop-1
8.	Dept. Library	Y	Ok
9.	Website Profile	Y	ok
10.	E-Content	Y	Work in progress

*(Signature)*  
Principal

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### Department of Urdu

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	N	No. Prepared by the Department but could not preserved due to lack of infrastructure
2	Syllabus	Y	Ok
3	Routine	Y	Some slack session pending
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok. Cultural ok educational tour permission letter required
6	Student Profile	N	Data required from office
7	Infrastructure Facilities	N	Nil
8	Dept. Library	N	Infrastructure required
9	Website Profile	Y	ok
10	E-Content	Y	Statement pending

### Department of History

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Ok. Need minor modification
2	Syllabus	Y	Ok
3	Routine	Y	2016-17 routine should be compared with routine committee
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok.
6	Student Profile	Y	Data required from office
7	Infrastructure Facilities	Y	Laptop-1 but not working applied for new laptop
8	Dept. Library	N	No departmental library due to lack of infrastructure
9	Website Profile	Y	Ok. Should be reconstitute properly
10	E-Content	Y	Work in progress

  
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**Department of Political Science**

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Ok
2	Syllabus	Y	Ok
3	Routine	Y	2020-21 Departmental routine should be tallied with master routine
4	Faculty Profile	Y	Ok
5	Record of Dept. activities	Y	Project , seminar & excursion details ok
6	Student Profile	N	Data required from office
7	Infrastructure Facilities	Y	Laptop -1
8	Dept. Library	Y	Ok
9	Website Profile	Y	Ok
10	E-Content	Y	Only E-content statement required in LMS

**Department of Education**

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Ok
2	Syllabus	Y	Ok
3	Routine	Y	2020-21 Should be verified with master routine. 5.4.21 Master routine should be verified once again
4	Faculty Profile	Y	ok
5	Record of Dept. activities	Y	Ok
6	Student Profile	Y	Honours completed. General student data pending from office
7	Infrastructure Facilities	Y	Laptop-1
8	Dept. Library	Y	Ok
9	Website Profile	Y	Ok
10	E-Content	Y	Work in progress

  
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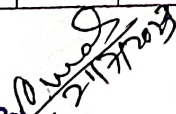
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### Department of Philosophy

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Almost pending. Format Checked. Should be prepared again.
2	Syllabus	Y	Ok.. need in printed form
3	Routine	Y	Some routine should be tallied with master routine
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok ( Required student performance data from different club)
6	Student Profile	Y	Data required from office
7	Infrastructure Facilities	Y	Laptop-1
8	Dept. Library	Y	Ok ( minor change should be done in accession register)
9	Website Profile	Y	Ok. But yet to be uploaded
10	E-Content	Y	Work in progress

### Department of Geography

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Should be newly reorganized
2	Syllabus	Y	Ok
3	Routine	Y	Discussion needed with routine committee and Dept. of Economics & Mathematics
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	ok
6	Student Profile	Y	ok
7	Infrastructure Facilities	Y	Instrument register completed 2016 onwards before 2016 pending. Assets register need modification
8	Dept. Library	Y	Ok
9	Website Profile	Y	Ok
10	E-Content	Y	Need to be uploaded in LMS

  
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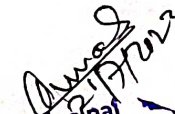


### Department of Economics

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	To be prepared newly in a given format
2	Syllabus	Y	ok
3	Routine	Y	2020-21 odd semester departmental routine should be tallied with master routine
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok
6	Student Profile	N	Data required from office
7	Infrastructure Facilities	Y	Laptop1
8	Dept. Library	Y	ok
9	Website Profile	Y	Ok
10	E-Content	Y	Work in progress for LMS

### Department of Mathematics

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Ok. Minor modification needed
2	Syllabus	Y	ok
3	Routine	Y	Ok. minor correction needed
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Statement pending
6	Student Profile	N	Data required from office
7	Infrastructure Facilities	N	Laptop- Not yet provided
8	Dept. Library	N	No
9	Website Profile	Y	ok
10	E-Content	Y	Work in progress

