

Internal Quality Assurance Cell

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A college affiliated to the University of Calcutta

IQAC ANNUAL REPORT (2021-22)

For the information of all concerned, it is hereby notified that the IQAC Annual Report (2021-22) is uploaded here.

Sanjay Kumar
07/07/2023

(Dr. Sanjay Kumar)
Chairman, IQAC & Principal
Lalbaba College
Principal
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Chhatradhar Das
07/07/2023

(Dr. Chhatradhar Das)
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ANNUAL REPORT



Internal Quality Assurance Cell, Lalbaba College

2021—22

323, (Formerly 117) G.T. Road, Belurmath, Howrah—711 202, West Bengal

Significant contributions made by IQAC during the session 2021 –22

- * *Submission of AQAR 2020-21*
- * *Submission of AISHE 2020-21*
- * *Introduction of Feedback system on academic performance and ambience of the institution and continuation of feedback system on syllabus*
- * *Students' Satisfaction Survey (SSS) was conducted through the College website*
- * *Model Code of Conduct for student, teachers and staff of the college was prepared and uploaded on the website*

Tips from the NAAC Peer Team of Cycle 1:

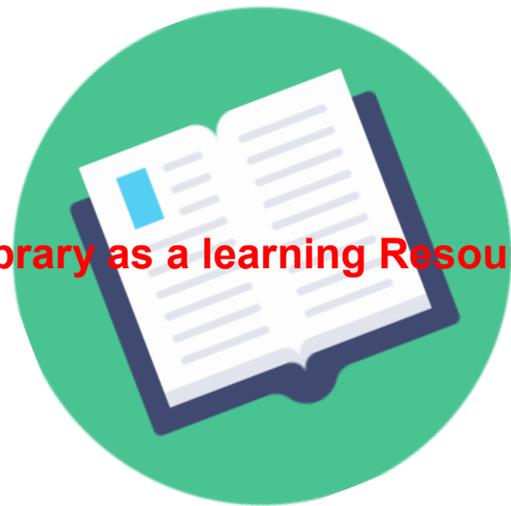
- * The college may identify some thrust areas for development
- * May introduce more course options to increase flexibility in course combinations
- * Honours courses may be introduced in the existing science departments and in Hindi
- * Coaching in English to school children as an extension programme
- * Computer/IT resources for all students and teachers
- * Installation of INFLIBNET in library
- * More books in library and Book Bank facilities
- * Increasing learning capacity and communicative skill
- * Coaching for competitive tests
- * Formation of Alumni Association and Parent-Teacher Association

The College:-

- Number of students admitted during the year: 1323
- Number of courses offered by the institution: 28;
- Number of total students during the year: 3483;
- Number of final year students during the year: 1007;
- Number of students passed: 615
- Number of seats earmarked for reserved category: 876;
- Number of teachers during the year: 84;
- Number of sanctioned posts during the year: 86;
- Number of teachers with Ph.D.: 23;
- Number of classrooms and Seminar halls: 29;
- Number of computers for academic purposes: 53;



Date of Establishment of IQAC: 19-Jan-2005
IQAC e-mail: iqac.lalbabacollege@gmail.com



Library as a learning Resource

Library is automated using Integrated Library Management System (ILMS)

Lalbaba College 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 IN-FLIBNET 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:

Catalogue; Circulation; OPAC; WEBOPAC; 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.

There are link for library website in the college website homepage. Library provides online facilities and information on different library activities such as online requisition facilities, searching of e-books and journals through N-LIST, link of the webinars and events organised by the library, display of notice etc. through the website. (<https://www.lalbabacollege.in/>)

The governance of the institution

The college is committed to providing education at the undergraduate level to the neighbourhood students. Irrespective of caste, class, creed, religious affiliation, or gender, it aims at providing generous scope for higher education to the local youth. The mission of the college is to pursue knowledge through participation in academic, co-curricular and extracurricular activities and developing strong personal values. The college prizes personal touch, a value that society is fast losing. Its programmes address the evolving needs of the locality. The college takes pride in emphasizing those practices that help the students to acquire knowledge and experience which prepares them for a fruitful future. The college believes this would provide a meaningful contribution to the community. The major consideration that is addressed by its goals and objectives is to prepare the students to work in an information-rich and technology driven world; hence it can be mentioned that it works for the nation as well as the civilization by means of generating human resources.

