

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং -এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting 22.4.2022

মিটিং এর স্থান : / Venue of Meeting : Principal's Chamber

মিটিং এর সময় : / Time of Meeting 2.30 P.M

### উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১ Chhabi De	৯/৯ Abhisit Kumar Dutta	১৭/১৭ Dr. Bela Mondal
২/২ A. Mishra	১০/১০ Ratuparna Ghosh	১৮/১৮ Krishnadhan Sarker
৩/৩ Pritha Goswami	১১/১১ Anupam Dutta	১৯/১৯ Chahar Hossain
৪/৪ Gyolika Deyghela	১২/১২ Abu Taher	২০/২০ Susanta Ghosh
৫/৫ Alok Kumar De	১৩/১৩ Santimay Mandal	২১/২১ Sumon Paul
৬/৬ B. Mitra	১৪/১৪ Rahul Bhattacharya	২২/২২ Barnali Saha (Babu)
৭/৭ Santanu Majumdar	১৫/১৫ Md. Faruk Hossain	২৩/২৩ Sindam Choudhury
৮/৮ Saumendra Sarker De Sarker	১৬/১৬ Saket Chand Kumer	২৪/২৪ Dinabandhu Kumer

### ক্রমিক সংখ্যা / Serial No. রেজল্যুশন / RESOLUTIONS ADOPTED

25. Surkanta Rane	27. Ashish Banerjee	28. Manjina Khatun
26. Dipankar Choudhury	29. Gomen Kumari Roy	30. Juhin Subhra Ghosh
31. Depika Mondal Sarker	32. Sima Mandal	33. Falguni Choudhury



## RANIGANJ GIRLS' COLLEGE

P.O.: Searsole Rajbari-713358, District: Paschim Bardhaman, West Bengal, India  
Principal: 0341-2444069, Telefax: 0341-2449274, Office: 0341-2445280  
e-mail: raniganjgirlscollege@gmail.com, Website: www.raniganjgirlscollege.org

NAAC Accredited: B+

### NOTICE

An Emergent and Extended meeting of the IQAC, Raniganj Girls' College will be held on 22<sup>nd</sup> April 2022 Monday at 2.30 pm in Principal's Chamber. All members are requested to present in the said meeting positively.

#### Agenda:

1. Confirmation of the minutes of previous meeting
2. Clarification with respect to Self-Study Report for NAAC 2<sup>nd</sup> cycle of Raniganj Girls' College
3. Miscellaneous

Chhabi De  
21.4.22

Dr Chhabi De,  
Chairperson, IQAC  
And  
Principal  
Raniganj Girls' College

Principal  
Raniganj Girls' College  
P.O. Searsole Rajbari-713358  
Dist-Paschim Bardhaman, (W.B.)



The IQAC meeting of 22<sup>nd</sup> April was held in the Principal's Chamber at 2.30 pm. It was presided over by Dr Chhabi De, Principal, Raniganj Girls' College.

**Minutes of the meeting**

**Agenda 1:**

The minutes of the previous meeting were read out and confirmed unanimously without any modification.

**Agenda 2:**

On the request of the members of the different Criterion committee for specific clarifications with respect to the latest published NAAC manual for SSR of affiliated colleges, a power point presentation was given by the NAAC coordinator.

The following points were discussed:

- The period for Assessment and Accreditation of Raniganj Girls' College by NAAC for the second cycle was communicated as 2016-17 to 2020-21.
- In conformity with the NAAC manual, metrics related to finance will be stated according to the financial year that is from 1<sup>st</sup> April (first year) to 31<sup>st</sup> March (subsequent year). For the purpose of publication data the January to December calendar of the concerned year needs to be followed. For other types of metrics, data for the academic year has to be incorporated on the data capturing portal. Wherever data for current year is elicited, the same must be provided for the preceding academic year.
- It was pointed out that while providing documents like appointment letters, certificates etc., the incumbents need to be guided by the date mentioned in the original documents. Further, the documents of individual incumbents must necessarily be scanned with a resolution of 100 to 150 dpi. The institutional limit provided by NAAC for uploading a file on the portal is only 5 MB. In this regard it was decided that those who have sent oversized files must necessarily resend or resubmit the same.
- For documents related to members of BOS, Paper setter and examiner under Criterion 1, one representative document for each category needs to be submitted by the incumbents for each year of the assessment period.
- Reports pertaining to ENVIS projects or Field visits or Excursions need to be submitted as early as possible since these are required to be hosted on the college website. Further, wherever the metrics elicit Reports under documentation the same must be prepared in details.
- A Xerox copy of the documents related to publications of the incumbents must be signed before the same is scanned and submitted. For Vernacular publications, a transliteration of the publication details needs to be submitted.
- Wherever required proper hyperlinking needs to be done especially within data template files.

