

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



Criterion Name: Curricular Aspect

Index No: 1.4

Subtitle: Provide Links for any other relevant document to support claim (if any)



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

CRITERION I : CURRICULAR ASPECTS

This is to certify that all the supporting documents related to **Feedback system** are authentic.

1. Feedback analysis report submitted to appropriate bodies.
2. At least 4 filled-in feedback form from different stake holders like students, teachers, employers, alumni etc.
3. Action taken report on the feedback analysis
4. **Provided links for any other relevant document to support the claim.**
5. Link of institution's website where comprehensive feedback, analysis and action taken report are hosted.

(Dr. Srabanti Bhattacharya)

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

ANNEXURE 6

ANNEXURE 6

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

<ul style="list-style-type: none"> Submission of AQAR 2021 – 22 	<ul style="list-style-type: none"> AQAR 2021 – 22 was submitted successfully to NAAC HEI portal on 26.05.2023.
<ul style="list-style-type: none"> Participation in NIRF and AISHE 	<ul style="list-style-type: none"> College successfully participated in NIRF 2023 and AISHE 2022 – 23. Both the reports were uploaded in the college website also under the sub menu NIRF and AISHE
<ul style="list-style-type: none"> Internal Audit of College Accounts 2021 - 22 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Academic Linkages & MOUs 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Renewal of Annual Membership of British Council Library, Kolkata 	<ul style="list-style-type: none"> Central Library of Rani Birla Girls' College has successfully renewed the Institutional Membership with British Council Library Division, Kolkata for the session 2022 – 23.
<ul style="list-style-type: none"> Renewal of Student Health Home Membership 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Formation of Non - Statutory Committee 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Revised configuration of Statutory Committees and Cells 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Formation of Clubs 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Celebration of Commemorative Days 	<ul style="list-style-type: none"> This year, College also celebrated various commemorative days like, 21st February INTERNATIONAL MOTHER'S LANGUAGE DAY, RABINDRA JAYANTI, BASANTA UTSAB, MOUNTAIN DAY, INTERNATIONAL WOMEN'S DAY, WORLD ENVIRONMENT DAY.
<ul style="list-style-type: none"> Departmental Seminars and Workshops 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Introduction of Value Added & Skilled Development Programme 	<ul style="list-style-type: none"> In this session, Department of Fashion and Apparel Design carried out one skilled development programme on fashion accessories.
<ul style="list-style-type: none"> College Excursions 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Planning and Initiation of large-scale upgradation of Campus 	<ul style="list-style-type: none"> 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.

Gushmita Das

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

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">• The college Administrator is keen that the above be initiated as soon as possible.• 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.
<p>Revival of NSS</p>	<ul style="list-style-type: none">• Activities of the NSS after 2010-11 came to a halt.• 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.• 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.
<p>Academic Audit:</p>	<ul style="list-style-type: none">• Principal reported that Academic Audit will be conducted in the month of August 2023.

MOU:	<ul style="list-style-type: none"> 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.
Departmental Seminars and Invited Lectures:	<ul style="list-style-type: none"> Principal reported that every department must do at least one seminar or workshop.
Departmental Journal/ E Magazine:	<ul style="list-style-type: none"> 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.
Add On and Enrichment Courses:	<ul style="list-style-type: none"> 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. Earlier Principal had requested Mr. Manab Mandal to be the coordinator but he declined the request.
Maintenance of Stock Registers by departments having practical papers:	<ul style="list-style-type: none"> 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.
Numbering of Furniture:	<ul style="list-style-type: none"> 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.
Placement Fair:	<ul style="list-style-type: none"> 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.

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

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

Sushmita Das
Coordinator, IQAC

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NOTICE

14/02/2023

ACADEMIC SUB-COMMITTEE

A meeting of the Academic Sub-Committee will be held on 22nd February, 2023 at 11.00 a.m. in the Principal's Office. All members are requested to attend the meeting.

Agenda:

1. Commencement of classes of Semester 4 and 6 for the Academic Session 2022-23.
2. Discussion on improvement of students attendance from the upcoming semesters.
3. Discussion on modality and preparation of an Academic Audit to be conducted as a part of the NAAC accreditation process.
4. Miscellaneous.

Dr. Srabanti Bhattacharya

Principal

Members present in Academic Sub-Comm.
Meeting dated 22/2/23 at 11 am.

1. ~~Son~~ Bhattacharyya 22/2/23
2. Anjali Pramanick. 22/02/23
3. Pushpa Tiwary 22.02.23
4. Kalpana Biswas 22/2/23
5. Sunanda Mitra Roy 22/2/23
6. M. Rahman 22/02/23
7. Debarshi Bhattacharyya 22/02/23 for Trina Bhattacharya
8. Sushmita Das 22/2/23
9. Debarchana Dutta 22/02/23 for Manab Mandal.
10. Nandita Chandmoni for Siddhartha Sarkar, HOD, Education
11. For HOD Dr. Keya Dutta Apalak Das 22/02/23
- 12

MINUTES OF THE MEETING OF THE ACADEMIC SUB COMMITTEE OF RANI BIRLA GIRLS' COLLEGE HELD ON 22.02.2023 IN THE PRINCIPAL'S OFFICE

Members Present:-

1. Dr. Srabanti Bhattacharya : Chairperson
2. Ms. Anjali Pramanick : Member
3. Ms. Sushmita Das : Member
4. Dr. Pushpa Tiwary : Member
5. Ms. Kalpana Biswas : Member
6. Dr. Nandita Chaudhuri
(For Mr. Siddhartha Sarkar) : Invited Member
7. Dr. Apalak Das
(For Dr. Keya Dutta) : Invited Member
8. Mr. Maniruzzaha Rahman : Member
9. Dr. Sunanda Mitra Roy : Member
10. Ms. Debarchana Dutta
(For Mr. Manab Mandal) : Invited Member
11. Mr. Debarshi Bhattacharya
(For Ms. Trina Bhattacharya) : Invited Member

The meeting was convened & conducted by the Principal, Dr. Srabanti Bhattacharya.

