



South Calcutta Girls' College

Established in 1932

IQAC Meeting held in 2020-21

Sl. No	Date of Meeting	Meeting Title	Mode of Meeting
1.	25.08.2020	Meeting with internal members of IQAC	On line
2	28.09.2020	Criterion -1	On line
3	29.09.2020	Criterion-3	On line
4	30.09.2020	Criterion -5	On line
5	04.11.2020	Criterion -4	On line
6	28.12.2020	Meeting with Internal members of IQAC before submission of AQAR 2019-20	College
7	20.01.2021	Meeting with internal members of IQAC	On line
8	03.04.2021	Meeting with all Teaching staff	On line
9	12.04.2020	Meeting with Non Teaching staff	College
10	28.04.2021	Criterion -1, on Feedback process	On line
11	10.06.2021	On CAS criteria during pandemic	On line
12	14.06.2021	On SSR preparation	On line
13	17.06.2021	On criteria wise summary, SSR ,Criterion -1&2	On line
14	18.06.2021	On criteria wise summary,SSR, Cri-5&7	On line
15	19.06.2021	Meeting with Teachers	On line
16	22..06.2021	Meeting with Teachers	On line
17	24.06.2021	On SSR preparation	On line



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Proceedings of IQAC Meeting held on 25.8.2020(Online via Google Meet)

- Principal informed that AQAR 2019-2020 will have to be submitted within December 2020.
- Extended Profile Template and Revised Data Template for

2016-17 & 2017-18 academic year were presented by the concerned committee.

- Discussions were made on the metric points of Extended Profile Templates and Revised Data Templates and necessary corrections were done.
- Discussion related to SSR preparation was also conducted.

Proceedings of IQAC Meeting held on 28.9.2020(Online via Google Meet)

- Discussion regarding the data provided by the NAAC Criterion- I committee
- Corrections and Modifications were done.
- Resolved that corrected data should be submitted to IQAC within seven days



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Proceedings of IQAC meeting held on 29.9.20 (on line, via Google Meet)

- Discussions were made regarding data provided by NAAC criterion III committee.
- Necessary corrections were incorporated.
- Clarifications on some metric points were done.
- Resolved that after necessary corrections and inclusions of required data they will submit filled in proforma of criterion III shortly.

Proceedings of IQAC meeting held on 30.9.2020 (On line, via Google Meet)

- Presentation of data by NAAC criterion v committee.
- Metric point wise detail discussions were conducted.
- Some necessary rectifications were done on the basis of discussion.
- Resolved that required documents should be collected and preserved properly.
- Rectified data should be submitted shortly.



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Proceedings of IQAC meeting held on 4.11.2020 (On line via Google meet)

- Presentation of data by Criterion IV committee.
- Metric point wise discussions were done.
- Rectifications on some metric points were suggested.
- Resolved that Proforma should be submitted within seven days after necessary corrections.

Proceedings of IQAC meeting held on 28.12.2020 (at College)

- Principal and IQAC Coordinator conveyed thanks to the teaching and non-teaching members of IQAC for their help and support to prepare AQAR 2019-2020.
- Principal suggested that criterion wise documents should be preserved in separate folder by the concerned criterion.
- Resolved that office should preserve all documents in soft copies for each year from 2016-17 to 2020-21.
- AQAR 2019-20 was placed before the internal member of IQAC.
- Resolved that AQAR 2019-20 is ready for submission.

Proceedings of IQAC meeting held on 20.1.2021(Online via Google Meet)

- Presentation of Revised data templates and Extended Profile templates of 2016-17 and 2017-18 by concerned committee.
- Metric point wise discussions were made and rectifications suggested.
- Resolved that it will be submitted shortly incorporating rectifications.



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Proceedings of IQAC meeting held on 3.4.2021(on line via Google Meet) with all teaching staffs.

- Meeting was arranged with all teaching staffs to make them aware about the preparation of AQAR 2020-21, SSR and IQA submission.
- Constructive Suggestions were invited.
- Principal and IQAC coordinator conveyed that active participation of each teacher is needed for preparation of upcoming NAAC.
- Resolved that feedback will be collected from parents, students, Teachers and Alumni. Feedback report analysis and action taken report must be done by each department.

Proceedings of IQAC meeting held on 12.4.2021 in the college with the internal members of IQAC & Non-Teaching staff of the college.

- Meeting **was** arranged with non-teaching staffs to make them aware about their role and duty in the preparation of upcoming NAAC.
- A criterion wise discussion about the documents required from the office was made.
- Each criterion submitted list of required documents.



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Proceedings of IQAC meeting held on 28.4.2021 (online via Google Meet)

- Discussions were made regarding the method of feedback collection from different stake holders.
- Resolved that feedback collection should be done online through Google form, from the Students, Teachers, Parents and Alumni. Received feedback should be analysed and sent to the departments for implementation of the proposals.
- Resolved that all the departments should submit the feedback analysis along with the action taken proposals following departmental meeting. The report will be finally submitted to IQAC.

Proceedings of IQAC meeting held on 14.06.2021(On line via Google Meet)

- Presentation of criteria wise summary by Criterion 1&2.
- Rectifications suggested by the Principal and Coordinator after detail analysis.
- Resolved that rectifications should be incorporated.
- Resolved that Preparation of SSR work should be continued on urgent basis.