

**Durgapur Women's College**  
**Internal Quality Assurance Cell**

A meeting of IQAC of Durgapur Women's College is held on 05.11.2022 at 2 pm to discuss the following issues.

**Venue: Meeting Room.**

**Agenda:**

1. Upgradation of the college website.
2. Preparation of SSR for the 2<sup>nd</sup> cycle NAAC accreditation.
3. Field Survey/Study Tour.
4. Misc.

The Teacher-in-Charge Dr. Seema Sen takes the Chair in the meeting. The following decisions are taken in the meeting.

1. After discussion on the issue of upgradation of the college website, it is decided that IQAC Coordinator will talk to the vendor for the purpose.
2. It is decided that IQAC team members will meet all departments (both FTT & SACT) and discuss all aspects regarding collection of data for SSR. HODs of respective departments will be requested to submit the reports as early as possible.
3. Dr. Animesh Dutta discusses all the aspects of NAAC evaluation process under the new guidelines.
4. It is decided that some departments, Viz. Geography and Zoology will undertake the Study Tour/Field Survey as per their curriculum. It is advised that the HODs will fix up the schedule and the permission from the appropriate authority has to be sought well ahead of the programme.
5. It is reported by the coordinator that Miss Ankita De, a Research Fellow of Cancer Biology Laboratory of IIT, Kharagpur will volunteer to take a few classes for the students of Zoology Department in the Even Semester, 2023.

The meeting ends with thanks to the Chair.

*Seema Sen*  
**T-I-C & Chairperson, IQAC**

**Teacher-in-Charge**  
Durgapur Women's College

*Anil Ch. Sen*  
**Coordinator, IQAC**

**Co-ordinator**  
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