



DURGAPUR WOMEN'S COLLEGE

Affiliated to Kazi Nazarul University

Mahatma Gandhi Road, Durgapur, W.B. 713209

e-mail : durgapurwomenscollege@gmail.com

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

NOTICE

Date: 04.01.2023

IQAC of Durgapur Women's College organizes a seminar cum workshop on NEP 2020 at 1.30 pm. Dr. Swapan Pan, Ex-Principal, Guskara Mahavidyalaya is the speaker of the seminar. All staff (FTT, SACT) are requested to attend the same. Interested students are welcome to the workshop.

Date: 11.01.2023

Venue: A.V. Room

T-I-C & Chairperson, IQAC

Coordinator, IQAC

Dr. Mahananda Kanjilal
Principal
Durgapur Women's College



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Quality Initiatives by IQAC (2017-2018)

Sl. No.	Year	Name of Activities	Date of conducting the Activity	Duration
1	2017 & 2018	IQAC Meetings	08-11-17 17-04-18 18-12-18	One day Each
2	2018	Academic & Administrative Audit by Kazi Nazrul (Affiliating) University	26-07-2018	One day
3	2018	Workshop on CBCS for 1 st Semester Students Workshop on CBCS for 3 rd & 5 th Semester Students	28.08.2018 for 1 st Semester Students (2 sessions), 31.08.2018 for 3 rd & 5 th Semester Students (4 sessions)	One Day Each
4	2018	Workshop for 1 st , 3 rd & 5 th Semester Students	18.12.2018	One Day
5	2018	Orientation Workshop for CAS	03-04-2018	One Day
6	2018	Faculty Meet	14.12.2018	One Day
7	2018	Non Teaching Staff meet	12.12.2018	One Day
8	2018	Alumni Meet	15.12.2018	One Day
9	2018	Workshop for Teachers On CBCS Course and Curriculum	14-08-2018	One Day
10	2017	Seminar on Birth Day Celebration of C. V. Raman & Marie Curie	29-11-2017	One Day
11	2017	Awareness Programme on Cervical Cancer	25.11.2017	One Day
12	2018	One Day Conference on 125 th Birth Anniversary of Prof. Satyendra Nath Bose	05-10-2018	One Day
13	2018	Seminar on Optical Logic – Past, Present & Future	20-08-18	One Day
14	2017	Exhibition	27 & 28-11-17	Two Days
15	2017	Cultural Competitions	November, 2017	Two Days
16	2017	College Social	1 – 2 December, 2017	Two Days
17	2018	Sports	14.01.2019	One Day
18	2018	Women's Day	31.03.2018	One day
19	2018	Freshers' Welcome	11.10.2018	One day
20	2018	Celebration of Memorable Days (Independence Day, Republic Day, Teachers' Day, Rabindra Jayanti)	26.01.2018, 15.07.2018, 05.09.2018 08.05.2018	One Day Each
21	2018	Hindi Bhasa Divas	14. 09. 2018	One Day
22	2018	Awareness Programme on Cervical Cancer by NSS Unit & Durgapur Cancer Foundation	25.11.2017	One Day


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23	2018	Blood Donation Camp, NSS & NCC Unit, Durgapur Women's college in collaboration with Sub Divisional Hospital, Durgapur	22.05.2018	One Day
24	2018	Awareness Programme on Eye Donation by NSS Unit & Durgapur Blind Relief Society	31.03.2018	One Day
25	2018	Operation SMILE by INGA Health Foundation and IQ City N. M. Hospital, Durgapur.	16 – 24 June, 2018	Nine Day


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Quality initiatives taken by IQAC (2018-2019)

Sl. No.	Item /Title of the quality initiative by IQAC	Date and duration	Number of participants/beneficiaries
1	IQAC Meetings	12.12.2018 (1 day)	18
		15.12.2018(1 day)	11
		18.12.2018 (1 day)	06
		28.05.2019 (1 day)	08
		19.06.2019 (1 day)	17
2	Academic Audit by Kazi Nazrul (Affiliating) University	26.07.2018 (1 day)	64
3	Workshop on CBCS for 1 st , 3 rd and 5 th Semester students	28.08.2018 for 1 st Semester Students (02 sessions), 31.08.2018 for 3 rd and 5 th Semester Students (04 sessions)	230 Students (28-08-2018), 150 Students (31-08-2018)
4	Workshop for Annual Activity Planning (Academic and Cultural)	18.12.2018 (1 day)	1 st , 3 rd and 5 th Semester Representative Students 30 Students and 17 Teachers
5	Workshop for CAS	19.06.2019 (1 day)	17 Full Time Teachers
6	Faculty Meet	14.12.2018 (1 day)	27 Teachers
7	Non Teaching Staff meet	12.12.2018 (1 day)	19 Staff
8	Alumni Meet	15.12.2018 (1 day)	14 Ex-students
9	Workshop of Teachers On CBCS Course and Curriculum	14.08.2018 (1 day)	30 Faculty Members
10	One Day Conference on 125 th Birth Anniversary of Prof. Satyendra Nath Bose	05.10.2018 (1 day)	32 Staff (Teaching and Non-teaching), 70 Students and 10 Guests
11	Seminar cum Workshop on MOOC	15.03.2019 (1 day)	150 (Teachers and Students)
12	Workshop on 'Yoursown' mobile app	28.05.2019 (1 day)	22 Teachers


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Quality initiatives taken by IQAC (2019-2010)

Sl. No.	Item/Title of the quality initiative by IQAC	Date	Duration in day	Number of participants / beneficiaries
1	Orientation Workshop for First Semester Students (Arts Hons: English, Bengali, Sanskrit)	01.08.2019	01	74
2	Orientation Workshop for First Semester Students (Arts Hons: Political Science, Geography, History, Psychology, Economics, Philosophy)	02.08.2019	01	76
3	Orientation Workshop for First Semester Students (Science Hons)	05.08.2019	01	37
4	Orientation Workshop for First Semester Students (Arts Prog Phase:01 and Commerce Prog)	06.08.2019	01	247
5	IQAC Workshop for Guardians on CBCS System and Vocational Courses	10.08.2019	01	74
6	Orientation Workshop for First Semester Students (Arts Prog: Phase 02)	28.08.2019	01	207
7	Online submission of AQAR	03.07.2019	01	07
8	IQAC Meeting	04.09.2019	01	12
9	Students' Feedback Session (Arts Hons and Science Hons)	07.02.2020	01	250
10	IQAC Meeting	18.02.2020	01	07
11	IQAC Meeting (Online)	01.04.2020	01	07
12	IQAC Meeting (Online)	09.06.2020	01	07


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Plan of action (2020-2021)

Sl. No.	Plan of Action	Achievements/Outcomes
1	Monitoring regular online classes in the lockdown period	Teachers have taken regular online classes through google meet, conference call, zoom, skype, whatsapp, etc. Study materials prepared by teachers, link for e-resources have been regularly provided through Whatsapp and e-mail to the students to cover the syllabus.
2	Conducting online examination and evaluation maintaining the University norms and schedule	Online internal & end semester examination and evaluation were conducted as per the University norms. As practical classes could not be held in the college laboratory, practical classes were conducted through virtual labs and project works. In some cases, students were also asked to deliver online power point presentation.
3	To address the problems with network and other issues in connection with online teaching-learning process faced by the students and teachers during lockdown period	Teachers kept continuous contact with the students and tried to resolve various issues they faced during lockdown period.
4	To ensure the upgradation of college website and availability of uninterrupted e-resources in the library during lockdown period	IQAC requested the Principal to ensure that all informations and notices are available in the website. Librarian was also requested to make the e-resources available to the students and teachers.
5	To ensure skeleton attendance of staff in the lockdown period to maintain essential services in the office and college premises so that minimum services to students and staff can be provided	The Principal and her office attended the college maintaining the covid protocol and continued the essential official services. Arrangement of cleaning the campus was also made by the Principal following covid norms.
6	Career Advancement Scheme (CAS) of Teachers	Teachers are advised to prepare documents related to CAS. IQAC monitored the progress.


