



Seth SoorajmullJalan Girls' College

8/9, Bankim Chatterjee Street, Kolkata – 700 073

Phone : (033) 24415256

E-mail : ssjalancollege@yahoo.co.in • Website : www.ssjalangirlscollege.ac.in

2017-2018

Minutes of the IQAC Meeting dated 26.08.17 and Action Taken Report

Minutes	Action Taken
Preparation and Submission of AQAR 2016-17	AQAR 2016-17 has been submitted to NAAC in February, 2018 and also uploaded in the College Website.
Feedback from parents	Feedback from parents has been collected in Parent Teacher Meeting, analysed and action has been taken as far as practicable.
Promotion under CAS	Promotion Screening Meeting with Government Nominee and University Nominee has been arranged on 11/09/17
Seminars and Workshops	Seminars and Workshops were arranged on different dates throughout the year.
Organisation of Blood Donation Camp, Thalassemia Screening Camp.	Blood Donation Camp and Thalassemia Screening camp were organised on 30 November and 4 December respectively.
Career Guidance Test	Career Guidance Test has been arranged for the 3 rd year students on 6 December, 2017
NSS Special Camp	NSS Special Camp was organised from 27 November to 5 December, 2017.



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Minutes of the IQAC Meeting dated 13.12.17 and Action Taken Report

Minutes	Action Taken
Faculty Development Programme	Teachers who have applied to join OP/RC/STC were allowed to join those courses keeping in view the urgency of doing the same and the need of the college.
Online as well as manual feedback collection from students	Besides online feedback, manual feedback was also collected from the students, analysed and action has been taken as far as practicable.
Publication of Newsletter	The process is in progress and the first newsletter is likely to be published in the beginning of the next academic session.
Inclusion of non-teaching staff in different Committees	Non- teaching staff were included in different Committees.
Separate room for IQAC coordinator	No separate room could be allotted for non availability of room and lack of space.
Community Development Programme	A Committee has been formed for the same and few activities such as slum visit, visit to Home for person with disability have been arranged.



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Minutes of the IQAC Meeting dated 14.03.18 and Action Taken Report

Minutes	Action Taken
Promotion under CAS	The process of promotion of five teachers and a librarian has been completed and Pay Fixation Memos were received in April and May, 2018 from the Higher Education Department, Government of West Bengal.
AQAR according to XII year plan from the year 2012-13 to 2016-17	The AQAR has been prepared and handed over to Teacher in charge in March, 2018 for the purpose of submission to UGC.
Purchase of Books for B.com Semester 2 under the new CBCS system.	Books were purchased from the college fund.
Allotment of fund for educational tour	Budget to be prepared by the departments from the next academic session and accordingly allotment of fund will be made.
Publication of a book from the History Department	The process is in progress.
Youth Parliament	Neighbourhood Youth parliament was organised on 21 March, 2018.
Increment of the Casual Staff	Increment of the Casual staff has been given from 1st April 2018.
Submission of data to AISHE	Submitted on 7 May, 2018



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Minutes of the IQAC Meeting dated 30.06.18 and Action Taken Report

Minutes	Action Taken
Preparation and submission of AQAR 2017-18	The work was divided among the committee members and the target date was fixed to submit the same.
Uploading of Minutes, Action Taken Report, NAC Certificate Academic Calender etc according to Revised Accreditation Framework(2017)	These are uploaded on
Post Graduation Course in Hindi	Inspection has been done by the Higher Education Department, Government of west Bengal and University officials in May, 2018, but approval has not been received yet.
Faculty Development Programme	Teachers who have applied to join OP/RC/STC were allowed to join those courses keeping in view the urgency of doing the same and the need of the college.
Educational Tour	Educational tour has been done by the Department of Commerce, Geography, Political Science, Education, Philosophy and the department of History.
CBCS system for B.A.	Necessary changes have been made to cope up with the system and the new system has been started from July, 2018.



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College Magazine	Publication of College Magazine would be made in August or September, 2018.
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Lulfun Nisha

Co-ordinator, IQAC
S. S. Jalan Girls' College
Kolkata-700073

Nipatmal

Teacher-in-Charge
Seth Soorajmull Jalan Girls' College
8/9, Bankim Chatterjee Street, Koi-73