



PHONE : 2287-5509 / 2283-579

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

NOTICE

22.02.24

INTERNAL QUALITY ASSURANCE CELL

All members of the IQAC and the NAAC coordinators are requested to attend a meeting on 1st March 2024 at 11 am in the Principal's room to discuss the following agenda:

- ✓1. Confirmation of the minutes of the meeting held on ^{11th} 3rd July 2023.
- ✓2. To place the Action Taken Report for the academic session 2022 - 2023 ^{Sushmita Das | 31/24}
- ✓3. To report reconstitution of NAAC Steering Committee
- ✓4. Approval of policy documents required for NAAC accreditation
- ✓5. To report progress of work on SSR
- ✓6. Formation of SSR preparation committee
- ✓7. Creation of a NAAC room and reorientation of library space.
- ✓8. To discuss issues related to Annual Budget for the financial years 2020 - 2021; ^{no budget Pandem}
2021 - 2022 and 2022 - 2023 - ^{TIC approved so no partial Budget act-March}
^{Budget not placed approval} ^{exp 22-23}
- ✓9. Miscellaneous ^{AGAP 2022-2023 placed}

Sushmita Das
Sushmita Das

Coordinator, IQAC

COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017

S. Bhattacharya
Dr. Srabanti Bhattacharya

Principal

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017



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Date:28.02.2024

INTERNAL QUALITY ASSURANCE CELL

Chairperson	Dr. Srabanti Bhattacharya, Principal
Coordinator of the IQAC	Ms Sushmita Das, HOD and Associate Professor, Department of English
Teachers to represent all levels (Assistant Professor and Associate Professor)	Ms Anjali Pramanik, HOD and Associate Professor, Dept of Political Science Ms Kalpana Biswas, HOD and Assistant Professor, Dept of Geography Dr Pushpa Tiwary, HOD and Assistant Professor, Dept of Hindi Dr Keya Dutta, HOD and Assistant Professor, Dept of History Mr Manab Mondal, HOD and Assistant Professor Dept of Sociology Dr Kanak Kumar Jana, HOD and Assistant Professor, Dept of Philosophy Mr Maniruzzaha Rahaman, HOD and Assistant Professor, Dept of Economics Mr Siddhartha Sarkar, HOD and Assistant Professor, Dept of Education
Librarian	Dr. Sanjukta Mitra,
Member from the Management	Dr Apama Chakraborty, Administrator
Senior Administrative Officer	Tarun Roy, Accountant
Nominee from the Local Body	Susmita Bhattacharya, Councillor, Ward 63
One nominee from Trust	NA
Nominee from Students	Sarah Rahaman Shaikh, Sem III, English Honours
Nominee from Alumni	Mrs. Soha Hossain, SACT, Dept of Geography, Kashiswari Mahavidyalaya
One nominee from the Employer	Vacant
One nominee from Industrialists	Ms Sarmistha Singh, Director, SAJ Food Products Pvt. Ltd.
One nominee from Stakeholders	Pampa Chatterjee Principal Coordinator, SFC Departments

Sushmita Das 28/2/24

COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017

S. Bhattacharya 28/2/24
Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
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ers Present in the IQAC Meeting held on 1.3.2024, at 11 a.m. in the
al's Room:

Dr. Srabanti Bhattacharya

Srabanti Bhattacharya 1/3/24.

Dr. Aparna Chakraborty

ABSENT

Mrs. Sushmita Das

Sushmita Das 1/3/24

Mrs. Anjali Pramanick

Anjali 01/03/24

Mrs. Kalpana Biswas

Kalpana Biswas 1/3/24

Dr. Pushpa Tiwary

Pushpa Tiwary 1/3/24

Dr. Keya Dutta

Keya 1/3/24

Mr. Manab Mandal

Manab Mandal 01/03/24

Dr. Kanak Kumar Jana

Kanak Kumar Jana 01/03/2024

Mr. Maniruzzaha Rahaman

M. Rahaman 01/03/2024.

Mr Siddhartha Sarkar

S. Sarkar 01/03/2024

Dr. Sanjukta Mitra

Sanjukta Mitra 1.3.24.

Mr. Tarun Roy

Tarun Roy 1/3/24

Mrs. Pampa Chatterjee

Pampa Chatterjee 1.3.24

Mrs. Soha Hossain

Soha Hossain 01.03.24.

