

# RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



## *Criterion Name: Governance, Leadership and Management*

*Index No: 6.5.2*

*Subtitle: Response to DVV - Quality Assurance Initiatives of the Institution include: Regular Meeting of IQAC - Minutes of the IQAC Meetings.*

**Document that contains**

**Minutes from  
IQAC Meetings**

*with relevant links to  
supporting documents  
based on the selections.*

# **Minutes from IQAC Meetings**

## **Session: 2019-21**

*Dates of the IQAC Meetings:*

- 1. 27/07/2019*
- 2. 18/01/2020*

# **Minutes from IQAC Meetings**

**Session: 2019-21**

***Link to the IQAC Meeting:***

1. ***27/07/2019 – Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 27.09.19.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2027.09.19.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2019-21**

***Date of the IQAC Meeting:***

**27/07/2019**



PHONE : 2287-5509 / 2283-5797

**RANI BIRLA GIRLS' COLLEGE**

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

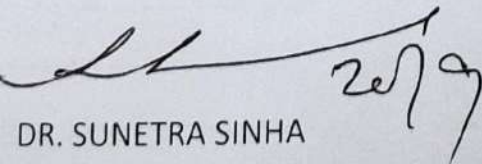
## NOTICE

20.09.19

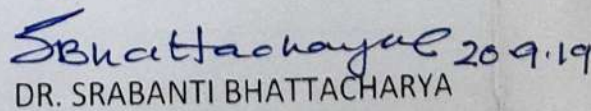
A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 27<sup>th</sup> September, 2019, Friday at 12.00 noon in the Principal's office. All members are requested to attend the meeting.

## AGENDA

1. To confirm the minutes of the meeting held on 16<sup>th</sup> March 2018.
2. To review the progress of the institution towards quality enhancement in the year 2018-19.
3. To present the proposed plan of work for the year 2019-20.
4. To report on the progress of promotion of teachers through CAS.

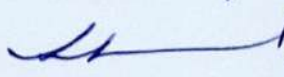
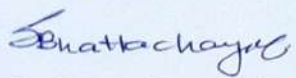
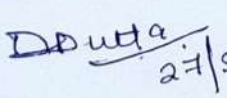
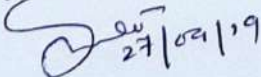
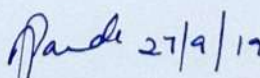
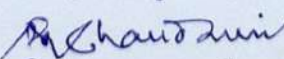
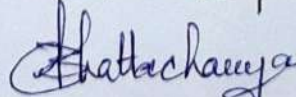
  
DR. SUNETRA SINHA

PRINCIPAL

  
DR. SRABANTI BHATTACHARYA

COORDINATOR

MEMBERS PRESENT AT THE IQAC MEETING OF RANI BIRLA GIRLS' COLLEGE, DATED 27.09.19

1. Dr. Sampa Dutta Gupta -
2. Dr. Sunetra Sinha  27.9.19.
3. Dr. Srabanti Bhattacharya  27.9.19.
4. Mrs. Sushmita Das Sushmita Das 27/9/19
5. Dr. Samarpita Gosh Ray <sup>w</sup>  
^ Samarpita Gosh Ray 27/9/19
6. Dr. Sanjukta Mitra Sanjukta Mitra 27.9.19  
Adhika 27/9/19
7. Dr. Keya Dutta
8. Mrs. Debarchana Dutta  27/9/19
9. Mr. Deborshi Bhattacharyya Deborshi Bhattacharyya 27/9/19
10. Mrs. Swati Bhattacharya ABSENT
11. Mrs. Sarmila Paul Sarmila Paul. 27.09.2019
12. Mrs. Sushmita Bhattacharya,  27/09/19
13. Mrs. Jyotsna Kusumakar Pandey  27/9/19
14. Mr. Ayan Ghosh Ayan Ghosh 27/9/19
15. Prof. Pratip Kumar Chaudhuri  27.9.2019.
16. Mr. Ashok Roy Ashok Roy
17. Mrs. Sushmita Bhattacharya, Councillor  27/09/19
18. Mrs. Rupanjana Dey ABSENT
19. Ms. Sharmila Guha ABSENT.
20. Mrs. Kakali Majumder Kakali Majumder
21. Ms. Shruti Chhilwar Shruti Chhilwar.

**Minutes of the meeting of the IQAC held in the Principal's room on 27.09.2019**

**Members Present:**

1. Dr. Sunetra Sinha
2. Dr. Srabanti Bhattacharya
3. Mrs. Sushmita Das
4. Dr. Samarpita Ghosh Ray
5. Dr. Sanjukta Mitra
6. Dr. Keya Dutta
7. Mrs. Debarchana Dutta
8. Mr. Deborshi Bhattacharyya
9. Dr. Sarmila Paul
10. Mrs. Susmita Bhattacharya.
11. Mrs. Jyotsna Kusumkar Pande
12. Mr. Ayan Ghosh
13. Prof. Pratip Kumar Chaudhuri
14. Mr. Ashok Roy
15. Mrs. Sushmita Bhattacharya, Councillor
16. Kakali Majumder
17. Shruti Chhilwar

The meeting was chaired by Principal Dr. Sunetra Sinha.

The meeting commenced with a formal introduction of all members of the newly constituted IQAC.

**Item 1**

The minutes of the meeting held on 16.03.2018 was read out by IQAC Coordinator Dr. Srabanti Bhattacharya.

**Business arising:**

**Item 1:**

IQAC Coordinator reported that the unutilised amount of Rs.1,18,100/- from the Grant of Rs. 3,00,000/- sanctioned to Rani Birla Girls' College by University Grants Commission vide



UGC letter No. AGW-FIQAC-W-156/13-14(ERO) dated 19.03.14 towards Internal Quality assurance cell (IQAC) was refunded to UGC on 13.02.19.

All other items were confirmed as read.

## **Item 2**

The IQAC Coordinator Dr. Srabanti Bhattacharya presented a report on the progress of the institution towards quality enhancement in the year 2018-2019. She informed that in May, 2018 the National Assessment and Accreditation Council (NAAC) published a revised version of Guidelines for the creation of the Internal Quality Assurance Cell (IQAC) for all accredited institutions. In view of this, the college has reconstituted the IQAC of this institution in pursuit of academic excellence and holistic institutional development. She added that as mandated by stipulations of NAAC, the IQAC reconstituted is far more inclusive and representative and includes distinguished external members of our society. Reconstitution of this body has been done with meticulous care and accounts for the hiatus since last meeting. Notwithstanding this schism, Rani Birla Girls' College has been relentlessly engaged in quality enhancement initiatives.

