

ACTIVITY REPORT, IQAC, LALBABA COLLEGE

ADMINISTRATIVE TRAINING PROGRAMME

ON

STOCK MANAGEMENT SYSTEM

7 December, 2022

Organized by

IQAC, LALBABA COLLEGE

Report on Administrative Training Program on Stock Management System held on 07.12.2022, Organized by IQAC, Lalbaba College.

The Internal Quality Assurance Cell (IQAC) of Lalbaba College, organized an Administrative Training Program on **Stock Management System** on 7th Dec. 2022 at 01.45 pm. All the Non-teaching staff, In-Charges of different Departments and Internal members of the IQAC actively took part in this training programme.



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The program was coordinated by Dr. Mala Aditya. The inaugural address was given by Dr. Sanjay Kumar, Principal, Lalbaba College, who explained the need of implementation of the software. Later on behalf of IQAC, Prof. Nidhi Chowdhary

Aim of the programme

The main aim of the programme was to make aware about the new stock management software and get valuable inputs from all the participants to modify it if needed before implementation.

opined her views about the implementation of the software and suggested that there must be interdependency among all the persons involved in use of the stock management system, so that this whole process doesn't become the burden of few persons and proper services can be given to all the stakeholders.

In the next phase of the program mock drill of the software and hands-on-training was provided by Dr. Chhatradhar Das, the IQAC Coordinator himself to each participants .The training was mainly focused to upgrade the technical skills of the Non-teaching staff to give proper service through office. As the software was in developing phase many suggestions were recorded during the demonstration process. All total 43 members from different sectors attended the programme.

Dr. Chhatradhar Das vividly demonstrates how to access and use the stock management through Lalbaba College website. He in details demonstrated all the menus and options like:

Vendor Details---Stock Information---Purchase Information

Department Dashboard---Stock Allocation---Bar Code Print---Report etc.

The next phase of the program and the most important one was the suggestions about how to upgrade the developing software and make it more user friendly. The main recommendations /suggestions given by various participants are as follows:

- Inclusion of Sports option in Assets
- Guidelines for standard operating procedure

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- Repair and maintenance option as sub category in assets
- The category of assets/consumables etc can be given at top
- Tracking of assets before discarding
- Temporary University assets may be included
- Option of donated assets
- Biometric receiving of assets
- Allocation of assets need to have sub categories like Departments/sub-committees/office/T.C/etc and information should be conveyed while allocating items
- Nature of items should be mentioned while allocating items
- There may be responsibility segregation while assigning duties by the Admin
- Accession Y/N from the end of library for payment and addition of assets with bill no.
- Dropdown for entry like Library/Office/Laboratory
- Department requisition option in department dashboard
- Received by and responsible custodian clarity
- Disposed list may be included
- Repairing details of assets



After a brainstorming Question Answer session and various valuable suggestions which was recorded, we look forward to incorporate them as far as possible. After little refreshments the program ended with a vote of thanks given by Prof. Dilip Barik who congratulated all the members of IQAC and everyone involved in the program for organizing such a program in short span of time for stock management and wished its early success.

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:Participants:


Non-Teaching Staff	19
In-charges of different departments	14
IQAC members	10
Total =	43



Brochure of the Programme

**ADMINISTRATIVE TRAINING PROGRAMME
ON
STOCK MANAGEMENT SYSTEM**

Organized by
IQAC
Lalbaba College, Belur Math , Howrah



Date : 07.12.2022
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

Sample Certificate of Participation

LALBABA COLLEGE
(Affiliated to The University of Calcutta)



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LALBABA COLLEGE**

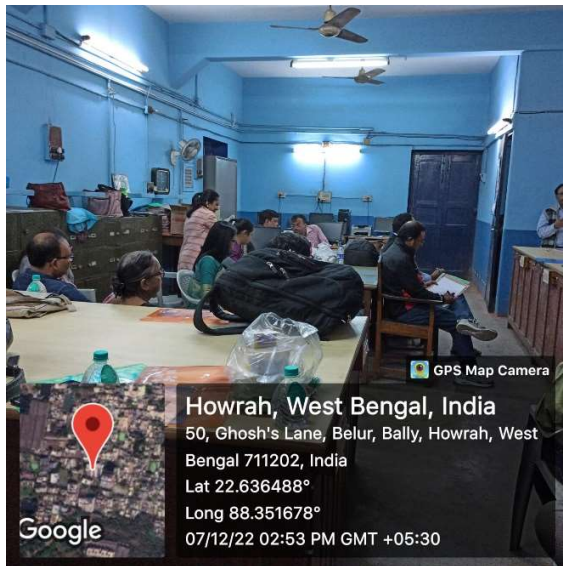
Certificate of Participation

This is to certify that Dr./Prof./Mr./Mrs./Ms.
has attended the Administrative Training Programme on "Stock Management System"
organized by IQAC, Lalbaba College on 07.12.2022.

