



RANI BIRLA GIRLS' COLLEGE

38 Shakespeare Sarani, Kolkata-17.



Criterion: 2 Teaching-Learning & Evaluation

Index No. 2.5.2

Subtitle: The Mechanism to Deal With Internal Examination related Grievances is Transparent, Time Bound & Efficient

2.5.2. The mechanism to deal with internal examination-related grievances is transparent, time-bound, and efficient within the institution

RANI BIRLA GIRLS' COLLEGE KOLKATA

NOTICE

DATE: 10.03.2023

A meeting of the Department of English will be held on Friday, 17th of March 2023 at 2 P.M.

Agenda:

1. Confirmation of the minutes of the meetings held on 15.9.2022; 1.11.22; 29.11.22; 20.12.22; 11.1.23 and 24.2.23.
2. Distribution of Semester 2 Honours and General syllabus and discussion on grievance redressal if any (after class assignments on 13.12.22 and 28.1.23)
3. To discuss proposal for a departmental workshop in collaboration with IQAC of the college and finalise date for the workshop.
4. Miscellaneous

Sushmita Das
(SUSHMITA DAS)
H.O.D of English

Date: _____

Members Present:

1. Sushmita Das 17/3/21
2. Sreemila Paul. 17.03.21
3. Ritwika Bala 17/03/23
4. Jayita Bose 17/3/23
5. Apurba Singh Dut 17/3/23

Minutes of the meeting held on 17.3.21.

Item 1

The minutes of the meetings held on 15.9.2022; 1.11.22; 29.11.22; 20.12.22; 11.1.23 and 24.2.23 with the following business arisings -

- Due to unclerent weaater, the college remained closed, hence the meeting scheduled for 13.9.22 was held on 15.9.22.
- Certificates for the Film Festival coordinated by Prof. R. Bala from 27th Dec '22 - 29th Dec 2022 were distributed online to all student participants
- As per directive of the H.E. department, Students Week was celebrated by the department on 2nd January 2023. A poetry writing competition was organised. The Principal suggested that 5 best entries should be published in the College Magazine.
- It was decided to share the Mentor-Mentee list for Semester 6 Honours students in the respective class group. The members thanked Mr. R. Bala for preparing this list. Mrs. S. Das requested him to prepare such a list for both Semester 4 and Semester 2 Honours groups. It

Date _____
was further reported by the HoD that she has submitted the Semester 6 Mentor-Mentee list to the Convener of the Academic subcommittee, Dr. Anjali Pramanik.

Item 2

The syllabus for Semesters 2 Honours and General was duly distributed and circulated amongst the members of the Faculty. In this connection context, the HoD reported that Mrs. J. Bose has not been allotted any Semester 4 G.E and Semester 4 Pure General LCC class. As she is already taking the stipulated number of classes (15 nos) she needs to borrow classes from the other members (when their syllabus is complete) so that she can complete the portion of syllabus allotted to her in this regard. Class assignments were submitted for evaluation on 13-12-22 and 28-1-23.

Item 3

Dr. Sarmila Paul submitted a proposal for a Departmental workshop, to be held in collaboration with IQAC of the college. She proposed the name of Mr. Sourav Sarbas who will hold a one day workshop "Perspectives of Film As a Multi-disciplinary text on Mental Health" for all the students of the Dept. of English Research on 31st March. On behalf of the department, this proposal will be placed before the Seminar Subcommittee for its approval. The modalities for the workshop can be discussed once the proposal is approved by the Seminar Committee and the Principal of the college.

DR S. Paul placed Item 4: On the table, another proposal for a Students' Seminar on 6th April 2023. Students of semester 6 have been assigned topics by S. Paul on which they will present papers. Dr. S. Paul expressed her wish to coordinate this seminar. too The members unanimously agreed to her proposal. It is to be noted that the earlier Students' Seminar for semester 1 was ^{successfully} coordinated by Dr. Paul. It was further reported that Sarah Rahman, C.R. of Semester 1 Honours has submitted a report on the Semester 1 Students' seminar held on 3.1.2023.

Miscellaneous: It was reported that there were no grievances to be addressed after class tests on 28/11/23 and 13.12.23. The meeting ended with the HoD thanking the members of the faculty.