At the very outset to nominate a Convenor out of the members of the Academic-Sub Committee Principal proposed the name of Anjali Pramanick, Associate Professor, Dept. Of Pol.Sc to serve as the Convenor of the said committee. The proposal was seconded by Ms. Sushmita Das, Associate Professor, Dept of English, and Dr. Pushpa Tiwary, Assistant Professor, Dept of Hindi. Mrs. Pramanick accepted the convenorship with thanks to Principal madam and all other members of the committee.

Item 1:-

- The committee unanimously resolved to commence sem VI classes for the Academic Session 2022-23 from 27th Feb 2023 (Monday) as the admission into the said semester was scheduled to be completed within 23rd Feb, 2023. The Principal proposed not to allow those students who have not taken their admission within the stipulated period to attend classes. The Committee members unanimously agreed to this proposal.
- The date of admission to Sem IV, B.A/B.Sc. Hons./General/Major and B.FAD (Hons) for the session 2022-23 was resolved to start from 27th Feb to 10th March 2023
- The commencement of Sem IV classes for the session 2022-23 was scheduled to start on and from 13th March (Monday) 2023

- The admission to Sem II B.A/B.Sc Hons and General/Major/B.FAD (Hons) for the session 2022-23 was resolved to start from 20th March-30th March 2023
- The commencement of sem II classes was scheduled to start on and from 31st March 2023
- In respect of the attendance register for the Hons students of the even semesters the Principal recommended for getting it ready by the respective departments on the eve of the commencement of the classes on the basis of the list of the admitted students to be provided by the Principal's office after the admission process of the concerned semester being completed and the attendance register for the general students to be prepared by the office

Furthermore it was suggested to use a single attendance register for each academic session for maintaining an easy record of one academic year.

The Committee agreed to both the proposals

Item 2:-

- To improve the percentage of attendance of the students from the upcoming semester and to make aware the guardians of its importance the committee resolved to take the following measures:
 - a) On the eve of the session each department will provide their students a format prepared in reference with relevant extract of the CU Notification No. CSR/3/2018 & CSR/4/2018 dt.7/5/2018 under CBCS in respect of attendance intended to be signed by the guardians and kept as a record by each department. Principal assigned the task of preparing the said format to Dr. Nandita Chaudhuri, Associate Professor, Dept. Of Education and Ms. Sushmita Das, Associate Professor, Dept of English and it was unanimously supported by the committee.
 - b) In the midst of each semester percentage of attendance of all the students is to be calculated by the respective departments and the students with less than 60 percent attendance will be intimated of their status and warned for the recovery. Parent-Teacher Meeting might be conducted to this end.

Item 3:-

On modalities and preparation of Academic Audit as a part of the NAAC Accreditation process the committee recommended as follows :-

- a) All the departments will keep their records ready by 30th May 2023 since the Academic Session 2016-17
The departmental records must include information relating to i) Departmental routine ii) syllabus distribution iii) program outcome/course outcome iv) question papers v) results register vi) notices of the departmental meeting with minutes vii) bluebook viii) stock register (for lab based department). Seminar Library

b) The total arrangement is to be completed within 30th May 2023

Item placed on the table

Item 4:-

As a part of the NAAC Accreditation process the committee suggested for introducing students mentoring scheme from the academic session 2023-24

The committee resolved to materialise the scheme in the following manner

- a) The faculties of each department will act as the mentor of the students of each semester in equal proportion
The list of Mentor-Mentee be uploaded in the college website
- b) Dr. K.K. Jana, Assistant Professor, Dept of Philosophy and Mr. M. Rahman, Assistant Professor in Economics will take the mentorship of B.A/B.Sc General students of each semester in equal proportion
- c) The provision of joint mentorship be allowed if the situation arises
- d) Mentor-Mentee list to be submitted to the Principal by 10th March 2023

Item 5:-

The committee unanimously resolved to dissolve sem I classes on and from 23rd Feb 2023 on account of CU Exam of B.A/B.Sc/BFAD semester I Hons/Genera/Major Exam, 2022 under CBCS

There being no other matter to discuss the meeting ended with thanks to the Chair

Read & Confirmed

Srabanti Bhattacharya

Dr. Srabanti Bhattacharya

Chairperson

Sumanika
11/05/2023



Date: 04/05/2023

Notice

(Academic Sub-committee)

A meeting of the Academic Sub-committee will be held on **11/05/2023 (Thursday)** at **11:00 A.M.** in the Principal's office to transact the following agenda. All the members are requested to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the meeting dated 22/02/2023.
2. Confirmation of the proceedings of the emergent meeting dated 03/03/2023.
3. Discussion on the progression and completion of the syllabus of the even semesters.
4. Miscellaneous

Anjali Pramanick

**(Anjali Pramanick)
Convener**

S. Bhattacharya

**(Dr. Srabanti Bhattacharya)
Principal**

**Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017**

MINUTES OF THE MEETING OF THE ACADEMIC SUB-COMMITTEE OF RANI
BIRLA GIRLS' COLLEGE HELD ON 11/05/2023 IN THE PRINCIPAL'S ROOM