The following is a brief report of college activities in the past year -

### **Departmental Activities**

1. Nine Departmental Seminars were organized by various departments of the institution. Department of Geography(1), Department of Political Science (1), Department of Hindi (2), Department of English (4) and Department of Journalism and Mass Communication (1).
2. Students of the Department of English participated in a State Level Drama competition at Rishi Bankim Chandra College, Naihati on 23<sup>rd</sup> February 2019. The event was organised under the banner *Festival of One Act Play in English*.
3. Three Educational Trips were organized by the Department of Geography (1), and the Department of Fashion and Apparel Designing (2).
4. Students of Department of Fashion and Apparel Designing and the Department of Communicative English went for Internship to various industrial houses.

### **Library activities**

1. College Library organized an 'Exhibition of Rare Books and Journals' on 17.08.2018 to celebrate 'Librarians Day'.
2. College library organized a workshop titled 'Learn and Empower' in collaboration with the British Council on 19.09.18.

### **College Events**

1. Several Career Counselling Sessions were organised in collaboration with different organisations like Aptech, George Telegraph, Calcutta Business School, TIME Institute and Synergy.
2. Department of Fashion and Apparel Designing organised a Fashion Show and Exhibition titled "FAD 2019" on 19<sup>th</sup> March 2019, in collaboration with the Ministry of Commerce, Government of India, and sponsored by six industrial houses of West Bengal.
3. College Annual Sports was organised in the college grounds on 27.02.19.
4. A Fresher's Welcome Programme was organised on 05.10.18.

### **Research and Faculty Development Activities**

1. Nine faculty members presented papers at different national and international seminars.
2. There were six publications in different books and journals by faculty members in the past session.
3. Eleven faculty members participated in different Workshops and Seminars.
4. Two Faculty members, Ms. Priti Ghatani and Ms. Sarmila Paul submitted their Ph. D Thesis.
5. One faculty member (Mr. Mantoo Das) attended an Orientation Programme for career advancement.

### Item 3:

The IQAC Coordinator Dr. Srabanti Bhattacharya presented a plan of work for the session 2019-20 before the members:

1. Submission of AQAR 2017-18, AQAR 2018-19.
2. Preparation of Academic Calendar for the session 2019-20.
3. Organising Departmental Level Invited Lectures/ Seminars by all departments.
4. Organising Student Seminars by all departments.
5. Collection and analysis of student feedback on Institution and Faculty Members.
6. Conducting regular student mentoring by all faculty members. Mentoring registers to be provided to each department.
7. Participation in National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development, Government of India.
8. Revival of the Alumni Association of Rani Birla Girls' College.
9. Initiating an Alumni Lecture Series.
10. Arrange for regular health counselling and medical check-up for students and staff members.
11. Arrange for Psychological counselling for students.
12. Upgrading of college website as per the requirements of Guideline for Creation of IQAC and Submission of AQAR by Accredited Institutions, Version 5, dated 12.01.18(23/05/18), (Operational Features of the IQAC , Pg. 8)
13. Organising training session/workshop for teaching and non-teaching staff.
14. Introduction of Add-On courses for students.
15. Revival of the NSS unit of the college.
16. To send a proposal to UGC for conducting a National Seminar.
17. Initiating linkages with other institutions of higher education.

In reference to the above plan of work the following proposals were discussed

- It was proposed by all members that the previous IQAC coordinator Dr. Nandita Chaudhuri be formally asked to submit data of the session 2017-18, for submission of AQAR 2017-18 by 30.11.19. It was further proposed that after receiving the same

the AQAR is to be uploaded by the present coordinator. The present coordinator was also asked to start work on AQAR 2018-19 data collection and submission.

- The coordinator read out the list of responsibilities as distributed to the internal members of IQAC, for collection of data for AQAR -
  - Criterion I: Curricular Aspects - Dr. Keya Dutta
  - Criterion II: Teaching, Learning and Evaluation - Mrs. Debarchana Dutta
  - Criterion III: Research , Innovation & Extension - Dr. Srabanti Bhattacharya
  - Criterion IV: Infrastructure & Learning Process - Dr. Sanjukta Mitra
  - Criterion V: Student Support & Progression - Mr. Deborshi Bhattacharyya  
Mrs. Sushmita Das  
Dr. Sarmila Paul
  - Criterion VI: Governance, Leadership & Management- Dr. Samaprita G. Roy
  - Criterion VII: Institutional Values and Best Practises- Ms. Swati Bhattacharya
- Regarding up gradation of website Principal Dr. Sunetra Sinha asked for opinion on a new website. Members agreed to the proposal after discussing the requirements of the IQAC guidelines.
- Regarding the training/workshop for non-teaching staff Principal Dr. Sunetra Sinha expressed the need for a workshop on e-tendering. Mrs. Jyotsna Kusumkar Pande proposed to conduct the workshop on e-tendering through National Informatics Centre (NIC).
- Regarding Add - on courses Prof. Pratip Kumar Chaudhuri informed that according to the new NAAC guidelines such courses should be of at least 30 hours duration. Councillor, Mrs. Sushmita Bhattacharya proposed courses on hospitality management and beautician courses. Student member Shruti Chhilwar was given the responsibility to collect student's suggestion on areas in which courses were needed by the students.
- Regarding revival of college NSS unit, Dr. Sanjukta Mitra volunteered to become the NSS coordinator and it was seconded by Mrs. Sushmita Das. All members unanimously agreed to the proposal. Dr. Mitra was asked to start work on the revival process of the unit. Councillor, Mrs. Sushmita Bhattacharya assured

assistance in tree plantation project along Shakespeare Sarani once the NSS unit is functional.

- Regarding linkages with other higher education institutions, Prof. Pratip Kumar Chaudhuri proposed Faculty Exchange Programmes between colleges. He elaborated on the process of exchange and said that equal number of classes should be shared by both colleges. Classes were to be organised in consultation with the Principals of the two colleges and the topics should be decided in consultation with the head of the departments. He also suggested that a self-assessment be conducted at the end of the programme.

**Item 4:**

IQAC coordinator Dr. Srabanti Bhattacharya reported that the career advancement of five teachers have been approved and deemed suitable for screening by the college authority. To this effect, college authority has obtained the names of DPI nominee and subject experts for respective teachers' CAS screening last year. The newly constituted IQAC has a CAS sub-committee which has been entrusted to examine and scrutinise the relevant papers of respective teachers prior to their career advancement screening. The relevant papers of respective teachers are to be duly pre-reviewed by the IQAC - CAS cell prior to screening. College will contact the subject experts and the DPI nominee to fix a date for CAS screening.

