



South Calcutta Girls' College

Established in 1932

IQAC Meeting held in 2022-23

Sl. No	Date of Meeting	Meeting Title
1.	28.06.2022	IQAC Meeting
2.	13.07.2022	IQAC Meeting
3.	05.08.2022	IQAC Meeting with all Teaching Staff
4.	22.11.2022	IQAC Meeting with all Teaching Staff
5.	22.11.2022	IQAC Meeting with all Non-Teaching Staff
6.	29.11.2022	IQAC Meeting with Criterion 3
7.	02.12.2022	IQAC Meeting with Criterion 6
8.	03.12.2022	IQAC Meeting with Criterion 2
9.	05.12.2022	IQAC Meeting with Criterion 5
10.	06.12.2022	IQAC Meeting with Criterion 4
11.	07.12.2022	IQAC Meeting with Criterion 7
12.	09.12.2022	IQAC Meeting with Criterion 1
13.	13.12.2022	IQAC Meeting
14.	21.03.2023	IQAC Meeting with all Non-Teaching Staff
15.	21.03.2023	IQAC Meeting with all Teaching Staff
16.	22.03.2023	IQAC Meeting
17.	02.05.2023	IQAC Meeting



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Proceedings of IQAC Meeting with Teaching Staff held on 28.06.2022

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



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Proceedings of IQAC Meeting with Teaching Staff held on 13.07.2022

- Principal and IQAC coordinator informed about the clarification asked by the NAAC for DVV clarification.
- Mentor of each criterion has been requested to submit the documents related to the concerned criterion within 20.07.2022.
- Office staff are requested to provide related documents within time for timely submission of DVV clarification.

Proceedings of IQAC Meeting with Teaching Staff held on 05.08.2022

- All the Teaching-Staff are requested to prepare the departmental profile and arrange the corresponding documents for the assessment period.
- Teachers are requested to provide positive suggestions for the preparation of upcoming NAAC visit.
- Centralized admission process has been discussed with the teachers.
- It has been resolved that the classes for 3rd and 5th Semester will commence from 10.08.2022.
- Detailed discussion of Feedback Analysis has been held and departments are instructed to take necessary action on the basis of analysis. An Action-Taken Report is to be provided to IQAC on 31.08.2022 in the designated Email ID.



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Proceedings of IQAC Meeting with Non- Teaching Staff held on 22.11.2022

- It is resolved that proper arrangement of office files are required.
- All files must be properly labeled.
- Files for original documents and photocopies must be maintained separately.
- Non-Teaching Staff are requested to provide their positive suggestions for the preparation of the upcoming NAAC visit.
- It is informed that cooperation from each staff is needed.

Proceedings of IQAC Meeting with Teaching Staff held on 22.11.2022

- It is resolved that each department must prepare their departmental profile and arrange the corresponding documents properly.
- Teachers are requested to provide constructive suggestion for the preparation of NAAC visit.
- Resolved that each department must make necessary corrections of departmental PPT as suggested by the IQAC Team during Mock Presentation.



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Proceedings of IQAC Meeting with Non- Teaching Staff held on 21.03.2023

- All Non- Teaching Staff are informed that NAAC Peer Team will visit our institution on 11.04.2023 & 12.04.2023.
- Office Staff are requested to make necessary arrangement for NAAC Peer Team Visit.
- It is further requested that office files should be showcased in such a manner that these are easily available during office visit by Peer Team

Proceedings of IQAC Meeting with Teaching Staff held on 21.03.2023

- Teaching Staff are informed that the date of NAAC Peer Team Visit is 11.04.2023 & 12.04.2023.
- It is resolved that all the departments , committees and clubs must arrange documents properly for verification by the NAAC Peer Team
- Members of Cultural Committee are requested to arrange cultural program.
- It is resolved that Parents and Alumni must be informed about their meeting with the NAAC Peer Team during their visit.



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Resolutions of the IQAC Meeting Held on 2.5.2023

The Principal of the college and the IQAC Co-ordinator express their heartfelt gratitude to all the stakeholders and to the Governing Body of the college.

It is resolved that future actions are to be designed following the NAAC Peer Team report.

Criteria wise plan of action are discussed for improvement.

Criteria-1 Discussions are made about the Add-On Courses and resolved that proposals for Add-On Course by each department must be sent by 16.05.2023.

It is resolved that curriculum feedback is to be taken. For this purpose questionnaire is to be prepared.

Following the NAAC recommendation, it is resolved that feedback analysis is to be sent to the university.

Course Outcome and Programme Outcome (COPO) are to be revised.

Criteria 2- ICT enabled classes are to be taken with proper notification.

Criteria 3- P.G courses in Bengali and History are to be introduced.

Extension Committee is to be requested to initiate more programmes.

Extension committee is to place proposal by 16th May, 2023

Criteria 4- Gym committee is to be requested to place proposal for the improvement of gym facility.

More rooms are to be made ICT enabled.

New Computer Lab is to be made.

More books are to be purchased for the library.

Daily footfall to the library is to be improved.

Criteria 5- Awareness regarding scholarship is to be enhanced during Induction.

Percentage of placement is to be increased.