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7	Preparation of IIQA and SSR for 2nd cycle NAAC accreditation	Preparation is in progress
8	To encourage and ensure active participation of all the stakeholders in the development of the college.	IQAC has organized online meetings with Teachers and Non-Teaching staff of the college to discuss several aspects regarding maintainance and development of the college during the lockdown period.
9	Teachers were encouraged to organise and participate in the national and international webinars.	Teachers organised a few webinars. They also participated in various webinars.
	Teachers were advised to participate in various professional developments (OP, RC, FIP, STC, Workshops) programmes	Teachers were participated in various online programmes at their best.
10	Maintainance of greenery and herbal garden existing in the college campus.	The Principal made the arrangement for maintaining the greenary in the campus as required.
11	Preparation of AQAR	Steps for preparation of AQAR for the academic year from 2018-2019 onwards were taken.
12	Staff and students were encouraged to vaccinate (Covid 19 vaccine) themselves with family members as per the availability. They are also advised to strictly maintain the covid protocols as laid by the Govt. from time to time.	Staff and students started taking covid 19 vaccines and adhered to covid protocols.


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Quality Initiatives taken by IQAC (2020-2021)

1. IQAC has maintained regular correspondence with various stakeholders of the College to ensure the smooth running of the administrative and academic functions of the Institution during the pandemic situation.
2. IQAC maintained regular contact with the College office to ensure the timely disbursal of various scholarships/stipends that the students used to receive.
3. IQAC encouraged the various departments and faculty members to adopt student-centric learning approaches and use various teaching-aids to make online classes more comprehensive and interesting.
4. IQAC encouraged the departments to arrange virtual special lectures and seminars by eminent scholars for the benefit of the students.
5. IQAC instituted the system of taking feedback not only from the students but also from various other stakeholders, viz. alumni, faculty members and employers.
6. Teachers are advised to prepare documents related to CAS. IQAC monitored the progress.
7. Monitoring regular online classes in the lockdown period.
8. Conducting online examination and evaluation maintaining the University norms and schedule.
9. To ensure skeleton attendance of staff in the lockdown period to maintain essential services in the office and college premises so that minimum services to students and staff can be provided.
10. Teachers were encouraged to organise and participate in the national and international webinars. Teachers organised a few webinars. They also participated in various webinars and various professional developments (OP, RC, FIP, STC, Workshops) programmes.
11. Staff and students were encouraged to vaccinate (Covid 19 vaccine) themselves with family members as per the availability. They are also advised to strictly maintain the covid protocols as laid by the Govt. from time to time.


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Internal Quality Assurance Cell

Resolutions of the workshop organized by IQAC on 17.05.22 at 1.30 pm

1. 2nd cycle of NAAC accreditation is due on October, 2022.
2. IIQA should be submitted within last week of August, 2022. After acceptance of the same by NAAC SSR must be submitted within 45 days of submission of IIQA such that visit of NAAC Peer Team may be expected by October, 2022.
3. In View of the NAAC accreditation, Departmental data for AQAR_2021-2022 must be made ready, and departments should submit their departmental records to IQAC within 10th June, 2022 positively with complete information in the Data Templates as circulated by IQAC.
4. Departmental records should be maintained in the following way-
 - a. Record of departmental meetings.
 - b. Achievement of the department, best practices adopted by the departmental teachers and students.
 - c. Planning and outcome of the programmes running in the department.
 - d. Record of departmental seminar library and other study materials.
5. All departments should fill up the data templates in the proper format and soft copy should be sent to mail- id of IQAC. If needed, necessary links and the relevant photographs (Soft Copy) must be provided.
6. On the basis of AQAR, already submitted for the last 5 years, preparation for SSR should be made ready. If any information has been missed, department will be permitted to add those now.


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Internal Quality Assurance Cell

Proceedings of the IQAC meeting held on 24.11.20 at 2.30 pm

(Via Google Meet, attended the members of IQAC)

The virtual meeting was attended by the following members of IQAC

1. Prof. Madhumita Jajodia, The Principal & Chairperson of IQAC.
2. Dr. Dalal Chandra Sen, The Coordinator, IQAC.
3. Dr. Secma Sen, Asso. Prof., Member.
4. Dr. Debalina Gupta, Asso. Prof., Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Member.
7. Prof. Chandrima Das, Asst. Prof., Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Member.
9. Prof. Amitaya Chakraborty, Asst. Prof., Member.
10. Prof. Sunanda Basu Mallick Sarbadhikary, Asst. Prof., Member.
11. Dr. Praveen Shukla, Librarian, Member.

The principal is in the chair.

1. The resolutions of the previous meeting are read and confirmed unanimously.

All members expressed their deep concern about the current pandemics and the crises facing by the whole society over the world. It was advised to all to strictly follow the Covid norms as laid down by the Government time to time and stay safe with all family members.

2. REPORT ON ADMISSION:

The Principal reported that

- a) Admission process (Online) has been completed within 31st August, 2020. Due to the pandemic situation the number of students admitted in this session is relatively low.
- b) Form verification has been done by the individual department within the middle of November, 2020.


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Proceedings of IQAC Meeting held on 25.08.20 at 3.30 pm

(Via Google Meet, attended the members of IQAC)

The virtual meeting was attended by the following members of IQAC:

1. Prof. Madhumita Jajodia, The Principal & Chairperson of IQAC.
2. Dr. Dulal Chandra Sen, The Coordinator, IQAC.
3. Dr. Seema Sen, Asso. Prof., Member.
4. Dr. Debalina Gupta, Asso. Prof., Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Member.
7. Prof. Chandrima Das, Asst. Prof., Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Member.
10. Prof. Sunanda Basu Mallick Sarbadhikary, Asst. Prof., Member.
11. Dr. Praveen Shukla, Librarian, Member.

The principal requests the Coordinator to conduct the meeting.

1. Condolence

The principal and the members reported with profound grief and sorrow that Dr. Parikshit Mandal, Assistant Professor of the Department of Chemistry has suddenly expired in the month of July, 2020. The college lost a good teacher and responsible person. Members appealed to the Principal to take necessary steps at her best so that his family gets the service benefits at the earliest.

The meeting started after the condolence.

2. Confirmation of resolution of the previous meeting:

The resolution of the previous meeting was read by the coordinator and confirmed unanimously.