Members Present:-

- | | |
|------------------------------|---------------------------|
| 1. Dr. Srabanti Bhattacharya | : Principal (ChairPerson) |
| 2. Ms. Anjali Pramanick | : Convener |
| 3. Ms. Sushmita Das | : Member |
| 4. Ms. Pampa Chatterjee | : Member |
| 5. Dr. Samarpita Ghosh Ray | : Member |
| 6. Dr. Pushpa Tiwary | : Member |
| 7. Ms. Kalpana Biswas | : Member |
| 8. Dr. Keya Dutta | : Member |
| 9. Dr. Kanak Kumar Jana | : Member |
| 10. Mr. Manab Mandal | : Member |
| 11. Mr. Maniruzzaha Rahaman | : Member |
| 12. Mr. Siddhartha Sarkar | : Member |
| 13. Dr. Sunanda Mitra Roy | : Member |
| 14. Dr. Angana Sanyal | : Member |
| 15. Ms. Trina Bhattacharya | : Member |

The meeting was chaired by the Principal.

Item A –

At the very outset proceedings of the meeting dt. 22/02/23 were read and confirmed with the following business arising:

- i) it was reported that the commencement of sem IV classes was on 14th March 2023, instead of 13th March as the discretionary holiday on 13th March was declared on the occasion of post celebration of Basant Utsav held on 11th March 2023
- ii) it was reported that the Attendance Register of the general students of even semesters were not prepared by the office before the commencement of the classes due to some inconveniences and was resolved to get the task done from the upcoming semesters by the office
- iii) it was reported that the format prepared by Dr. N Chaudhuri, Associate prof., Dept of Education and Ms. Sushmita Das, Associate prof., Dept of English in reference with the relevant extract of the CU Notification in respect of attendance was received by some department like JORA, BFAD & CMEV a bit later causing delay in distributing the same to the students accordingly. The Principal requested the TCS to follow it up till the distribution of the format to the departments from the next sessions
- iv) it was reported that Parent-Teacher meeting was scheduled to be held on 13th May, 2023 for sem II & sem IV classes
- v) On review of the status of preparedness of Academic Audit of all the departments which was scheduled to be completed within 31st May 2023, all the departments

voiced their inability to complete the task within the said period. On request of all the members of the committee, the Principal extended the period upto 31st July, 2023.

Item B –

Proceedings of the emergent meeting dt. 03/03/23 were read and confirmed. But the resolutions could not be put into effect as the Admission Rules for UG Courses (under CBCS), for Academic Session 2023-24 got changed to Admission Regulations for Semester wise 4-year B.A./B.Sc.(Hons & Hons with research) course of studies (under Curriculum & Credit Framework, 2022) & Admission Regulations for Semester wise 3-year B.A./B.Sc.(Multi Disciplinary Courses of Studies under Curriculum and Credit Framework, 2022) published on 23/06/23.

An emergent joint meeting of Academic Sub-Committee & Online Admission Committee was convened by the Principal on 24/06/23 to discuss & resolve various admission related issues for the implementation of the said admission regulations under CCF & all the proceedings of the meetings were read & confirmed in the online admission committee dt. 11/08/23, the copy of which is kept herewith

Item 1-

On reviewing the status of progression & completion of the syllabus of even semester students within 15th May 2023, the committee came to know that all the departments except philosophy are yet to complete the syllabus of semester IV & semester II in varying proportions. At the same time it was proposed by all for taking additional classes required for the completion of the syllabus by the concerned teachers with the relaxation of "As & when" basis till 31st May, 2023 under the existing timetable

The Principal agreed to the proposal with the aforesaid relaxation along with the option of taking online classes after 31st May, if needed for the completion of syllabus

Item on the Table –

With respect to an unplanned absence of an incumbent under some unavoidable circumstances from attending a meeting convened during recess, it was made clear by the Principal that the incumbent need not apply for casual leave but will have to apply for earn leave if the situation of station leaving arises

There being no other matter to discuss the meeting ended with thanks to the chair.

Anjali Pramanick

Anjali Pramanick
Convener

Read & Confirmed
Dr. Srabanti Bhattacharya
Chairperson



83/NOTICE/PRIN/2023

23/06/23

NOTICE

An emergent joint meeting of the On-Line Admission Committee and Academic Subcommittee will be held on 24/06/23 at 12 noon in the Principal's room to discuss the following agenda:

1. To discuss and resolve various admission related issues for implementation of Admission Regulations for Semester wise Four-Year B.A/B.Sc. (Honours & Honours with Research) Courses of Studies (under Curriculum & Credit Framework, 2022) and Admission Regulations for Semester wise Three-Year B.A/B.Sc. (Multidisciplinary Courses of Studies, under Curriculum & Credit Framework, 2022) published on 23/06/23.

All members (or representatives from the department) must compulsorily attend the meeting.

S. Bhattacharya

DR. SRABANTI BHATTACHARYA

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

Minutes of the meeting held on 24th June 2023 at 12 noon in Principal's room:

All members unanimously discussed the CSR Notification No. CSR/05/2023 for Four-Year B.A./B.Sc./B.FAD (Honours & Honours with Research) Courses and CSR Notification No. CSR/04/2023 Three-Year B.A./B.Sc./B.FAD (Multidisciplinary Courses of Studies) under Curriculum & Credit Framework, 2022 under the University of Calcutta during the Academic Session 2023 -24.

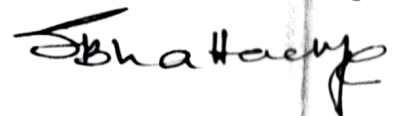
The drafted Seat Matrix, Merit Calculation and Eligibility Criteria for each department are attached in the following pages.

