



Seth SoorajmullJalan Girls' College

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

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2020-2021

Minutes of the Virtual IQAC Meeting dated 10.09.2020 and Action Taken Report

Minutes	Action Taken
Promotion of Dr.V. Singh under CAS from the post Assistant Professor Stage III to Associate Professor.	The Promotion meeting was arranged with the subject experts and DPI Nominee and it went through without any hassle.
Uploading of AQAR 2019-2020 in NAAC Portal	AQAR 2019-2020 was uploaded on 29.03.21
Resignation of Prof. M. Chaudhuri from the post of NAAC Coordinator	Her resignation was accepted in the next Teachers' Council Meeting and Dr. A. Basu and Prof K. Sarkar were appointed as the Joint NAAC Coordinator.
Preparation of Google Form for obtaining feedback from different stakeholders and to know the student progression	Google Forms were prepared and circulated to obtain the feedback from the student, parents, alumni and teachers.
Reconstituatiion of IQAC Committee on the ground of resignation of Dr. V. Singh and expiry of two-year term of student member, alumni member and the member from the local society.	Prof S. Kujur's name was accepted in place of Dr. V. Singh and Miss Sofia Mukhtar, Dr Munni Gupta and Prof S. Kanjilal have been joined as the student member, alumni member and the member from the local society respectively.
Replacement of IQAC Coordinator	No teacher is willing to act as the IQAC coordinator, hence, re[placement cannot be made.
Organisation of webinar, talks and other activities on virtual platform	The department of Commerce, History, Political Science and English have organised on different dates.
Updation of Home Page of College Website	Home Page of College Website has been updated.
Preparation of Newsletter	Responsibility is given to Prof D. Sanyal and the work is in progress.



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Minutes of the IQAC Meeting dated 28.12.2020 and Action Taken Report

Minutes	Action Taken
Promotion Process of Prof S. Dutta Gupta	The process could not be completed yet due to the pandemic situation as well as for voluntary retirement of TIC, appointment of a Principal and his resignation just after 3 months and then appointment of a new Teacher-in-Charge.
Opening of Library for the convenience of students and teachers.	Library has been opened for a limited period of time during pandemic following strictly the covid-19 rules and regulations.
Appointment of Nodal Officer for BanglarUchhasiksha Portal	Prof A. Mondal Has been appointed as the Nodal Officer of BanglarUchhasiksha Portal

Minutes of the Virtual IQAC Meeting dated 09.02.2021 and Action Taken Report

Minutes	Action Taken
New Chairperson of IQAC due to the VR of TIC	Prof. C. Dutta, the new TIC was appointed as the new Chairperson of IQAC.
Preparation of NAAC 3 rd Cycle Accreditation	The IQAC coordinator has made a detailed presentation on the Accreditation and Assessment process from the preparation and submission of IQA to the Peer Team Visit so that the A&A process can be started well before the date of expiry of 2 nd Cycle Accreditation which is 05.11.2021.
Proposal of Academic Audit	Cannot be done due to pandemic situation.
Preparation of QIF,	Preparation of QIF is in progress.
Feedback from different stakeholders	Google Forms were circulated among the different shareholders and feedback were obtained, analysed and action was taken as far as practicable.
Uploading of AISHE data for 2020-2021	Not yet done as portal is not opened yet.
Installation of G-suite for taking online class	Cannot be done for some technical and other issues, hence, the online classes are taken through Google Meet platform as before.
Utilisation of RUSA 2.0 grant.	More than 75% of the DPR has been utilised.
Preparation of Code of Conduct Book	A book for Code of Conduct for different



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	stakeholders has been prepared.
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Minutes of the Virtual IQAC Meeting dated 06.03.2021 and Action Taken Report

Minutes	Action Taken
Statutory declaration u/s 4(1)(b) of the RTI Act, 2005	Statutory Declaration has been made in the College Website and two teachers are assigned as Public Information Officer for the same.
Progress related to SSR Preparation and difficulties faced	The preparation is in progress.
Preparation of Academic Calender of 2021-2022	The Academic Calender of 2021-2022 has been prepared and uploaded in the college website.
Student Satisfaction Survey	SSS has been made among the current students through Google Form incorporating the questions as mentioned by the NAAC

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Co-ordinator, IQAC
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Chandana Dutta

Teacher-in-Charge
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