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Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 19.02.21 at 12 noon
(Via Google Meet, attended the members of IQAC)

The virtual meeting was attended by the following members of IQAC

1. Prof. Madhumita Jajodia, Principal & Chairperson of IQAC.
2. Dr. Dulal Chandra Sen, Coordinator, IQAC.
3. Dr. Seema Sen, Asso. Prof., Member.
4. Dr. Debalina Gupta, Asso. Prof., Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Member.
7. Prof. Chandrima Das, Asst. Prof., Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Member.
10. Prof. Susanda Basu Mallick Sarbadhikary, Asst. Prof., Member.
11. Dr. Praveen Shukla, Librarian, Member.

1. The Resolutions of the previous meeting are read and confirmed unanimously.

2. FOLLOWING UP:

A) Feedback:

Alumni Feedback Form has been circulated amongst the Alumni.

B) Online Classes:

It was reported that teachers are conducting online classes through various modes as per the University schedule. Study materials are also circulated online to the students.

C) Report on CAS:

The teachers who are awaiting for promotion to next grades has been requested to prepare their files at the earliest so that the IQAC team gets the sufficient time to scrutiny the files thoroughly.



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Internal Quality Assurance Cell

Proceedings of the IQAC Meeting held on 22.06.21 at 12.30 PM

(Via Google Meet, attended by the members of IQAC)

The virtual meeting was attended by the following members of IQAC

1. Prof. Madhumita Jajodia, The Principal & Chairperson of IQAC.
2. Dr. Dulal Chandra Sen, The Coordinator, IQAC.
3. Dr. Seema Sen, Asso. Prof., Member.
4. Dr. Debalina Gupta, Asso. Prof., Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Member.
7. Prof. Chandrima Das, Asst. Prof., Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Member.
10. Prof. Sunanda Basu Mallick Sarbadhikary, Asst. Prof., Member.
11. Dr. Praveen Shukla, Librarian, Member.

The principal is in the chair.

1. The resolutions of the previous meeting are read and confirmed unanimously.

2. OVERHAULING OF THE COLLEGE WEBPAGE:

The members of IQAC discussed about the shortcomings of the present website of the college and requested the Principal to arrange a meeting between the developer and the IQAC members so that their suggestions can be implemented with immediate effect.

3. REVIEW OF TEACHING LEARNING PROCESS IN THE LOCK DOWN SITUATION:

It was reported that due to pandemic situation the classes and examinations of each semester are lagging behind nearly 3-4 months which may cause further delay in the upcoming semesters.

The 1st semester examination for the academic batch 2020-2023 has been completed on 17th June, 2021 instead of January, 2021. University has not yet served any notice regarding the


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Internal Quality Assurance Cell

Resolutions of the IQAC meeting held on 08.12.2021

A meeting of IQAC was held on 08.12.2021 to discuss the issues related to submission of AQAR for the sessions 2018-19, 2019-20 & 2020-21.

The members present are:

1. Dr. D. Sen (IQAC Coordinator)
2. Dr. D. Gupta (member, IQAC)
3. Dr. S. Sep (member, IQAC)
4. Dr. A. K. Kole (member, IQAC)
5. Prof. S. Karmakar (member, IQAC)
6. Prof. C. Das (member, IQAC)
7. Dr. P. Shukla (member, IQAC)
8. Mr. Surya Sarkar (SACT)
9. Dr. Ramansu Goswami (SACT)
10. Dr. Lily Pal (SACT)
11. Smt. Arijita Banerjee (SACT)
12. Smt. Arundhuti Sen (SACT)
13. Smt. Debaparna Banerjee (SACT)

The resolutions are as follows:

1. For timely submission of AQARs the department should submit their data positively by 14.12.2021. Soft copies are to be submitted to the mail id of the IQAC and the hard copies for three sessions have to be submitted to Prof. Sangecta Karmar within 30.12.2021.
2. The Criterion wise files, for three different sessions, are to be compiled and uploaded in three different computers kept for AQAR preparation.
3. The Librarian is requested to complete and submit library related data as early as possible. The Librarian agreed and informed that within a few days it would be made available to the IQAC.


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Proceedings of the Meeting held on 24.06.2022 at 12.30 pm

Chaired & Convened By: Dr. D.C. Sen, Coordinator, IQAC

The resolutions of previous meeting were read and confirmed.

Following Up:

1. Initiatives have started by IQAC to update the college website.
2. Webinars on NEP-2020 will be organised shortly.
3. Coordinator informed that resubmitted AQAR 2020-21 has been accepted by NAAC.
4. AQAR 2021-22 will be uploaded in due time. Data compilations have started by IQAC members and best efforts will be given to finish it by 10th July, 2022.

Report on Examinations:

Coordinator informed the cell that 6th Sem ESE will commence from 2nd July, 2022 onwards. The other end SEM examinations of 4th and 2nd SEM will start tentatively at the end of July and the first week of August, respectively.

Arrangements should be made to keep the washrooms clean and as suggested by Dr. Seema Sen, one or two persons will be deputed to look after so that no damage is done by the examinees from other colleges.

Report on Admission:

Coordinator informed the cell that in this year online Central Admission Process will be followed by Higher Education Department, Govt. of West Bengal. He also suggested that the college website needs to be updated immediately before the admission process starts. Members agreed with this proposal. Dr. Seema Sen suggested that due to urgency IQAC will take necessary steps to update the website immediately. Dr. A. K. Kole and Dr. A. Chakraborty will voluntarily work to update the website.

Prof. C. Das informed that the college email id needs to be changed immediately as principal is going to retire on 30th June, 2022. The same should be changed in the college website. It has also been suggested by other members that college official phone numbers needs to be activated before the start of the admission process.

Report on CAS of Teachers:

Regarding the promotion of the teachers, Coordinator informed that screening committee meeting of which were held on 9.6.22 and 16.6.22 in the college recommended the promotion of the following teachers.


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Internal Quality Assurance Cell

Proceedings of IQAC Meeting held on 15.12.21 at 1.30 pm

The Principal was in the chair.

The resolutions of the previous meeting was read and confirmed.

1. **AQAR:** The Coordinator reported that most of the Departments have submitted their departmental data for AQAR_2018-19 & 2019-20. It has been decided that all departments should submit departmental data both in soft and hard copy.

2. **Result:** Sima Sil Roy, the designated office staff informed that the results of University Examinations for 2019-20 session is ready. However, results (program course) for 2018-19 are still incomplete, and the results for all other years would also be compiled within a week. The university results for 2020-21 session are not yet available.

3. **Admission:**

- i) Enrolment data has been provided to the departments from the college office .
- ii) Demand ratio is completed for 2020-2021 (only from admission data).
- iii) Application data for the students of previous years has not yet been provided by Best Solutions, the service provider for online admission.

4. **Feedback:** It was observed that student feedback was taken for 2019-2020 and analyses have been completed. Student feedback for other sessions would be completed soon and the result would also be analyzed in the same manner. It was also decided that IQAC would analyze Student Satisfaction Survey from the student feedback data .

5. **Current Status of IT infrastructure:** The coordinator reported that due to a prolonged lock down period the college had suffered huge losses in the IT infrastructure. After detailed discussion it has been decided that Dr. Arup Kanti Kole would take the responsibility of collecting and sharing the data of IT infrastructure (current status) of the college.