Mrs. Sharmistha Singh

ABSENT

Mrs. Sushmita Bhattacharya

ABSENT

Mr. Sahar Rahaman Shaikh

Sahar Rahaman Shaikh 1/3/24.

ARMILA PAUL

Armila Paul 01.03.2024

Minutes of the meeting of the Internal Quality Assurance Cell of Rani Birla Girls' College held on 1st March, 2024 at 11am at the Principal's office.

The following matters were discussed and resolved:

Item 1:

The minutes of the meeting of IQAC held on 11.07.2023 were read out by the IQAC Coordinator, Mrs. Sushmita Das and were confirmed with following business arising:

Business Arising:

- The IQAC Coordinator reported that Sarah Rahaman Shaikh, Semester 3 student of English Honours has been incorporated as the new student representative of the IQAC in place of Sufia Jamal.
- She further reported that Mrs. Susmita Bhattacharya, Local Councilor, Ward no. 63 has been incorporated as the local body representative member of the IQAC.
- Principal, Dr. Srabanti Bhattacharya reported that a committee has been formed to revive the Alumni Association of the college and that the AGM of the Alumni Association is scheduled to be held in the second week of March.
- The Principal further reported that there has been no progress of work on NSS since July, 2023 and that the last Programme Officer, Mrs. Pampa Chatterjee has been assigned the task of resolving the matter by 31st March, 2024 with the help of Dr. Keya Dutta and the Accountant, Mr. Tarun Kumar Roy.
- Dr. Bhattacharya emphasized on the fact that partial audit for the session 2011-2012 was completed and that the audit for the sessions 2011-12, 2012-13, 2013-14 would have to be completed immediately. The complete audit reports of these three sessions and the balance amount have to be returned to the college by 31st March, 2024.
- The Principal requested the Convenor of the Academic sub-committee, Mrs. Anjali Pramanick to submit the status of collection of data/documents for Academic audit, asked to prepare previously, to collect them from all the departments within seven days with the help of any other member of the committee and to conduct a meeting of the committee in the month of March.
- The IQAC Coordinator reported that the college has signed twenty one MoUs ^{plus eight} ~~and~~ Academic Linkages ^{and} with various institutions.
 Sushmita Das 1/3/24
- She further reported that Dr. Swarup Kumar Haldar, Assistant Professor in the Department of History, has been entrusted with the responsibility of keeping the records of all the MoUs and the academic linkages.
- The Principal asked the Departments of Philosophy and Economics to hold a joint seminar as early as possible.
- The Principal reported that only the Department of Communicative English had been able to publish a departmental e-magazine and the Department of English is in the process of publishing one very soon. Other departments were asked by the Principal to positively publish an e-magazine by March, 2024.
- It was reported by the IQAC Coordinator that Dr. Apalak Das, Assistant Professor in the Department of History had been entrusted the responsibility of Nodal Officer of the Enrichment courses.

- The Principal reported that the stock registers for the college for 1) asset, 2) printed stationary, 3) general stationary are being updated by the members of Infrastructure sub-committee and Criteria 2 and 7.
- The Principal requested the IQAC Coordinator to apprise departments having practical based papers to update their stock registers as early as possible.
- The Principal requested the IQAC Coordinator to apprise the Infrastructure sub-committee to update the stock registers of the furniture and complete their numbering by April, 2024.
- Dr. Sarmila Paul reported that the IQAC and Career Counselling and Placement Fair, **UDAAAN** was successfully organized by the Career Counselling and Placement Cell in collaboration with the IQAC and Placement cells of Sammilani Mahavidyalaya, Sir Gurudas Mahavidyalaya, Vidyasagar College for Women, Vivekananda College for Women and Dumdum Motijheel Rabindra Mahavidyalaya in the premises of Rani Birla Girls' College. 236 students of Rani Birla Girls' College and 24 students from the co-host colleges and several faculties attended the programme. Mrs. Saswati Mukhopadhyay, Additional Director of Employment, Labour Department, South 24 Parganas graced the occasion as the Chief Guest. 17 companies from various sectors participated in the event and the placement drive was conducted for 3 companies. (Annexure 1)
- An Inter-college talent hunt was organized by the cultural sub-committee and Rhythmscape club named **SPECTRUM**. The Convenor of the cultural sub-committee reported the following (Annexure 2).
- A one-day state level workshop on Intellectual Property Rights was jointly organized with Netaji Nagar College on (Annexure 3).
- Principal reported that a Research and Development Cell has been formed and requested the IQAC Coordinator to look into the matter so that the committee details gets uploaded on UGC website.
- Principal also reported that an Advisory Board for the college journal **Mindspace** consisting nine eminent Professors of various institutions of repute. (Annexure 4)
- The Librarian reported that a book fair titled **KNOWLEDGE** was successfully organized for two days on 9th and 10th January, 2024 in collaboration with seven other eminent institutions. (Annexure 5).
- IQAC Coordinator further reported that E-waste disposal was successfully accomplished jointly by the IT Infrastructure sub-committee and Criterion 7 on 5th January, 2024 by Vital Waste, a central government approved recyclers. It was also reported that the college has earned Rs. 16,000/- through the disposal of E-waste, metal waste and plastic waste which was conducted after signing a MoU with the said company and a e-certificate was provided by them to the college.
- Administrative trainings were conducted on CAS, PF and E-Tender.
- Green audit would be conducted by BSI in March, 2024.
- Orientation Programme for the students of Semester 1 were conducted.
- The Principal reported that insurance scheme for the students could not have been done because the concerned company proposed to cover the students only when inside the campus.