The meeting end with thanks to the chair.

Convener



**Read and Confirmed
Principal**





NOTICE

Academic Sub Committee

Date: 22/09/2023

A meeting of the Academic Sub-Committee will be held On 27/09/2023 (Wednesday) at 2.30p.m in the Principal's Room to transact the following agenda All the members are requested to attend the meeting

AGENDA:

1. Confirmation of the proceedings of the meeting dated 11/05/2023 & 24/6/23
2. Discussion on the admission of Sem I students (under CBCS), 2023
3. Discussion on modalities and conduction of Academic Audit
4. Discussion on status of overall students 'attendance
5. Miscellaneous

Anjali Pramanick

ANJALI PRAMANICK

CONVENOR

Srabanti Bhattacharya
(DR. SRABANTI BHATTACHARYA)

PRINCIPAL

MINUTES OF THE MEETING OF THE ACADEMIC SUB COMMITTEE OF RBGC HELD ON 27/09/2023 IN THE PRINCIPAL'S ROOM

Members Present:-

- | | |
|------------------------------|---------------------------|
| 1. Dr. Srabanti Bhattacharya | : Principal (Chairperson) |
| 2. Ms. Anjali Pramanick | : Convener |
| 3. Ms. Sushmita Das | : Member |
| 4. Ms. Pampa Chatterjee | : Member |
| 5. Dr. Pushpa Tiwary | : Member |
| 6. Ms. Kalpana Biswas | : Member |
| 7. Dr. Keya Dutta | : Member |
| 8. Mr. Manab Mandal | : Member |
| 9. Dr. Sunanda Mitra Roy | : Member |
| 10. Dr. Angana Sanyal | : Member |
| 11. Ms. Trina Bhattacharya | : Member |

The meeting was chaired by the Principal.

Item 1:-

At the very outset the minutes of the meeting dt 11/05/23 were read and confirmed with one business arising-

It was reported that the attendance register for General students was not being prepared by the office before the commencement of new semesters. The Principal ~~admitted the inability of the office due to the lack of manpower there and at the same time~~ ^{requested the depts to write their own names} recommended the name of Sri Sandip Roy Chowdhury, dept of Fashion & Apparel design for doing the task or to get it done by the dept itself on the basis of the admitted students' list provided by the office.

The minutes of emergent joint meeting of Online Admission Com. & Academic Sub Committee dt 24/06/23 convened by the Principal vide Notification No. CSR/04/2023 & CSR/05/2023 which were read & confirmed in the Online Admission com. Dt 11/08/23 were referred with the copies attached herewith.

Item 2:-

On discussion of the admission of Sem 1 students under CBCS, 2023, the Principal reported that 16 students from 6 departments like 3 from BFAD, 5 from JORA, 1 from Pol.sc, 1 from History, 3 from English & 3 from BA General are supposed to appear in Sem 1 Exam 2024 for which they need to take their admission afresh. The Principal recommended that a formal notice for taking admission into Sem 1 is to be served before puja vacation. She also recommended to get in touch with them on personal level if possible to keep track of their responses. The Chairperson also suggested to take their online classes at least 3 to 4 for Hons students & 2 classes for General students per week by the departmental teachers following a fixed time table the copy of which be submitted to the Principal & the timetable sub committee as well. The record of taking classes by the concerned teachers be kept in the 'remarks' column of the Attendance register.

All the members consented to these recommendations of the Principal.

Item 3:-

On modalities & conduction of Academic Audit for NAAC purpose Principal informed that she will try to obtain a sample format on the modalities of Academic audit if possible & to share the same to the HODs by 1st week of November for having information of the required documents. But before this all the depts. need to be updated with all sorts of departmental records like blue book, yellow book, departmental meeting notices with minutes, Mentor-Mentee Book, operational book issuing register of the seminar library, result register & stock register for lab based depts. Principal wanted the Convener to report on the status of the depts. in preparing all sorts of academic records. The Convener reported that all the depts. are ready with their records except the result register & yellow book (in case of some dept.) The Principal requested all to get ready with those records as soon as possible & the Convener to follow it up.

It is to be noted here that the Convener shared a Google form to the HODs to know the preparedness of all the depts. & came to know that except Hindi, English & JORA some are yet to complete yellow book & some to make the seminar library functional.

Item 4:-

On status of overall students' attendance the Principal suggested that to reduce the no. of ineligible students for appearing in exam due to low attendance i.e below 60% all the depts. may take the initiative to calculate attendance of the students in the midst of the session under three categories like below 60%, 60% to 74% & 75% & above.

For attainment of required level of percentage, Students having below 60% attendance may be given class assignments, online classes, home assignments and their attendance are to be recorded against each kind of assignment.


The Chairperson also added that the decision of the dept will be considered as final in respect of preparing eligible students list on the basis of the attendance recorded in the students register & the Principal is not supposed to take part in it.

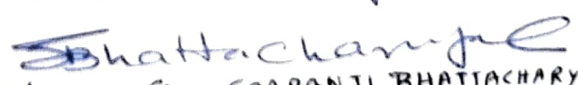
MISC:-

A) Principal requested all the dept to submit the names of CRs of Sem I to Ms.Sushmita Das, IQAC Coordinator before puja vacation.

B) She also requested all the dept to prepare the Mentor Mentee list of Sem I & submit it to Ms. Sushmita Das by 6th October 2023.

As there was no other matter to discuss the meeting ended with thanks to the chair.