6. **Smart Class Rooms:** Members have suggested that initiatives to make Smart Classrooms functioning should be immediately taken by the college authority.


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Internal Quality Assurance Cell

Resolutions of IQAC Meeting held on 15.03.22 at 2.30 pm.

The Principal is in the chair.

1. Confirmation of resolutions of the previous meeting:

The resolutions of the previous meeting was read and confirmed.

2. Following up of the previous IQAC decisions/Resolutions:

- The IQAC members and the faculty members are to meet with the website makers/developers for overhauling the college website. A committee is formed with the following faculty members to meet the website developers and to upgrade the website. Dr. Dulal Chandra Sen, Dr. Arup Kanti Kole, Prof. Chandrima Das, Prof. Debdip Dhibar, Dr. Krishanu Sarkar, Dr. Praveen Shukla, Prof. Samrat Dasgupta, Prof. Sudip Kumar Palit.
- The Principal is again reminded for the development of smart class room.
- The Faculty Feedback form on curriculum is to be sent back to IQAC by the Heads of the Departments on urgent basis.
- The feedbacks from employers of ex-students are also to be collected by the Heads of the department.
- The bursar and the office staff have to start the work related to preparation of Budget.

3. Report on submission of AQAR for A.Y. 2020-21.

The online data template on the NAAC website is always not matching with the template downloaded and circulated by IQAC. All teachers are to be available on call to IQAC for AQAR 2020-2021 submission. Otherwise, the AQAR might not be submitted on time.

4. CAS of Teachers.

CAS related files of the teachers available to IQAC are to be processed as soon as possible.


Dr. Mahananda Kanjilal
Principal
Durgapur Women's College



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Durgapur Women's College Durgapur -713209

Internal Quality Assurance Cell

RESOLUTIONS OF IQAC MEETING HELD ON 13.05.2022 at 1.30 pm

An emergency meeting of the IQAC is held on 13.05.2022 at 1.30 pm.

The following Resolutions have been taken:

1. Submission of AQAR for the Academic year 2020-21:

AQAR_2020-21 would be submitted by 15th May, 2022. Best Solutions, the website service provider, would be asked to create the necessary links in this purpose and upload those as soon as possible.

2. Preparation and submission of AQAR for the Academic Year 2021-22:

- For timely submission of next AQAR (2021-22), decision is taken to conduct a workshop with all the stakeholders, on 17.05.2022 at 1.30 PM. In the workshop, the issue of preparation of SSR for 2nd cycle accreditation would also be discussed.
- It has been decided to request all staff to submit necessary data for the AQAR_2021-22 by 10th June, 2022.

3. Follow up for overhauling of the college Website and Smart Class Room:

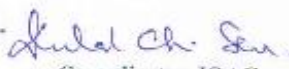
- Dr. Arup Kr. Kole is included in the Website Development Committee, to accelerate the necessary work and report the developments to the IQAC.
- For upgradation of smart class rooms in the college a new committee has been formed. The members are Prof. Chandrima Das and Dr. Amitayu Chakraborty.

4. Preparation for the Second Cycle NAAC Accreditation:

It is also decided to make an all out effort to prepare the SSR by August, 2022 for NAAC 2nd cycle accreditation. A workshop with all stakeholders would be organized for this purpose.

The meeting ends with thanks to all members present.


Principal & Chairperson, IQAC
Principal
Durgapur Women's College


Co-ordinator, IQAC
Co-ordinator
IQAC
Durgapur Women's College
Durgapur-713209


Dr. Mahananda Kanjilal
Principal
Durgapur Women's College



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Internal Quality Assurance Cell

Resolutions of IQAC Meeting held on 10.09.2021 at 1.30 pm

A virtual meeting of IQAC is held today (10.09.2021) at 1.30 pm.

The virtual meeting was attended by the following members of IQAC:

1. Prof. Madhumita Jajodia, The Principal & Chairperson of IQAC.
2. Dr. Dalal Chandra Sen, The Coordinator, IQAC.
3. Dr. Seema Sen, Asso. Prof., Member.
4. Dr. Debalina Gupta, Asso. Prof., Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Member.
7. Prof. Chandrima Das, Asst. Prof., Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Member.
10. Prof. Sunanda Basu Mallick Sarbadhikary, Asst. Prof., Member.
11. Dr. Praveen Shukla, Librarian, Member.

The principal is in the chair.

1. Confirmation of resolution of the previous meeting:

The resolutions of the previous meeting was read and confirmed.

2. Report on Examinations:

It was reported that University Examinations (ESE) for the 6th semester students (Hons. & Prog.) were completed in the month of July, 2021 (15.07.21 - 20.07.21). And that of 4th semester were held in the month of August, 2021 (09.08.21-15.08.21). As the classes of 2nd semester started late, the examinations for these students will be delayed. However, internal examinations are being conducted by departments.

3. Report of University Results:

It was reported that University results for the 5th semester students have been published. That of 4th semester is yet to be published. It was reported that the pass percentage for 6th semester Hons. students is nearly 95 and that of Prog. students is 87.


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Internal Quality Assurance Cell Durgapur Women's College

Proceedings of the meeting cum workshop organized by IQAC on 10.06.2022 at 11.30 am.

The meeting was convened by Dr. D.C. Sen, Coordinator, IQAC and chaired by Prof. M. Jajodia, Principal & Chairperson of IQAC.

1. IQAC coordinator reported that all the previous AQARs have been submitted by the college. He expressed his sincere thanks to all teachers for their support and cooperation.
2. IIQA submission process would be taken up after completion of AQAR_2021-22. After submitting IIQA only 45 days will be given before submission of SSR. SSR must be ready before the end of August, 2022. Preparation for second cycle NAAC should be completed within September, 2022, so that we can invite NAAC Peer Team for accreditation by October.
3. The data templates for submitting accumulated data have been sent to all departments today, so that departments can provide all relevant data along with any additional information which has been missed before.
4. NEP – National Educational Policy 2020 has been introduced and IQAC has shared these to all departments so that they can be acquainted with these policy objectives. Teachers are requested to go through the mail containing three attachments including NEP and provide their suggestions. Teachers' feedback and observations regarding this would be compiled by IQAC and sent to UGC.
5. The Coordinator requested all faculty members to join the webinar on 16.06.2022. Discussion will be on NEP 2020. Prof. A. K. Kole suggested that a seminar should be immediately arranged in our college on the topic – NEP-2020. The coordinator assured that he would think over it after that webinar.
6. Teachers are requested to take initiatives regarding opening up of interdisciplinary and multidisciplinary courses among the departments.
7. Prof. D. Dhibar enquired about the scope of college teachers for Ph.D. supervision work. Coordinator assured that he had already talked to the university teachers. Though university has not yet taken the resolutions, but teachers of the college can discuss with university teachers of the respective departments to start a joint initiative for Ph.D. work.


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Durgapur Women's College Internal Quality Assurance Cell

Proceedings of the virtual Meeting dated 01.04.20

The virtual meeting was attended by the following members.

