



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 Friday, 24.09.2021 at 4 pm at Google Meet platform.

All concerned are requested to be present in time.

Santwana Chakrabarti 20/09/21.
Dr. Santwana Chakraborty
Coordinator

Urmila Ukil
Dr. Urmila Ukil 20.9.21
Principal

Agenda :

1. Discussion with Campus Technology about academic collaboration and NAAC preparation.
2. Miscellaneous



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Minutes of the IQAC meeting on 24.09.2021

Members Present:

1. Dr. Urmila Ukil(Principal)
2. Dr. Santwana Chakraborty (Coordinator)
3. Dr. Sudeshna Chatterjee
4. Dr. Shampa Mondal
5. Sm. Jayita Banerjee
6. Dr. Nandini Chakraborty
7. Dr. SonaliSaha
8. Dr. SankhaSubhra Nag
9. Dr. Sukanya Sarkar
10. Dr. Jaydeep Rishi
11. Sm. RejinaKabir
12. Dr. Chaitali Biswas
13. Dr. Krishnapada Das
14. Dr. Soma Aditya Bandopadhyay
15. Smt. Gitanjali Mukhopadhyay
16. Dr. Tapati Jana
17. Sm. Mala Roy Choudhury

Minutes of the meeting held on 24.9.2021

1. A recommendation for starting of 1st semester class from 4th October, 2021 was made.
2. Decision was made to prepare a demonstration video for the newly admitted students to make them familiar with the process of attending online classes along with the welcome address delivered by the Principal.
3. A proposal to install some more routers to make every classroom ICT enabled for online classes in the new normal situation was accepted. A supervision team composed of Dr. Joydeep Rishi and Prof. Subhomoy Bhattacharya have been formed.
4. A proposal was taken to instruct every department to check the conditions of the laboratories and ICT equipment and to take initiative to repair or replace those which are not in working condition and prepare the laboratories ready for holding the practical classes when the college will reopen as per the Government notifications.
5. The proposal to hire a suitable webspace to accommodate the uploaded supporting documents necessary for SSR was accepted.



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Action Taken Report

1. Admission committee was instructed to ensure that the newly admitted students get Roll Numbers and Student IDs through email and access to the college website before the commencement of classes.
2. Admission committee was requested to prepare a demonstration video to attend online classes for newly admitted candidates.
3. Router installation process initiated by the supervision team.
4. Departments prepared their list for purchase of new equipment and initiated the purchase process.
5. The College Website Committee was informed to take initiative for the process of hiring web space for purposes of uploading documents for DVV process.