

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



Criterion Name: 6- Governance, Leadership and Management

Index No: 6.5.2

*Subtitle: 6.5.2 Quality Assurance Initiatives of the institute includes:
Academic and Administrative Audit and Follow-up Action taken*

**6.5.2 Quality Assurance Initiatives of the Institute includes:
Academic and Administrative Audit and Follow-up Action Taken**

Action taken on Academic and Administrative Audit Report

Rani Birla Girls' College has looked into the intricacies of recommendation given by the experts in the Academic and Administrative Audit and worked immensely on the same. Action taken on the basis of their recommendation are furnished below:

Recommendation 1.

Review and revise its vision, mission and goals

Action Taken 1.

Vision, mission and goals have been recast keeping in mind the changing needs of global trends and New Education Policy (NEP) 2020 in particular.

Recommendation 2.

Dissemination of vision, mission and goals effectively

Action Taken 2.

Vision, mission and goals have been disseminated to all stakeholders of this college effectively through various means like website, prospectus, bulletin board etc.



Relevant Link showing Vision and Mission of the College as shown in the College Website:
<https://www.rbgc.ac.in/vision-mission-motto.php>

Recommendation 3.

Monitoring the implementation of the Vision, Mission and Goals.

Action Taken 3.

The College systematically monitors and evaluates the implementation of its Vision, Mission and Goals by using appropriate indicators and benchmarks, and takes adequate measures.

Recommendation 4.

Checking the organizational structure to maintain a proper decision making process

Action Taken 4.

The College has maintained an efficient decision-making process and organizational structure. The Decision making and Policy making process is democratic in nature. Different committees of the college implement various agenda and policies with the consent of stakeholders like Teachers and Non-teaching staff. Distribution of duty is duly implemented during Annual Sports, Annual Day, Cultural Programs and various other events of the College.

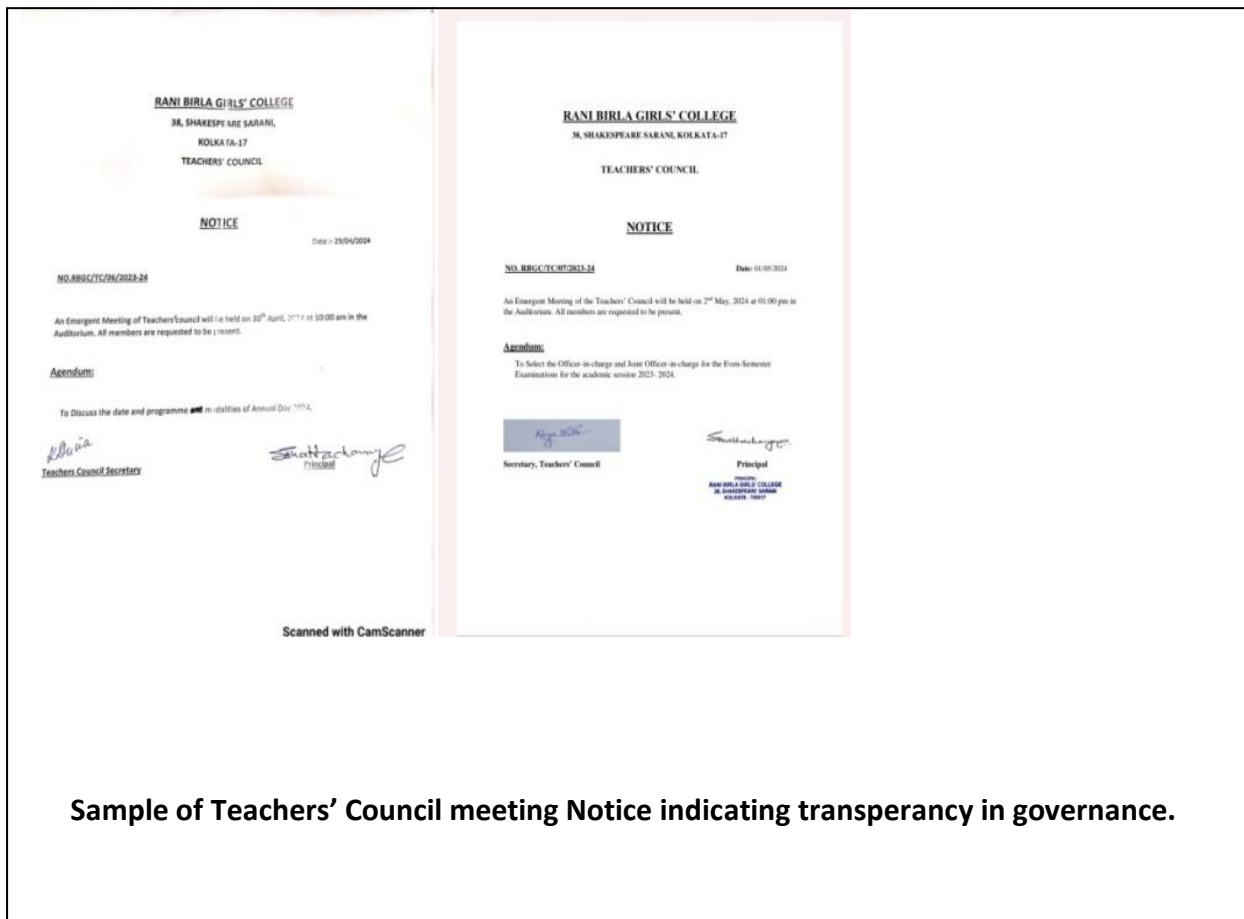
Relevant link of different committees of college: <https://www.rbgc.ac.in/statutory-committees.php>