Training for competitive examinations is to be organized by the Placement Cell.

Students are to be encouraged to participate in the University level sports activity.

Programmes for alumnae are to be listed.

Criteria 6- Future plan for five years is to be prepared

Teachers are to apply for MOOC courses as possible.

Criteria 7-

Green Audit and Environmental Audit are to be done.

Committee is to give proposal for alternative energy use.

CRITERIA 1:

1.2.3-

At least one add-on course by each department and by the library are to be introduced. All the departments are requested to send proposals for respective courses by 16th May, 2023.

1.3- Cross-cutting issues integration:

Human values, professional ethics and gender sensitization related programmes are to be observed by Social Awareness Cell and Department of Philosophy. Environmental Sustainable Development related programmes are to be organized by Eco Club and B.Sc departments. Proposals are to be sent by 16th May, 2023.

1.4.2-

- It is resolved that curriculum feedback is to be taken. For this purpose questionnaire is to be prepared.
- Following the NAAC recommendation, it is resolved that feedback analysis is to be sent to the university.

CRITERIA 2:

COPO:

26.1-

- Course Outcome and Programme Outcome (COPO) are to be revised and are to be sent to the NAAC CR.2 Committee by 15.5.2023.
- Students are to be made aware of the COPO. Before starting each course, CO is to be discussed and it must be notified properly.

ICT USE:

2.3.2

- ICT enabled classes are to be taken with proper notification.
- Record keeping about the use of ICT enabled classrooms is to be maintained positively.

2.3.1:

Student Centricism: Student centric teaching method is to be followed.

2.5.1: Mechanism to deal with the internal examination related grievances-

- Exam Co-ordination Cell mail id is to be made.
- Mail id is to be published in the website.
- Periodical checking of the mail is to be guaranteed.
- Meeting is to be organized on the basis of the grievances.
- Necessary steps are to be taken.

CRITERIA 3:

3.1.1:

- Research projects are to be applied. Teachers of the Science Departments are to be requested to apply for the projects.
- Teachers are to be requested to publish more papers in reputed journals.
- P.G courses in Bengali and History are to be introduced.

- It has been resolved that the P.G Co-ordinator will be the senior most teacher of the department.
- Extension Committee is to be requested to initiate more programmes.
- Extension committee is to place proposal by 16th May, 2023 for the upcoming programmes and any one programme is to be conducted by 15th May, 2023.

3.4.1:

Collaborative activity is to be increased.

3.4.2:

Departments are requested to take initiatives for signing MOUs with other academic institutions. Proposals are to be placed by 16th May, 2023.

CRITERIA 4:

- Gym committee is to be requested to place proposal for the improvement of gym facility.
- Base of the stage is to be strengthened.

4.1.3-

- More rooms are to be made ICT enabled.
- Motorised screen is to be purchased for Room No. 304.
- New Computer Lab is to be made.

4.2.3-

- More books are to be purchased for the library.
- Per Department budget is to be allotted for book purchase.
- Compulsory library class or day is to be arranged.
- Best library user award is to be started with proper documentation.
- Online scan for entry to the library is to be introduced.
- Daily footfall to the library is to be improved.
- Student-Computer ratio is to be improved.

CRITERIA 5:

- No. Of Student Aid fund recipients is to be reflected in the audit.
- Awareness regarding scholarship is to be enhanced during Induction.
- Scholarship Committee is to organize Awareness programme twice in the semester regarding availability of Govt. Scholarships.
- Mentors are to take initiatives for awareness regarding scholarships also.
- Percentage of students benefitted by career counselling is to be enhanced.
- Awareness programmes regarding career are to be held every month.
- Library is to take initiative to make students aware of the books related to career guidance.

5.2.1-

- Percentage of placement is to be increased.
- By May 2023, one activity regarding Placement Awareness is to be organised.
- Webel is to provide employability to at least 10% students.
- Training for competitive examinations is to be organized by the Placement Cell.

5.3.3-

- Number of cultural and sports events are to be increased.
- Inter-College cultural events are to be organized.
- Students are to be encouraged to participate in the University level sports activity.
- Sports Committee is to take initiatives so that the departments encourage the students for participation in University level sports events.
- Programmes for alumnae are to be listed.

CRITERIA 6:

- Future plan for five years is to be prepared.
- Programmes on Communicative English, Computer related training and Secretarial training are to be organized for Non-teaching staff.

6.3.2-

- Registration fees for seminars (Paper-Presentation) are to be reimbursed by the college. Criterion is to be decided.

- College is to apply for fund or grant to institutions like PNB, P.C Chandra, SBI etc.
- Teachers are to apply for MOOC courses as possible.

CRITERIA 7:

7.1.2- Committee is to give proposal for alternative energy use.

7.1.4-

- Proposal is to be made for Rainwater harvesting.
- Green Audit and Environmental Audit are to be done.
- The Principal of the college informs that she was not added to the Non-teaching staff whatsapp group before NAAC though she repeatedly requested the same for communication regarding NAAC activities, she was not added.
- The Head Clerk informs that the Office was not informed about the NAAC result so they will not stay in the IQAC further.