



# Seth SoorajmullJalan Girls' College

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**2019-2020**

## **Minutes of the IQAC Meeting dated 16.12.19 and Action Taken Report**

Minutes	Action Taken
Purchase of books for Semester 4 for Arts stream and for Semester 6 for B.Com stream	Books have been purchased from RUSA 2.0 Fund
Registration into the NAAC portal and submission of AQAR 2018-19	Registration has been done and AQAR has been submitted online on 24.12.19
Selection of CAS and NAAC coordinator	Dr. Chandana Das and Prof Mousumi Chaudhuri were selected as the CAS and NAAC coordinator respectively in the Teachers' council meeting held in August, 2019.
Promotion of Smt. RekhaSaha and Dr.Ajimuddin Sk.	Screening meeting was held on 17.12.19 and the other processes were carried out thereafter.
Registration of Alumni Association	Yet to be done due to some technical issues.I
Student Satisfaction Survey	The process to send the details of the students according to the NAAC Format could not be done under the pandemic situation.
Feedback from different stakeholders	Feedback from students could be collected only and analysis of the same has been done.
Code of Conduct Book	Not done yet.
Application to NIRF	Not applied yet
Academic and Administrative Audit	Could not be done due to pandemic situation.
Arrear Claim of Prof D. Sen and Y. Bhutia	Claim has been submitted to the DPI office.
Repair of window panel, fan etc in the class room.	All the repair works have been done.
Canteen Space	A portion of game room is made available for canteen purpose and students are also allowed to eat their tiffin in the common room during tiffin hour.



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## Minutes of the IQAC Meeting dated 11.03.20 and Action Taken Report

Minutes	Action Taken
Preparation of AQAR 2019-20	The responsibility was given to the NAAC Coordinator.
Delay in submission of CAS files by the incumbents.	The letters were issued to the incumbents by the TIC asking the reasons of delay and requested to submit the files at the earliest.
Student Progression	No mail id has been opened yet to track the progression of the old students.
Sexual Harrasment	No complaints has been received so far from any of the stakeholders.
Food facilities in the Canteen	Different kind of foods are made available according to the likings of the students.

*Lulpan Nisha*

Co-ordinator, IQAC  
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*N. Patra*

Teacher-in-Charge  
Seth Soorajmull Jalan Girls' College  
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