1. Prof. M. Jajodia, The Principal & Chairperson, IQAC
2. Dr. Dulal Chandru Sen, Co-ordinator, IQAC
3. Dr. Seema Sen, Asso. Prof., Dept. of Physics, Member.
4. Dr. Debalina Gupta, Asso. Prof., Dept. of Economics, Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Dept. of Sanskrit, Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Dept. of Pol. Sc., Member.
7. Prof. Chandrima Das, Asst. Prof., Dept. of English, Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Dept. of Physics, Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Dept. of English, Member.
10. Prof. Sunanda Basu Mallick Sarbadhikary, Asst. Prof., Dept. of Bengali, Member.
11. Dr. Praveen Shukla, Librarian & Bursar, Member.

The Coordinator conducted the meeting with the permission of the principal.

1. **The resolutions of the previous meeting were read by the coordinator and confirmed.**

2. **Following up:**

- a) The principal apprised all members that the construction work of the new Administrative Building under RUSA grant are currently stopped due to declared lock down. It will be started as soon as Govt. permits. The purchase of Library Books and Laboratory Equipments could also not be done due to the same reason.
- b) The Coordinator reported that the preparation and submission of AQAR for the A.Y. 2018-19 could also not be processed due to the current pandemic situation.
- c) The Principal reported that the End Semester Examinations of 1st and 3rd semesters are also postponed.
- d) The Principal reported that the college has got the approval of Higher Education Department and received the pay fixation memo for the promotion of teachers under CAS for whom relevant documents were submitted to the Higher Education Department, Bikash Bhavan, Kolkata in the month of January, 2020.

3. **Present pandemic situation and safety of the students:** The members discussed about the gravity of the present pandemic situation. Due to such a situation, all offline academic activities have been postponed after 19.03.20 for the sake of safety of our students and staff. The Coordinator requested all members to follow the COVID norms as framed by the Govt. and stay safe at the best.


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Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 03.12.21 at 1.30 Pm

The principal is in the chair.

1. The resolutions of the previous meeting are read and confirmed.
2. As per notification the report of IQAC/ AQAR for the session 2018-19, 2019-20 and 2020-21. For this huge workload SACTs should be involved for timely submission of AQAR. It was resolved that this issue will be discussed at length in the meeting of all teachers (FTT & SACT) to be held on 07.12.2021.
3. Dr. D. C. Sen, the coordinator of IQAC repeatedly mentioned that the IQAC coordinator and NAAC coordinator should be the same person. The members of present committee and the Principal opined that the existing system of two separate coordinators may be followed for the time being. It was unanimously resolved that Dr. D. C. Sen will continue as IQAC coordinator. Other members of the cell from the college as per the resolution of G.B. are as follows:
 - i. Dr. S. Sen, Asso. Prof., Dept. of Physics.
 - ii. Dr. D. Gupta, Asso. Prof., Dept. of Economics.
 - iii. Prof. S. Karmakar, Assist. Prof., Dept. of Sanskrit.
 - iv. Prof. B. P. Das, Assist. Prof., Dept. of Pol. Sc.
 - v. Dr. A. K. Kole, Assist. Prof., Dept. of Physics.
 - vi. Prof. C. Das, Assist. Prof., Dept. of English.
 - vii. DR. A. Chakrabarty, Assist. Prof., Dept. of English.
 - viii. Prof. S. Basu Mallick Sarbadhikary, Assist. Prof., Dept. of Bengali.
 - ix. Dr. P. Shukla, the Bursar.
4. For assistance related to the college office, Sri Saheb Goswami and Sri Sujit Mandal would be assigned.
5. Departmental computers, printers should be made ready by 6th December so that all the departments could submit their data in the stipulated time. It was resolved that Prof. Sudip Palit and Prof. Amit Sarkar would look after this matter.


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Internal Quality Assurance Cell Durgapur Women's College

Proceedings of the Meeting dated 07.12.2021

Chaired by: Prof. M. Jajodia, Principal & Chairperson of IQAC

Convened By: Dr. D.C. Sen, Coordinator, IQAC

The Coordinator welcome all in the meeting held in the A.V. Room of the college. He briefed all present regarding the current situation and emphasised the need of preparing AQAR of the college at the earliest. He requested all to cooperate at their best so that the AQAR could be submitted within the due date.

Following Resolutions were taken:

- 1) AQARs for 2018-19, 2019-20 and 2020-2021 are to be submitted within 30.12.2021.
- 2) After the formation of the new IQAC, the coordinator informed that the following is the list of internal members of IQAC:

Dr. D.C. Sen (Coordinator), Dr. S. Sen, Dr. D. Gupta, Prof. S. Karmakar, Prof. B. P. Das, Dr. A. Kole, Prof. C. Das, Dr. A. Chakraborty, Prof. Sunanda Basu Mallick Sarbadhikary & Dr. P. Shukla.

The following teachers (SACTs) would be co-opted into IQAC for the current work: Prof. S. K. Palit, Dr. Lily Pal, Prof. Surya Sarkar, Prof. Debaparna Banerjee, Prof. Shreyashee Das, Prof. Samrat Dasgupta, Prof. Arundhuti Sen, Prof. Ram Sou Mandal, Prof. Arjita Banerjee, Dr. Ramanshu Goswami.


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Durgapur Women's College Internal Quality Assurance Cell

Proceedings of the Meeting dated 09.06.20 (Virtual)

The virtual meeting was attended by the following members.

1. Prof. M. Jajodia, The Principal & Chairperson, IQAC
2. Dr. Dula Chandra Sen, Co-ordinator, IQAC
3. Dr. Seema Sen, Asso. Prof., Dept. of Physics, Member.
4. Dr. Debalina Gupta, Asso. Prof., Dept. of Economics, Member.
5. Prof. Sangeeta Karmakar, Asst. Prof., Dept. of Sanskrit, Member.
6. Prof. Bijoy Prasad Das, Asst. Prof., Dept. of Pol. Sc., Member.
7. Prof. Chandrima Das, Asst. Prof., Dept. of English, Member.
8. Prof. Arup Kanti Kole, Asst. Prof., Dept. of Physics, Member.
9. Prof. Amitayu Chakraborty, Asst. Prof., Dept. of English, Member.
10. Prof. Sunanda Basu Mallick Saroadhikary, Asst. Prof., Dept. of Bengali, Member.
11. Dr. Praveen Shukla, Librarian & Bursar, Member.

The Coordinator conducted the meeting with the permission of the principal.

1. **The resolutions of the previous meeting are read and confirmed.**
2. **Following up:**
 - a) The members expressed their deep concern about the present crisis of the society as a whole.
 - b) The Principal reported that the ongoing construction work of the new Administrative Building and the renovation work of the college staff quarter under RUSA grants are currently stopped due to declared lock down.
 - c) Members informed that online classes for all semesters are being regularly conducted. Departmental teachers made the schedule as convenient to the teachers and students. Study materials are also being provided to the students through Whatsapp Group, Email, etc.
3. **Admission:** The publication of H.S. results is delayed due to lockdown. **After due discussion on admission (2020-21 Session) procedure, it has been decided that students will be admitted through online mode probably from August as per the instruction of the Govt. On the basis of previous years decision the Best Solution Company will be the service provider for admission in this year also. The Admission Committee of the college will supervise this process.**
4. **Examinations:** As the offline 3rd semester university examination scheduled to be held from 16th March, 2020 has been postponed due to pandemic situation, members informed that the University may conduct that examinations during September, 2020.