**Agenda 3:**

As there was no other agenda under Miscellaneous, the meeting ended with a vote of thanks to the Chair.

*Chhabi De*

Dr Chhabi De  
Principal,  
Raniganj Girls' College  
Principal  
Raniganj Girls' College  
P.O. Searsole Rajbari-713358  
Dist-Paschim Bardhaman, (W.B.)



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## MEETING RESOLUTION BOOK

মিটিং -এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting 10.6.22

মিটিং এর স্থান : / Venue of Meeting : Principal's Chamber

মিটিং এর সময় : / Time of Meeting 1.00 PM

### উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	Charlie De	৯/৯	Rituparna Ghosh	১৭/১৭	Susanta Ghosh
২/২	A. Mishra	১০/১০	Rahul Bhattacharya	১৮/১৮	Dibbananda Kishor
৩/৩	Kantam Nijgi	১১/১১	Krishnadhan Sankar	১৯/১৯	Eupante Rane
৪/৪	Jyotika Darghela	১২/১২	Susuman Pattnaik	২০/২০	Anupam Datta
৫/৫	Pritha Goswami	১৩/১৩	Dr. Bela Mandal	২১/২১	Md. Farooq An
৬/৬	S. Mitra	১৪/১৪	Manind Khan	২২/২২	Ashmit Kumar Datta
৭/৭	Saumendra Sankar De Sarka	১৫/১৫	Santimay Mandal	২৩/২৩	Shikam Choudhary
৮/৮	Alok Kumar De	১৬/১৬	Shahana Hossain	২৪/২৪	Ashish Banerjee

ক্রমিক সংখ্যা Serial No.	রেজল্যুশন / RESOLUTIONS ADOPTED
25. Masjina Khatun	27. Nanda Ch. Huda
26. Somer Kumari Roy	28. Tanjashree Modak
29. Falguni Chatterjee	30. Bushabari Mallick
32. Apurva Dasgupta	31. Dipika Mondal
	33. Sima Mondal



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### NOTICE

An Extended meeting of IQAC, Raniganj Girls' College will be held on 10-06-2022, Friday at 1.00 p.m. in the Principal's Chamber. All members are requested to attend the meeting.

Agenda:

1. Confirmation of the minutes of the previous meeting
2. Discussion regarding SSR 2nd cycle of NAAC

A. Mishra  
03.06.2022  
Co-ordinator  
Internal Quality Assurance Cell  
Raniganj Girls' College

Charlie De  
03.06.22  
Dr Chhabi De,  
Chairperson, IQAC,  
Raniganj Girls' College  
and  
Principal  
Raniganj Girls' College  
Principal  
Raniganj Girls' College  
P.O. Searsole Rajbari-713358  
Dist-Paschim Bardhaman. (W.B.)



The IQAC meeting of 10th June 2022 was held in the Principal's Chamber at 1.00 pm. It was presided over by Dr Chhabi De, Principal, Raniganj Girls' College.

**Minutes of the meeting**

**Agenda 1:**

The minutes of the previous meeting were read out and confirmed unanimously without any modification.

**Agenda 2:**

a. The Principal communicated to the house that the AQAR (Annual Quality Assurance Report) 2020-21 has been accepted by NAAC. Hence the preparation of Self Study Report (SSR) for the 2nd cycle of NAAC Assessment & Accreditation must be completed before appearing for IIQA (Institutional Information for Quality Assessment)

b. It was decided that Mr Dipankar Chakraborty, SACT, Department of Geography will be help the members of Criterion I committee in the preparation of the criterion.

c. It was also decided that, Mr Uday Bagdi and Mr Bibek Majhi, both SACTs of the Department of Bengali of the college will also actively assist in the preparation of the SSR of the college

d. The house once again reaffirmed the following with regard to preparation of the SSR

- Any metrics related to finance will be stated according to the financial year that is from 1<sup>st</sup> April (first year) to 31<sup>st</sup> March (subsequent year).
- For the purpose of publication data the January to December calendar of the concerned year needs to be followed.
- For other types of metrics, data for the academic year has to be incorporated on the data capturing portal.
- Wherever data for current year is elicited, the same must be provided for the preceding academic year.
- The documents submitted by the must necessarily be scanned with a resolution of 100 to 150 dpi as the institutional limit provided by NAAC for uploading a file on the portal for any metrics is only 5 MB.

e. The assembled house also discussed about updating the Alumni directory of the college

f. It was decided by the house that the extent of preparation of the SSR will be reviewed after fifteen days.