This is being translated through effective governance. The management of the college, under the present setup, is vested in the Principal, who in consultation with and under the guidance of the Governing Body administers the institution. The present supportive and progressive Governing Body is formed as per provisions of Chapter VII of the Calcutta University First Statutes, 1979, and its subsequent amendments and of Chapter II of West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The various committees comprising members of the teaching and non-teaching communities are involved in curricular and co-curricular affairs and administrative functions of the institution. The in-charges of the departments are authorized to monitor the routine functions at the departmental level. The decisions taken by them are given due cognizance by the Principal. Leadership qualities and decision-making ability is encouraged in in-charges of departments. An environment of equity and democracy is set up to conduct affairs in a smooth and satisfactory manner.

Reflection of vision & mission through governance:

IQAC of the college is formed following guidelines of NAAC and it proposes various developmental activities which is ratified in turn by the Governing Body.

In Academic and Finance Sub-committees the teachers of the college take active part in decision making for the better functioning of the college.

There are also many sub-committees to further the vision and mission of the college, e.g., Examination Sub-Committee, NCC, Career Counselling & Placement Sub-Committee, Library Sub-committee, Sports Sub-Committee, Cultural & Farewell Sub-Committee, Magazine Sub-Committee, Grievance Redressal Committee, etc. All the committees take responsibility for the plans and activities, and successfully tackle these responsibilities in every academic session. For betterment of academic performance,



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

Decentralization is having a significant impact on policy, planning and management. It is a means of improving the efficiency of the education system and the quality of educational service. The college is dedicated to the principle of decentralization and works on the basis of a committee system. In conformity with the guidelines of the parent University, various Committees and Sub-committees are formed either by the Governing Body, Principal and Teachers' Council with their authority and mutual responsibility, relationship etc. clearly outlined. These components of the college administration are believed to be the key to its effective and smooth running and they meet regularly to streamline college administration. At present, the prominent Committees, Sub-committees, and Cells of the college are as below:

1. Academic Sub-Committee
2. Finance Sub-committee
3. Admission Sub-committee
4. Examination Sub-committee
5. Routine Sub-committee
6. Library Sub-committee
7. Research Sub-committee
8. Provident Fund Sub-committee
9. Purchase & Maintenance Sub-committee
10. Service Book Sub-committee
11. College Beautification Sub-committee
- and 12. Cultural & Farewell Sub-committee.

All these bodies work in favour of decentralization and a participative management system.

A unique example of decentralization can be found in the working of the Library Sub-committee. After receiving financial allocation from Principal through Bursar and Accountant, the Library Sub-committee in its meeting decides upon departmental allocations. The departments on receipt of this allocation finalize the list of books and journals to be purchased for the Central Library in their departmental meeting. Departments purchase the books considering funds, availability and demand.

The Institution has adequate facilities for cultural activities, sports, and games

The college has a well-equipped and decorated auditorium with audio-visual aid to organize and facilitate cultural activities, seminars, special lectures and different club activities. This auditorium (1900 square feet approx.) can accommodate around 300 spectators. The college also provides musical instruments to support the cultural endeavor of students. In addition, an open stage called 'Mukta Mancha' was constructed during the year 1996-97 for celebrating different academic and cultural programmes of the college.

The college is well-equipped with indoor gaming facilities like table tennis, badminton, chess, carrom etc. Badminton is practiced in the college's courtyard (around 1500 square feet in area). The Indoor games are practiced in the rooms G-2 (For Male Students) and G-6 (For Female students). The covered area in those rooms is 600sq.feet (approx.) and 300 sq. feet (approx.) respectively.

For outdoor games college has every required gear for sports like football, volleyball, cricket, badminton etc.

Badminton is practiced in the college's courtyard (around 1500 square feet in area).

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the college are as under:

- IQAC has conducted a central orientation program for the students of Semester-I to ensure that each and every student is aware about the Programme and Course outcomes of the students' right from the enrolment.
- IQAC has promoted ICT usage among teachers to render them adept at adjusting to the changing learning needs of the students. It conducted two workshops for enabling teachers to use more applications that are user-friendly. Some departments are reaping the benefit of consistent ICT usage in the institution.