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Durgapur Women's College Internal Quality Assurance Cell

Proceedings of the Meeting dated 18.02.20

The principal is in the chair.

1. **The resolutions of the previous meeting are read and confirmed.**
2. **Following up:**
 - a. The Coordinator informed that the process of taking feedback from the students have already been completed successfully. Now the feedback committee will analyze these data and generate consolidated report. Dr. Arup Kanti Kole of Physics Department and a member of the Feedback Committee will take the leading role for this purpose.
 - b. Regarding CAS of teachers it has been reported that the screening committee meetings for Dr. P. Mondal, Dr. A. Maji and Prof. B. P. Das have been held on 24.12.19. After due approval of the G.B. these files have been submitted to the Higher Education Department, Bikash Bhavan, Kolkata for Pay Fixation.
3. **Submission of AQAR for 2018-19:** The College with the initiatives of IQAC, AQAR for 2017-18 has been submitted to NAAC and the same has been uploaded on the college Website. IQAC has already requested all HODs and college office to submit the data in the prescribed format to IQAC for the next 2018-19. IQAC has received the data for A.Y. 2018-19 from some departments. However, data from many departments are yet to come.
IQAC has given reminder to these departments again to submit the same at the earliest.
4. **Review of implementation of RUSA 2.0 Grants:** Members of the RUSA Committee reported that the construction of new Administrative Building with estimated cost of nearly Rs. 97 lakh has already been undertaken under the direct supervision of ADDA, Durgapur and it is in progress. A sum of Rs. 50 lakh has been paid to ADDA for the above mentioned ongoing project.
The renovation of College Staff Quarter will also be undertaken under this grant. The formalities for the same are in progress.
The process of purchasing library books (nearly Rs. 2 lakh) and laboratory equipments (nearly Rs. 18 lakh) from this grant are in progress. After completion of due procedures these will be purchased.
5. **Report on holding Internal Examination for the Odd Semester:** It has been reported that the internal & end semester examinations of 5th semester were over


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Internal Quality Assurance Cell

MINUTES OF IQAC MEETING HELD ON 20.01.22 AT 11.30 AM

(Via Google Meet, attended by both statutory members of the IQAC and Head of the Departments)

IQAC Members and HODs attended the Meeting. The meeting started with the permission of the Principal.

The coordinator, IQAC started the meeting and underscored the importance of the data template AQAR_2020-21 circulated earlier among all the HOD's.

He meticulously drew the attention of all to the discrepancies and unavailability of the required data pointing out the need for cooperation from all the departments in the context of compiling the data for AQAR_2020-21.

Heads of various departments expressed their queries in the meeting pertaining to data templates (AQAR_20-21). The Coordinator, IQAC and the Principal along with the members of the IQAC clarified the significant points in relation to the AQAR data templates addressing the queries raised by the HODs pertaining to Examination, Result, Vocational Courses, etc.

All the participants unanimously agreed on the decision that the AQAR to be uploaded on the college website (after its submission to the NAAC portal) has to be modified in accordance with the norms of confidentiality pertaining to examinations, paper - setting etc.

The IQAC Coordinator, the Principal and the members of the IQAC requested all the departments to submit the data as per the AQAR Template circulated earlier as soon as possible. The IQAC Coordinator particularly brought the issue of departmental data submission to the notice of the Principal. Addressing the issue, the Principal highlighted the significance of cooperation and prompt


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Internal Quality Assurance Cell

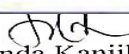
MINUTES OF IQAC MEETING HELD ON 22.01.22 AT 11.30 AM

(Via Google Meet, attended by both statutory members of the IQAC and co-opted members)

Name of the Members attended the Meeting:

Dr. Dulal Chandra Sen, Coordinator, IQAC
Dr. Seema Sen, Member
Dr. Debalina Gupta, Member.
Prof. Bijoy Prasad Das, Member.
Prof. Sangeeta Karmakar, Member.
Dr. Arup Kanti Kole, Member.
Prof. Chandrima Das, Member.
Dr. Amitayu Chakraborty, Member.
Prof. Sunanda Mallick Basu Sarbadhikary, Member.
Dr. Ramangshu Goswami, Invited.
Dr. Lily Pal, Invited.
Prof. Samrat Dasgupta, Invited.
Prof. Debaparna Banerjee, Invited.

1. Dr. Dulal Chandra Sen, Coordinator, IQAC requested the members provide updates on the compilation and uploading of the AQAR for the session 2020-2021. Accordingly, Professor Bijoy Prasad Das informed the members that there are still some inputs required from the College Office, including geo-tagged photographs of the Smart Classrooms for Criterion IV. Prof. B.P.Das also said that the written inputs for items 4.1.1 and 4.4.4 will be uploaded on the NAAC portal on Tuesday next. **It was decided that the Principal would be requested to expedite the matter and provide the IQAC with the necessary documents/ photographic evidence.**
2. Dr. Debalina Gupta updated the members regarding the progress made with Criterion V. The Minutes of the Grievance Redressal Cell is yet to be


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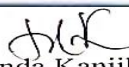
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Internal Quality Assurance Cell

Durgapur Women's College

Resolution of IQAC Meeting dated 08.11.17

1. The Resolutions of earlier meeting are read and confirmed.
2. The Report of the NAAC Peer Team is reviewed. Some proposals are discussed for the development of college.
3. IQAC as per the mandate of the NAAC & UGC and the suggestion given by the Peer Team "should act as think tank of the college". Therefore, the activities of the Cell in the college "need to be strengthened".
4. Introduction of need based new short term courses in the college:
As per proposal of the Peer Team feasibility of introduction of need based short term courses is discussed.
It is resolved,
 - i) That the measures will be taken to introduce Integrated B. Ed. Course and information about course structure may be collected as suggested by the Principal from other Institutes where it is presently in vogue.
 - ii) That the vocational courses, which have already been started, will be properly organized to ensure the regular attendance of enrolled students.
 - iii) That the initiative may also be taken to introduce Dietician course.
 - iv) That the attempts will be taken to introduce new short term courses viz. courses on foreign languages in collaboration with reputed organizations, viz., Ramakrishna Mission Institute of Culture, Golpark, Kolkata. As suggested by Dr. D. Gupta, such programme may run in Durgapur Women's College and would cater to all students of Durgapur region. Dr. Gupta volunteers to negotiate with Ramakrishna Mission.
 - v) That the training for the students to qualify in examinations like JECA/NIMCET/JAM/JEST may be started, as proposed by Dr. D. Sen to facilitate the students pursuing higher studies (P.G.). Dr. D. Sen requests Dr. D.Gupta, the Coordinator Career Counselling Cell to look into the matter.
 - vi) That the career guidance cell needs to undertake more initiatives and to explore the possibilities of more placements of the students. It is resolved that effort will be taken to initiate a centre for Career Guidance in collaboration with Govt. Departments for promoting administrative job opportunities. As regards Career Guidance Prof. R. Bose suggests that the departments may arrange career guidance seminars to keep students


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Internal Quality Assurance Cell

Durgapur Women's College

Resolutions of the Meeting dated 17.04.18*

1. The Resolutions of the previous meeting dated 08.11.17 are read and confirmed.
2. Following up:
 - i. Language Course: As Ramakrishna Mission Institute of Culture, Golpark, Kolkata will not be able to run language courses in our college it is decided that the possibility of running such certificate courses by other local organizations may be explored.
 - ii. Training /Coaching for competitive examinations leading to higher studies in science courses (M.Sc, M.C.A, etc.) also may be introduced.
 - iii. Alumni Association: As Alumni Association could not be formed till date it is, therefore, again resolved that immediate measures should be taken by IQAC to contact our ex-students and encourage them to form an Alumni Association.
 - iv. Students' Feedback: As the process of taking feedback from students could not be initiated till date it is resolved that IQAC should take the responsibility and discuss the issue of taking students' feedback with faculties and start the process without further delay.
3. Training Programme: It is decided that workshop will be organized to facilitate the outgoing students getting higher studies/ job opportunities.