(ANJALI PRAMANICK)
CONVENER

Read & Confirmed

28/3/24 (DR. SRABANTI BHATTACHARYA)
CHAIRPERSON



NOTICE

ACADEMIC SUB COMMITTEE

Date: 26/03/2024

A meeting of the Academic Sub Committee will be held on 28th March '24 at 10.30 am in Auditorium to discuss the following agenda. All the committee members are requested to attend the meeting.

All other teaching staff members are also requested to attend the meeting as invited members.

Agenda :

- 1) Confirmation of the minutes of the last meeting. Dt 27.09.2023
- 2) Discussion on Introduction of Continuous Internal Assessment
- 3) Discussion on selection of CVAC Courses for upcoming semester II (CCF) vide Notification No. CSR/40/23 , University of Calcutta
- 4) Miscellaneous .

(ANJALI PRAMANICK)

Convenor

(DR. SRABANTI BHATTACHARYA)

Principal

RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani, Kol-17

FLOOR MANAGEMENT PLAN
SESSION 2023-2024(JULY -DEC)

FLOOR	ROOM NO	DEPT	NTS	STUDENT (CR)	WORK
GROUND	101,102,103, 104,108 ANEX II,201, 211, student common room, canteen area. Principal'S passage,Office passage, Auditorium, washroom	GEOGRAPHY EDUCATION CMEV ECONOMIC ENGLISH (ALL TEACHERS OF THE DEPT.)	Narayan jati, Sanjeev roy, Vinod Tiwari	SEM 1 SEM3 SEM 5 ALL DEPT.	Floor cleaning. Dusting White board cleaning (CR) Lights and fan maintenance and any other repair work. Proper setting of pairs of high and low benches in classroom.
FIRST	207,208,209,311 Staffroom, Library, Zonal, Bfad	HINDI HISTORY BFAD (ALL TEACHERS OF THE DEPT.)	Babar Ali, Subrata Chakraborty, Antarjami Das.	DO	DO
SECOND	302,303,306,307,308, 309, 402,BFAD	JORA, POLITICAL SCIENCE SOCIOLOGY ENGLISH PHILOSOPHY (ALL TEACHERS OF THE DEPT.)	Minati Balmiki Narayan Jati Babar Ali	DO	DO

Note:

1. CR will see the requirement of maintenance and cleanliness in each floor. The Department teachers will supervise.
2. At the end of every month Google form will be circulated and filled up by the teachers and the CRs so that the requisition for repair can be prepared and other maintenance can be done.

[Signature]
 18/11/23
 Convenors
[Signature]
 18/11/23
 Infrastructure Sub-committee

[Signature]
 Principal



Minutes of the meeting of the Infrastructure Subcommittee held on 15/12/23

The meeting was chaired by the Principal Dr. Srabanti Bhattacharya. The Principal asked the convenors to do the same.

Item 1- Plan of Action 2023-2024 (JAN-JUNE) was placed. In this regard:-

Business Arising: The Principal reported that the College has approached WBSIDC for funds under three heads such as -

- Automation of Library
- Soil Lab for Geography
- BFAD lab

An amount of Rs. 27 Lacs got the Administrative approval before the Pujas but was put on hold due to some Administrative technical formalities such as the College is to submit a PPT Presentation on the proposal submitted to the Department for the augmentation of the following:-

1. Administrative Office Repair
2. Principal's Office & Auditorium renovation
3. Renovation and Upgradation of Students Common room.

The Principal asked the committee to prepare a PPT. The convenors took the responsibility to prepare the same and to submit it on the stipulated date.

Item 2- The issue of Cleanliness & Hygiene of the teachers staffroom toilet was raised. In this regard the Principal suggested that the Library toilet can be used by male staff after remodeling such as installation of the Urinals and Wash basin. It was also suggested that the partition can also be removed. Further, the Principal also suggested that a tender should be floated for setting up of the Library toilet. In addition, PG suggested for the repairing of the Urinal in the Staffroom toilet. The Principal suggested that a commode can be installed in the students toilet adjacent to the canteen and a new additional toilet to be set beside the canteen. The Repair and remodeling of the non-teaching staffs toilet beside the college office was to be considered urgent. The Principal asked the convenors to prepare a draft for tender and to coordinate with the convenor of the Tender and Purchase Committee for the same.

The list of repair and remodeling of the toilets are as follows:-

- The repair and remodeling of the staff toilet beside the college office.
- Toilet in the ground floor- 1 new and 1 to be repaired.

Change page

- **Repairing of toilets inside the teacher's staffroom.**

The Convenors took the responsibility of drafting the same.

Item 3 – AD and MD reported on the garbage dumping from Bhasa Parishad. They reported that they have spoken to the concerned authority and it has been resolved.

Item 4- The shifting of the Dept. of Political Science from room 308 to 302 after cleaning and repairing to be discussed in the next meeting.

Item 5 – Treatment for Pest Control: The Principal suggested to look out for a new Pest control company which provides modern method for the same. AS & SMR were assigned to find out the company details. The Dept. of Education has also requested for a pest control as the cupboards were filled with silver fishes. The Principal in this regard suggested for an advance pest control service. The list of rooms with cupboards where pest control is required is to be prepared by SMR & SRC.

Item 6- In continuation to the previous meeting dated 30/09/23 regarding the repairing of the AC's in the college, AS is to collect quotation for the repairing of the 2 ton AC of the CMEV room before summer sets in.

Item 7- The Principal reported that the furniture repairing work is completed and that the committee is to find out more about the remaining furnitures that needs repairing. She also suggested for the supervision of the coding of the furnitures as well as an asset list to be prepared before NAAC.