Recommendation 5.

Transparency in Governance.

Action Taken 5.

The College fosters a robust mechanism to maintain transparency in its governance by involving all stakeholders in planning, executing, and reviewing College activities which is duly shared and feedback taken via regular Teachers' Council meetings.



Sample of Teachers' Council meeting Notice indicating transparency in governance.

Recommendation 6.

Sound and ethical Management

Action Taken 6.

The College follows the principle of sound and ethical management for transparency in governance.

Recommendation 7.

Acquisition of own land and building.

Action Taken 7.

The Principal, the Administrator and members of the Teachers' Council of the College have recently submitted a formal letter to the Govt. Of West Bengal, seeking necessary approval for acquisition of own land and building.

Recommendation 8.

Prudent and efficient financial management system.

Action Taken 8.

The College has maintained a very well-ordered financial management system by preparing annual budgets. All major purchases are done through the approval of the Tender-Purchase Subcommittee and Finance Subcommittee to ensure transparency and fairness in the procurement process.

Two new software are being used by the office for data management and admission related processes. Online admission system and online payment methods have also been introduced.



Image of new software installed for the purpose of better functioning of College management.

Relevant link of tender application given in the college website: <https://www.rbgc.ac.in/tender-notice.php>

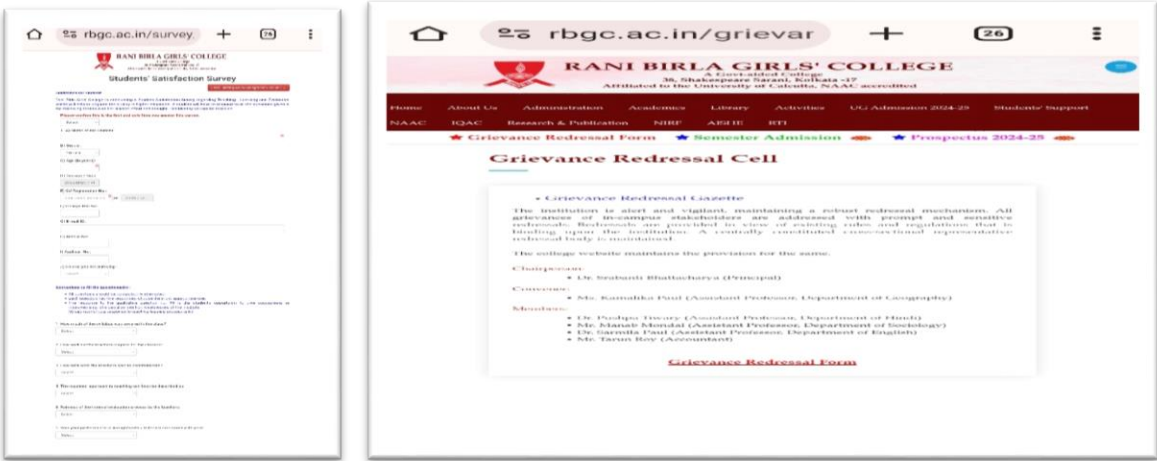
Other Recommendations:

Recommendation 1.