As there was no other agenda for discussion, the meeting ended with a vote of thanks to the Chair.

*Chhabi De*

Dr Chhabi De,  
Chairperson, IQAC,  
Raniganj Girls' College  
and  
Principal

Raniganj Girls' College  
Principal  
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## MEETING RESOLUTION BOOK

মিটিং এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting 12-07-2022

মিটিং এর স্থান : / Venue of Meeting : Principal's Chamber

মিটিং এর সময় : / Time of Meeting 1:00 P.M

### উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১ Chhabi De	১০/৯ Mondal Ch. Halda	১৭/১৭ Dipika Mondal
২/২ A. Misra	১০/১০ Alok Kumar De	১৮/১৮ Santimay Mandal
৩/৩ Santanu Misra	১১/১১ Ritajana Ghosh	১৯/১৯ Rumele Saha
৪/৪ Jyotiha Dasgupta	১২/১২ Abhijit Kumar Dutta	২০/২০ Rabi Ghosh.
৫/৫ Pritha Goswami	১৩/১৩ Anupam Dutta	২১/২১ Purnima Saha
৬/৬ Saumendra Sankar Dasgupta	১৪/১৪ Abu Taher	২২/২২ Apurva Dasgupta
৭/৭ Bina Bhowmik	১৫/১৫ Dr. Bela Mondal	২৩/২৩ Geetanjali Basu
৮/৮ Krishnadhari Sankar	১৬/১৬ Subal Chand Kapur	২৪/২৪ Anurupa Panta

ক্রমিক সংখ্যা  
Serial No. 25. Falguni Chatterjee

### রেজল্যুশন / RESOLUTIONS ADOPTED

26. Shikam Chandra.



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### NOTICE

An Extended and Emergent meeting of IQAC, Raniganj Girls' College will be held on 12-07-2022, Tuesday at 1.00 pm in the Principal's Chamber. All members are requested to attend the meeting.

#### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Discussion regarding the modified manual of SSR effective from June 2022

Chhabi De

Dr Chhabi De,  
Chairperson, IQAC,  
Raniganj Girls' College  
And

Principal  
Raniganj Girls' College

P.O. Searsole Rajbari-713358  
District: Paschim Bardhaman, B.J.



The IQAC meeting of 12th July 2022 was held in the Principal's Chamber at 1.00 pm. It was presided over by Dr Chhabi De, Principal, Raniganj Girls' College.

**Minutes of the meeting**

**Agenda 1:**

The minutes of the previous meeting were read out and confirmed unanimously without any modification.

**Agenda 2:**

a. The house was informed by the NAAC Coordinator that the institutions applying for IIQA for NAAC assessment and accreditation from June 2022 need to follow the modified NAAC SSR manual effective from June 2022.

b. The overall modifications made are summarized below:

The total number of Metrics including Quantitative and Qualitative metrics are 55 instead of 96

There will be 34 Quantitative Metrics with a total Weightage of 621.

There will be 21 Qualitative Metrics with a total Weightage of 379.

c. The modifications made in the new manual as against the old manual under different Criterion were discussed as follows:

**Criterion 1: Curricular Aspects (Total Weightage = 100)**

(Changes brought in)

1.1.1 and 1.1.2 merged (Curriculum delivery, academic calendar and CIE merged)

1.4.1 and 1.4.2 are merged (academic performance and ambience from curriculum feedback)

(Deleted)

1.1.3- BOS, Paper setter and examiner

1.2.1: Percentage of Programme in which Choice Based System (CBCS)/ elective system has been implemented

1.3.2: Experiential Learning through project work etc during last five years

**Criterion 2: Teaching, Learning and Evaluation (Total Weightage = 350)**

(Changes brought in)

2.3.1 and 2.3.2 merged (Student centric methods and use of ICT enabled tools)

2.5.1 and 2.5.2 merged: (Mechanism for IA and EA is transparent and grievance system time bound and efficient.

