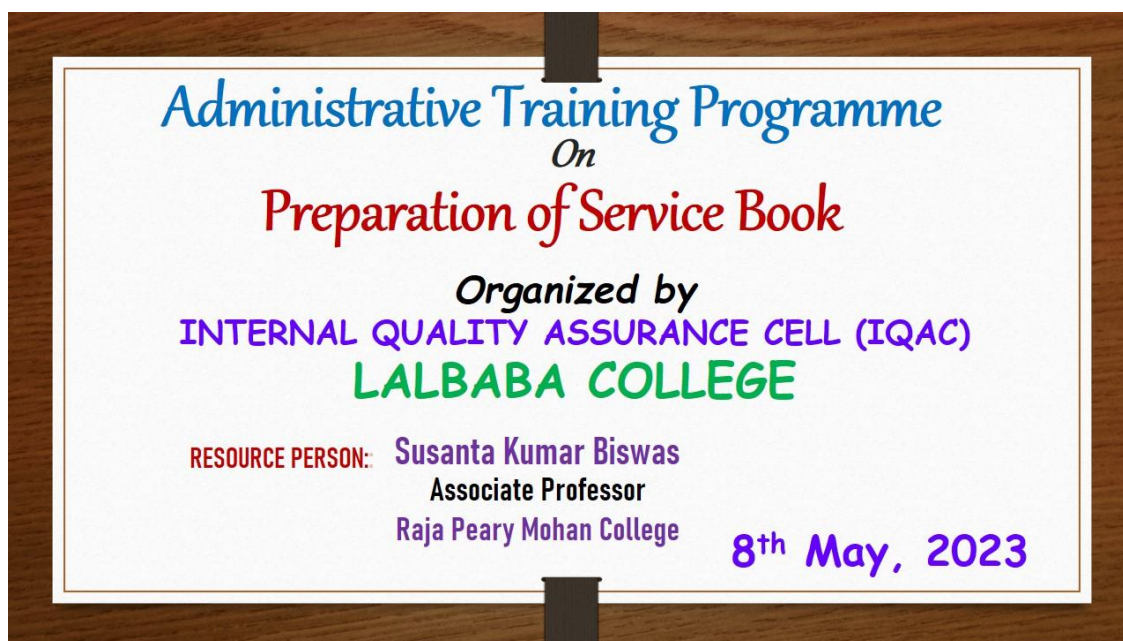
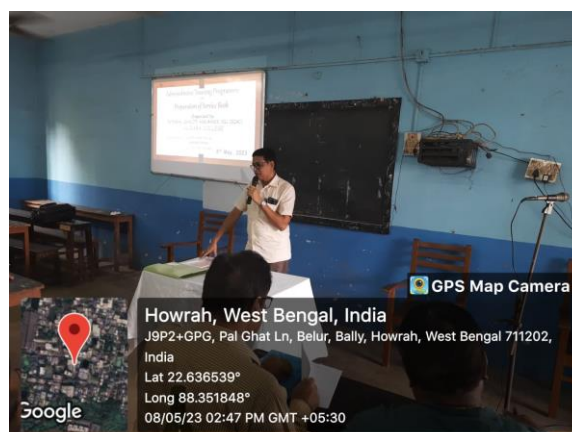


ACTIVITY REPORT, IQAC, LALBABA COLLEGE



Report of the Administrative Training Program on Preparation of Service Book held on 08.05.2023, Organized by IQAC, Lalbaba College



The Internal Quality Assurance Cell (IQAC) of Lalbaba College organized an Administrative Training Program on “**Preparation of Service Book**” on 8th May 2023 at 01.45 pm. The members of the whole-time Teaching and Non-teaching staff actively took part in this training programme.

The program was compered by Dr. Mala Aditya who welcomed the Hon’ble resource person Prof. Susanta Kumar Biswas. After Guest felicitation, the inaugural speech was given by Dr. Sanjay Kumar, who explained the need for the preparation of



Service Book for all the whole-time employees, both teaching and non-teaching section.