1. Students' feedback Collection and addressing grievance related issues of Students.

Action Taken 1.

The College has developed a cohesive system of collecting students' feedback and addressing grievance related issues.



The image displays two screenshots of the Rani Birla Girls' College website. The left screenshot shows the 'Students' Satisfaction Survey' form, which includes a header with the college name and logo, a navigation menu, and a form with various input fields and a 'Submit' button. The right screenshot shows the 'Grievance Redressal Cell' page, which features a header with the college name and logo, a navigation menu, and a central text box containing information about the grievance redressal process, including a list of members and a link to the 'Grievance Redressal Form'.

Relevant link of Students Feedback and Grievance Submission portal as uploaded in the College Website: <https://www.rbgc.ac.in/survey/index.php>

Recommendation 2.

Development of Program Outcome and Course Outcome as a best practice to enhance teaching-learning process.

Action Taken 2.

Rani Birla Girls' College has worked on Program outcome and Course Outcome (under CBCS, CCF, Part System) with regards to individual undergraduate courses and uploaded the same in its College website.



Screenshot taken from college website showing development of CO and PO program for the better functioning of teaching-learning process.

Relevant link of PO and CO as uploaded in the College Website:

<https://www.rbgc.ac.in/course-outcome.php>

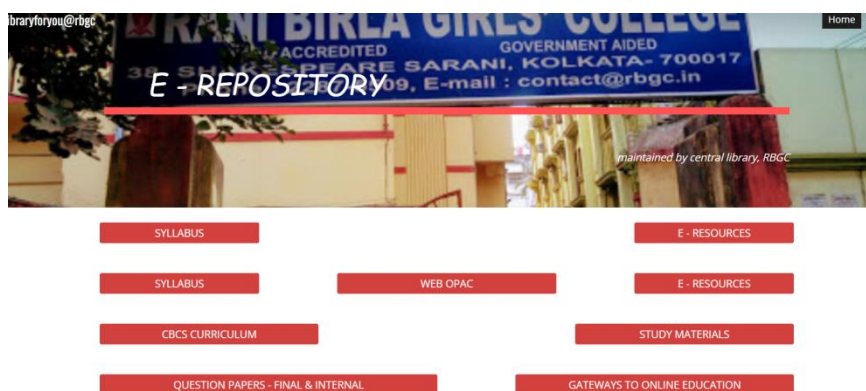
Recommendation 3.

Development of E- Resources for encouraging E-learning.

Action Taken 3.

The Central library of the College has created and maintained an E-repository.

- The library has been archiving the following:
 - Honours and General syllabi of all the semesters
 - CBCS and CCFF of all the departments issued by the University of Calcutta
 - Question Papers of the End semester examinations from 2018 onwards
- The library also provides Gateways to
 - E-resources
 - Online Education
 - Study Materials etc.



Screen Shot taken from the college website showing the e-repository window.

The following is the link of the e-repository:

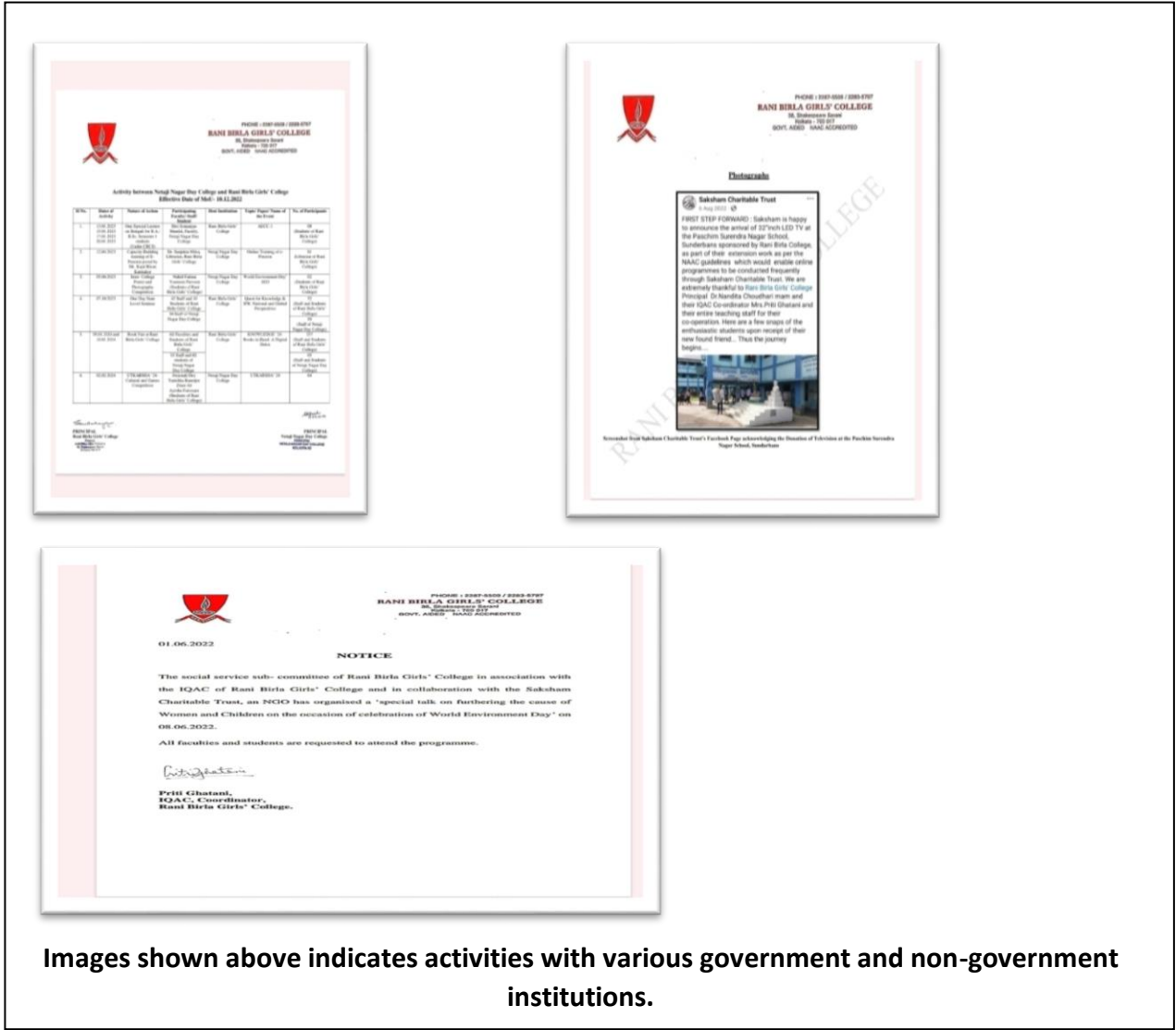
<https://sites.google.com/view/rbgclibrary/home>

Recommendation 4.

Effective strategies to develop engagement with other Government/ Government aided and Non-Government Organizations.

Action Taken 4.

Rani Birla Girls' College has enhanced further engagements with several Government Aided and Non-government Institutions in the past 5 years and committed to continue the same in future.



Images shown above indicates activities with various government and non-government institutions.

Recommendation 5.

Introduction of Bio-Metric Attendance for all Teaching and Non-Teaching Staff.

Action Taken 5.

The college used to previously follow the mechanism of bio-metric data maintenance for all teaching and non-teaching staff. However, it was discontinued during the pandemic period, but will be re-implemented soon.

Recommendation 6.

Application for Grants for further renovation and improvement of College infrastructure.

Action Taken 6.

