## **RANI BIRLA GIRLS' COLLEGE**

38, Shakespeare Sarani, Kolkata- 700017





**Críteríon Name:** 6- Governance, Leadershíp 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.

25 rbgc.ac.in/vision- $\mathbf{O}$ -26 = RANI BIRLA GIRLS' COLLEGE Research & Publication SURP ABIR RTI levance Redressal Form & Semester Adm Vision, Mission and Motto The college was established with an inspirational vision to serve as an ideal sout or learning atmed at promoting higher education and holistic development of young women barrners of diverse social and economic background within a liberal, progressive and enlightened millier. As a premier and reputed institution committed to the goal or women's empowerment through higher education. The institutional mission is oriented to outburd spheres and to ventues the self-employment or enterprementip. 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: <u>https://www.rbgc.ac.in/statutory-</u> 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.

RANI BIRLA GIRLS' COLLEGE 38, SHARSPERE SANANI, HOURA (5-17 TRACHERS' COUNCIL	<u>RANI BIRLA GIR</u> 36, SUREDFEARE SA TEACHERS'	ANI, KOLKATA-17		
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ND.RBG.CTC294/2023-24	NO. REGC/TC/07/2023-24	Dute 61/05/2024		
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Sample of Teachers' Council	meeting Notice	indicating transper	ancy 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.

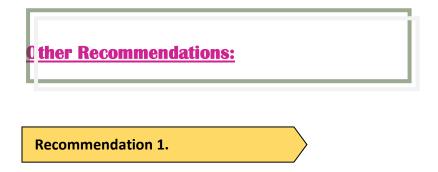
#### Action Taken 8.

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: <u>https://www.rbgc.ac.in/tender-notice.php</u>



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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.

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elevant link of Students Fe	edback and Grievance Submission portal as uploaded in the

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.

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	Programme Outcome / Course Outcome
	• Part System (1+1+1) • CBCS • CCF
Scroons	not taken from college website showing development of CO and PO program for
JUEENSI	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.

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	htt	os://sites.goog	gle.com/vio	ew/rbgclibr	ary/home	

Recommendation 4.	
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Effective strategies to develop engagement with other Government/ Government aided and Non-Government Organizations.



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.

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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.



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.

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**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.

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Year	D Name of the Activity	etails of career counselling Conducted by	Date of the event	Number of students participated
	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
2021-22	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
	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
2022-23	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 IQACand 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.



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



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

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Ensuring maintenance of proper records of teachers' attendance

Action Taken 9.

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

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### **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.

