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**RANI BIRLA GIRLS' COLLEGE**

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

**NOTICE**

31/01/23

**Internal Quality Assurance Cell**

All members of the IQAC are requested to attend a meeting on 10.02.2023 at 11 am in the Principal's chamber to discuss the following agenda:

1. To draw an action plan for NAAC visit.
2. To discuss about the preparation required for CAS screening in view of the applications received.
3. Miscellaneous.

*Samarpita Ghosh Ray*

(Dr. Samarpita Ghosh Ray)

**IQAC Coordinator**

*Srabanti Bhattacharya*

(Dr. Srabanti Bhattacharya)

**Principal**

1. *[Signature]* 03/02/2023
2. *[Signature]* 03.02.2023
3. *[Signature]* 31.1.23
4. *[Signature]* 31/1/23
5. *[Signature]* 03.03.2023
6. *[Signature]* 03.02.2023
7. *[Signature]* 3.2.23
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Members Present in the Internal Quality Assurance Cell Meeting held in Principal's Chamber on 10<sup>th</sup> February 2023 from 11 a.m. onwards.

1. Bhattacharya
2. Samayita Ghosh-Ray 10/2/23
3. Bhattacharya 10.2.23
4. Sujali Karmacharya 10/02/23
5. Pushpa Tiwary 10.02.2023
6. Sanjukta Mitra 10.2.2023
7. Sushmita Das 10.2.2023
8. Kalpana Biswas 10.02.2023
9. Reya Saha 10.02.2023
10. Karak Kumar Jana 10/02/2023
11. Manab Mandal 10/02/23
12. Siddhartha Sarkar 10/02/2023
13. M. Rahman 10/02/2023
14. A. J. 10/2/23

Minutes of IQAC Meeting held on 10.2.2023 from 11 A.M. in Principal's chamber

Item No.1

Principal, Dr. Srabanti Bhattacharya emphatically observed that the institution needs to prepare itself for NAAC Accreditation and Assessment at the earliest.

IQAC Co-ordinator, Dr.Samarpita Ghosh Ray briefed the members about the two previous cycles of Assessment and Accreditation the institution underwent in 2009 and 2014 respectively and hence explained the rationale for the third cycle. She mentioned that the AQAR of 2018-2019, 2019-2020 and 2020-2021 have been duly uploaded by the earlier cells and the uploading of AQAR for 2021-2022 is highly awaited in order to be eligible for NAAC Assessment and Accreditation.

To a query, raised by one of the members (Ms. Anjali Pramanick ), regarding the hiatus created in terms of successive cycle, Principal, attributed it to the sudden resignation of the then co-ordinator ( Dr. Nandita Chaudhuri ) in Mid-2018 and the absence of the same for nearly a year ,and also to the subsequent pandemic which slackened the process.

Principal informed the cell that the newly constituted cell has been formed in strict observance of the guidelines.

Convenor elaborated in detail on the process of NAAC Assessment and explained the steps and stages of the process as per the NAAC Manual. Principal alerted the cell towards the requirement of documentation and meticulous maintenance of all relevant records.

Principal informed about the MOU signed with Netaji Nagar Day College for conducting classes for Bengali Language paper and for all purposive academic exchanges. ✓ ↗

Principal proposed the formation of 7 Criteria-based sub-committees for preparation of the AQAR of 2021-2022, which is a pending pre-requisite for preparation of NAAC Assessment and Accreditation.

Convenor, read the list drafted for the 7 sub-committees inclusive of respective convenors and constituting members. Principal mentioned that the universal principle of headship was followed to constitute the new IQAC and likewise the principle of service-tenure based seniority was chosen to select convenors of each sub-committee.

Principal instructed the Co-ordinator to fill part A of AQAR Form and circulate hard copies of the respective assigned portions to respective cell convenors at the earliest in order to expedite the work.

It was decided that the next internal meeting is to be scheduled on 17<sup>th</sup> March so as to report on the progress of the 7 sub-committees.

## Item 2

Co-ordinator reported that IQAC has received applications from seven teachers/ librarian (incumbents) seeking promotion under extant Career Advancement scheme and read out list. They are as follows

1. Ms. Kalpana Biswas –Stage 1 to 2
2. Dr. Sanjukta Mitra- Stage 2 to 3
3. Ms. Kamalika Pal –Stge 1 to 2
4. Dr. Kanak Kumar Jana –Stage 1 to 2
5. Ms. Swati Bhattacharya –Stage 1 to 2
6. Mr. Manab Mandal –Stage 1 to 2
7. Dr. Sarmila Paul –Stage 1 to 2

Principal directed the Co-ordinator to formally intimate and notify the incumbents vide a circular/notice to submit relevant self-appraisal forms along with supportive documents to the IQAC on or before 16March 2023. Principal mentioned that only after thorough scrutiny and verification of submitted papers which fulfils satisfactorily all requirements, that college shall proceed with observing subsequent formalities towards processing of CAS Screening for each individual incumbent.

Principal mentioned that as per Governing Body resolution/ proceedings ,minuted and confirmed , which she read also, the relevant A.P.I. based self-appraisal forms were satisfactorily approved by the previous co-ordinator and eligibility for Career Advancement was hence approved already for one of the applicants Ms. Kalpana Biswas and also Ms. Jyoti Gurpeet Walia.

On being asked by the Principal, one of the incumbent, also present as a member, Ms. Kalpana Biswas revealed that no such A.P.I. based papers were ever submitted by her to the IQAC.

Principal mentioned that the CAS Screening of two incumbents is awaited ( i.e. of Dr. Pushpa Tiwary and Dr. Priti Ghatani ) since the earlier cell as per G.B. resolution allowed for processing of their screening after reported examination of their respective eligibility. She also mentioned that that formalities having been completed the nominated names of official and experts have arrived to this effect.

Co-ordinator reported that amongst the documents she was delivered no such papers of A.P.I Based forms for CAS eligibility from these incumbents were present for the following incumbent

1. Dr. Pushpa Tiwari
2. Dr. Priti Ghatani
3. Ms. Jyoti Gurpeet Walia
4. Ms. Kalpana Biswas

Principal instructed coordinator to notify all substantive teachers to submit their Self Appraisal forms on or before 17/03/2023.

Next Internal meeting is scheduled on 17/03/2023.

The meeting end with thanks to the chair.

Sushmita 11/7/23  
IQAC Co-ordinator

Read & Confirmed  
Bhattacharya  
Principal