Vocational Training: It is decided these details of training courses may be added in prospectus & admission form.
4. Seminar/Workshop: It is decided that the departments will submit the proposal of seminar/workshop to the office of the Principal through seminar committee for necessary approval and fund allocation.
5. Research Activities: As per suggestion of the Principal it is decided that if anyone is eager to guide Ph.D. student She/He may apply and the Principal will pursue it to get the University approval. The issue will be raised in the TC meeting for discussion.


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Internal Quality Assurance Cell

Resolutions of the Meeting of IQAC

Date: 18.12.18

1. The proceedings of the earlier meeting dated is read out and confirmed.
2. Students' Feedback: The cell decides to make the feedback system effective without further delay through the committee already formed in the Faculty Meet.
3. Cultural Programme: It is resolved that Cultural Sub Committee will organise the cultural competitions and exhibition in the college in the month of January, 2019.
4. Vocational Training: A workshop on GST for students of Commerce Stream will be organised in the college. The ICAI Durgapur Chapter has agreed to arrange it. The Principal requests Dr. D. Gupta to circulate the information among students & motivate them to participate.
5. Extension Programme: The problem in undertaking extension programme because of financial crisis is discussed & Mr. Sarkar suggests that college may seek corporate sponsorship. He has also given some information which may help the Principal to get financial support.
6. Medical Facility: The Principal intimated that the regular health check up facility for the students, started in the last year, cannot be continued further. However, occasional health awareness camp may be arranged with the help of external agencies.
7. RUSA Grant: On enquiry about RUSA grant, the Principal informs that the college has received grants under RUSA the amount of which Rs. 2 crore. This is to be spent for three specific purposes i.e. new construction, renovation & maintenance, and purchase of laboratory equipments, computers & books. She informs that the soil testing has been already done for new construction. The Principal intimates that the equipment lists and books are to be prepared for purchase.
8. CAS: It is resolved that CAS awaitees will again be intimated to expedite the process of submission of their CAS related documents to IQAC for further processing.


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Internal Quality Assurance Cell

Proceedings of the Meeting of IQAC

Date: 18.12.18

A meeting of IQAC is held on 18.12.2018 at 1.30 pm.

The Principal is in chair.

At the beginning Dr. D. C. Sen, the Coordinator, welcomes the new member Mr. Indrajit Sarkar of IQAC. He apprises him of activities of this cell. He also emphasises the need of immediate submission of AQAR.

The proceedings of the earlier meeting dated 17.04.18 is read out and confirmed.

Students' Feedback: It is reported by the coordinator that although it was resolved in the earlier meeting of IQAC that a students' feedback system should be formulated through T.C. but the process is yet to be developed. The Coordinator, IQAC informs that starting of the process of students' feedback for the betterment of the college cannot be delayed anymore. But the issue is quite debatable. It has already been decided in Leachery' meet that the committee, formed for this purpose, will frame a format of the Feedback Form which will be distributed among the students having at least 50% attendance at the end of even semesters.

Mr. Sarkar suggests creating an e-mail ID to which the students will submit their opinions / suggestions & thus the process of collecting feedback will be simplified. But Dr. D. Sen explains that this will disclose the identity of the students which is generally not revealed. The possibility of its misuse also cannot be ignored. Dr. D. Gupta opines that in our form a space for their suggestion for improvement of existing system can be maintained.

Hence, the cell decides to make the feedback system effective without further delay through the committee already formed in the Faculty Meet.

Cultural Programme: Dr. D. Gupta, the Convener of Cultural Sub Committee, informs that this year cultural competitions may be held on 3rd & 4th Jan, 2019 while exhibition will be held on 8th & 9th Jan, 19 as were fixed in the Students' Meet. On query of Mr. Sarkar it was intimated that different awareness programme, Hindi Divas, 125th birth anniversary of Prof. Satyendra Nath Bose etc. have been observed in the college.

It is resolved that Cultural Sub Committee will organise the cultural competitions and exhibition in the college in the month of January, 2019.


Dr. Mahananda Kanjilal
Principal
Durgapur Women's College



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Internal Quality Assurance Cell Durgapur Women's College

Proceedings of the Meeting dated 04.09.19

The Principal is in chair.

1. The Resolutions of the previous meeting are read and confirmed unanimously.

2. Following up:

a) **Vocational trainings:** Dr. D. Gupta informs that the representatives of NSPCL have visited the college unit of vocational training sponsored by them and have expressed their satisfaction about running of the programme. She intimates that there are total 65 students already got enrolled for the training in Hair and Skin Care, each batch includes 20 of them. The students' interest in vocational training has impressed the NSPCL visitors who agreed to offer additional financial support if college wants to diversify the training courses. Dr. D. Gupta proposes to allot the newly arranged room in the 1st floor for vocational training so that dress making course can be started there. The Principal after discussion agrees to allot the room and shift the instruments of gymnasium to the space inside the NAAC Room in the Ground Floor of the Administrative Building. Dr. Gupta also points out that the classes for Physiotherapy Training Programme may also be arranged in the college provided there are at least 20 students interested for this training. This class will be held thrice a week and will require allotment of a separate room. The Principal assures that if students are interested and classes are arranged here she will look into the matter.

b) **RUSA:** The Principal informs that the purchase procedure has already been processed. The Science departments may submit the comparative statement for purchase. Dr. D. C. Sen confirms that the departments have already prepared it and the HODs can submit their lists without delay. Regarding


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Durgapur Women's College Internal Quality Assurance Cell

Proceedings of the Meeting dated 14.11.19

The principal is in the chair.

1. The resolutions of the previous meeting are read and confirmed unanimously.
2. Following up:
 - a) Vocational trainings: Dr. Debalina Gupta reported that NSPCL has not yet confirmed about the sponsorship of the dress making courses as according to their opinion proper room facility is not available in the college now to run the course efficiently. She also reported that for physiotherapy courses only 5 students have submitted application so this course will not be continued for this year.
 - b) Student's feedback: The English version of student's feedback form has been placed to the feedback committee on 13.11.19 and that has been accepted by the all members. Prof. Sunanda B.S. Mallick has agreed to prepare the Bengali version of the same feedback form. Both the version of the form will be used for the taking feedback as per the convenience of the students. Initially 600 forms will be printed for the purpose. Feedback will be taken offline form 3rd and 5th semester (Hons.) students in this odd semester.

After getting the feedback from the students, feedback committee will analyse and generate a consolidated report. The report will then be placed in a meeting of IQAC for discussion and then be forwarded to the college authority for necessary action.