Very recently two teachers have applied for their career advancement. Their applications have been forwarded to the CAS sub-committee for examining and scrutinising their suitability for CAS.

The meeting ended with a vote of thanks to the chair.

*SBhattacharya*.18.1.20  
SRABANTI BHATTACHARYA  
IQAC-COORDINATOR

*Sunetra Sinha*  
SUNETRA SINHA  
PRINCIPAL  
18/1  

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# **Minutes from IQAC Meetings**

## **Session: 2019-21**

*Dates of the IQAC Meetings:*

- 1. 27/07/2019*
- 2. 18/01/2020*

# **Minutes from IQAC Meetings**

**Session: 2019-21**

***Link to the IQAC Meeting:***

***1. 18/01/2020 – Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 18.01.20.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2018.01.20.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2019-21**

***Date of the IQAC Meeting:***

**18/01/2020**





No. ....

PHONE : 2287-5509 / 2283-5797

**RANI BIRLA GIRLS' COLLEGE**

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

## NOTICE

09.01.2020

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 18th January, 2020 at 11 a.m. in the Principal's Office. All members are requested to attend the meeting.

## AGENDA

1. To confirm the minutes of the meeting held on 27.09.2019
2. To report the submission of AQAR 2017-18 and progress of AQAR 2018-19.
3. Proposal for workshop on New Modalities of NAAC Assessment.
4. Proposal for establishing academic linkage with other institutions of Higher Education.
5. Proposal for introducing Certificate course on 'Yoga and Physical Wellness' and 'Fashion Accessories Designing'.
6. Proposal for organising a Blood Donation Camp.
7. Proposal for organising Basic Life Saving (BLS) course.
8. Proposal for organising an E-tendering Workshop for staff members.

*S. Bhattacharya*  
SRABANTI BHATTACHARYA 9.1.20

COORDINATOR

*S. Sinha*  
SUNETRA SINHA

PRINCIPAL

Principal  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata - 700017

MEMBERS PRESENT AT THE IQAC MEETING OF RANI BIRLA GIRLS' COLLEGE,

DATED 18.01.2020

1. Dr. Shampa Dutta Gupta
2. Dr. Sunetra Sinha *Sinetra 18-1-2020*
3. Dr. Srabanti Bhattacharya *Srabanti 18.1.2020*
4. Mrs. Sushmita Das *Sushmita Das 18-1-2020*
5. Dr. Samarpita Ghosh Ray *Samarpita Ghosh Ray 18/1/20*
6. Dr. Sanjukta Mitra *Sanjukta Mitra 18.1.2020*
7. Dr. Keya Dutta *Keya Dutta 18.01.2020*
8. Mrs. Debarchana Dutta *DDutta 18/01/2020*
9. Mr. Debqrshi Bhattacharyya *Debarshi Bhattacharyya 18/1/2020*
10. Mrs. Swati Bhattacharya *Swati Bhattacharya 18/1/2020*
11. Dr. Sarmila Paul *Sarmila Paul. 18.01.2020*
12. Mrs. Susmita Bhattacharya,
13. Mrs. Jyotsna Kusumakar Pande
14. Mr. Ayan Ghosh *Ayan Ghosh 18/01/2020*
15. Prof. Pratip Kumar Chaudhuri *P. Chaudhuri 18.1.2020*
16. Mr. Ashok Roy
17. Mrs. Sushmita Bhattacharya, Councillor
18. Mrs. Rupanjana Dey
19. Ms. Sharmila Guha
20. Mrs. Kakali Majumder
21. Ms. Shruti Chhilwar *Shruti Chhilwar.*

# **Minutes from IQAC Meetings**

**Session: 2021-22**

*Dates of the IQAC Meetings:*

- 1. 07/10/2021*
- 2. 23/03/2022*
- 3. 30/04/2022*
- 4. 20/05/2022*

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Link to the IQAC Meeting:***

- 1. 07/10/2021 – Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 07.10.21.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2007.10.21.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Date of the IQAC Meeting:  
07/10/2021***

Rani Birla Girls' College, Kolkata

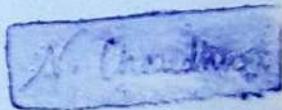
NOTICE

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>Ashandh...</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>Pritighatani</i> 7/10/21
7.	MR. MANTOO DAS	<i>Mantoo Das</i> 07-10-21
8.	MRS 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 2years 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*

23/5/22  
Coordinator  
IQAC  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-700 017

# **Minutes from IQAC Meetings**

**Session: 2021-22**

*Dates of the IQAC Meetings:*

- 1. 07/01/2021*
- 2. 23/03/2022*
- 3. 30/04/2022*
- 4. 20/05/2022*

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Link to the IQAC Meeting:***

1. ***23/03/2022– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 23.03.22.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2023.03.22.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Date of the IQAC Meeting:***

***23/03/2022***

Rani Birla Girls College,  
38, Shakespeare Sarani,  
Kolkata 700017

Notice

Dated 15/03/2022

All the members of the IQAC are requested to attend the meeting to be held on 23/03/2022 (Wednesday)  
1pm at TIC's office.

Agenda of the meeting.

1. To discuss the AQAR of 2019- 2020
2. To discuss the AQAR of 2020 – 2021
3. To discuss about assessment and accreditation of College through NAAC /PAC

*Priti Ghatani*  
Dr Priti Ghatani, 15/3/22

IQAC Co-ordinator,

Rani Birla Girls College,

Kolkata 700017

Coordinator

IQAC

Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-700 017

*Nandita Choudhouri*  
Dr Nandita Choudhouri, 15/3/22  
Teacher-in-Charge  
TIC,  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-17

Rani Birla Girls College,

Kolkata 700017

*M. Rahman*  
15/03/22  
masfo Das 15/3/22

Sushmita Das  
15/3/22

*Jyoti G. War*  
15/03/22  
Namrata Subba 15/03/22

INTERNAL IQAC MEMBERS MEETING  
HELD ON 23/03/2022 1.p.m

1. Dhondhuceri 23/3/22
2. Dr Priiti Ghateri (IQAC Co-ordinator)
3. Syed Guseet waen
4. Manimozha Sahaman
5. Namrati Subba 23/3/22
6. Anjali Pzmenich. 23/03/22
7. Sushmita Das 23/3/22
8. mantho Das 23/3/22 (1 p.m - 3 p.m)

**Minutes of the meeting held on 23/03/2022 in TIC'S room with the internal members IQAC.**

Internal member IQAC meeting was chaired by TIC Dr. Nandita Chaudhuri.

