

Rani Birla Girls' College, Kolkata

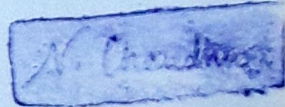
NOTICE

01.10.21

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 07.10.21 at 1.30p.m in the TIC's Room. All members are requested to attend the meeting.

Agendum:

- To decide on the Coordinator of IQAC



TIC & Chairperson

MEMBERS PRESENT IN THE IQAC MEETING  
HELD IN THE TIC'S ROOM ON 7<sup>th</sup> OCT 2021

Sl.no	NAMES	SIGNATURES
1.	DR. NANDITA CHOUDHARY	<i>Nandita Choudhary</i> 7/10/21
2.	MRS. ANJALI PRAMANIK	<i>Anjali</i> 07/10/2021
3.	MRS. SUSHMITA DAS	Sushmita Das 7/10/21
4.	<del>Mrs</del> DR. APALA DASGUPTA BARAT	<i>Apaladasgupta</i> 7/10/21
5.	MRS. JYOTI GURPEET WALIA	<i>J. G. Walia</i> 7/10/21
6.	DR. PRITI GHATANI	<i>Priti Ghataani</i> 7/10/21
7.	MR. MANTOO DAS	<i>Mantoo Das</i> 07.10.21
8.	MISS NAMRATA SUBBA	Namrata Subba 7/10/21
9.	MR. TARUN ROY	<i>Tarun Roy</i> 7/10/2021

## **Minutes of the Meeting held on 7/10/2022**

The first meeting of the formation of IQAC as approved by the Administrator Dr. Aparna Chakraborty was held in the TIC'S room and was chaired by TIC Dr. Nandita Choudhuri.

Agendum of the meeting was to **decide on the Coordinator of IQAC.**

All senior members were given opportunity to take the charge as coordinator but they denied due to various reasons. Professor Sushmita Das, Associate Professor in the dept, of English proposed Dr. Priti Ghatani, Assistant Professor in the dept. of Political Science to take charge as coordinator and was unanimously accepted by all the members. Dr. Ghatani accepted the proposal.

**Dr. Priti Ghatani, assistant professor in the dept. of political science became the IQAC Coordinator for the term of 2 years with effect from 7/10/22.**

### **Methods of functioning/delegation of responsibilities.**

Dr. Choudhuri had drafted the distribution of responsibilities for the internal members. Unlike the previous IQAC committee all the work were executed and function in closed knitted group she proposed this committee to include each and every member of the teaching and non-teaching staff to take the responsibility in the college assessment process as all are the stake holders. IQAC sub- committees was formed and headed by the internal members of IQAC and the members are from among all teaching and non-teaching staff.

### **IQAC SUB COMMITTEES**

- 1. CURRICULAR ASPECTS**  
NS (Internal IQAC Member)  
Members: FJ SMR Poorna V. Tiwary
- 2. TEACHING, LEARNING AND EVALUATION**  
ADB (Internal IQAC Member)  
Members: PT RB Sharmishtha Angana Trina Vijaya Sukhdeb Roy( Office clerk) N. Jati (Office Peon)
- 3. RESEARCH, INNOVATION AND EXTENSION**  
PG (Coordinator IQAC)  
Member: Swati B Deborshi Debarchana Sanjukta Ghosh Anjali Debnath Amit Sircar(Cashier)
- 4. INFRASTRUCTURE AND LEARNING RESOURCES**  
MD (Internal IQAC Member)  
Members: SGR SM (Librarian) KKJ Kinshuk Akanksha TK ROY(Accountant) B.Ali Antarjyami Das  
Amit Ghosh Joseph Shankar M. Dubey
- 5. STUDENT SUPPORT AND PROGRESSION**  
SD( Internal IQAC Member)  
Members: PC SP Siddhartha Apalak Pubalina Ishita DM (Assistant clerk) A. Sen Md.Feroz

**6. GOVERNANCE, LEADERSHIP AND MANAGEMENT**

JGW and MR (Internal IQAC Member)

Members: KD SM(Librarian) MM Sourav Abhijit Dipmalya K.B. Mukherjee (Head Clerk) S. Chakraborty ( Lab Technician)

**7. INSTITUTIONAL VALUES AND BEST PRACTICES**

AP (Internal IQAC Member)

Members: S.Sen KB JB Sayan Dutta Sharmishtha B. Ali M. Balmiki(Lab Attendant)

**TIC requested all sub- committee heads to open WhatsApp Group accordingly Start working on the AQAR 2019 to 2020**

**IQAC Coordinator taking the new responsibility proposed to call for subcommittee meeting to work on the action plan of the committee.**

**Meeting ended with vote of thanks to the chair and all the members by the IQAC Coordinator.**

*Print*

23/3/22  
Coordinator  
IQAC  
Rani Birla Girls' College  
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Kolkata-700 017