Item 8- As reported by PT & AD in the previous meeting pertaining to the shifting of benches from 208 to 209 which has caused inconvenience in taking classes, hence, this issue was to be resolved properly and arrangements to be made according to the requirements. PT & AD was to look into this matter.

Item 9- AD, AS & SRC were asked to look into the repairing and servicing of CMEV TV, Audi TV, College office and Common room TV so as to make it more functional.

Item 10- The allotment status of the almirahs in the Zonal was not clear, hence, AD with Babar Ali was to check and report the status of the same.

Item 11- The Principal reported that the Water Cooler will be installed before the summer 2024.

Item 12- The Principal reported that the existing lockers were not adequate enough for allotment to all the teachers, hence, a new additional locker is to be purchased. AP, SM, AS, MD are to prepare the list of teachers and committees with / without the lockers and submit the same to the convenors.



Miscellaneous:

The Principal reported that the non-teaching staff has requested for a separate room to change their uniforms. It was unanimously decided that due to unavailability of the rooms their request cannot be granted at present.

PLAN OF ACTION 2023-2024 (JAN-JUNE)

1. Pending works to be completed in this duration.
 - a. Repairing of the pending furnitures
 - b. Listing of the Asset
 - c. Coding

2. Almirah distribution after finding out the status.
 - a. ECO – Wooden almirah outside 307
 - b. Almirah distribution list.
 - c. Wooden Almirah 209 to be repaired.
 - d. Rotten Almirah in 308 to be disposed.
 - e. The keys to the Exam room (208) to be handed over to the OICs and the duplicate keys are to be made for the same.

3. The List for Light and Fan servicing was placed to Principal on 28/11/23 by the convenors after discussion the Principal asked Mr. Babar Ali to collect the quotation for the same and the work is to be done during the winter recess.

Shahacharya

Prub
18/5/24

PLAN OF ACTION 2023-2024 (JAN-JUNE)

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S. Bhattacharya

OPub
18/5/24

RANI BIRLA GIRLS' COLLEGE
INFRASTRUCTURE SUB-COMMITTEE

PLAN OF ACTION

SESSION - 2023-2024

(Plan Duration: July 2023- December 2023)

Sl.no.	Action Description	Assigned Duties
1	To find out about the waste disposal from Bhasa Parishad. Draft a letter and submit wherever applicable.	AD & MD
2	To check the status of all the allotted lockers and prepare new requirements for the teachers who doesn't have a locker. To Prepare a list of the lockers of the sub-committees.	PT, SMR & Babar Ali AP, MD
3	To prepare a list of rooms for pest control drive. Google forms to be created for collection of the same.	SMR
4	Quotation to be collected for AC installation in the CMEV & BFAD Labs.	AS & SMR
5	To Fix the AC Exit Pipe of Room no. 108 & JORA Dept.	TKR
6	To Fix the Whiteboards of Room no. 210 & 211(Annex II).	AS & Babar Ali
7	To Order new Whiteboards - 108	SMR
8	Stairs of Annex -II to be repaired and painted	Principal Maam
9	To find out the total number of existing High & Low benches of rooms 207 & 208. To Place the requirements accordingly.	PT & AD
10	To Prepare a Final list of the furnitures in the college to be given for repairing.	PG, NS, Babar Ali & Narayan Jati
11	To Find out the status of all existing TV's in the college and repairing of the same. Disposal of almirah from the auditorium.	AS, AD, SRC & Babar Ali

Opus
15/10/23

N. S. S. S.
10/10/23

12	To collect Feedbacks from all the male teachers For the relocation of the washroom to the ground floor.	AD & SRC
13	To purchase the remaining 8 Fire extinguishers.	TKR, A. Sircar & SRC
14	Repairing of vending machines.	PG & NS
15	Ply change of wooden almirah & Replacement of the steel almirah if required of Political Science Dept.	AP, Babar Ali & Narayan Jati
16	To make a list of the existing almirah's of all the Departments. Details of the same to be collected in the Google form from the HOD's.	SMR
17	To manage and supervise the zonal almirah's	AD & Babar Ali
18	To prepare a Floor Management Chart	PG & NS

Allotment of Almirahs:-

- Wooden Almirah (302) to be given to the Dept. of Economics
- Terrace Almirah to be given to the Dept. of Education and Sports Sub-committee.

Qutb *N. Sultan*
10/10/23 10/10/23

Convenors

Infra-structure Sub-committee

PHONE : 2287-5500 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED



No. _____

38/Notice/Prin/2023

22/04/2024

NOTICE

This is to notify all concerned that as per Resolution no. 1 dated 20/04/2023 of the Administrator of Rani Birla Girls' College, the following statutory committees have been reconstituted and approved:

LIBRARY COMMITTEE

1. Principal – Chairperson
2. Librarian - Convenor
3. All Heads of Departments -Member
4. Principal Coordinator SFC -Member
5. IQAC Coordinator- Member
6. Teacher's Council Secretary- Member

ON-LINE ADMISSION COMMITTEE

1. Principal – Chairperson
2. All Heads of Departments -Member
3. Principal Coordinator SFC -Member
4. IQAC Coordinator- Member
5. Teacher's Council Secretary- Member

Sr. Bhattacharya

DR. SRABANTI BHATTACHARYA

PRINCIPAL

RANI BIRLA GIRLS' COLLEGE

38, SHAKESPEARE SARANI

KOLKATA - 700017

(LM-1)

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

LIBRARY SUB - COMMITTEE

NOTICE no. 91/NOTICE/PRIN/2023

01-07-2023

The first library sub-committee meeting for the session 2023 - 24 is going to held on 7th July 2023 in Principal's room at 10:30am. All members are requested to be present in the meeting to discuss the following agenda:

1. To report about Library Automation
2. To report about Institutional Membership with British Council Library, Kolkata
3. To report about Nlist Programme
4. To discuss on purchasing policy of library collection
5. To discuss on areas of collection development in library for the session 2023 - 24.
6. Miscellaneous

Sanjukta Mitra

Librarian

S. Bhattacharya

Principal

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

CONVENOR

Library Sub-Committee
Rani Birla Girls' College
38, Shakespeare Sarani,
Kolkata-17

Date: 7th July 2023

Venue: Principal's Room

Start

Time: 11:30am. (Rescheduled)

Finish Time: 1:10pm.