- AQAR for the session 2022-23 was presented by the IQAC Coordinator. She further informed that the date for submitting the AQAR 2022-23 had been extended to 30th April, 2024.
- Principal observed that though the required work for SSR is on yet the progress is very slow.
- It was reported by Mrs. Anjali Pramanick reported that the Mentor/Mentee list would be handed over to the Website Management committee on 1st March, 2024 for uploading on the college website.

Item 2:

Action Taken Report for the session 2022-23 was presented by the IQAC Coordinator before the members (ANNEXURE)
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Item 3:

The IQAC Coordinator reported that 22nd March, 2024 had been decided as the due date for submitting the collected data/documents of the sessions 2019-2020 to February, 2023-24 required for SSR compilation.

Item 4:

- It was decided that, as per the requirements of NAAC. Few policy documents would be prepared and responsibility was distributed in the following manner:
 - Policy document on ICC, Grievance redressal and anti-ragging – by Dr. Pushpa Tiwary
 - Policy document on Institutional Values and Best Practices – by Dr. Keya Dutta
 - Policy document on E-governance – by the Principal with the help of the conveners of Criterion VI
 - Policy document on the award of non-government scholarship and Freeship – by the Principal
 - Policy document on Green Initiatives – by Dr. Keya Dutta
 - Policy document on Continuous Internal Assessment – by the IQAC Coordinator
 - Policy document on Out of syllabus Internship - by the IQAC Coordinator
- The policy document on Disabled-friendly environment and Financial support for Faculties were presented and read by the IQAC Coordinator and was approved by the members.

Dr. Keya Dutta suggested to add a spotlight for students with poor vision to assist them in classwork and during examinations.

Item 5:

The reconstituted NAAC Steering committee was presented before the members by the IQAC Coordinator explaining the necessity of the reconstitution after the joining of new faculty members. (Annexure 7).

Item 6 :

The IQAC coordinator proposed the formation of a SSR committee for compilation and uploading of data. The two NAAC coordinators, Ms. Pampa Chatterjee and Dr. Sarmila Paul seconded this proposal. The following names were proposed : Dr. Apala Dasgupta Barat, Ritwik Balo, Namrata Subha, Debarchana Dutta, Ishita Biswas, Sayantani Mitra, Sarah Ali Sheikh, IQAC coordinator, NAAC coordinators and the Principal.

Item 7:

Creation of NAAC room and reorientation of college Library. NAAC coordinator, Dr. Sarmila Paul reported that the existing NAAC room is in the landing which has severe space constraints. To facilitate meetings, uploading of data, a larger room was required. She further enquired if one of the four rooms dedicated to the library can be spared for this purpose. The Librarian, Dr. Sanjukta Mitra reported that since automation of library with State fund is soon to be installed library must be there as a single room for RFID library. Hence one room can easily be dedicated as NAAC room after reorientation of the existing library.

Item 8 :

- The Principal reported that the budget for the financial year 2020-21 and 2021-22 were not prepared due to the pandemic and the voluntary retirement of the Ex-Principal, Dr. Sunetra Sinha. She further reported that a partial budget for 2022-23 was placed before the then Teacher-in-Charge, Dr. Nandita Chaudhury.

It was proposed by the Principal that a partial budget be prepared by the Accountant from October, 2022 to March, 2023. This proposal was accepted by the members.

With no other matter to discuss the meeting was called off with thanks to the Chair and the members.