  
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### Department of Physics

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	ok
	Syllabus	Y	ok
3	Routine	Y	Should be tallied with master routine again
4	Faculty Profile	Y	ok
5	Record of Dept. activities	Y	Statement pending
6	Student Profile	Y	Data to be collected from office
7	Infrastructure Facilities	Y	Ok
8	Dept. Library	Y	ok
9	Website Profile	Y	Ok
10	E-Content	Y	Work in progress

### Department of Chemistry

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Modification required
2	Syllabus	Y	ok
3	Routine	Y	No reflection of classes in master routine 2020-21 but allotted in Dept. routine
4	Faculty Profile	Y	Some modification needed
5	Record of Dept. activities	Y	Statement required
6	Student Profile	Y	Data required from office
7	Infrastructure Facilities	Y	To be prepared. Statement related work in progress
8	Dept. Library	Y	Book listed with accession no work in progress
9	Website Profile	Y	To be prepared
10	E-Content	Y	Work in progress

  
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### Department of Environmental Science

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	Need some modification
2	Syllabus	Y	ok
3	Routine	Y	Should be tallied with master routine
4	Faculty Profile	Y	Ok. New format should be adopted
5	Record of Dept. activities	Y	ok
6	Student Profile	Y	Data required from office
7	Infrastructure Facilities	N	Yet to be provided
8	Dept. Library	N	No
9	Website Profile	Y	Ok
10	E-Content	Y	Need to be uploaded

### Department of Commerce

SL NO	ITEMS	Y/N	THIRD VISIT
1.	Meeting Book	Y	ok
2	Syllabus	Y	ok
3	Routine	Y	2016-17 ok. 2017-18 hardcopy pending, 2018-19 ok , 2019-20 ok.2020-21 ok
4	Faculty Profile	Y	Ok in old format. If possible new format should be adopted.
5	Record of Dept. activities	Y	Ok
6	Student Profile	Y	Result review done. 2020-21 pending, year wise placement record should be prepared
7	Infrastructure Facilities	Y	assets and stationary register available
8	Dept. Library	Y	ok
9	Website Profile	Y	Ok. Work in progress in new format
10	E-Content	Y	Statement pending

  
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**Kalyan Magumder.**  
**21.07.2023**

# LALBABA COLLEGE

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

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Ref .....


Date ..... 202

## Third Visiting Report of Central Library, Lalbaba College

The Library visiting process was started at 12 AM on 03/02/2022 the members of visiting team who were present in the process are as follows...

Prof. Mitali Mukherjee, Prof. Pradipta Bagchi, Prof. Nidhi Chowdhary, Dr. Kalyan Mazumder, Prof. Suprio Biswas, Prof. Sanhita Ghosh, Dr. Bhutnath Jana, Prof. Soumik Kanti Ghosh, Prof. Biswajit Goswami. The President of the visiting team Principal Dr. Sanjay Kumar was present in the meeting for some time.

First the Librarian submitted the budget allocation & utilization register before the visiting team. Librarian showed year wise allocation & submission. The team asked the Librarian to show all the purchase bills of UGC & College fund. The Team wanted to enquire the number of books & journals against every year bills. The team suggested that it is to be checked with Bursar Prof. Gopal Roy. The Principal called the Bursar to join in the discussion. After about two hours of discussion, it was decided that with the presence of Bursar, Prof. Mitali Mukherjee, Prof. Suprio Biswas, Prof. Biswajit Goswami, Dr. Bhutnath Jana will assist the Librarian soon to balance Academic year & Financial year budget allocation matter. The work related Personal & Departmental Profile, Asset Register, Book Register, Department wise book records, Fine Register, Overdue register to be checked by the visiting team again. Accession Register & Reading Room Register were checked by Prof. Sanhita Ghosh & Prof. Soumik Kanti Ghosh. They reported that the two registers are partially complete; the work is in progress. Some minor changes are required in Reading Room Register. After long period of visiting process the visiting team ended the visit to keep in mind the necessity of a next visit of library soon with specific schedule before uploading the AQAR of 20-21.

  
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