Confirmation of the meeting held on 7/10/2021

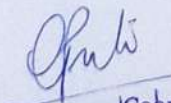
**Item no 1**, AQAR of 2019- 2020 as reported by IQAC coordinator Dr. Priti Ghatani and TIC Dr. Nandita Chaudhuri it is pending as AQAR 2018-2019 was pending and was uploaded on 17<sup>th</sup> March 2022 as it was a backlog of the previous committee. Now its opens the platform to upload the AQAR 2018- 2019.

**Item no 2**, AQAR of 2020 – 2021, It was reported by the IQAC Coordinator that due to back fog of the previous session this AQAR 2019-2020 cannot be uploaded. On request of the IQAC Coordinator the TIC phoned Mr. TK Ghara, the Nodal Officer (HED) who stated that he had knowledge of backlog reports of RBGC. He also informed that for PAC application will be online. The portal will open on 1st April 2022

Dr. Ghatani requested to all internal IQAC members to collect the data simultaneously for two session 2019-2020 and session 2020-2021 through Google form by 30<sup>th</sup> April 2022. It was unanimously resolved that two pending AQAR will be uploaded by 15<sup>th</sup> May 2022.

**Item no 3**, Assessment through NAAC/PAC.A healthy discussion was initiated by all the internal members regarding NAAC and expressed the opinion at present scenario College is not ready for the Assessment through NACC rather decided to apply for PAC.As all the members had attended PAC workshop organized by Netaji Nagar Day College but still there was scope for confusion how to apply online or offline. Both TIC and IQAC Coordinated agreed to meet JDPI and Nodal Officer (HED) T.K. Ghara in Bikash Bhawan as early as possible.

Meeting ended with vote of thanks to the Chair and all inter members by the IQAC Coordinator.

  
Coordinator  
20/5/22  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-700 017

# **Minutes from IQAC Meetings**

**Session: 2021-22**

*Dates of the IQAC Meetings:*

- 1. 07/01/2021*
- 2. 23/03/2022*
- 3. 30/04/2022*
- 4. 20/05/2022*



# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Link to the IQAC Meeting:***

***1. 30/04/2022– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 30.04.22.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2030.04.22.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Date of the IQAC Meeting:***

***30/04/2022***

## RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani,  
Kolkata 700017

### NOTICE

Dated: 23/04/22

A meeting of the IQAC will be held on 30.04.2022. All external and internal members of the IQAC Rani Birla Girls College are requested to attend the meeting to be held on 30/04/22 in TIC'S office at 12noon.

### AGENDA

- To report and confirm the Minutes of the Internal IQAC meetings held on 7/10/21 and 23/03/22
- To discuss the AQAR-2019-2020 current status.
- To discuss the AQAR 2020-2021 current status.
- To discuss whether College will go for assessment through NAAC /PAC
- To co-opt student and parent representative in IQAC
- To discuss renovation of building and minimum adequate facilities to students, teaching and non-teaching staff.
- To discuss the implementation of welfare scheme for students, teaching and non-teaching staff.
- To discuss the possibility of incentive to Teaching staff for completing Ph.D (as one of the criteria in AQAR).
- To discuss workshop and Course to be sponsored by the College.(as one of the criteria in AQAR)
- To discuss the formation of Equal Opportunity Cell.
- To discuss the possibility of MOU with NGO.(as one of the criteria in AQAR)
- To discuss the arrangement for Certificate of Participation for all events and activities performed by students of the College.
- To discuss the upgradation of College website to Dynamic website.(requirement and recommendation of UGC)
- To discuss the purchase of a laptop to be dedicated for IQAC work.
- To report the proceedings of CAS Committee held on 26.04.2022.
- Miscellaneous.

Dr.Priti Ghatani,  
IQAC (Coordinator)  
Rani Birla Girls College

College

Coordinator  
IQAC  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-700 017

Rani Birla Girls

Dr.Nandita Chaudhuri

TIC,  
Teacher-In-Charge  
Rani Birla Girls' College  
38, Shakespeare Sarani  
Kolkata-17

## Members Present in IQAC Meeting held on 30/4/22

1. Dhruvini 30/4/22 TIC.
2. Dhruvini 30.4.22
3. Anshu 30/4/22.
4. Anjali Pramanick 30/04/22
5. Namrati Saha 30/4/22.
6. Seblina Pal 30/4/22
7. Muskan Rahman 30/04/22
8. Tyoti J. 30/4/22
9. Anshu Dasgupta 30.4.22
10. Sushmita Das 30.4.2022
11. Manoj 30.4.22
12. Anshu 30/04/2022
13. Rajiya Khan 30.4.22
14. Anshu IQAC Coordinator 30/4/22

## Minutes of the IQAC meeting held on 30/4/22

The first meeting with internal and external IQAC members was held in the college Auditorium and chaired by TIC Dr. Nandita Choudhouri.

Agenda discussed:

**Item no 1. Confirmation of minutes:** Minutes of the Internal IQAC meeting held on 7.10.21 and 23.3.22 were read out and confirmed.

**Item no 2. Status of AQAR 2019-2020:** Regarding the status of AQAR 2019-2020, the IQAC Coordinator, Dr Ghatani, reported backlog of AQAR 2019-2020. The required data to be collected through google form and with collective cooperation and coordination of all staff will try to upload by 15<sup>th</sup> May22.

**Item no .Status of AQAR 2020-2021:** Coordinator suggested collecting data simultaneously with 2019-2020 and starting the process of uploading immediately as the complete previous one. Members will try to uploaded both pending AQAR within the deadline of 15 May 22.

**Item no 4.Assessment through NAAC/PAC:** Dr. Ghatani requested External member Dr. Pratip Choudhouri (Ex DPI) for his expertise opinion. He read out certain recommendation made by the previous NAAC peer team.

**Recommendation:**

1. Second Campus for expansion
2. No viable and value added course for job.
3. Faculty should be encouraged in research project and contribute in peer review journals.
4. Library should be digitalized.
5. Efforts at mobilization of available resources.
6. Improvement of sports facilities.
7. MOU'S should be concluded with institution and social organization.
8. Washroom for students should be increased.
9. ALUMNI activities should be encouraged.
10. Infrastructure development is necessity.

Considering these lag areas will require time and effort to be effectively addressed. He further suggested that the litigation issues regarding the college premise need to be resolved prior to NAAC assessment. As per the discussion College seems ready for NAAC provided the renovation of college is completed before the assessment. Infrastructure at present seems to be the hindrance.

