

## REPORT ON IQAC ACTIVITIES FROM 22/08/2019 TO APRIL, 2021

### SESSION: 2019-20

#### MEETINGS

The IQAC has conducted two meetings in this period. The first meeting was held on 27/09/2020. The minutes of this meeting was confirmed in the second meeting held on 18/01/2020. The meetings of the second meeting will be confirmed in the next meeting.

In the IQAC meeting dated 18/01/2020 it was resolved that the Internal members of the IQAC can hold meetings to discuss the logistics of various programmes organized by the cell. Three such meetings were held between 21/01/2020 to June 2020. Out of these, two were held physically in college (21/01/2020 and 03/03/2020) and one (19/06/2020) was held online. The minutes of meeting held on 21/01/2020 is confirmed, for the rest the minutes are ready and will be confirmed in the next meeting.

#### ACTIVITIES

The IQAC has conducted the following activities in this period

1. Medical checkup and health counselling by Dr. S.R Chowdhury on 11/12/2019 and 13/03/2020
2. Participation in NIRF 2020 of Ministry of Human Resource Development. ✓
3. Initiation of add-on course on 'Yoga and Physical Wellness'
4. Initiation of add-on course on 'Fashion Accessories Designing' ✓
5. Submission of AQAR 17-18, and partial compilation of data for AQAR 18-19 (members of IQAC could not submit their relevant portions due to closure of college from 16.03.20)
6. One-day Yoga camp held on 11/02/2020 ✓
7. Establishing functional linkage with Bankim Sardar College, recognized as a College with Potential for Excellence(CEP) by UGC for a period of 5 years for different quality initiatives like student's seminar, curriculum workshop, faculty exchange, etc. ✓
8. National Level Webinar on 'NAAC Assessment and Accreditation for Affiliated Colleges- Revised Accreditation Framework' held on 30/06/20. ✓
9. Collection of Feedback for the session 19-20 from Alumni (present in IQAC mail drive)
10. Collection of Feedback for the session 19-20 from Parents (present in IQAC mail drive)
11. Collection of Feedback for the session 19-20 from Students (present in IQAC mail drive)

12. Proposal for a new College website in accordance with NAAC guidelines was approved in the meeting dated 27/09/2020. Subsequently the college went through the process of Finance Sub-committee meeting and a tender was floated for the same. After a process of re-tendering the lowest bidding vendor was selected in end February/early March (I do not remember the date). As advised by the principal the IQAC internal members met the vendor in early March, to discuss the basic layout of the website and to understand the required data. In accordance to the discussion the members were allotted different sections of data collection. The members submitted their respective portions to me, and I have collated the same and it is absolutely ready. As per my knowledge, the official process of issuing a work order for the same could not be due to closure of college.

I want to bring this to **notice that this is extremely important in the light of new NAAC guidelines and must be taken up at the earliest.**

13. Conducting one CAS Committee meeting and processing promotion papers of four incumbents, Dr. Samarpita Gosh Ray, Dr. Pushpa Tiwary, Ms. Preeti Ghatani and Dr. Sanjukta Mitra for whom the college had already received the names of subject experts and DPI nominee. However, the CAS meeting could not be held as the Head of the University departments had changed. Since it is mandatory that the subject expert must be the HoD of the university department, Principal was requested to ask for new names of subject experts from Calcutta University.

The CAS committee also prepared and approved a 'Standardised Format' for collection of data for CAS from the College office and the incumbent.

The committee was forwarded two letters from Ms. Kalpana Biswas and Mr. Mantoo Das by the Principal regarding their promotion to Stage II. In this regard the college office and the incumbents were provided with the 'Standardised Format' for collection of data required to process the promotion file in November 2019. The college office has submitted the available relevant documents to the Committee, but the CAS committee has not received any correspondence from the incumbents till date.

Four other activities were scheduled in March 2020

1. Workshop on Menstrual Hygiene by Indian Public Health Association (IPHA) in collaboration with Social Service Subcommittee– 18/03/2020
2. Basic Life Saving course for staff member – 19/03/2020

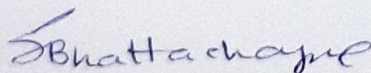
3. Parent –Teacher interaction – 20/03/2020
4. Workshop on 'New Modalities of NAAC Assessment' -25/03/2020
5. Blood donation camp- April (date not decided)

These could not be held due to closure of college from 16/03/2020. The NAAC workshop was later held on a larger National scale on 30/06/2020 (as reported above). The Parent –Teacher interaction was also replaced by on-line collection of Parents feedback in June 2020.

#### SESSION: 2020-21

The session is still in progress. As the college is closed due to the Covid pandemic very few activities could be organized. The work done includes:

1. Collection and uploading of complete data for AQAR 2018-19 in the NAAC website (final submission subject to approval of TIC)
2. Collection of Self -Assessment of Teachers for the session 2019-20.
3. Online Internal Workshop on Annual Self-Assessment and CAS Requirements
4. CAS Screening of Dr. Samarpita Ghosh Ray, Dr. Priti Ghatani, Dr. Pushpa Tiwary and Dr. Sanjukta Mitra



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