



Seth SoorajmullJalan Girls' College
8/9, Bankim Chatterjee Street, Kolkata – 700 073
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2016-2017

Minutes of the IQAC Meeting dated 13.07.2016 and Action Taken Report

Minutes	Action Taken
Eco-friendly environment of the college	A few measures were taken to make college environment eco-friendly
Upgradation of canteen and quality of food	The canteen was upgraded and it was ensured to supply quality food at affordable price.
Maintenance of Log Book of teachers whose promotion is due	Maintenance of Log Book of teachers has been started by the CAS Convener
Application for OP/RC to be placed in IQAC meeting	Teachers started placing their application to join OP/RC in the IQAC meeting.

Minutes of the IQAC Meeting dated 20.08.2016 and Action Taken Report

Minutes	Action Taken
Preparation for Peer Team visit for NAAC 2 nd cycle accreditation.	Teachers were getting ready for coming peer team visit.
Meeting with Dr.Konika Chatterjee, Director, IQAC, Calcutta University	IQAC Committee met Dr.Konika Chatterjee and took her advice for preparation for peer team visit for 2 nd cycle accreditation .

Minutes of the IQAC Meeting dated 31.08.2016 and Action Taken Report

Minutes	Action Taken
Copies of filled up feedback forms	Multiple copies of filled up Feedback Forms were made, both of Students and Parents
PDF file of minutes of IQAC meeting	PDF file of minutes of IQAC meeting has been made.
Departmental Profile	All the departments made the PPT presentation of departmental profile.



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Minutes of the IQAC Meeting dated 31.08.2016 and Action Taken Report

Minutes	Action Taken
Committee Books must be ready	The convener of all the committees made ready the Register of Notice and Minutes of meetings.
Meeting with students, parents and alumni	Teachers met students, parents and alumni and gave them an idea about the coming NAAC Peer team visit

Minutes of the IQAC Meeting dated 08.09.2016 and Action Taken Report

Minutes	Action Taken
Final discussion regarding Peer Team Visit	Teachers, Non-teaching staff as well as students got ready for peer team visit.
Making of CD with departmental PPT presentation	All the departmental heads handed over their pen drives of PPT presentation and a CD has been made.

Minutes of the IQAC Meeting dated 25.11.2016 and Action Taken Report

Minutes	Action Taken
Change of IQAC coordinator	The name of Dr.LutfunNesha as the new IQAC coordinator was unanimously proposed and seconded.
Formation of IQAC Committee as per NAAC Rule	The new IQAC committee was formed according to the NAAC rule.



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Minutes of the IQAC Meeting dated 18.01.2017 and Action Taken Report

Minutes	Action Taken
Increase in academic performance of students	Measures were taken to increase academic performance of students especially in few departments.
Increase in number of Journals in the Library	Gradually, the number of Journals have been increase in the college library.
Formalisation of feedback system	Feedback from students has been both online and offline.
Registration of Alumni Association	The process of registration has been started.
Organisation of Seminars, talks, Lectures, Audio-video presentation, workshops etc	Department of History, English, Political Science, Commerce have organised these on different dates.
Institutiional and local community interface	It has been made operative by visiting and teaching under privileged slum children, visiting to Old Age Home, Alokendu Bodh etc
Master Degree Course in Hindi Honours	Proposal has been made by the Department of Hindi which will be submitted to the University of Calcutta.
Setting up a Finance Committee	Approval has not been given by the Governing Body to set up a Finance committee.
Representation of office staff in the Governing Body	It has not been allowed by the Governing Body.
Formalisation of college building	It could not be made as the president of Seth SoorajmullJalann Trust who was also a member of the GB did not agree to transfer the ownership of the building in the namf of the College.
Filling up Principal's Post	Requisition to be submitted to the College Service Commission, when the portal for the same opens.
Preparation and submission of AQAR 2016-2017	AQAR 2016-17 has been submitted to NAAC through mail before the due date.
Promotion under CAS	The process of promotion of three teaching faculties has been started.
Opening of IQAC and AISHE window in college website	IQAC window has been opened in the college website
Maintaining records of activities of all departments, library, laboratories, office, accounts and committees.	The system of maintaining records has been started on the basis of academic year.



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Minutes of the IQAC Meeting dated 22.02.2017 and Action Taken Report

Minutes	Action Taken
Shortening of timing of commerce classes for enabling students to do other professional courses	Classes of 3 rd year commerce students have been made till 11.30a.m.
Advertisement about the college before admission	Advertisements and posters have been made before the admission of new batch to increase the number of admission in each course.
Publication of the Newsletter of the college	The process has been started.
Biometric Attendance	Not followed as this is not made mandatory by the Higher Education Department, Govt. of West Bengal

Minutes of the IQAC Meeting dated 03.05.2017 and Action Taken Report

Minutes	Action Taken
Analysis of failed students.	The analysis of failed students has been made and action was taken
Self Defence Class	It could not be started due to some proposals made by the Self Defence (Karate) Centre which were not feasible for the college.
Duration of class time	Duration of class has been reduced from 45 minutes to 40 minutes and one more class has been added daily.
Separate room for IQAC	A separate room cannot be allotted for IQAC due to shortage of room in the college.

Lulfun Nisha

Co-ordinator, IQAC
S. S. Jalan Girls' College
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N. Patra

Teacher-in-Charge
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