



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

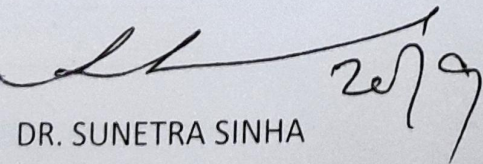
NOTICE

20.09.19

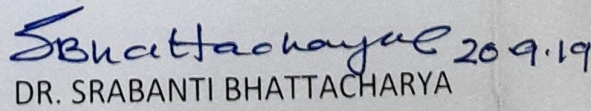
A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 27th September, 2019, Friday at 12.00 noon in the Principal's office. All members are requested to attend the meeting.

AGENDA

1. To confirm the minutes of the meeting held on 16th 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
3. Dr. Srabanti Bhattacharya
4. Mrs. Sushmita Das
5. Dr. Samarpita Gosh Ray
6. Dr. Sanjukta Mitra
7. Dr. Keya Dutta
8. Mrs. Debarchana Dutta
9. Mr. Deborshi Bhattacharyya
10. Mrs. Swati Bhattacharya
11. Mrs. Sarmila Paul
12. Mrs. Sushmita Bhattacharya,
13. Mrs. Jyotsna Kusumakar Pandey
14. Mr. Ayan Ghosh
15. Prof. Pratip Kumar Chaudhuri
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

27.9.19

Sbhattacharya 27.9.19.

Sushmita Das 27/9/19

Samarpita Gosh Ray 27/9/19

Sanjukta Mitra 27.9.19

Keya 27/9/19

Dutta 27/9/19

Deborshi Bhattacharyya 27/9/19

ABSENT

Sarmila Paul. 27.09.2019

Sushmita 27/09/19

Pandey 27/9/19

Ayan Ghosh 27/9/19

Pratip Chaudhuri 27.9.2019.

Ashok Roy

Sushmita Bhattacharya 27/09/19

ABSENT

ABSENT.

Kakali Majumder

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 23rd 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 19th 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.

S. Bhattacharya 18.1.20
SRABANTI BHATTACHARYA
IQAC-COORDINATOR

Sunetra Sinha
SUNETRA SINHA 18/1
PRINCIPAL
20