Activity Highlights

- Number of research papers in the Journals notified on UGC website during the year: 11
- Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings during the year: 10
- Total Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year: 10
- Total number of Students participating in extension activities conducted by the institution through NSS/NCC/Red Cross/YRC etc., during the year: 560
- Number of classrooms and seminar halls with ICT facilities: 8

- Number of students benefited by scholarships and free ships provided by the Government during the year: 814
- Total number of students benefited by scholarships, freeships, etc provided by the institution during the year: 119

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 to these facilities on all floors through W-LAN and with LAN by 60 MBPS Speed (Siti Broadband). The existing Smart classrooms are in frequent use in the teaching learning process. The College website is enriched with regular updates (2 GB Hosting Server from Digital Ocean for Website, web pages designed, LMS modules etc.).

The College Office uses College Management Software (CMS-2) developed by Cyber Softech.Com. ERP solutions (cloud-based server) by Right Brains Technology have been implemented in 2021-22 with the following modules:

- Fees collection (Semester-wise),
- Students Information Management System,
- Learning Management System (LMS),
- Online Examination Portal,
- Admit Card Access Module,
- Library website and library clearance module,
- online Admission System
- Office Management module,
- online Feedback Module etc.

The College constantly updates the IT environment at various laboratories and departments i.e., Computer Lab, GIS Lab (Geography-Q GIS-3.2, GNSS and Satellite Imagery),

Library-Soul 3.0 software, C- language, R, SPSS and Stata Programming in Mathematics, Economics and, CCTV enable Channels-32, Biometric Attendance devices for both students and staff.

- Number of students progressing to higher education during the year: 22
- Number of sports and cultural events/competitions in which students of the Institution participated during the year: 11

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

Although 'Gender Equity' is a horizon that we have pledged ourselves to institutionally, achieving an organic and seamless consistency between idea and action-taken has proved a bridge too far for us till date. Sporadic instances (and records thereof) of the observance of International Women's Day in our institution do exist. However, the yearlong relentless pursuit of the goal of 'Gender Equity' through seminars, publications and frequent sensitization programmes and workshops, thereby forming a well-planned calendar of activities undertaken at both the theoretical and paraxial levels, has eluded us.

All this fallow return is, however, not for want of endeavour. The tenets of 'Gender Equity' manifest themselves in our pedagogical work with the student community on a daily basis. The syllabus prescribed to us by our affiliating university (the University of Calcutta) provide us a curricular blueprint for setting the foundations of and building a structure of ideas that pertain to a gender equitable education. Examples of curricular support for gender sensitizing initiatives may be cited from several academic departments. The department of Education in its final semester offers courses on "Gender and Society" where the importance of gender equity and the perils of its absence in society are reiterated. The departments of English and Political Science also offer pedagogical opportunities for engagement with women's issues and the centrality of such issues to national upliftment in their Discipline Specific Electives (DSE) courses.

We, at our institution, are not however willing to be passive facilitators in this matter. We believe, firmly, that the curricular master-plan ingrained in syllabi leave lots of space for praxial intervention and interpretation where the operative principle is the direct involvement of both students and teachers in the achievement of an ideal ideological ecosystem where they can feel themselves implicated and empowered to translate theoretical impetus into definitive social action.

Institutional Preparedness for NEP 2020

Features include:

- 1. Multidisciplinary/Interdisciplinary** – The college has Arts, Commerce and Science programs under CBCS with affiliation to the University of Calcutta. All these Undergraduate programmes are using credit-based grading system. The curricula offered by the Institution is designed with diverse perspectives of cross cutting issues such as professional ethics, human values, and life skills. Students are also encouraged to undergo projects in the Multidisciplinary/Interdisciplinary mode by formulating teams in some departments.
- 2. Academic Bank of Credits (ABC)** - After implementation of the NEP 2020, the college will follow the academic credit system as it will be made available from the affiliating University.
- 3. Skill Development** – The college in its curriculum introduced Skill Enhancement Course (SEC) where the students are to study and make themselves aware of the employable opportunities within each subject, they have selected to pursue their academic challenges.
- 4. Appropriate integration of Indian Knowledge system** – 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.
- 5. Focus on Outcome based education (OBE)** - The introduction of CBCS system has given added benefits of formative assessment of learning. Each subject has a well-defined Programme Outcomes and Course Outcomes which is available in the college website.
- 6. Distance/Online Education** – Though the college does not run a Distance Education System on its own, it operates a local center for Distance learning conducted by Netaji Subhas Open University. This center promotes online education mostly among the local youth at graduate and post-graduate levels.

