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RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

NOTICE

NO : 1 / NOTICE / IQAC / 23-24

03.07.2023

Internal Quality Assurance Cell

All members of the IQAC are requested to attend a meeting on 11th July 2023 at 11 am in the Principal's room to discuss the following agenda:

1. Confirmation of the minutes of the IQAC meeting held on 10.02.2023
2. Confirmation of the minutes of the emergent meeting held on 06.07.2023
3. To draw an action plan for academic session 2023 – 24
4. To initiate process of uploading AQAR for the session 2022 – 23 and preparation of NAAC SSR
5. Discussion on Mentor – Mentee scheme
6. Discussion on possibilities of collaboration with other academic institutions
7. Discussion on progress and preparation of Academic Audit and fixing of date for the same.
8. Miscellaneous.

Sushmita Das
Sushmita Das

IQAC Coordinator
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

Members Present in the IGAC Meeting held on 11.07.23 at 11 AM in the Principals office :

1. DR. SRABANTI BHATTACHARYA - Bhattacharya 11/7/23
2. MRS. SUSHMITA DAS - Sushmita Das 11/7/23
3. MRS. ANJALI PRAMANIK - Anjali Pramanik 11/07/23
4. MRS. KALPANA BISWAS - Kalpana Biswas 11/7/2023
5. DR. PUSHPA TIWARI - P. Tiwari 11.7.23
6. DR. KEYA DUTTA - Keya Dutta 11.07.2023
7. MR. MANAB MANDAL - Manab Mandal 11.07.23
8. DR. KANAK KUMAR JANA - ABSENT
9. MR. MANIRUZZAH RAHAMAN - M. Rahman 11.07.2023
10. MR. SIDDHARTA SARKAR - S. Sarkar 11/07/2023
11. DR. SANJUKTA MITRA - Sanjukta Mitra 11.7.23
12. DR. APARNA CHAKRABORTY - ABSENT
13. MR. TARUN ROY - Tarun Roy 11/07/2023
14. MS. SUFIYA JAMAL - Sufiya Jamal 11.07.2023
15. MRS. SOHA HOSSAIN - Soha Hossain 11.7.23
16. MRS. SHARMISTHA SINGH - ABSENT
17. MRS. PAMPA CHATTERJEE - Pampachatterjee 11.7/23

INVITEE MEMBERS

1. DR. SARMIKA PAUL - Sarmika Paul 11.07.2023
2. MS. KANALIKA PAUL - Kanalika Paul 11.07.23

~~CONFIDENTIAL~~

2023

Minutes of the meeting held on 11.07.2023 at 11.00 am in the Principal's Room

The IQAC coordinator introduced two new members Ms. Soha Hossain (Alumni Representative) and Safia Jamal (Student Representative). The Coordinator also introduced NAAC Steering Committee Convener, Ms. Pampa Chatterjee and Assistant Coordinator, Dr. Sarmila Paul and Ms. Kamalika Paul (Convener of Criteria 6). The Principal and the Coordinator further reported that all new members introduced will participate in all IQAC meetings till completion of NAAC Assessment.

Item 1 & 2: Confirmation of the minutes of the meeting held on 10.02.2023 and 06.07.2023.

Minutes of the above meeting were read and confirmed with the following business arising:

- a. AQAR 2021-22 has been uploaded successfully and accepted by NAAC.
- b. IQAC has been reconstituted as the previous coordinator Dr. Samarпита Ghosh Roy is on lien as Principal of Vivekananda College for Women, Behala from 5th June 2023. Consequently Ms. Sushmita Das is the new coordinator.
- c. (i) The Principal reported that Dr. Priti Ghatani and Dr. Pushpa Tiwari has already submitted their CAS files and the names of the nominees has already been received by the college. Dr. Tiwari has requested for her file as it requires certain modifications to be made. It was also reported that Dr. Kanak Kumar Jana has also submitted his CAS file to the previous Coordinator. Dr. Sarmila Paul and Dr. Sanjukta Mitra had also submitted their files but they returned back to the incumbents. It was further reported that Ms. Kalpana Biswas and Ms. Kamalika Paul has not yet submitted their CAS files. Mr. Manab Mandal reported that since he has not been able to match the required scores, he has not submitted his files. The Coordinator, Ms. Das gave another date, 31.07.2023 to submit/resubmit their CAS files. (ii) The Principal reported that a resolution has been signed by the TIC, Dr. Nandita Chowdhuri and IQAC coordinator Dr. Priti Ghatani, on 29.07.2023 for CAS of Dr. Priti Ghatani and Dr. Pushpa Tiwari. The resolution clearly mentioned that the files have been thoroughly checked and required scores were achieved. But a scrutiny of Dr. Priti Ghatani's file revealed that required score (Criteria 3) has not been achieved till September, 2023. She had claimed 50 marks for criteria 3 on the basis of 2 publications, dated 25th August, 2022 and 20th September 2022, both dates being after resolution date. On being asked by the Principal if such a file can be processed, the IQAC committee resolved that Dr. Priti Ghatani's CAS file has to be reprocessed after resubmission.
- d. Self-Appraisal Forms of Teachers for the session 2021-22 were submitted excepting Ms. Namrata Subba. The Principal handed over the Appraisal forms to the coordinator.

Item 3: To draw an Action Plan for Academic Session 2023-24

a. Revival of Alumni Association and Committee formation for the said purpose.

- (i) The college Administrator is keen that the above be initiated as soon as possible.
- (ii) An Alumni Revival Sub-Committee with the following members were proposed by the Principal: Ms. Soha Hossain, Ms. Deblina Talukdar, Ms. Jayita Bose, Dr. Angana Sanyal, Ms. Pampa Chatterjee and Ms. Sushmita Das.

