

**VICTORIA INSTITUTION (COLLEGE)**

**78B A.P.C. ROAD, KOLKATA - 700009**

**Action Taken Report of meeting held on 03/08/2023**

<b>Agenda with Number</b>	<b>Resolution</b>	<b>Action Taken</b>
1. Submission of IIQA 2. Preparation of SSR for evaluation of 3rd Cycle of NAAC 3. Conducting Academic and Green Audit 4. Reviewing SAR of 2022-23 5. PO/CO and Attainment 6. Miscellaneous	<ul style="list-style-type: none"><li>• IIQA to be submitted on 22.12.2023. Final review before submission to be completed at the earliest tentatively by 17<sup>th</sup> Dec.</li><li>• Query to be placed for editing some vital information (e.g. email id, contact info of present IQAC Coordinator) for IIQA submission.</li><li>• Students' data and faculty information to be fully updated for current status in SSR.</li><li>• Exam related detailed report to be prepared by every department for NAAC (uniform tabular format to be framed for all subjects).</li><li>• Regarding data related to Syllabus (for metric 1.2) the shift /changes from pre CBCS - CBCS - NEP to be framed in an uniform tabular format .</li><li>• Feedback from Teaching and Non teaching staff to be collected and feedback analysis to be completed.</li><li>• Query regarding submission of AQAR 2022-23 after submission of IIQA to be placed.</li></ul>	IIQA was prepared and will be submitted on 22/12/2023  Green Audit is being conducted in the college campus