Organogram of the Institution

The administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal and the University of Calcutta, Kolkata. The Governing Body is the highest decision-making body comprising of the Principal, teaching, non-teaching and student's representatives, government, university and State Council of Higher Education's nominees. The Governing Body while making its decisions follows the policies and guidelines framed by the affiliating University and the Higher Education Department. It also frames policies as per necessity within the overarching framework. Principal is the administrative, financial and academic head of the institution. Under her/his stewardship different bodies or cells work. Office of the Principal is engaged in different administrative and financial functions. There are 15 academic departments in the college engaged in the teaching-learning process. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees.

Whole time teachers in substantive post are recommended by the West Bengal College Service Commission (WBCSC) and appointed by the Governing Body. State-aided College Teacher (SACT) is approved by the Higher Education Department, Govt. of West Bengal.

Academic and Administrative work is monitored through several Committees/Sub-committees such as Academic, Finance, Examinations, Purchase, Admission, Library, etc. for the smooth conduct of all administrative/ academic activities, which follow every necessary policy guided by University of Calcutta & Higher Education Department, West Bengal.

Service Rule for the staff members of the college is consistent with the Calcutta University First Statute, 1979, West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, West Bengal College Teachers (Security of Services) Act, 1975.

SUMMARY REPORT ON FDP (2021 -2022)

Following teachers have completed their online/face-to-face Faculty Development Programmes (FDP) during the session 2021 – 2022 i.e., 1st June, 2021 to 31st August, 2022.

Name of the teacher	Title of the program	Duration
Milan Kanti Das	Refresher Course	21 August 2021 to 04 September 2021
Rakesh Mondal	Refresher Course	21 August, 2021 to 04 September, 2021
Debasis Ghosh	Refresher Course	21 August, 2021 to 04 September, 2021
Krishnendu Das	Refresher Course	25 September, 2021 to 08 October, 2021
Nidhi Chowdhary	Refresher Course	16 November 2021 to 29 November 2021
Mrinal Sarkar	Faculty Induction Programme	03 January 2022 to 09 February 2022
Bingshati Sarkar	Refresher Course	18 May 2022 to 31 May 2022
Bhutnath Jana	Refresher Course	18 May 2022 to 31 May 2022
Kalyan Mazumder	Refresher Course	25 May 2022 to 07 June 2022
Manjur Alam	Refresher Course	01 June, 2022 to 14 June, 2022
Rakesh Mondal	Refresher Course	20 July 2022 to 02 August 2022

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

The college offers welfare schemes for all its employees for which the order is issued by the Higher Education Department, GoWB and is strictly followed. This helps the staff in times of distress. The government has provided health insurance schemes (WB Health Scheme, Swasthya Sathi) to the staff (teaching and non-teaching) of the College.

Apart from official measures, college also supports its non-teaching staff by providing Ex-gratia facilities from the College Fund. Loans from Provident Fund on genuine grounds are provided, bank loans are also supported by the college.

Facilities and Provisions for ensuring the safety and wellbeing of women inside the institution:

There is a separate common room for female students with all necessary facilities.

Vending machine for sanitary napkins in common room for girls.

CCTV cameras have been installed at strategic locations for continuous surveillance of the premises and for heightening security in the college.

College campus is also manned by security personnel round the clock to ensure better safety.

Institutional efforts/initiatives in providing an inclusive environment

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 extra-curricular activities in the institution equally. The curriculum prescribed under the current CBCS system is particularly suited to deliver the message of tolerance, harmony, equality and a non-discriminatory and inclusive democracy as evidenced by the syllabi of the Political Science and the English departments, to cite but two. The tenets of the Indian Constitution, Human Rights, Equality of all under the law of the land are very well documented in the Political Science syllabus, while the English Literature syllabus stresses a universal brotherhood of man and his inalienable rights.

At our institution we 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.

The diversity in India is unique. It presents endless varieties of physical features and cultural patterns. In our college students get acquainted with the different cultures of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. This also creates an inclusive environment in the college and impacts society positively.

Green campus initiatives of the Institution:

Restricted entry of automobiles

Ban on use of Plastic

Landscaping with trees and plants