



# Sarojini Naidu College for Women

(Govt. Sponsored)

30 Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

Ref. No. : .....

Date : .....

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, 22.06.2021 at 4 pm at Google Meet platform.

All concerned are requested to be present in time.

Santwana Chakrabarti 16/6/2021  
Dr. Santwana Chakraborty  
Coordinator

Urmila Ukil 16.6.21  
Dr. Urmila Ukil  
Principal

### Agenda :

1. To review the Criterion wise work done so far.
2. Preparation of AQAR 2019-20 and 2020-21.
3. CAS of teachers.
4. Miscellaneous



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Ref. No. : ..... Minutes of the IQAC meeting on 22.06.2021

Date : .....

## Members Present:

1. Dr. UrmilaUkil (Principal)
2. Dr. SantwanaChakraborty (Coordinator)
3. Dr. Sudeshna Chatterjee
4. Dr. ShampaMondal
5. Sm. Jayita Banerjee
6. Dr. NandiniChakraborty
7. Dr. SantwanaChakraborty
8. Dr. SonaliSaha
9. Dr. SankhaSubhra Nag
10. Dr. Sukanya Sarkar
11. Dr. Jaydeep Rishi
12. Sm. RejinaKabir
13. Dr. Chaitali Biswas
14. Dr. Krishnapada Das
15. Dr. Soma Aditya Bandopadhyay
16. Smt. GitanjaliMukhopadhyay
17. Dr. Tapati Jana
18. Sm. Mala Roy Choudhury

## Minutes:

1. The progress of preparation of AQAR 19-20 was discussed as well as the preparation of SSR and criterion wise job distribution.
2. In the situation of pandemic and consequent lock down, physical mentoring of the students is not possible. Faculty members were requested to mentor their students over phone as much as possible.
3. IQAC recommended that CAS application of six faculty members be forwarded by the college Governing Body to the Higher Education Department.
4. IQAC recommended that Academic and Administrative audit for the academic year 2020-21 be arranged for immediately.



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## Action Taken Report

Date : .....

1. AQAR 2019-20 was uploaded in the NAAC portal in August'21.
2. For uploading in the NAAC HEI portal, academic data from individual faculty members were collected and documents were scanned for uploading SSR and preparing AQAR 2020-21.
3. All faculty members created WhatsApp groups with their students and maintained live contact with them so that they can seek academic as well as personal guidance from their teachers.
4. CAS applications of teachers were processed and CAS inter views were arranged with the permission of Higher Education Department, Govt. of West Bengal and the West Bengal State University.
5. The University authority has been sought for appointment of auditors for Academic and Administrative audit.