Members Present :-

1. Dr. Srabanti Bhattacharya, Principal *S. Bhattacharya* 7/7/23
2. Sushmita Das, IGAC Co-ordinator (HOD, ENG) - *Sushmita Das* 7/7/23
3. Pampa Chatterjee, Co-ordinator SFC - *Pampa* 7/7/23
4. Kalpana Biswas, TCS (HOD GEO) - *Kalpana Biswas* 7/7/23
5. M. Rahman, HOD, ECONOMICS - *M. Rahman* 07/07/23
6. Siddhartha Sarkar, HOD, EDUCATION - *S. Sarkar* 07/07/2023
7. Dr. Sunanda Mitra Ray, HOD, FAD - *S. Mitra* 7/7/2023
8. Dr. Angana Sanyal, HOD, CMEV - *Angana Sanyal* 07/07/23
9. Trina Bhattacharyya, HOD, JORA - *for* 07/7/23
10. Dr. Pushpa Tiwary, HOD, HINDI - *Pushpa Tiwary* 07.07.2023
11. Dr. Keya Datta, HOD, HISTORY - (Absent)
12. Dr. Kamak Kumar Jana, HOD, PHILO - *K. K. Jana* 07/07/2023
13. Anjali Pramanick, HOD, POL. Sc. - *Anjali* 07/07/23
14. Manab Mandal, HOD, SOCIOLOGY - *Manab Mandal* 07/07/23
15. Dr. Sanjukta Mitra, Librarian, Convener - *Sanjukta Mitra* 7/7/23

Minutes of the Library Sub – Committee meeting held on 7th July 2023 at 11:30a.m. in the Principal's room:

(Librarian requested the Principal to chair the meeting and Principal requested the convener, librarian, to start the meeting)

Item 1:

Librarian reported that SOUL software has been newly upgraded and installed to version 3.0 and therefore due to pandemic as computers were crashed the library accession and other automation work need to be done from the beginning. Librarian reported about requirement of change of library software from server based to cloud-based system, hence recommended for installation of KOHA Open Sources Software for the college library with installation of Rs.35000/- approx. and 15000/- approx. as Annual Charges.

Principal Stated that KOHA can be acquired from State Fund, if sanctioned otherwise college will acquire from internal fund.

Librarian also reported that for RFID system of library college has submitted quotation for State Fund along with other applications.

Resolution:

It was unanimously resolved to install KOHA cloud - based software for college library in the session 2023 – 24.

Item 2:

Librarian reported about the renewal of institutional membership with British Council Library Division, Kolkata. Library Cards arrived. These cards can be issued in circulation basis by interested students and teachers for issue of books and videos from BCL.

Principal directed the librarian to put notice regarding the same.

Item 3:

Librarian reported that college has renewed subscription of Nlist programme of INFLIBNET. Librarian also requested the members to access the e – resources. Principal advised that Ph.D. scholars can utilise these resources to meet their utmost needs.

Principal directed librarian to make notice so that all teachers can take user ID and password for access of e-resources and make provision to allow the access to students also.

Item 4:

Principal and all members unanimously discussed and decided that following allocation can be made for prospective budgetary allocation for NEP (1st Year):

Minor Subjects – 5000/- (2,500/- x 2)

SFC Subjects – 15000/- (5,000/- x 3)

Major Subjects – 35000/- (5,000/- x 7)

Purchasing Policies made:

- i) Normal Purchase – HOD will give requisition of books to the librarian. And accordingly, librarian will proceed for purchase by making necessary requisition to the Principal, then Work order and bill to be submitted.
- ii) Emergency Purchase – HOD will write letter to the Principal, justifying the cause for emergent purchase of books. Principal will forward the documents after scrutiny.
- iii) For online purchase, bill name must have college's name. The billing and delivery address will be the College. Teachers will inform the librarian about the site where the book is available.

Item 5:

- i) Principal directed librarian to collect at least one name of academic journal from each department.
- ii) Members suggested the following for daily readings:


	Language	Title
Newspaper	English	Times of India
	Bengali	Ei Samay
Magazine	English	India Today
	Bengali	Sananda

- iii) Librarian informed that HODs will submit the circulation policy of their seminar libraries to the librarian.
- iv) Seminar Libraries clearance form will be maintained by the HODs and will be given to the librarian on demand of clearance.
- v) Library orientation and other programmes to be conducted by the librarian for SEM I students.
- vi) Principal stated that College Book Fair can be organised only in collaboration / MOU with other colleges. Book Fair period could be December to February.

Item 6

Librarian would like to conduct some event for observing Librarian's Day in the month of August.

The meeting end with thanks to the chair.