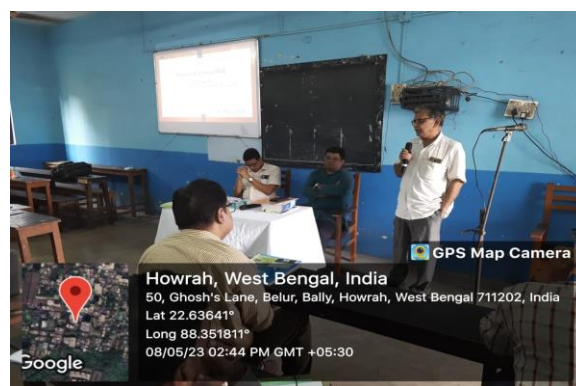
The IQAC Coordinator, Dr. Chhatradhar Das, explained the organization's duties with regard to keeping the Service Book up-to-date on a regular basis. He emphasized that the institution has fallen far behind in updating the Service Books of all of its full-time employees, including those who work in both the teaching and non-teaching wings. As a result, he suggested that all full-time employees be adequately guided and given access to all rules and regulations for the correct preservation of



service records and leave records. Thus he was eager to organize this training programme for the benefit of all the whole-time employees of the college.

Prof. Jayasree Boler, Convener, Service Book Sub-Committee and Prof. Rash Kumar Dey, Convener, Leave Record Sub-Committee also expressed their thanks to IQAC for providing such session. They also expressed their regards to the Hon'ble speaker Prof. Susanta Kumar Biswas for extending his hands in this regard.

Prof. Susanta Kumar Biswas, Associate Professor, Department of Mathematics, Raja Peary Mohan College, Uttarpara, Hooghly, vividly described the pros and cons of the Service Book of an employee which is to be scrutinized thoroughly by the Government officials after the retirement of a permanent employee. This document is very much important for calculation of benefits of a pensioner. He demonstrated how leave of an employee can be calculated and procedure for keeping the record year wise.



All total 41 participants joined in this programme which includes 29 teachers, 8 non-teaching staff from Lalbaba college, resource person himself, 1 (one) Principal from other college and 2 (two) non-teaching staff from two different colleges.

He mentioned to be keeping ready some essential information / documents for smooth preparation of service book (Annexure).

A questionnaire session was conducted by Dr. Mala Aditya where members raised their problems and the resource person mitigate their queries successfully. All the members participated in the session were very



mush impressed and expressed their thanks to the IQAC for arranging such type of training programme.



Vote of thanks was provided by Prof. Debasish Lahiri to all the participants, resources person and other

guests from different colleges for their cooperation towards successful completion of the programme.

:Participants:

Teachers	29
Non-Teaching Staff	8
Resource Person	1
Principal from other college	1
Non-teaching staff from other college	2
Total =	41

ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK

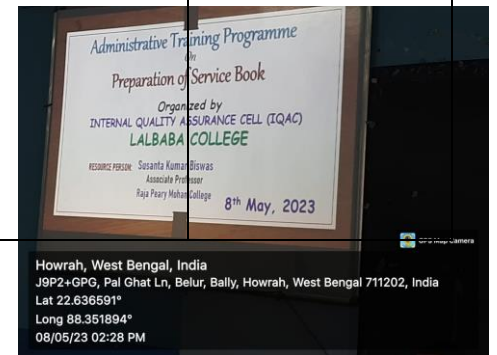
PART – I (General)

1. Name of the Teacher / Employee:
2. Designation (i) : w.e.f.....
(ii) : w.e.f.
(iii) : w.e.f.
(iv) : w.e.f.
3. Date of Birth :
4. Date of Appointment / Joining:
5. G.B. Resolution date :
(Approval of Appointment/Joining)
6. G.B. Resolution date :
(Confirmation of Service)
7. Appointment Letter No. & Date :
8. Joining Report Date :
9. (i)WBCSC's Recommendation
Letter No. & Date :
(College Copy)
(ii) WBCSC's Recommendation
Letter No. & Date :
(Incumbent's Copy) :
10. Post Creation G.O. No. : _____ date _____
11. Last Pay Fixation Memo No. : _____ date _____
(of Previous Incumbent)
12. G.B. Resolution date : _____
(Regarding Retirement / Transfer / Resignation / Demise of Previous Incumbent)
13. G.B. Resolution dates : (i) (ii) (iii)
(Regarding Leave)
14. Original OPTION FORM :
(For employees joined before 30.08.2001)

ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK
PART – II (Pay Fixation Details)

1. (a) Name :
(b) Designation :

Sl. No.	Pay Fixation Memo No. & date	Scale of Pay (with full break-up)	Pay fixed at (Rs.)	w.e.f.	Date of next increment	Designation (w.e.f.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)



ESSENTIAL INFORMATIONS / DOCUMENTS FOR SERVICE BOOK

PART – III (Leave Details)

1. (a) Name :
(b) Designation :

Sl. No.	Nature of Leave	Duration	GB Resolution Date	Remarks
(1)	(2)	(3)	(4)	(5)

Brochure of the Programme

**Administrative Training Programme on
Preparation of Service Book**
Organized By Internal Quality Assurance Cell (IQAC)
LALBABA COLLEGE
Date: 08th May, 2023
Time: 2:00 p.m.

Chief Patron



Dr. Sanjay Kumar,
Principal
Lalbaba College

IQAC Coordinator



Dr. Chhatradhar Das,
Dept. of Physics
Lalbaba College

Organizing Committee: IQAC, Lalbaba College
Reception Desk: Dr. Ansar Khan and Prof. Gopal Roy
Moderator: Dr. Mala Aditya
Report writing: Dr. Kalyan Mazumder
Refreshment: Prof. Suprio Biswas, Prof. Sanhita Ghosh and Sri Nikhil Krishna Roy
Brochure and Certificate design: Dr. Ruma Das

RESOURCE PERSON:



Susanta Kumar Biswas
Associate Professor
Department of Mathematics
Raja Peary Mohan College
Uttarpara, Hooghly

Programme Schedule

1:45 - 2:00 - Registration
2:00 - 2:05 - Felicitation
2:05 - 2:10 - Inaugural Speech - Dr. Sanjay Kumar, Principal
2-10 - 2:15 - Introductory Speech - Dr. Chhatradhar Das, IQAC Coordinator
2:15 - 2:20 - Speech - Prof. Jayasree Boler, Convener, Service Book Sub-Committee
2:20 - 2:25 - Speech - Prof. Rash Kumar Dey, Convener, Leave Record Sub-Committee
2:25 - 3:10 - Technical Session-1
3:10 - 3:30 - Break
3:30 - 4:15 - Technical Session-2
4:15 - 4:45 - Question-Answer Session
4:45 - 4:50 - Vote of thanks-Prof. Debasish Lahiri

Participation: All Whole-Time Teaching and Non-Teaching Staff

Sample Participation Certificate

LALBABA COLLEGE
(Affiliated to The University of Calcutta)



Administrative Training Programme on "Preparation of Service Book"

Organized by
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

Certificate of Participation

This is to certify that Dr./Prof./Sri/Smt./Sm
has attended as a participant/ Resource Person in the Administrative Training Programme on
"Preparation of Service Book" organized by IQAC, Lalbaba College on 08.05.2023.

Dr. Sanjay Kumar,
Principal, Lalbaba College

Dr. Chhatradhar Das,
IQAC Coordinator, Lalbaba College

Signature sheet of the participants are as follows

**ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK**

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

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Department	Signature
✓1.	DR. JAYANTI CHAKRABORTY	Bengali	Jayanti Chakraborty 8.5.23
✓2.	DR. INDRANI DEY	Bengali	Indrani Dey
3.	SRI PRADIPTA BAGCHI	Bengali	—
✓4.	DR. KALYAN MAZUMDER	Bengali	Kalyan Mazumder 8.5.23
✓5.	SRI UJJAL ORAW	Bengali	Ujjal Oraw 8/5/23
6.	SRI KARTICK CHANDRA NAYEK	Chemistry	—
✓7.	SMT. MITALI MUKHERJEE	Commerce	Mitali Mukherjee 8/5/23
✓8.	SRI RASH KUMAR DEY	Commerce	Rash Kumar Dey 08/5/23
9.	DR. DILIP BARIK	Commerce	—
✓10.	SRI MANJUR ALAM	Commerce	Manjur Alam 08/05/23
✓11.	SRI KRISHNENDU DAS	Economics	Krishnendu Das 08/05/23
12.	SRI RONALD LEPCHA	Economics	—
13.	SRI SUPRIO BISWAS	Education	—
✓14.	SMT. ASOKA BHATTACHARYA	English	Asoka Bhattacharya 8/5/23
✓15.	SRI DEBASISH LAHIRI	English	Debasish Lahiri 8/5/23
✓16.	SRI MRINAL SARKAR	English	Mrinal Sarkar 8/5/23
✓17.	DR. SOMNATH PAUL	English	Somnath Paul 8/5/23
18.	DR. SUNITA CHANDRA	Geography	—
✓19.	SRI GOPAL ROY	Geography	Gopal Roy 8/5/23
✓20.	DR. ANSAR KHAN	Geography	Ansar Khan 8/5/23
*21.	DR. SANJAY KUMAR	Hindi	Sanjay Kumar 8/5/23
✓22.	DR. AJIT KUMAR SINGH	Hindi	A.K. Singh 8/5/23
✓23.	DR. LALIT KUMAR JHA	Hindi	Lalit Kumar Jha 8/5/23



