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

INTERNAL QUALITY ASSURANCE CELL

Notice No. _____

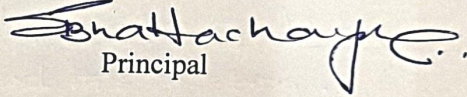
DATE: 03.07.2023

An emergent meeting of the Internal members of the IQAC shall be held on 6th July 2023 at 11am in the Principal's room to discuss the following agendum:

1. Discussion and distribution of workload for filling up of Grade Calculation Documents/Formats provided by the Department of Higher Education, Government of West Bengal.

All members are requested to attend the meeting.

Sushmita Das
IQAC Coordinator


Principal

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

Minutes of the meeting held on 6.4.2023
at 11am in the Principal's office.

A meeting of the IQAC (Internal Members) was held on 6.4.2023 on an emergent basis at 11am in the Principal's office. The meeting was chaired by the Principal, Dr. Srabanti Bhattacharya.

- The Principal congratulated Mrs. Suchmita Das as the new Coordinator of the IQAC.
- Mrs. Das thanked the Principal for entrusting her with this responsibility. The Coordinator solicited the support and cooperation of the other members and expressed her hope to work successfully as a team.
- The Co-ordinator further informed that she has invited Dr. Sarmila Paul, member of AQAR Criterion 2 committee to attend this meeting.
- The Principal informed the house that AQAR for session 2021-2022 has been accepted by NAAC and that the process to upload AQAR for session 2022-2023 must be initiated soon.
- In this respect, the Principal informed that a whatsapp State Government District wise/ State Mentor - Mentee group has been created with respective Principals of different colleges. This has been done keeping in mind the urgent necessity of NAAC Accreditation for all colleges to avoid (a) admission bar (b) Degree derecognition for non accredited colleges.
- The college is due for the 3rd cycle of Accreditation for which SSR is to be submitted on the basis of last 5 years i.e.

2018-2019; 2019-2020; 2020-2021, 2021-2022; 2022-2023. It was further reported that a 'Grade Calculator' has been devised by the State Mentor-Mentee group which will help colleges ascertain their respective, probable Accreditation grade. This Grade Calculation data sheet has to be submitted latest by 15th July 2023.

- In view of this, the Principal proposed to form a NAAC Steering Committee and appoint a Coordinator for this purpose. She proposed the name of Mrs. Pampa Chatterjee as the Coordinator. Mrs S. Das, Coordinator IQAC seconded the proposal. The other members too accepted this proposal unanimously.
- Mrs. Pampa Chatterjee, as the newly appointed NAAC Steering Committee Coordinator, proposed to have an Assistant Coordinator to help her discharge her responsibilities especially the IT part. She proposed the name of Dr. Sarmila Paul and Dr. Keya Dutta seconded the proposal. The house unanimously agreed and approved the proposal.
- The Principal informed that a workshop for IQAC Internal members has been arranged for on 12th July, 12.30 pm onwards. This workshop will help each understand the kind of work that is to be done and the way to implement it. The concerned Convenors of each of the 7 Criteria along with one member each are to compulsorily attend the workshop.
- The Principal, ^{IQAC} Coordinator and NAAC Steering Committee Coordinator will draft a list of Convenors and respective members for each Criterion.

and circulate it among the members (Annexure I)

- Work and preparation for grade calculation must be initiated immediately and each criterion concerned will have to submit respective data by 12th July, 2023.

- The Principal reported that an Administrative Training programme on E-Tendering process will be conducted for staff of the Accounts section and members of the Tender Purchase Committee on 11th July 2023.

- The meeting ended with the IQAC coordinator thanking the Principal and the members.

Read & Confirmed
 S. Bhattacharya
 11/7/23