**Item no 5.Co-opt student and parent representative in IQAC:** Student representative, Rafia Khan Sem VI and after she complete her end semester exam <sup>SARJAYE</sup> from Sem III will be student representative.

Parent representative:

**Item no 6. Renovation of building and minimum adequate facilities for students, teaching and non teaching staff:** Dr.Ghatani reported the lack of basic facilities such as fans, water cooler and water

# **Minutes from IQAC Meetings**

**Session: 2021-22**

*Dates of the IQAC Meetings:*

- 1. 07/01/2021*
- 2. 23/03/2022*
- 3. 30/04/2022*
- 4. 20/05/2022*

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Link to the IQAC Meeting:***

***1. 20/05/2022– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 20.05.22.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2005.22.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2021-22**

***Date of the IQAC Meeting:***

***20/05/2022***



Rani Birla Girls College, 38, Shakespeare Sarani,  
Kolkata 700017

Notice

Dated 18/05/2022

All the internal members of the IQAC are requested to attend an emergent meeting to be held on 20/05/2022(Friday) 11.30a.m at TIC's office.

Agendum of the meeting.

1. To discuss the AQAR of 2020 – 2021
2. Miscellaneous

*Priti*  
18/5/22

Dr Priti Ghatani,

IQAC Co-ordinator,

Rani Birla Girls College,

Kolkata 700017

*Nandhini*  
18/5/22

Dr Nandita Choudhuri,

TIC,

Rani Birla Girls College,

Kolkata 700017

*Sumit*  
18/05/2022

*Sushmita Das*  
18/5/22

*Namita Subra*  
18/5/22

# MEMBERS PRESENT IN MEETING 20/5/22

Slno	Name	Signature
1	NANDITA CHOUDHURI	<i>N Chandhuri</i> 20/5/22
2	Aruna Barua	<i>Aruna Barua</i> 20/5/22
3	Sushmita Das	<i>Sushmita Das</i> 20/5/22
4	Namrata Subh.	<i>Namrata Subh</i> 20/5/2022
5	Manimzaha Rahman	<i>M Rahman</i> 20/5/22
6	ANJALI PRAMANICK	<i>Anjali</i> 20/5/22
7	Poo Ghalami	<i>Poo</i> 20/5/22
8	MANTOO DAS	<i>Mantoo D</i> 20/5/22

# **Minutes from IQAC Meetings**

**Session: 2022-23**

*Dates of the IQAC Meetings:*

- 1. 10/02/2023*
- 2. 17/03/2023*
- 3. 11/04/2023*

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Link to the IQAC Meeting:***

***1. 10/02/2023– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 10.02.23.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2010.02.23.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Date of the IQAC Meeting:  
10/02/2023***



PHONE : 2287-5509 / 2283-5797

**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]*
2. *[Signature]* 03/02/2023
3. *[Signature]* 03.02.2023
4. *[Signature]* 31.1.23
5. *[Signature]* 31/1/23
6. *[Signature]* 03.03.2023
7. *[Signature]* 03.02.2023
8. *[Signature]* 3.2.23
9. *[Signature]* 3.2.23
10. *[Signature]* 03.02.23
11. *[Signature]* 03/02/23
12. *[Signature]* 03/02/23

13 - S. Senkar 03/02/2023

14 -

Members Present in the Internal Quality Assurance Cell Meeting held in Principal's Chamber on 10th February 2023 from 11 a.m. onwards.

1. S. Bhattacharya
2. Samarpita Ghosh-Ray 10/2/23
3. Pratibha 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. Kanak 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

# **Minutes from IQAC Meetings**

## **Session: 2022-23**

*Dates of the IQAC Meetings:*

- 1. 10/02/2023*
- 2. 17/03/2023*
- 3. 11/04/2023*

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Link to the IQAC Meeting:***

***1. 17/03/2023– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 17.03.23.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2017.03.23.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Date of the IQAC Meeting:***

***17/03/2023***

Rani Birla Girls' College  
38, Shakespeare Sarani, Kolkata 700017

IQAC Cell

NOTICE

09/03/2023

An internal meeting of the IQAC shall be held on 17.03.2023 at 11am in the Principal's room to discuss the following agenda

1. Progress of work by the seven criteria based sub – committees towards preparation of AQAR 2021 – 22
2. Action plan regarding processing of CAS files
3. Miscellaneous

All members and conveners of seven criteria based sub – committees towards preparation of AQAR 2021 – 22 are requested to attend the meeting.

*Amarpita Ghosh Ray*  
IQAC Coordinator

*S. Bhattacharya*  
Principal 9/3/23

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

Members present for Internal Meeting of IQAC on 17.03.2023 at 11 a.m. in Principal's Room.

1. Anjali Poremich. (Chairperson) 17/03/23
2. Samayrita Ghosh-Ray 17/3/'23.
3. Kanak Kumar Jena 17/03/2023
4. Ritwik Babo 17/3/23 (on behalf of Kalpana Biswas)
5. Siddhanta Sarker 17/03/2023
6. Fauzia Javed (on behalf of Pushpa Tiwari) 17/3/23
7. Prathujin 17.03.23
8. Sanjukta Mitra. 17.03.23
9. Apurba Sengupta 17.3.23 (on behalf of Joyinti Mitra)

**Minutes of the Internal Members of IQAC held on 17.3.2023**

As the Principal was on leave IQAC Co-ordinator, Dr.Samarpita Ghosh-Ray requested Ms. Anjali Pramanick, Associate Professor , Department of Political Science to chair the meeting. At the very outset Co-ordinator mentioned before all members present, that as this is the first meeting internally held since she became the Co-ordinator of the newly constituted IQAC, a new minute book is to be started because she did not inherit any minute book of Internal Meetings from the previous IQAC Co-ordinator or her immediate predecessor.

**Item NO.1**

Co-ordinator requested Convenors of 7 Criteria –Based Sub-Committees to report on their respective progress.

**Criteria 1 Curricular Aspects-** Convenor, Ms. Anjali Pramanick reported on a steady progress done towards data collection under her assigned area.

Ms.Pramanick reported that work was proceeding and emphasized on the need of drafting a questionnaire for eliciting feedback from stakeholders primarily students. Co-ordinator proposed to jointly draft the same with the Convenor.

