South Calcutta Girls' College

MINUTES OF IQAC MEETING

Proceedings of IQAC meeting held on 26.08.2016

- Departmental allotment of duties of office work.

- Recommendation for purchasing sanitary incinerator.

- Installation of solar panel lights.

- Introduction of computer course by WEBEL.

Proceedings of IQAC meeting held on 30.08. 2016

- Preparation of departmental presentation for NAAC visit.

Proceedings of IQAC meeting held on 25.10.2016

- Introduction of Psychology (H) and Statistics (G).

- Distribution of work load for NAAC visit.

- Updation of relevant documents.

Proceedings of IQAC meeting held on 10.01.2017

- Student feedback to be collected.

- Purchas from UGC 12th plan was discussed.

- Recommendation for publication of the book " Man And Nature " with ISBN.

- Recommendation for organising departmental PTM and CRC will be provided to the guardian.

Proceedings of IQAC meeting held on 02.06.2017

- Discussion on the report by NAAC pear team.

- Recommendation for introduction of Bengali PG and Chemistry (G).

- Equipment of Journalism Lab with a new recording studio.

- Up gradation and development of Psychology lab.

- Recommendation for mandatory student attendance minimum 60%.

Proceedings of IQAC meeting held on o4.07.2018

- To maintain self appraisal diary.

- Recommendation for career counselling worksho

- Recommendation for gender sensitisation programme.

- To organised inter – college fest 'Bahar'

- Recommendation for departmental wall magazine and journal publish .

Proceedings of IQAC meeting held on 05.12.2017

- Modification of AQAR(2016-2017).

- RUSHA committee to be formed.

- Departmental proposal for RUSHA grant.

Proceedings of IQAC meeting held on 24.10.2017

- AQAR (2016-1017) discussed and modified.

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Proceedings of IQAC meeting held on 28.11.2017

- Internal audit to be done.

- SWOVC for every department must be prepared.

- Feedback collection process to be continued as routine work.

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Proceedings of IQAC meeting held on 12.12.2017

- Finalisation of AQAR (2016-2017)

- Recommendation to apply for RUSHA grant.

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Proceedings of IQAC meeting held on 04.04.2018

- Feedback was collected for analysis.

SOUTH CALCUTTA GIRLS' COLLEGE

Following resolutions are taken in the IQAC meeting held on 24.07.2018

- Separate progress Report Cards for Honours and General may be issued.
- Parent-Teacher meeting will be held during the time of form fill-up.
- Proposed time of submission of AQAR will be around the 1st week of September, 2018. Prior to that a meeting of IQAC will be organised in the month of August.
- IQAC coordinator was requested to arrange CAS related seminar. Two speakers, one from the University of Calcutta and the other from State Govt. may be invited to deliver lecture in the 1st session. Interactive session may be arranged in the post-lunch period.
- Number of IQAC members from Office to be increased.

SOUTH CALCUTTA GIRLS' COLLEGE

Following are the outcome of IQAC meeting held on 26.04.2019

- Principal reported the correction to be done by the coordinator in the amount of purchase of equipment which was reported in thousands instead of lakhs in AQAR 2017-18..
- Uploading of all documents required (activity details, photographs etc.). Soft copy of departmental activities, seminars to be kept ready.
- Criterion 1.3 Value added courses were discussed.
- Feedback from following ends: Student, Parent, Employer, Alumni and Teacher were discussed
- Principal requested the coordinator that IQAC meetings are to be arranged frequently on regular basis, once in a quarter.
- A banner of IQAC to be prepared.
- Activity of Alumni Association was discussed
- New composition of IQAC is necessary. It will be decided in G.B.
- Soft copy of IQAC guidelines will be sent by the coordinator to the members.
- A seminar for quality enhancement should be organised.
- An edited version of self-appraisal diary is to be introduced.
- Sukanya project is to be initiated.
- Faculty Exchange Programme is to be initiated. MOU with other colleges is necessary and approved for this purpose.
- College timings have changed. Working hours have been extended in view to successful implementation of CBCS routine.
- MIS has been implemented partially.
- Applied to Higher Education department for Post Creation, Teaching.
  1.

