



South Calcutta Girls' College

Established in 1932

IQAC Meeting held in 2021-22

Sl. No	Date of Meeting	Meeting Title
1.	30.11.2021	IQAC Meeting with internal members.
2.	28.03.2022	IQAC Meeting with Criterion 1
3.	29.03.2022	IQAC Meeting with Criterion 2
4.	01.04.2022	IQAC Meeting with Criterion 5
5.	02.04.2022	IQAC Meeting with Criterion 3
6.	04.04.2022	IQAC Meeting with Criterion 7
7.	05.04.2022	IQAC Meeting with Criterion 4
8.	06.04.2022	IQAC Meeting with Criterion 6
9.	08.04.2022	IQAC Meeting with Criterion 3
10.	20.04.2022	IQAC Meeting with Criterion 4
11.	23.04.2022	IQAC Meeting with Criterion 7
12.	25.04.2022	IQAC Meeting with all non-teaching staff
13.	25.04.2022	IQAC Meeting with all teaching staff
14.	26.04.2022	IQAC Meeting with Criterion 6
15.	28.06.2022	Meeting with internal members of IQAC



Proceedings of IQAC Meeting held on 30.11.2021 at 12:30 P.M.

Agenda:

1. To finalise AQAR 2020-2021 before submission.
2. Submission of AQAR 2020-2021 in the NAAC portal.
3. Discussion regarding IIQA submission & SSR preparation.
4. Miscellaneous.

Resolution:

1. Principal and IQAC Coordinator conveyed thanks to all the teaching and non-teaching members of the IQAC.
2. AQAR 2020-2021 was placed in the pre-submission meeting.
3. Discussions were made about SSR preparation.
4. Members were informed about IIQA submission.
5. Resolved that meeting on SSR presentation will be held in the college through Google Meet.
6. Resolved that office should keep record of the criteria wise documents in soft copy.
7. SSR presentation meeting schedule of seven criteria are:-
 - Criteria 5- 03.12.2021 at 02:00 P.M.
 - Criteria 1-04.12.2021 at 01:00 P.M.
 - Criteria 4- 06.12.2021 at 02:00 P.M.
 - Criteria 2- 07.12.2021 at 02:00 P.M.
 - Criteria 3- 08.12.2021 at 02:00 P.M.
 - Criteria 6- 10.12.2021 at 02:00 P.M.
 - Criteria 7- 11.12.21 at 02:00 P.M.
8. Resolved that following steps should be taken for preparation of SSR:-
 - i) Regular meeting of the individual criterion will be arranged.
 - ii) Each criterion will send link name of their concerned criterion to IQAC.
 - iii) Each criterion should keep their documents properly so that they can provide as per requirement.
9. Faculty exchange with New Alipore College will be conducted.
10. Some revision of criterion 4 for 2016-2017 to 2019-2020 financial data should be placed in the IQAC meeting as requested by criteria 4.



Proceedings of IQAC Meeting with Non-Teaching Staff held on 25.04.2022

at 11:00 A.M.

1. All documents should be ready at the time of submission of SSR.
2. Systematic data/record keeping so that during DVV verification, specific data can be sent.
3. Proper labelling of existing hand file.
4. Numbering of almirahs / Indexing of files of each almirah in a copy i.e. file mapping of all hand files must be maintained.
5. Voucher file rack repair was proposed by one of the office staff.
6. Fees collection and Registration files for the last 5 years must be arranged.
7. Result and outgoing students data / Registration data/ Admission data is to be mailed to iqacscgc@gmail.com.
8. Files of Scholarship data is to be preserved.
9. Government Grant and UGC files should be kept.
10. Proper labelling of laboratory products.
11. Do's and Dont's in each laboratory.
12. Cleaning of laboratory.
13. Service book update.



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Proceedings of IQAC Meeting with Teaching Staff held on 25.04.2022 at 01:00 P.M.

1. All criterion mentors are requested to submit the revised documents and data to the IQAC through mail within 10.05.2022. Documents of each criterion will be preserved.
2. All departments must prepare departmental profile, mentor-mentee system and academic audit must be added. Documentation must be preserved.
3. Power Point Presentation must be concise.
4. Mock visit will be organised by IQAC members on 12.05. 2022 and 13.05.2022.
5. For preparation of physical visit of NAAC following committees will work:
 - (a) **Monitoring Committee-** 1) Dr. Nayana Sharma Mukherjee 2) Dr.Sakti Roy Chowdhury 3) Dr. Mouri Majumder 4) Dr. Ahinsuk Barua.
 - (b) **Purchase Committee** – existing members plus Ghanteswar Halder and Annesha Ganguly.
 - (c) **Building Committee-** existing members plus 1) Dr. Banibrata Das 2) Dr. Tanim Niyogi Sinha Roy 3) Ghanteswar Halder 4) Dr. Roni Sarkar 5) Pataur Jaman 6)Abhijit Mondal.
 - (d) **Hall Arrangement-** 1)Dr. Tanuja Basu Roy 2)Sanjukta Chatterjee 3)Dr. Nilina Ghosh 4) Saheli Biswas 5) Swati Bose.
 - (e) **Canteen & Cheap Store-** 1) Dr.Ruchira Sengupta 2) Dr.Sanghamitra Biswas 3) Dr. Nilina Ghosh 4)Caroline Lepcha 5) Soumita Das 6) Chandrima Bhattacharjee 7) Rupa Mitra 8) Sujata Koley.
 - (f) **Sick Room-** 1)Dr. Tanim Niyogi Sinha Roy 2) Caroline Lepcha 3)Semanti Nandi 4) Shuvankar Mandal 5)Sucheta Bose 6) Sudeepa Dey.
 - (g) **Common Room-** 1) Dr. Ruchira Sengupta 2) Dr. Kamalika Banerjee 3) Rojina Joynab 4) Soumita Das 5) Amrita Deb 6) Ipsita Chakraborty 7) Priyanka Roy.
 - (h) **Counselling Room Preparation-** 1) Dr. Patralekha Mitra 2) Debanjali Pal Choudhury 3) Debangana Chakraborty.
 - (i) **Gymnasium-**1)Dr.Patralekha Mitra 2) Dr. Kamalika Banerjee 3) Rojina Joynab 4) Pratap Kumar Ghorai 5) Swarnali Debnath.
 - (j) **Alumni Feedback-** 1) Dr.Sakti Roy Chowdhury 2) Dr. Ruchira Sengupta.

(k) Updation of Service Book for Teaching Staff- 1) Dr. Moumita Ghosh (leave calculation)
2)Dr. Riya Chakraborti

(l) ICT Enabled Room Arrangement –computer committee plus 1)BichitraMitter

(m) Hostel-existing members plus 1) Dr. Ankita Mookherjee 2) Saheli Biswas 3) Tina Bose
4)Sudipta Ghosh 5) Srijeeta Kundu 6) Debolina Auddy.



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Proceedings of IQAC Meeting with Teaching Staff held on 28.06.2022

at 03:00 P.M.

1. Principal Madam and IQAC Coordinator thanked all the IQAC members for their whole-hearted cooperation in preparation of the SSR.
2. Teachers were asked not to leave station during the DVV period.
3. Resolved that HOD's along with other teachers of the department will take initiative to aware students about "Student Satisfaction Survey".
4. IQAC Coordinator requested office staff to preserve data properly. It was further requested that office should maintain a systematic method in data preservation.
5. Mentors were also requested to take initiative for the preparation of AQAR 2021-2022.
6. The meeting ended with thanks from the Principal, Governing Body Members and IQAC Coordinator.