It was also proposed in the meeting by members that for data analysis the questionnaire may be administered to those with minimum 60% attendance. It was also decided that the questionnaires were to be electronically administered and filled vide Google Form which would be linked to the IQAC email id. The H.O.D s would be assigned the responsibility to inform their students and ensure that that they are duly filled by all of them considered eligible.

**Criteria 2 Teaching Learning and Evaluation,**Convenor, Ms. Sushmita Das reported that a substantial portion of the work has been done.

Ms. Das pointed out that for SSS a respondents list needs to be prepared from amongst the students.

Convenor mentioned that inclusion of SACT Teachers have helped raise the student –teacher ratio significantly.

**Criteria 3 Research Innovation, Extension-Covenor** Ms.Kalpna Biswas being on University Examination Duty was represented by Mr.Ritwik Balo. Mr. Balo mentioned that certain departments have responded and still several need to respond. He also mentioned that Dr. Kanak Kumar Jana was compiling data on research.

**Criteria 4 Infrastructure and Learning Resources –Covenor** Dr. Sanjukta Mitra reported that 4.2 4.3 have been drafted and members of the committee are working on 4.1 She reported of significant progress.



Pg. 02 of  
02.

Criteria 5 Student Support and Progress-Dr. Pushpa Tiwary was absent and hence Ms. Fauzia Javed was called to report. Ms. Javed reported that 30% work was done. In view of this Co ordinator asked the members of this committee to gear up their speed and meet the target date of completion.

Criteria 6 Governance, Leadership and Management Convenor , Ms. Pampa Chatteree reported that much progress was not made as the members were engaged in Examination related assignments. However the task distribution she said was done.

Criteria 7 Institutional Values and Best Practices- As the Convenor, Ms. Jyoti Gurpeet Walia was not present for the meeting group member Dr. Apala Dasgupa Barat was called to represent. She reported that work distribution was done and added that apart from her assigned portion she had no information regarding the progress under other heads.

Co-ordinator requested all convenors to proceed with the uploading of data/information in the manner it was done for the previous AQAR.

Convenor asked members and Convenors to bring to fore points which require clarification from NAAC Mentors and accordingly with these enlisted points their advice may be solicited.

It was decided by consensus that the last date collection is 6<sup>th</sup> April, 2023 and the last date for uploading data is 11<sup>th</sup> April, 2023.

#### Item No. 2

Co-ordinator reported that in view of the applications from 07 incumbents seeking promotion under CAS , IQAC had notified them for submitting CAS related papers and relevant supporting documents for preliminary scrutiny. The last date was 16.3.2023 and till then only 03 incumbents 1.Dr.Sanjukta Mitra 2. Dr. Sarmila Paul and 3. Kamalika Paul have submitted.

It was suggested that those who failed to submit be re-notified and last date would be 6<sup>th</sup> April, 2023.

#### Item No. 3

Under miscellaneous no matter was discussed.

The next date for the Internal Meeting of IQAC was decided to be 11<sup>th</sup> April, 2023.

The meeting ended with a vote of thanks to the chair..

Read & Confirmed

Samarjit Kumar Ghosh Roy  
11/04/23.

Shattacharya  
11/4/23

# **Minutes from IQAC Meetings**

## **Session: 2022-23**

*Dates of the IQAC Meetings:*

- 1. 10/02/2023*
- 2. 17/03/2023*
- 3. 11/04/2023*

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Link to the IQAC Meeting:***

***1. 11/04/2023– Link -  
[https://www.rbgc.ac.in/IQAC Notice Minutes/IQAC meeting 11.04.23.pdf](https://www.rbgc.ac.in/IQAC%20Notice%20Minutes/IQAC%20meeting%2011.04.23.pdf)***

# **Minutes from IQAC Meetings**

**Session: 2022-23**

***Date of the IQAC Meeting:***

***11/04/2023***

Rani Birla Girls' College  
38, Shakespeare Sarani, Kolkata

**IQAC Cell**

**Notice**

**24/03/2023**

A meeting of the Internal members of the IQAC Cell shall be held on 11.04.2023 at 11:30am in Principal's room to discuss the following agenda. All members are requested to attend the meeting.

Agenda:

1. Confirmation of the minutes of the meeting held on 17/03/2023.
2. Report on the work completed by seven criteria based sub-committees towards preparation of AQAR 2021 - 22.
3. Miscellaneous

Samaranita Ghosh Ray  
IQAC Co-ordinator 24/3/23

Shattacharya  
Principal  
Principal  
RANI BIRLA GIRLS' COLLEGE  
38, Shakespeare Sarani  
Kolkata - 700 017  
24/3/23

Members Present for Internal IQAC  
Meeting held on ~~24~~<sup>11</sup>/04/23 at 11:30 a.m. in  
Principal's Room. 11th April, '23

1. ~~Sonatacharya~~ 11/4/23
2. Samayitra Ghosh-Ray 11/04/23.
3. ~~Up~~, 11/4/23
4. ~~K~~ 11/04/2023
5. Pushpa Tiwari 11.04.23
6. M. Rahman 11.04.23
7. S. Sarker 11/04/2023
8. Sushmita Das 11/4/23
9. Manab Mondal 11/4/23
10. K. Dutta 11.04.23
11. Khattaji 11.04.23
12. Kalpana Bhowmik 11.4.23
13. Sanjukta Dutta. 11.4.23

Minute of the Internal Members of the IQAC Held on 11/4/2023

Item No.1

Minutes of the previous meeting held on 17.3.2023 were read out by the Co-ordinator and was confirmed.

Item No. 2

The 7 criteria based sub-committee members read out in detail the progress made.

Principal, Dr. Srabanti Bhattacharya in great detail read the uploaded data/information for each criteria and instructed every sub-committee convenors to incorporate certain relevant data and accordingly amend or correct certain portions of the data provided. All convenors carefully noted the points to be included and also resolved their queries.

Substantial progress of Criteria 1, 2, 4 and 5 was noted with appreciation.

Principal emphatically mentioned that relevant supporting and corresponding document should be furnished for every data/information uploaded.

It was decided that the needful corrections and entry of pending data shall be completed by 18/4/2023.

Co-ordinator told that after this date she would meet ever sub-committee convenors and members before reporting subsequent progress in the next internal meeting

It was suggested that the net meeting be held on two dates 27<sup>th</sup> and 28<sup>th</sup> April 2023 with assigned time slots for each sub-committee to allow for detailed discussion.

Item No.3

Principal asked Co-ordinator to look into NAAC SSS Questionnaire and make suitable arrangements for administering them and analysis of the feedback drawn.

The meeting ended with a vote of thanks to the chair.