SOUTH CALCUTTA GIRLS' COLLEGE

Proceedings of IQAC Meeting held on 18.09.2019

1.Principal expressed her thankfulness to the previous members of IQAC and welcomed new members .

2 .Smt. Sanjukta Chatterjee handed over the charge of IQAC Coordinator to Dr . Rehana Khatun.

3. Resolved that Registration should be done for submission of AQAR 2018-19

4.Seven Mentors were selected for monitoring the activities of the seven NAAC Criterion committee.

SOUTH CALCUTTA GIRLS' COLLEGE

Proceedings of IQAC meeting held on 02.12.2019

1.Detail analysis of the data provided by the committees of NAAC criterion I ,II, V separately.

2.Corrections and modifications are made on the basis of discussion.

SOUTH CALCUTTA GIRLS' COLLEGE

Proceedings of IQAC meeting held on 06.12.2019

1.Discussion regarding the data provided by the committees of NAAC criterion IV , VI , VII.

2. Corrections and modifications are done.

3. Resolved that corrected data should be submitted to IQAC within seven days.

4. feedback will be collected from different stakeholders.

SOUTH CALCUTTA GIRLS' COLLEGE

<u>Proceedings of IQAC Meeting held on 7.2.2020</u>

- AQAR 2018-2019 has been placed before the internal Teaching and Non-Teaching members of IQAC.

- Members were informed about the changes and steps they have to take in preparation of AQAR 2019-2020.

- Chairperson and Coordinator of IQAC conveyed thanks to all the members for their support and cooperation for the preparation of AQAR2018-19.

- Internal academic audit will be conducted for all the departments.   •

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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 IIQA 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.

- Internal academic audit will be conducted for all departments

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ACTION TAKEN REPORT

Action taken in the year 2016-2017

- Applied for NAAC accreditation for second cycle.

- Installation of solar panel.

- Installation of sanitary vending machine.

- . Installation of sanitary incinerator for college building and hostel

- MOU signed with WEBEL for computer course.

- MOU Signed with George Telegraph for spoken English course.

- Up gradation of AV room.

- Introduction of new general subject combinations.

- Maintenance of building.

- Up gradation of library and network facility.

- Installation of AC machine for AV room and Journalism lab.

- Website designing

- Office automation work.
- Virtual classroom.

Action taken in the year 2017-2018

- DPR of RUSHA 2.0 submitted.

- Organised International seminar in collaboration with ICPR.

- Membership of NLIST

- Utilisation of Government grant (WB) for purchasing books and equipments.

- Internet connection, maintenance of broadband facility.

- Introduction of fully online admission.

- Introduction of SBI collect (April, 2017)

- Introduction of HRMS.

South Calcutta Girls' College

Action taken in the year 2018-2019

- To increase the CESC load capacity 30 KW

- Renovation of hostel dining hall.

- Up gradation of library with RFID, KOHA.

- D-space

- Up gradation of laboratory.

- Publication of academic journal.

- Applied for building grant to Higher Education Department, West Bengal.

- Office renovation.

- Construction of 6th bay in progress.

Action taken in the year 2019-2020

- Office renovation completed.

- The renovation of boundary wall and gate undergoing.

- Up gradation of auditorium is going on.

- Construction of new 8 classrooms has been completed.

- MOU signed with New Alipore College for faculty exchange programme and academic purpose.

- Organisation of national and international seminars.

- Up gradation of college website.

- Introduction of LMS.

- Introduction of Institutional G-Suite for education for teaching learning and evaluation process.

Action taken in the year 2020-2021

- Up gradation of Auditorium has been completed.

- Renovation of boundary wall and gate has been completed.

- IQAC organised three day faculty development workshop to enhance the technical skill of the faculty.

- Teaching learning and evaluation process is continuing online via Google meet due to Covid-19 pandemic.

- Links of e-resources have been provided to students and teachers.

- Several inter and intra college event and national level webinar have been organised.

- Several commemorative days like Rabindra Jayanti. National Science Day etc have been observed for inclusiveness of the students besides syllabus oriented teaching learning.