The college under the able guidance of its respected Principal has applied for various grants and aids to the Government of West Bengal for up-gradation and renovation of its infrastructure.



Images shown above indicates letter by the Principal seeking financial aid from the Govt. of W.B

Recommendation 7.

Providing guidance to students to appear for Government and other competitive exams after their graduation.

Action Taken 7.

Career Counseling and Placement Cell (CCPC) of Rani Birla Girls' college has been conducting different programs to encourage students to pursue their career in various government and non-government sectors after graduation.



PHONE : 2287-5509 / 2283-5797
RANI BIRLA GIRLS' COLLEGE
 38, Shakespeare Sarani
 Kolkata - 700 017
 GOVT. AIDED NAAC ACCREDITED

Details of career counselling				
Year	Name of the Activity	Conducted by	Date of the event	Number of students participated
2021-22	Talk on Entrepreneurship	Students' Advisory SubCommittee in collaboration with IQAC and Inayat Global	18.05.2022	38
	Career Options in Govt. Sector	IQAC in collaboration with Vanik Group	19.05.2022	56
	Study Abroad in the Top UK Universities	Students' Advisory SubCommittee in collaboration with IQAC and Mindverse Research Academy	20.05.2022	48
	Career Opportunities in SBI	Internal Quality Assurance Cell and SBI	30.05.2022	51
2022-23	Management as Career option	Internal Quality Assurance Cell and IMS Kolkata	30.08.2022	79
	Off-Campus Counselling Session on Australia and New Zealand Virtual Admission	Organised by the RBGC Career Counselling and Placement Cell and conducted by EDWISE	29.11.2022	03
	Career Awareness Programme in Government Sector	Students' Advisory Committee in Collaboration with the IQAC and Avision	11.04.2023	73
	Career Prospect: UPSC, WBCS and Other Government Job Opportunities for the Undergraduate Students	Career Counselling and Placement Cell in collaboration with IQAC	12.05.2023	94
	Career Awareness Programme	Career Counselling and Placement Cell in collaboration with IQAC and Staff Selection Commission, Eastern Region	06.06.2023	83
	National Apprenticeship Training Scheme	Career Counselling and Placement Cell in collaboration with IQAC and Board of Practical Training (Eastern Region), Ministry of Education (MOE), Government of India	26.06.2023	52

Screenshot attached above shows various activities of CCPC of this college during the previous few years.

Recommendation 8.

Strategies to make up for classes missed due to exceptional occasions and calamities.

Action Taken 8.

College has arranged regular online classes to make up for classes missed.

RANI BIRLA GIRLS' COLLEGE, KOLKATA
NOTICE
DATE : 16.12.2020

NOTICE FOR ONLINE CLASSES OF SEMESTER ONE, CBSE, 2020 Classes will be held online through Google Classroom for First Semester students from 16th December, 2020. Students who have not contacted College Office must do so immediately for Single Entries of their names. Further, provide registration details to the College Office(Contact Person: Mr. K. B Mukherjee, Mob No. 7053750480) without delay as registration will be closed by 24th December, 2020.

RANI BIRLA GIRLS' COLLEGE, LIST OF STUDENTS FOR THE ACADEMIC YEAR 2020-21, BA PART-I (SEM-1) ENGLISH HOURS.

Roll No.	Student Name	Mobile No.	College Email	English	Sociology	Educational Psychology	English	ENVS
0330026	SURANYA KHALID	900306979	0330026@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330019	SHAJA MAHAMMOOD ALAMA	983190490	0330019@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330023	ANIOLAH MOLLAH	906204996	0330023@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330053	AZKA SAGAL	833605985	0330053@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	HINDI	ENVS
0330054	ADIBA SADIQUE	869723650	0330054@rbcgkolkata.org	ENGLISH	SOCCIOLOG	ECONOMIC	HINDI	ENVS
0330081	SIMRAN KOUSAR	948302140	0330081@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330093	MOHSENA ASHRAF	907313088	0330093@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	BENGLI	ENVS
0330100	MAHINAZ AHMED	629880038	0330100@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330124	ATIFA ALAM	842032594	0330124@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330126	SHAMA PARVEEN	801779243	0330126@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	HINDI	ENVS
0330129	SAHILUMA PARBIN	858485210	0330129@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330132	SAHERA HASSAN	869701944	0330132@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330134	SHABEEN ASHRAF	912370491	0330134@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330191	ARBA LOOCHUMANI	943341701	0330191@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS
0330216	RESURIA KHATOON	909774399	0330216@rbcgkolkata.org	ENGLISH	SOCCIOLOG	EDUCATIO	ENGLISH	ENVS