2.6.1 and 2.6.2 merged (PO, CO are stated, displayed on website and attainment evaluated)

2.4.2 NET/SLET/SET with PhD added

(Deleted)

2.2.1 Special Programmes for Advanced learners and slow learners

2.3.3 Ratio of mentor to students

2.4.3. Average teaching experience of full time teachers [Data to be shown in Extended Profile data template 2.1]



# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

### **Criterion 3: Research, Innovations and Extension (Total Weightage = 110)** (Changes brought in)

- 3.1.1 and 3.1.3 merged : Grants from Government and Non-governmental agencies (merged with department information)
- 3.2.1: Ecosystem for innovation and initiatives for transfer and creation of knowledge (the word **Patents filed and published added**)
- 3.2.2. Workshops, Seminars and **Conferences** for IPR, Research Methodology and Entrepreneurship added
- 3.4.2 Awards and recognitions received in extension activities (Converted to Qualitative Metrics, Will be assessed during Peer Team Visit)
- 3.5.1 and 3.5.2 merged : MOU and Collaborations

(Deleted)

- 3.1.2 Research guides
- 3.3.1: PhDs registered per eligible teacher
- 3.4.4 Average percentage of student participating in extension activities

### **Criterion 4: Infrastructure and Learning Resources (Total Weightage = 100)** (Changes brought in)

- 4.1.1, 4.1.2 & 4.1.3 (merged) infrastructure and physical facilities etc merged with ICT facilities and cultural sports, yoga etc facilities
- 4.2.1, 4.2.2, 4.2.3 & 4.2.4 merged Automation and e-resources and expenditure and purchase statements, per day usage merged [Converted to Qualitative Metrics]
- 4.3.1 and 4.3.3 merged [Qualitative Metrics] – IT facilities and Band-width for internet connection

(Deleted)

- 4.4.2 : Procedures for maintenance and utilizing physical infrastructure etc

### **Criterion 5: Student Support and Progression (Total Weightage = 140)** (Changes brought in)

- 5.1.1 & 5.1.2 merged (scholarships and freeships given by both government and non-government agencies, institution word removed)
- 5.2.1 & 5.2.2 merged (Placements and Progression to higher education)

(Deleted)

- 5.3.2: Institution facilitates students' representation and engagement in administrative, co-curricular activities etc.
- 5.4.2: Alumni financial contribution in lakhs

### **Criterion 6: Governance, Leadership and Management (Total Weightage = 100)** (Changes brought in)

- 6.1.1 and 6.1.2 merged : governance and leadership according to mission and vision and engagement in decentralized and participative practice.



6.2.1 and 6.2.2 merged: strategic/ perspective development plan and functional of institutional bodies effective and efficient as visible from policies, administrative set up, appointment, service rules etc.

6.3.1 and 6.3.5 merged: Welfare measures for teaching and non-teaching and performance appraisal system

6.3.3 & 6.3.4 merged: Faculty attending FDP and teachers non-teaching participating in professional development and administrative training

6.4.1 & 6.4.3 merged: resource mobilization and conducts internal and external audits

6.5.1 and 6.5.2 merged: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes merged with Incremental improvement in various activities

(Deleted)

6.4.2 Funds received from NGO, philanthropers (not covered in Criterion 3)

**Criterion 7: Institutional Values and Best Practices (Total Weightage = 100)**

(Changes brought in)

7.1.1 & 7.1.11 merged [Promotion of Gender equity and festivals, events and national and international commemorative days merged]

7.1.2, 7.1.3, 7.1.4, 7.1.5 & 7.1.7 merged

The Institution has facilities and initiatives for

- Alternate sources of energy and energy conservation measures
- Management of the various types of degradable and non-degradable waste
- Water conservation
- Green campus initiatives
- Disabled-friendly, barrier free environment

7.1.8 & 7.1.9 merged (Inclusive environment towards tolerance harmony etc and sensitization of students and employees to constitutional obligations merged and made 7.1.4

Deleted 7.1.10: Prescribed Code of Conduct

As there was no other agenda, the meeting ended with a vote of thanks to the Chair.

