



Seth SoorajmullJalan Girls' College

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

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

2018-2019

Minutes of the IQAC Meeting dated 26.09.18 and Action Taken Report

Minutes	Action Taken
Preparation and submission of AQAR 2017-18	Few AQAR Criterion were not ready, the submission of the same to NAAC is delayed.
Change in the composition of IQAC	The nominee member from the local society, the alumni member and the student representative have been changed as the 2 year time period has lapsed since the last replacement.
Duration of class under CBCS system	Class duration of one hour is proposed under CBCS system w.e.f. January 2019
Complaints made by student representative regarding different infrastructural facilities.	Complaints are resolved as far as practicable.

Minutes of the IQAC Meeting dated 10.12.18 Action Taken Report

Minutes	Action Taken
Faculty Development Programme	Files submitted by the teachers for promotion to different stages are corrected by the IQAC co-ordinator and returned back to the teachers for correction before final submission.
Submission of AQAR 2017-18	AQAR 2017-2018 has been submitted to NAAC on 23.12.18.



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Publication of Newsletter	The first Newsletter of the College has been published on 10.12.2018
Canteen facilities	Canteen facilities were upgraded as far as possible.

Minutes of the IQAC Meeting dated 10.04.19 Action Taken Report

Minutes	Action Taken
Preparation of AQAR 2018-2019	The IQAC co-ordinator has given the responsibilities to prepare different Criterion to different teachers so that these could be ready by July 2019.
Appointment of NAAC Co-ordinator	The name of Dr. D. Sen and Dr.V.Singh were proposed in Teachers'Concil Meeting as the NAAC Coordinator. But none of them was present in the meeting, so, final name could not be selected.
Student Satisfaction Survey	The responsibility for the same was given to two teachers, Prof. P. Ranjit and Prof. A. Pal in the Teachers'Council Meeting.
Faculty Development Programme	Promotion meeting was held for Dr. C. Das and Dr. B. Mukherjee
CAS Committee	A CAS Committee was set up in the Teachers' Council Meeting to help IQAC Co-ordinator in the matter relating to Career Advancement. The name of



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	Dr..C. Das was proposed and seconded as the convener of CAS committee.
Mentor College for NAAC Accreditation	Our college was appointed as the mentor college for Lalbaba College by the DPI, Govt of WB and all the enquiries made by Lalbaba College for their upcoming NAAC Accreditation were answered in a meeting held with them on 13/03/19
Complaints made by student representative regarding different infrastructural facilities.	Complaints are resolved as far as practicable..
Canteen facilities	Canteen facility is extended by hiring another vendor for the same. Some more seating arrangements are also made.
Submission of data to AISHE	Submitted on 22 December, 2018



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Minutes of the IQAC Meeting dated 30.06.19 Action Taken Report

Minutes	Action Taken
More class rooms to accommodate CBCS programme	Some small rooms are utilised to take classes where the number of students are less. Again, duration of college timing is extended by one hour to accommodate B.A. classes.
Performance of students	For better performance, teachers are regularly taking tutorials, class tests etc. and giving home assignments for practice.
Student Satisfaction Survey	Student Satisfaction Survey could not be made due to non-availability of data from the office.
Faculty Development Programme	The promotion of Prof. S. Dasgupta and librarian, RekhaSaha and Md. AjimuddinSk is in progress.
More toilets	Three more toilets are constructed for the students.

Lulfun Nisha

Co-ordinator, IQAC
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Nipatnala

Teacher-in-Charge
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