RANI BIRLA GIRLS' COLLEGE
NOTICE
DATE: 16/04/2023

RANI BIRLA GIRLS' COLLEGE
KOLKATA
GOVT. AIDED & UGC/AICTE ACCREDITED

NOTICE

This is to notify that in pursuance of Memo No. 356-Edu(L) dated 16.04.2023 of the Department of Higher Education, Government of West Bengal, our college will remain closed with effect from 17/04/2023 for a week or until further order of the appropriate higher authority.

All classes scheduled from 17/04/2023 to 20/04/23 will be held online as per the existing timetable for each Semester. The link of the online live classes will be shared in the Departmental/Teacher's Google Class Room, five minutes prior to the class. Attendance of all online classes will be considered for final attendance calculation at the end of the semester.

Library services will be available for teachers only on 17/04/2023 from 10 am to 1.30 pm.

Non-teaching staff may be called to attend college for urgent emergency official work during this period.

DR. SABANTI BHAT TACHARVA
Principal
Rani Birla Girls' College

Screenshots above shows notices and notifications by the College Authority to arrange online classes on different occasion.

Recommendation 9.

Ensuring maintenance of proper records of teachers' attendance

Action Taken 9.

Regular attendance of teachers (Teachers in Substantive posts and State Aided College Teachers) is maintained through attendance register.

The image displays two pages of the Rani Birla Girls' College Staff Attendance Register. The left page is for the month of November 2022, and the right page is for the month of June 2024. Both registers are filled with handwritten entries for various staff members, including their names, classes, and attendance records. The registers are organized into columns for Date, Arrival, Initial, Departure, Initial, Absent, and Remarks. The right page also includes a column for Class. The registers show a high level of attendance, with many entries marked as 'Present' or 'On Duty'.

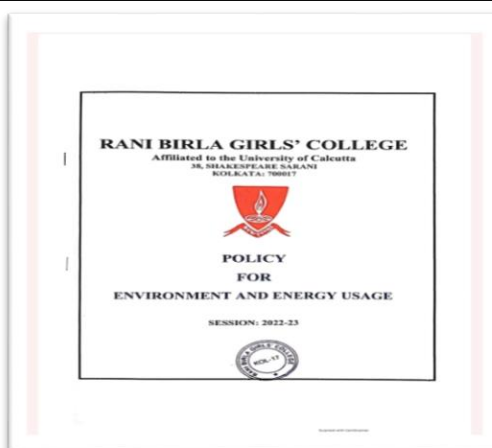
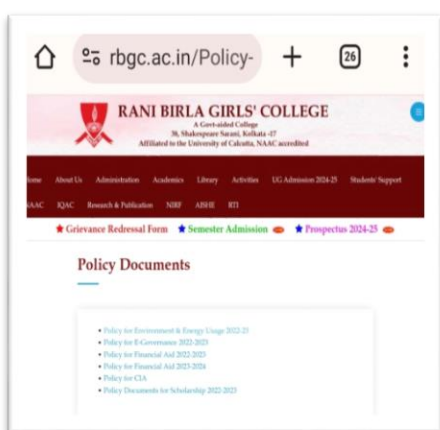
Images of attendance register of the college.

RECOMMENDATION 10

Green Policy and Green Campus Initiatives.

Action Taken 10.

The college has developed Green Campus Initiatives, Green policy, energy conservation, waste management and other such policy initiatives to strengthen the pro-environment ethos within its campus.



Screenshots shown above are samples of Policy documents of Rani Birla Girls' College.

Relevant link of various policies as provided in the College website:

<https://www.rbgc.ac.in/Policy-Documents.php>