Sanjukta Mitra 22.11.23



Read and Confirmed
Principal

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI, KOLKATA – 700017

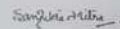
LIBRARY SUB - COMMITTEE

NOTICE NO. 213/NOTICE/PRIN/2023

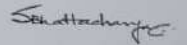
DATED 14.11.2023

The Second Library Sub – Committee meeting for the session 2023 – 24 is going to be held on 22nd November 2023 in Principal's room at 10:30a.m. All members are requested to be present in the meeting discuss the following agenda:

1. Confirmation of the minutes of the meeting of First Library Sub – Committee held on 7th July 2023 at 10:30a.m. in Principal's room.
2. Discussion on Fixation of dates and other modalities of College Book Fair 2023 – 24.
3. Miscellaneous



Dr. Sanjukta Mitra
Librarian



Dr. Srabanti Bhattacharya
Principal

Date: 22nd November 2023

Start Time: 1:30 am (Rach)

Venue: Principal's Room

Finish Time:

Members Present:

Member's Present:

1. Dr. Srabanti Bhattacharya, Principal - *Srabanti Bhattacharya*
 2. Sushmita Das, IQAC Coordinator (HOD, ENG) - *Sushmita Das 22/11/23*
 3. Pampa Chatterjee, SFC Coordinator - *Pampa Chatterjee 22.11.23*
 4. Kalpana Biswas, HOD, GEO - *Kalpana Biswas 22/11/23*
 5. M. Rahaman, HOD, ECO - ABSENT
 6. Siddhartha Sarkar, HOD, EDU - *Sankar 22/11/2023*
 7. Dr. Sunanda Mitra Roy, HOD, FAD - ABSENT
 8. Dr. Angana Sanyal, HOD, CMEV - *Angana Sanyal 22/11/23*
 9. Trina Bhattacharyya, HOD, JORA -
 10. Dr. Pushpa Tiwary, HOD, HIN - *Pushpa Tiwary 22.11.23*
 11. Dr. Keya Dutta, HOD, HIS/ TCS - *Keya Dutta 22.11.23*
 12. Dr. Kanak Kumar Jana, HOD, PHIL - *Kanak Kumar Jana 22/11/23*
 13. Anjali Pramanick, HOD, Pol.Sc. - *Anjali Pramanick 22/11/23*
 14. Manab Mandal, HOD, SOCIO - *Manab Mandal 22/11/23*
 15. Dr. Sanjukta Mitra, Librarian / Convener - *Sanjukta Mitra 27.11.23*
- SHRITA BISWAS 22.11.23*

Minutes of the Library Sub - Committee Meeting held on 22nd November 2023 at 1:30 pm in the Principal's room:

Librarian requested the Principal to chair the meeting and Principal requested the convener to start the meeting - It was a joint meeting with the Career Counselling Sub Committee.

Item 1:

Confirmation of the minutes of the First meeting held on 07.07.2023. The minutes were read and confirmed with the following business arising -

- i) Principal reported - Rs.23,00,000/- State Fund approved for Library Automation. The processing for Government e-tender and Gem portal registration is going on.
- ii) BCL card issued by students and teachers.
- iii) ID Password for NLIST will be send by INFLIBNET. If any issue, report to the librarian.
- iv) Library Budget total (including all departments) - 55000/-. Librarian requested to issue requisition form to all departments. Purchase to be made at College Book Fair.
- v) Principal directed to submit Academic journal names by the department of Hindi, History, Education, Philosophy within 24 hrs. from the date of meeting.
- vi) Members suggested to subscribe *Desh* as Bengali Journal, Principal proposed to subscribe Down to Earth and Librarian allowed to go for online subscription offer of print version of India Today.
- vii) Proposed library program along with Book Fair will be - Rare Book Exhibition and Visit to INB section of National Library, Kolkata.

Item 2:

College Book Fair and Career Fair will share the same logistic to conduct the Fair in collaboration with other MOU colleges.

- Dates for Book Fair: 9th & 10th January 2024
- In collaboration with 8 colleges under MoU policy.
- Principals and Librarians to be communicated - request for budget.
- Preparation of Participant list - publishers
- Preparation of list of colleges
- Preparation of stalls - 12
- Celebrity for opening
- Press

Distribution of duties:

- Sarmila Paul - contact Companies
- Sanjukta - Contact Publishers
- Principal & IQAC coordinator - Contact colleges
- Press - Pushpa Tiwary, Journalism department, Sanjukta & Sarmila
- Ankur Kala - Pampa Chatterjee
- 2 outlets for food - organized by Social Service and Student sub-committee
- 15 minutes Cultural programme by Cultural committee

30 November 2023 - Progress report by both conveners to the Principal.

Meeting end with thanks to the Chair.

Read and Confirmed

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

EMERGENT NOTICE
LIBRARY SUB - COMMITTEE & CAREER COUNSELLING CELL

19/12/2023

An emergent joint meeting is going to be held on 20th December 2023 at 2p.m in the Principal's room to discuss the following agenda:

1. To discuss the modalities of two days Book Fair 2023 - 24 and one day Career Fair 2023 - 24.

Sanguli Mishra
Convener

Bhattacharya
Principal

Members Present :

Start Time: 2 p.m.

Stop Time:

1. Bhattacharya 20/12/23
2. Seemita Das 20/12/23
3. ~~Sanguli~~ 20/12/23
4. Ispita Biswas 20.12.23
5. Bhattacharya 20/12/23
6. Kalyani 20/12/23
7. Anubina Samanta 20/12/23
8. Kalyani Biswas 20/12/23
9. Pushpa Tiwary 20.12.23
10. Sanguli Mishra 20.12.23
11. Mohab Mondal 20th/12/23
- 12.
- 13.
- 14.
- 15.
- 16.