

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. Chattaraj*  
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 Jana 17/03/2023
4. Ritwili Babo 17/3/23 (on behalf of Kalpana Biswas)
5. Siddhanta Sarkar 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 Sanyal 17.3.23 (on behalf of Joydip 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.

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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 &amp; Confirmed

Samarjit Kumar Ghosh Ray  
11/04/23.S. Chatterjee  
11/4/23