Dr. Sanjay Kumar,
Principal, Lalbaba College

Dr. Chhatradhar Das,
IQAC Coordinator, Lalbaba College

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Signature sheet of the participants are as follows

**ADMINISTRATIVE TRAINING PROGRAMMES
ON
STOCK MANAGEMENT SYSTEM**

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


7th December, 2022

Signature Sheet for Participants

Sl.No.	Name	Signature
✓ 1.	Alpana Bagani	Alpana Bagani 7.12.22
2.	Amar Dolui	Amar K. Dolui
3.	Animesh Das	Animesh Das 7.12.22
4.	Arabinda Mahajan	Arabinda Mahajan
5.	Dibakar Ghosh	Dibakar Ghosh 07/12/22
6.	Doli Biswas	Doli Biswas 07/12/22
7.	Goutam Dutta	Goutam Dutta 07/12/2022
8.	Indira Chatterjee	Indira Chatterjee 07/12/2022
9.	Mali Bhowal	Mali Bhowal 07/12/22
10.	Nikhil Krishna Roy	Nikhil Krishna Roy
11.	Rajesh Balmiki	—
12.	Rajesh Halder	Rajesh Halder 7/12/22
13.	Rina Banerjee	Rina Banerjee 7/12/22
14.	Shyam Sundar Balmiki	Shyam Sundar Balmiki
15.	Soma Mitra	Soma Mitra 07/12/22
16.	Subhasis Bhattacharya	Subhasis Bhattacharya 07/12/22
17.	Sumit Sarkar	Sumit Sarkar 07/12/22
18.	Surajit Bera	Surajit Bera
19.	Surendranath Pramanik	Surendranath Pramanik 7.12.22
20.	Swarnalata Koley	Swarnalata Koley 7/12/22


 Coordinator
 Internal Quality Assurance Cell
 Lalbaba College




 Principal
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Signature Sheet for Participants

Sl.No.	Subject / Department	Name	Signature
1.	Bengali	Jayanti Chakraborty	Jayanti Chakraborty 7-12-22
2.	Chemistry	Kartick Ch. Nayek	Kartick Ch. Nayek 7/12/2022
3.	Commerce	Rash Kr. Dey	Rash Kr. Dey
4.	Economics	Soumik Kante Ghosh	Soumik Kante Ghosh 7/12/2022
5.	Education	Suprio Biswas	Suprio Biswas
6.	English	—	—
7.	Environment	Amreeta Ghosh	Amreeta Ghosh 7/12/2022
8.	Geography	Dey Gopal	Dey Gopal 7/12/22
9.	Hindi	Dr. Lalit Kr. Jha	Dr. Lalit Kr. Jha 7/12/22
10.	History	JAYASREE BOLE	Jayasree Bole 7/12/22
11.	Mathematics	JAGANNATH BISWAS	Jagannath Biswas 7/12/22
12.	Philosophy	Rakshi Mondal	Rakshi Mondal 7/12/22
13.	Physics	Dr. Reema Das	Reema Das 07.12.22
14.	Political Science	Dr. Gautam Majumdar	Dr. Gautam Majumdar 7/12
15.	Sanskrit	—	—
16.	Urdu	Dr. Md. Rasid	Dr. Md. Rasid


 Coordinator
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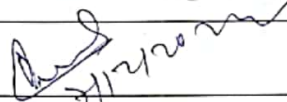
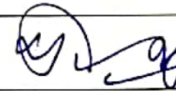
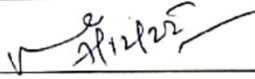
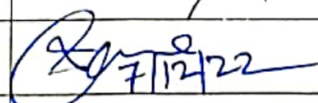

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Signature Sheet for Participants

Sl.No.	Name	Signature
x 1.	Dr. Sanjay Kumar, Principal	
✓ 2.	Prof. Gopal Roy	—
3.	Dr. Mala Aditya	Mala Aditya 07/12/22
✓ 4.	Nikhil Krishna Roy /	—
✓ 5.	Dr. Gautam Majumdar /	—
6.	Prof. Dilip Barik	Barik 7/12/22
7.	Prof. Pradipta Bagchi	 09.12.22
8.	Prof. Debasish Lahiri /	—
9.	Dr. Kalyan Mazumder	Kalyan Mazumder 7-12-22
10.	Prof. Sanhita Ghosh	Sghosh. 7.12.22.
11.	Dr. Ansar Khan	
✓ 12.	Prof. Suprio Biswas /	—
13.	Prof. Nidhi Chowdhary	Nidhi chowdhary 7/12/22
14.	Dr. Bhutnath Jana /	
x 15.	Dr. Chhatradhar Das	Chhatradhar Das. 7/12/22


Coordinator
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