Read and confirmed

Sushmita Das 11/7/23

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

S. Bhattacharya  
Principal 11/7/23  
RANI BIRLA GIRLS' COLLEGE  
38, Shakespeare Sarani  
Kolkata - 700 017

# RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



## *Criterion Name: Governance, Leadership and Management*

*Index No: 6.5.2*

*Subtitle: Response to DVV - Quality Assurance Initiatives of the Institution include: Regular Meeting of IQAC - Action Report based on feedback analysis.*



**Document that contains**

# **Action Report**

**Based on Feedback**

**Analysis**

*with relevant links to  
**supporting documents**  
based on the selections.*

# **Action Report**

Based on Feedback Analysis

**Session: 2019-21**

# **Link to Action Report**

Based on Feedback Analysis

**Session: 2019-21**

Link:

[https://www.rbgc.ac.in/IQAC\\_ActionTakenReport/Action\\_Taken\\_Report\\_2019-21.pdf](https://www.rbgc.ac.in/IQAC_ActionTakenReport/Action_Taken_Report_2019-21.pdf)

# **Action Report**

Based on Feedback Analysis

**Session: 2019-21**

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)

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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

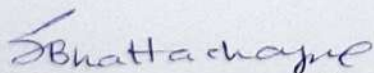
3. Parent –Teacher interaction – 20/03/2020
4. Workshop on 'New Modalities of NAAC Assessment' -25/03/2020
5. Blood donation camp- April (date not decided)

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



DR. SRABANTI BHATTACHARYA  
Coordinator, Internal Quality Assurance Cell  
Rani Birla Girls' College

# **Action Report**

Based on Feedback Analysis

**Session: 2021-22**



# **Link to Action Report**

Based on Feedback Analysis

**Session: 2021-22**

Link:

[https://www.rbgc.ac.in/IQAC\\_ActionTakenReport/Action\\_Taken\\_Report\\_2021-22.pdf](https://www.rbgc.ac.in/IQAC_ActionTakenReport/Action_Taken_Report_2021-22.pdf)

# **Action Report**

Based on Feedback Analysis

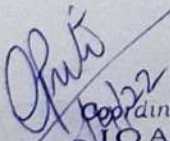
**Session: 2021-22**

## Report and minutes of Internal IQAC meeting held on 7/10/21 and 23/03/22

First IQAC internal meeting was held on 7/10/21 in TIC'S Room. The agendum of the meeting was to (decide on the Coordinator of IQAC and methods of functioning/ delegation of responsibilities. All members unamiously decided and proposed Dr. Priti Ghatani, Asst professor in the Dept. of political science to take the responsibility of IQAC coordinator and Dr. Ghatani agreed to take the responsibility. Dr.Nandita Choudhari proposed to include all the teaching and non-teaching members to include in the process of collection of data for the assessment and formed sub committees under IQAC.

Second IQAC INTERNAL meeting was held on 23/03/22 in TIC'S Room. The agenda of the meeting was to discuss on the AQAR backlog for two sessions 2019-2020 and 2020-2021 and to decide on the assessment NAAC / PAC. The reason for backlog was discussed as the AQAR 2018-2019 was not submitted on time. It was decided to upload AQAR for both the session by 15<sup>th</sup> may 22.

Regarding assessment NAAC/PAC TIC was requested to seek advice from Dr T. K. Ghara Nodel officer NAAC.

  
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# **Action Report**

Based on Feedback Analysis

**Session: 2022-23**

# **Link to Action Report**

Based on Feedback Analysis

**Session: 2022-23**

Link:

[https://www.rbgc.ac.in/IQAC\\_ActionTakenReport/Action\\_Taken\\_Report\\_2022-23.pdf](https://www.rbgc.ac.in/IQAC_ActionTakenReport/Action_Taken_Report_2022-23.pdf)