G. Susanta K. Biswas
Coordinator
Internal Quality Assurance Cell
Lalbaba College
Resource Person
Peary Mohan College

Math. Singh
08/05/23

Principal
Lalbaba College
117, G. T. Road, Belurmath
Howrah - 711201

**ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK**

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

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Department	Signature
✓ 24.	SMT. JAYASREE BOLER	History	J Boler 8/5/23
✓ 25.	DR. MILAN KANTI DAS	History	Milankanti 8/5/23
✓ 26.	MS. PRITI SINHA	History	PS 8/5/23
✓ 27.	DR. MALA ADITYA	Librarian	MA 8/5/23
28.	SRI JAGANNATH BISWAS	Mathematics	—
✓ 29.	SMT. SANHITA GHOSH	Philosophy	Sghosh 8.5.23.
✓ 30.	SRI RAKESH MONDAL	Philosophy	Rwark monal 8/5/23
✓ 31.	SMT. BINGSHATI SARKAR	Philosophy	Bingshati Sarkar 8/5/23
* 32.	DR. CHHATRADHAR DAS	Physics	Chhatradhar Das 8/5/23.
33.	DR. RUMA DAS	Physics	—
✓ 34.	DR. GAUTAM MAJUMDAR	Political Science	gma 8/5/23
35.	SMT. NIDHI CHOWDHARY	Political Science	—
✓ 36.	SRI DEBASIS GHOSH	Political Science	Debasis Ghosh 8/5/23
✓ 37.	SMT. ISANI CHAKRABARTI	Sanskrit	Isani Chakrabarti 8/5/23
✓ 38.	DR. BHUTNATH JANA	Sanskrit	Bhutnath Jana 8/5/23

39. DR. UMA GHOSH



PRINCIPAL
S.M.V., M.D.

— Uma Ghosh

Internal Quality Assurance Cell
Lalbaba College

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

ADMINISTRATIVE TRAINING PROGRAMME
ON
PREPARATION OF SERVICE BOOK

Organized by
INTERNAL QUALITY ASSURANCE CELL (IQAC)
LALBABA COLLEGE

8th May, 2023

Signature Sheet for Participants

Sl.No.	Name	Signature
1.	Alpana Bagani	—
2.	Amar Dolui	—
✓ 3.	Arabinda Mahajan	Arabinda Mahajan 8/5/23
✓ 4.	Doli Biswas	Doli Biswas 08/05/23
✓ 5.	Indira Chatterjee	Indira Chatterjee 08/05/23
✓ 6.	Mali Bhowal	Mali Bhowal 08/05/23
✓ 7.	Nikhil Krishna Roy	Nikhil Krishna Roy 8/5/23
✓ 8.	Shyam Sundar Balmiki	Shyam Sundar Balmiki 8/5/23
✓ 9.	Soma Mitra	S. Mitra 08/05/2023
10.	Surendranath Pramanik	—
✓ 11.	Swarnalata Koley	Swarnalata Koley 8/5/23

12. ✓ Surajit Das. (Office staff)
Maharaja Srishandra college.


Surajit Das 08/05/23.

13. ✓ Chaitali Ganguly
R.P.M. College

Ganguly
08/05/2023.


Coordinator
Internal Quality Assurance Cell
Lalbaba College




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