Ms. Soha Hosasin recommended the names of 3 ex-students of Geography department, Vanshika Yadav, Fatima Khan, Husn-E-Ara. Ms. Pampa Chatterjee suggested the name of Priyanka Sarkar, an ex-student of Department of Education.

Principal will issue a notification in this respect.

b. Revival of NSS:

- (i) Activities of the NSS after 2010-11 came to an halt.
- (ii) The Principal proposed the name of Dr. Keya Dutta as new Program Officer of NSS and recommended that she revives NSS once again within next three months. The IQAC coordinator seconded this proposal.
- (iii) Dr. Keya Dutta reported that she has already done a primary survey and found that whatever is left as balance in the bank savings account (approximately Rs.11,291 as on 08.02.2023), is needed to be submitted back to Calcutta University (along with Bank statement and a letter requesting for a new unit for the college). The C.U. has also asked for an utilization certificate of the fund received for activities already completed by the college unit.

c. Academic Audit:

- (i) Principal reported that Academic Audit will be conducted in the month of August 2023.

d. MOU:

- (i) The IQAC Coordinator reported that till date 12 nos. of MoUs, 06 nos. of Academic Linkages and 03 nos. of Letter of Collaboration has already been signed between the college and various other institutions.
- (ii) The Principal proposed that every department, each teacher needs to work towards increasing the number of MOU/Academic Linkage with other colleges in the upcoming sessions.

e. Departmental Seminars and Invited Lectures:

- (i) Principal reported that every department must do at least one seminar or workshop.
- f. Departmental Journal/ E Magazine:
- (i) All Departments are required to publish a Newsletter/ Journal/ E Journal/ E Magazine to enhance college NAAC score – one per Year with at least 30 pages if possible.
- g. Add On and Enrichment Courses:
- (i) Mrs. Anjali Pramanik proposed the name of Mr. Apalak Das ^{Submitted} as coordinator of Add On and Enrichment Courses to monitor the progress of all existing courses. The IQAC coordinator ^{11/7/23} seconded this proposal.
- (ii) Earlier Principal had requested Mr. Manab Mandal to be the coordinator but he declined the request.
- h. Maintenance of Stock Registers by departments having practical papers:
- (i) The department of Geography, B.F.A.D, Journalism, CMEV and the library must update their stock registers by 30th August 2023 and submit a declaration.
- i. Numbering of Furniture:
- (i) The Principal asked the IQAC coordinator to look into the matter and asked the Infrastructure subcommittee conveners Dr. Priti Ghatani and Ms. Namrata Subba to initiate this task.
- j. Placement Fair:
- (i) The convener of the Career and Placement Cell, Dr. Sarmila Paul proposed to ~~such~~ organize a program in January 2024. Sufia Jamal, student representative of IQAC was instructed to inform and motivate students about ~~comp~~passing and career counselling programs.
- k. Intra-college Talent Competition:
- (i) It was proposed that the Cultural Sub-committee and Rhythmscape Club organize a talent hunt in the month of September 2023. It was also proposed that the Social Service Sub-committee in collaboration with IQAC organize a fete/ carnival.
- l. Intellectual Property Right Workshop:
- (i) Intellectual Property Right Workshop (Criteria 3.2.2) has to be ^{and a State Level Seminar} organized with ICCR funding if possible.
- m. Research and Development Cell:
- (i) It has been recommended by the UGC to create a Research and Development Cell which needs to be uploaded in their portal. The

Principal proposed that all Ph.D holders along with a professor at the university level (as suggested by the Administrator) be a part of the formation of such cell.

- (ii) Principal suggested that the composition of the cell should have internal members and advisory members and such should be reported to the IQAC coordinator by 18th July 2023.
- (iii) Dr, Sarmila Paul recommended that similar composition of formation of board/ Advisory committee should also be made for college journals.

n. Book Fair:

- (i) The librarian proposed that Book Fair could be organized through MOU with at least three other colleges. This will help to increase footfall yet reduce expenditure involved.

o. E Waste Disposal:

- (i) Principal reported that E Waste disposal is to be done through government approved companies like 'Huladeck'. Principal asked the IT Infrastructure Sub-committee to make a list of e-waste and proceed accordingly to get a certificate.

p. Administrative Training Series:

- (i) Microsoft Training
- (ii) E Tendering ✓
- (iii) PF Training (to done by PF sub-committee) ✓
- (iv) Leave Rules
- (v) CAS training ✓
- (vi) Green Audit *in process March (Central go. BSI)*
- (vii) Orientation Program for SEM 1 students on New Curriculum and Credit Framework 2023-24. IQAC coordinator with NAAC Steering Committee is to plan and execute this program. ✓
- (viii) As a part of Best Practices, programs can be organized keeping in mind physical and mental wellbeing of the students. Principal suggested that an insurance scheme (Nation Insurance) be implemented for the students. ✓

Item 4: AQAR:

- a. AQAR for academic session 2022-23 to be uploaded by 15th September 2023.
- b. Principal proposed to comment work on SSR for the period 2018-19, 20219-20, 2020-21, 2021-22, and 2022-23.

Item 5. Mentor -Mentee:

- a. The Principal requested the IQAC coordinator to check on monthly basis the implementation of mentor-mentee scheme by all departments.
- b. She suggested that whatsapp groups be created by the teachers with their mentees.

Item 6 and 7:

Already was discussed under Item no. 3 Action Plan 2023-24.

The meeting ended as there was no other items to be discussed. The meeting ended with coordinator thanking the Principal and the members of IQAC committee.

Sushmita Das
Coordinator 1/3/24

IQAC

Read & Confirmed
S. Bhattacharya
Principal