## **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<br>38, SHARSPERE SANANI,<br>HOURA (5-17<br>TRACHERS' COUNCIL  | <u>RANI BIRLA GIR</u><br>36, SUREDFEARE SA<br>TEACHERS'  | ANI, KOLKATA-17                    |                     |  |
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| NOTICE 04x-2309/2024  | NOTI   | Œ                                  |                     |  |
| ND.RBG.CTC294/2023-24   | NO. REGC/TC/07/2023-24   | Dute 61/05/2024                    |                     |  |
| An Encourage to Meeting of Transform/Sounds will be bold on 20 <sup>th</sup> April, 20 <sup>th</sup> of 1000 an in the Autonium. All members are requested to be present.<br>Accordiant:<br>To Discuss the date and programme <b>and</b> in scalings of Annual Day <sup>100</sup> A.<br>Mark date<br>Teachers Grand Secretar: | An Eurograf Meridy of the Tandew' Council<br>the Andreastrone. Alt methods are requested to be<br>Accordinate<br>Tanamatinas for the coldence in-charge and horr OIT<br>Euromatinas for the exclusive source 2023<br>According to th | or-in-charge for the Even-Sementer |                     |  |
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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.

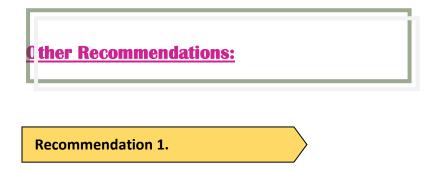
#### Action Taken 8.

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  |
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| 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   |
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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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| 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.

|         |  | RANI BIRLA<br>38, Shake  | ONE: 2287-5509<br>GIRLS'CO<br>speare Sarani<br>a - 700 017<br>NAAC ACCREE | DLLEGE                                |
|---------|--|--|---|---------------------------------------|
| Year    | D<br>Name of the Activity  | etails of career counselling<br>Conducted by   | Date of the<br>event  | Number of<br>students<br>participated |
|         | Talk on Entrepreneurship   | Students' Advisory SubCommittee in<br>collaboration with IQAC and Inayat<br>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<br>Universities   | Students' Advisory SubCommittee in<br>collaboration with IQAC and Mindverse<br>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<br>Kolkata   | 30.08.2022  | 79                                    |
|         | Off-Campus Counselling Session<br>on Australia and New Zealand<br>Virtual Admission                        | Organised by the RBGC Career<br>Counselling and Placement Cell and<br>conducted by EDWISE  | 29.11.2022  | 03                                    |
|         | Career Awareness Programme in<br>Government Sector   | Students' Advisory Committee in<br>Collaboration with the IQAC and Avision   | 11.04.2023  | 73                                    |
| 2022-23 | Career Prospect: UPSC, WBCS<br>and Other Government Job<br>Opportunities for the<br>Undergraduate Students | Career Counselling and Placement Cell in collaboration with IQAC   | 12.05.2023  | 94                                    |
|         | Career Awareness Programme   | Career Counselling and Placement Cell in<br>collaboration with IQAC and Staff<br>Selection Commission, Eastern Region  | 06.06.2023  | 83                                    |
|         | National Apprenticeship Training<br>Scheme   | Career Counselling and Placement Cell in<br>collaboration with IQACand Board of<br>Practical Training (Eastern Region),<br>Ministry of Education (MOE),<br>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.

| Google  | E FOR ONLINE CLAS<br>Classroom for Firs<br>ted College office n<br>ation details to the<br>it delay as registrati | t Semester                  | students fre   | om 16th De | comber, 20                | 20. Student               | ts who have | not      | RANT BRANC BERN STOLEGE  |
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| 0330006 | SUMAIYA KHALID  | 700306978                   | sumatyaktialid<br>2701mamail.c                               | ENGLISH    | SOCIOLOG                  | EDUCATIO                  | ENGLISH     | ENVS     | NOTICE   |
| 0330019 | SHAZIA<br>MAHMOOD ALAM  | 983190490<br>1              | mathood2003i   | ENGLISH    | SOCIOLOG                  | EDUCATIO<br>N             | ENGLISH     | ENVS     | This is to notify that in pursuance of Memo No. 356-Edn(U) dated 16.04.2023 of the<br>Department of ligher Education, Government of West Bengal, our college will remain closed<br>with effect from 37/o4/2023 for a week or until further order of the appropriate higher |
| 0330023 | ANIQUAH MOLLAH  | 906204094                   | b02/sgmail.co  | ENGLISH    | SOCIOLOG                  | EDUCATIO<br>N             | ENGLISH     | ENVS     | authority.<br>All classes scherbuled from 12/04/2023 to 20/04/23 will be held online as per the existing time.   |
| 0330053 | AZKA SAIGAL   | 833685985<br>4<br>869733503 | 5 amentalization<br>latitiament.com                          | ENGLISH    | SOCIOLOG<br>Y<br>SOCIOLOG | EDUCATIO<br>N<br>ECONOMIC | HINDI       | ENVS     | table for each Semester. The link of the online live classes will be shared in the   |
| 0330054 | ADIBA SADIQUE<br>SIMRAN KOUSAR  | 1 848202160                 | 5.3 stramatico   | ENGLISH    | SOCIOLOG                  | 5<br>EDUCATIO             | ENGLISH     | ENVS     | Departmental/Teacher's Google Class Room, five minutes prior to the class. Attendance of all<br>online classes will be considered for final attendance calculation at the end of the semester.   |
| 0330081 | SIMRAN KOUSAR   | 2 907313088                 | B22Billigmail.c<br>GD<br>(Dobsilbashca<br>(200 billigmashca) | ENGLISH    | Y<br>SOCIOLOG             | N<br>EDUCATIO             | BENGALI     | ENVS     | Library services will be available for teachers only on 17/04/2023 from 10 am to 1.30 pm.  |
| 0330093 | MAHNAZ AHMED  | 0                           | 5 matioazationed   | ENGLISH    | Y<br>SOCIOLOG             | EDUCATIO                  | ENGLISH     | ENVS     | Non-teaching staff may be called to attend college for urgent emergency official work during<br>this period.   |
| 0330124 | ATIFA ALAM  | 0<br>842032594              | 4 attifa.atamOriz<br>gmail.com                               | ENGLISH    | SOCIOLOG                  | EDUCATIO<br>N             | ENGLISH     | ENVS     | Small not any or   |
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| 0330129 | RAHNUMA PARBIN  | 858485210                   | amat.kolkala   | ENGLISH    | SOCIOLOG                  | EDUCATIO                  | ENGLISH     | ENVS     | Principal<br>Rani Birla Girls' College   |
| 0330132 | SAHERA HASSAN   | 869701944<br>0              | <ul> <li>basarmalia 100<br/>75-mpmail.co<br/>00.</li> </ul>  | ENGLISH    | SOCIOLOG                  | EDUCATIO<br>N             | ENGLISH     | ENVS     |  |
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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.