*Chhabi De*

Dr Chhabi De,  
Chairperson, IQAC,  
Raniganj Girls' College  
and  
Principal  
Raniganj Girls' College  
Principal  
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# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting 05.08.2022

মিটিং এর স্থান : / Venue of Meeting : Principal's Chamber

মিটিং এর সময় : / Time of Meeting 12 noon

### উপস্থিত সদস্যগণের নাম / Name of Members Present

১/১ Chhabi De	১৭/১৭ Subanta Rane
২/২ A. Mishra	১৮/১৮ Abhishek Banerjee
৩/৩ Santanu Majumdar	১৯/১৯ Manjina Khatun
৪/৪ Jyoti De	২০/২০ Somnath Kumar Roy
৫/৫ S. Mitra	২১/২১ Anupam Chatterjee
৬/৬ Pritha Goswami	২২/২২ Shahnoor Hossain
৭/৭ Alok Kumar De	২৩/২৩ Binul Bhowmik
৮/৮ Saumendra Sankar De	২৪/২৪ Md. Faruk Anwar
৯/৯ Rituparna Ghosh	
১০/১০ Abhishek Kumar Datta	
১১/১১ Dr. Bela Mandal	
১২/১২ Mamoni Datta	
১৩/১৩ Krishnadhan Sankar	
১৪/১৪ Suhas Chandra Kumar	
১৫/১৫ Sumitran Paitandi	
১৬/১৬ Santimay Mandal	

### রেজল্যুশন / RESOLUTIONS ADOPTED

25. Anilam Choudhury	27. Bidisha Bhattacharya	28. Felgemi Chatterjee
26. Rumela Saha	30. Dipika Mandal Sankar	31. Apurva Dasgupta
29. Biswadev Mallik		



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### NOTICE

An Extended Meeting of IQAC, Raniganj Girls' College will be held on 05-08-2022, Friday at 12 noon in the Principal's Chamber. All members are requested to attend the meeting.

#### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Discussion about IIQA
3. Academic Calendar 2022-23
4. Publication and Distribution of Academic Calendar for students
5. Academic Routine for the odd semesters of the academic session 2022-23
6. Miscellaneous

A. Mishra  
29.7.2022  
Co-ordinator

Internal Quality Assurance Cell  
Raniganj Girls' College

Chhabi De

Dr Chhabi De  
Chairperson, IQAC  
and

Principal  
Raniganj Girls' College

Principal  
Raniganj Girls' College  
P.O.: Searsole Rajbari-713358  
Dist: Paschim Bardhaman, (W.B.)



The IQAC meeting of 5<sup>th</sup> August 2022 was held in the Principal's Chamber at 12 noon. It was presided over by Dr Chhabi De, Principal, Raniganj Girls' College.

Minutes

**Agenda 1:** The minutes of the previous meeting were read out and confirmed unanimously without any modification.

**Agenda 2:** It was decided by the house that on successful preparation of the SSR of the college for the NAAC 2<sup>nd</sup> Cycle Assessment & Accreditation, the college will take initiatives to appear in the IIQA (Institutional Information for Quality Assessment) on the NAAC portal tentatively on 30<sup>th</sup> August 2022. For this purpose, the Principal requested the IQAC Coordinator and NAAC Coordinator to keep the documents required for IIQA ready.

**Agenda 3:** The house discussed in details about the preparation of the Academic Calendar 2022-23. It was decided that the Academic Calendar Committee will prepare the UG and PG Academic Calendars on receipt of the UG and PG Academic Calendars for the odd semesters from the affiliating Kazi Nazrul University. It was also decided that the said calendars with carry detailed information about College Open Days, Teaching Days, Holidays and tentative dates for Continuous Internal Evaluation (CIE).

**Agenda 4:** The house also decided that the academic calendars be published and distributed to the students by the members of the Library when apply for Library Cards for the new session.

**Agenda 5:** On the topic on preparation of Academic Routine for odd semesters for the academic session 2022-23, IQAC Coordinator, Dr Anita Mishra, communicated that the detailed Academic Routine for BA Honours and Program Courses of the 5<sup>th</sup> semester had already been prepared, as it is expected that the classes of this semester is due to commence shortly. The members of the Academic Routine Committee unanimously took the decision to prepare the routine for BA Honours/ Program courses for the 1<sup>st</sup> and 3<sup>rd</sup> semesters and the BSC and B Com routine for all odd semesters.

**Agenda 6:** Under Miscellaneous, it was decided that the house will deliberate upon the different Criterion of SSR prepared by the members of different Criterion Committee in the presence of all teaching and non-teaching staff on 13<sup>th</sup> August 2022.

The Principal requested the members of the Library to distribute the students' magazine "ChalisnuChetana" to the students when they collect their Library cards for the new session.

As there was no other agenda to be discussed under Miscellaneous, the meeting ended with a vote of thanks to the Chair.

*Chhabi De*  
Principal

Chairperson, IQAC  
Raniganj Girls' College

Principal  
Raniganj Girls' College  
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