# **Action Report**

Based on Feedback Analysis

**Session: 2022-23**

**ANNEXURE 6**

**ANNEXURE 6**

**Achievements made in respect to Plan of Action Taken 2022 -23:**

<ul style="list-style-type: none"> <li>Submission of AQAR 2021 – 22</li> </ul>	<ul style="list-style-type: none"> <li>AQAR 2021 – 22 was submitted successfully to NAAC HEI portal on 26.05.2023.</li> </ul>
<ul style="list-style-type: none"> <li>Participation in NIRF and AISHE</li> </ul>	<ul style="list-style-type: none"> <li>College successfully participated in NIRF 2023 and AISHE 2022 – 23. Both the reports were uploaded in the college website also under the submenu NIRF and AISHE</li> </ul>
<ul style="list-style-type: none"> <li>Internal Audit of College Accounts 2021 - 22</li> </ul>	<ul style="list-style-type: none"> <li>The Internal Audit for the year 2021 – 22 has been completed successfully and report submitted to the college by Chartered Accountant firm H.B Associates.</li> </ul>
<ul style="list-style-type: none"> <li>Academic Linkages &amp; MOUs</li> </ul>	<ul style="list-style-type: none"> <li>In this session, Rani Birla Girls' College has done one academic linkage with Netaji Nagar Day College, Kolkata and two MOUs with Tell Me Your Story and Foundation of Unified Youths of Gayeshpur.</li> </ul>
<ul style="list-style-type: none"> <li>Renewal of Annual Membership of British Council Library, Kolkata</li> </ul>	<ul style="list-style-type: none"> <li>Central Library of Rani Birla Girls' College has successfully renewed the Institutional Membership with British Council Library Division, Kolkata for the session 2022 – 23.</li> </ul>
<ul style="list-style-type: none"> <li>Renewal of Student Health Home Membership</li> </ul>	<ul style="list-style-type: none"> <li>Rani Birla Girls' College has successfully renewed the Annual membership with Student Health Home, Kolkata Centre for the free and subsidised medical facilities for students of the college.</li> </ul>
<ul style="list-style-type: none"> <li>Formation of Non - Statutory Committee</li> </ul>	<ul style="list-style-type: none"> <li>In this session, the college has formed eleven (11) non-statutory committees under Teachers' Council – they are – Research and Seminar Committee, Publication Sub – Committee, Website management Sub - Committee, Alumni Revival Sub - Committee, Waste Management Sub - Committee, PF Sub - Committee, Leave and Service Book Sub – committee, Student Advisory Sub – Committee, IT Infrastructure Sub – Committee, Sports Sub – Committee, Infrastructure Sub – Committee, Social Service Sub – Committee, Time Table Sub – Committee, Canteen Sub Committee.</li> </ul>
<ul style="list-style-type: none"> <li>Revised configuration of Statutory Committees and Cells</li> </ul>	<ul style="list-style-type: none"> <li>In this session, the college has formed ten (10) Statutory Committees and cells – they are – Finance Committee, Purchase and Tender Committee, Building Committee, Admission Committee, Internal Complaint Committee, Grievance Redressal Cell, Anti Ragging Cell, Career Counselling Cell and Placement Committee, RTI Committee, Mental and Physical Well Being Cell.</li> </ul>
<ul style="list-style-type: none"> <li>Formation of Clubs</li> </ul>	<ul style="list-style-type: none"> <li>In this session, the college has formed the Clubs teamed with students and teachers – they are – Nature Club, Literary Club, Debate and Quiz Club, Cine Club, Rythmscape Club</li> </ul>
<ul style="list-style-type: none"> <li>Celebration of Commemorative Days</li> </ul>	<ul style="list-style-type: none"> <li>This year, College also celebrated various commemorative days like, 21<sup>st</sup> February INTERNATIONAL MOTHER'S LANGUAGE DAY, RABINDRA JAYANTI, BASANTA UTSAB, MOUNTAIN DAY, INTERNATIONAL WOMEN'S DAY, WORLD ENVIRONMENT DAY.</li> </ul>
<ul style="list-style-type: none"> <li>Departmental Seminars and Workshops</li> </ul>	<ul style="list-style-type: none"> <li>In this session, Department of English, Department of History and Department of Journalism and Mass Communication, Department of Sociology, Department of Hindi conducted academic seminars for the students under enhanced learning system.</li> </ul>
<ul style="list-style-type: none"> <li>Introduction of Value Added &amp; Skilled Development Programme</li> </ul>	<ul style="list-style-type: none"> <li>In this session, Department of Fashion and Apparel Design carried out one skilled development programme on fashion accessories.</li> </ul>
<ul style="list-style-type: none"> <li>College Excursions</li> </ul>	<ul style="list-style-type: none"> <li>In this session, College conducted various types of excursions and field trips – like, Student Picnic, Staff Picnic, Field trips by Department of Geography, Department of History, Department of Hindi, Department of Fashion and Apparel Design.</li> </ul>
<ul style="list-style-type: none"> <li>Planning and Initiation of large-scale upgradation of Campus</li> </ul>	<ul style="list-style-type: none"> <li>We have accomplished many infrastructural upgradation like renovation of ground with seating arrangement, renovation and upgradation of college canteen room, restart of functioning of Canteen, Installation of ICT facilities in four rooms, Redesigning and upgradation of College Dynamic Website, Renewal of AMC for CCTV securities functioning in college campus, increase in number of photocopy centres for student and staff use, upgradation of Girls' Common Room. Campus upgradation work is still in process.</li> </ul>

Gushmita Das

**COORDINATOR, IQAC  
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# **Action Report**

Based on Feedback Analysis

**Session: 2023-24**



# **Link to Action Report**

Based on Feedback Analysis

**Session: 2023-24**

Link:

[https://www.rbgc.ac.in/IQAC\\_ActionTakenReport/Action\\_Taken\\_Report\\_2023-24.pdf](https://www.rbgc.ac.in/IQAC_ActionTakenReport/Action_Taken_Report_2023-24.pdf)

# **Action Report**

Based on Feedback Analysis

**Session: 2023-24**

## IQAC Plan of action 2023-24:

<p>Revival of Alumni Association and Committee formation for the said purpose.</p>	<ul style="list-style-type: none"><li>• The college Administrator is keen that the above be initiated as soon as possible.</li><li>• 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.</li><li>• Ms. Soha Hosasin recommended the names of 3 ex-students of Geography department, Vanshika Yadav, Fatima Khan, Husn-E-Ara.</li><li>• Ms. Pampa Chatterjee suggested the name of Priyanka Sarkar, an ex-student of Department of Education.</li><li>• Principal will issue a notification in this respect.</li></ul>
<p>Revival of NSS</p>	<ul style="list-style-type: none"><li>• Activities of the NSS after 2010-11 came to a halt.</li><li>• 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.</li><li>• 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.</li></ul>
<p>Academic Audit:</p>	<ul style="list-style-type: none"><li>• Principal reported that Academic Audit will be conducted in the month of August 2023.</li></ul>

MOU:	<ul style="list-style-type: none"> <li>The Principal reported the necessity of 21 number of MOUs. She further reported that at the moment there is only one MOU with Netaji Nagar Day College. She proposed that every department, each teacher needs to work toward MOU/Academic Linkage with other colleges, so that we can score 4 marks under Criteria 3.</li> </ul>
Departmental Seminars and Invited Lectures:	<ul style="list-style-type: none"> <li>Principal reported that every department must do at least one seminar or workshop.</li> </ul>
Departmental Journal/ E Magazine:	<ul style="list-style-type: none"> <li>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.</li> </ul>
Add On and Enrichment Courses:	<ul style="list-style-type: none"> <li>Mrs. Anjali Pramanik proposed the name of Mr. Apalak Das and Siddhartha Sarkar as coordinator of Add On and Enrichment Courses to monitor the progress of all existing courses. The IQAC coordinator seconded this proposal.</li> <li>Earlier Principal had requested Mr. Manab Mandal to be the coordinator but he declined the request.</li> </ul>
Maintenance of Stock Registers by departments having practical papers:	<ul style="list-style-type: none"> <li>The department of Geography, B.F.A.D, Journalism, CMEV and the library must update their stock registers by 30<sup>th</sup> August 2023 and submit a declaration.</li> </ul>
Numbering of Furniture:	<ul style="list-style-type: none"> <li>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.</li> </ul>
Placement Fair:	<ul style="list-style-type: none"> <li>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 compassing and career counselling programs.</li> </ul>

Intra-college Talent Competition:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Intellectual Property Right Workshop:	<ul style="list-style-type: none"> <li>• Intellectual Property Right Workshop (Criteria 3.2.2) has to be organized with ICCR funding if possible.</li> </ul>
Research and Development Cell:	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 18<sup>th</sup> July 2023.</li> <li>• Dr, Sarmila Paul recommended that similar composition of formation of board/ Advisory committee should also be made for college journals.</li> </ul>
Book Fair:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
E-Waste Disposal:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Administrative Training Series:	<ul style="list-style-type: none"> <li>• Microsoft Training</li> <li>• E Tendering</li> <li>• PF Training (to done by PF sub-committee)</li> <li>• Leave Rules</li> <li>• CAS training</li> <li>• Green Audit</li> </ul>

	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>
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