

Rabin Mukherjee College
Parnasree, Kolkata - 700060

To
All Teaching and Non-teaching Staff Members
Rabin Mukherjee College
Parnasree, Kolkata - 60

Date: 26.12.2024

**Sub: Preparation for NAAC Accreditation of Rabin
Mukherjee College.**

Dear Colleagues,

As you are aware, we got NAAC accreditation in the year 2016 (first cycle). As several HEIs in the state of West Bengal are getting re-accredited by NAAC, our college too is preparing for NAAC accreditation. This is a crucial exercise that evaluates the quality of all HEIs in the country and we too fall under that purview. Therefore we need to work together and make a concerted effort to successfully get our college re-accredited to ensure quality of our college.

To achieve this, we require the active participation and cooperation of the entire teaching and non-teaching staff, Principal, the Governing Body, students, guardians and all other stake holders of the college.

In view of this a meeting of all teaching and non-teaching staff members of our college is being hereby convened to discuss the following:

1. Review and update of our institutional condition, policies and procedures.
2. Collection and collation of all data and documents related to the institution for preparation of AQARs (Annual Quality Assurance Reports) and SSR (Self-Study Report).
3. Preparation for the visit of the NAAC Peer Team.

Date of Meeting: 03.01.2025

Time: 5:30 PM

Venue: Principal's Room

All teaching and non-teaching members of the college are requested to be positively present in the meeting. Your inputs and suggestions are invaluable for us at each step in the NAAC accreditation process of our college. Kindly raise your questions, doubts, concerns and observations concerning the same in the meeting.

We thank you for your cooperation and support.

Sincerely

S/d
Dr. Arnab Ray
Coordinator
Internal Quality Assurance Cell (IQAC)
Rabin Mukherjee College

S/d
Dr. Sreekumar Ray
Principal
and
Chairperson, IQAC
Rabin Mukherjee College