The schedule for taking feedback is

Semester	Date	Time	Venue
3 rd	03.12.19	12.30 pm -1.30 pm	College Auditorium
5 th	03.12.19	12.30 pm -1.30 pm	College Auditorium

This will be notified in the college website and in the notice board well ahead of the schedule to ensure the participation of all students.

IQAC request all the teachers for their co-operation and involvement in the process so that teachers can be aware of the short comings and the problems faced by the students right now. IQAC ensures that all the suggestions of the students will be welcomed and the cell will try to implement those with the active support of the college authority.


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Internal Quality Assurance Cell Durgapur Women's College

Proceedings of the Meeting dated 28.05.19

1. The Resolutions of the previous meeting dated 18.12.18 are read and confirmed unanimously.

2. Following up:

Dr. D.C. Sen added that one of our members Mr. Indrajit Sarkar, AEO, ADDA (a Govt. Official) has been transferred and the new member may be inducted in the forthcoming meeting of Governing Body.

Dr. Sen highlights the measures already taken or yet to be taken by the college.

- a) The taking of feedback from students of even semesters is discussed in detail and decided that a meeting of feedback committee will be convened soon to decide the procedure and finalize the format. Dr. D. Gupta draws attention to the problems of the students. They cannot use library reading room as regular classes are being held there. As per the class routine some classes are allotted in this room. The Principal assures that she will look into the matter and solve the problem.
- b) Dr. D. Gupta informs that all scheduled cultural programmes have been held successfully in the last academic session.
- c) The seminar on GST could not be arranged so far because of abnormal schedule of University Examinations which continued for months. It is proposed that the seminar be organized at the beginning of the next session.
- d) As regards vocational trainings Dr. D. Gupta intimates that currently Hair and Skin Care training is running successfully and it will soon be brought under CSR of NSPCL (A joint venture Project of NTPC and SAIL). Hence, the students will no longer have to pay fees for this training. NSPCL may extend this support for another training course as well. Dr. D. C. Sen opines that a token amount must be collected from the students as cost of maintenance and also to ensure their continuity. Sri Suni Roy informs that a Govt. recognized certificate course in nursing is going to be introduced by Swami Vivekananda Vani Prachar Samity (SVVPS), Durgapur. The members of IQAC request Sri Roy, an active member of the Samity to organize theoretical classes of nursing courses for the students of our college in the college premise after getting the due affiliation. Practical classes may be arranged in DSP Hospital or in some other hospital of the locality.


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Internal Quality Assurance Cell Durgapur Women's College

Resolution of Meeting of Feedback Committee dated 14.11.2019

The Principal chairs the meeting.

The resolutions of the meeting are as follows:

- 1) The English version of the draft of the Feedback form as recommended by the committee members is accepted. This form will be translated into Bengali by Prof. Sunanda B. S. Mallick.
- 2) Both the versions of the form will be used for taking feedback as per the convenience of the students.
- 3) Initially 600 forms will be printed for the purpose.
- 4) Feedback will be taken offline from 3rd and 5th semester (Hons.) students in this odd semester. It will be anonymous in nature.
- 5) After getting the feedback from the students, Feedback Committee will analyse and generate a consolidated report. The report will then be placed in a meeting of IQAC for discussion and then be forwarded to the College authority for necessary action.
- 6) The schedule for taking feedback is

Semester	Date	Time	Venue
3 rd	3 rd December, 2019	12.30 - 1.30 PM	College Auditorium
5 th	3 rd December, 2019	1.30 - 2.30 PM	College Auditorium

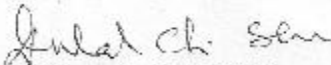
This will be notified in the College Website and in the notice Board well ahead of the schedule to ensure participation of all students.

Taking feedback from all stake holders of the college as prescribed by the NAAC is a healthy practice and this will be implemented with right spirit. IQAC and the Feedback Committee request all teachers for their cooperation and involvement in the process.

The meeting ends with thanks to the Principal in chair and all the members present.


Principal

Principal
Durgapur Women's College


Co-ordinator, IQAC

Co-ordinator
IQAC
Durgapur Women's College
Durgapur-713209


Dr. Mahananda Kanjilal
Principal
Durgapur Women's College



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Internal Quality Assurance Cell Durgapur Women's College

Resolution of Meeting dated 19.06.2019 for CAS

Dr. D.C. Sen, the IQAC coordinator, welcomes all the CAS awaitee members of the college in the meeting organized by IQAC.

1. It is decided that the PPT document regarding CAS as prepared by IQAC will be shared with all incumbents. It is also intimated that new format will be applicable for CAS from December, 2017. Hence the incumbents may have to compile data in two formats, i.e. the data of the period prior to December, 2017 will have to be compiled in earlier format and the data after that needs to be prepared in the current format.
2. The Coordinator informs that the CAS file (Stage 1 to Stage 2) of Prof. Sangita Karmakar is accepted by the Screening Committee and is now ready for submission to the Department of Higher Education, Govt. of West Bengal. He also advises to keep all necessary supportive documents with the incumbents in time of scrutiny viz. service book, leave records, routines, duty charts, etc. He emphasizes on preparation of study materials of each individual which has to be submitted with CAS file. Dr. Parikshit Mandal has clearly explained the distribution of marks for CAS (category I, II, III). It is communicated that the Principal has instructed to maintain meticulously the 'Monthly Planners' and that she will henceforth consult it in time of forwarding the file.
3. Prof. B. P. Das mentions that as no appointment letter is served for evaluation of internally distributed answer scripts and hence there remains no proof of such activities which are required for CAS.
4. Dr. D. Sen observes that Dr. P. Mandal had prepared his file for CAS and submitted to IQAC with due intimation to the Principal within the due date. He urges other teachers also to become prompt in this matter so that the processing could be hastened up.
5. He also informs that he had requested Dr. Debnath Palit, an Expert for CAS as Govt. Nominee to visit our college and address the problems being faced by the incumbents in preparing their CAS files. The teachers waiting for CAS are requested to get their files ready before his visit to the college so that his suggestions on these files may help to prepare.


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Durgapur Women's College Internal Quality Assurance Cell

The resolutions of Alumni meet convened by IQAC on 15.12.2018

On behalf of IQAC a meeting with ex-students of our college is held on 15.12.18 at 1 pm in the college meeting room. The Principal is in Chair.

Agenda:

1. Formation of an Alumni Association of this college.
2. Organizing a reunion of ex-students in early 2019.
3. Relevant issues for development of this college.

The members present:

1. Prof. M. Jajodia
2. Dr. M. Mitra
3. Dr. D. Gupta
4. Dr. S. Sen
5. Prof. C. Das
6. Smt. Nandita Mitra
7. Smt. Banana Mukherjee Roy
8. Smt. Rumpa Roy Sinha
9. Smt. Manisha Banerjee
10. Smt. Rina Poddar
11. Smt. Rashmoni Saha

The Principal introducing discussion asks the students to form an alumni association. This will enable the college to maintain communication with our ex-students whose active support may be helpful for the improvement of this college. The matter has been discussed in detail and the decisions taken are mentioned below.

Resolutions:

1. It is resolved that an Alumni Association is to be formed immediately and the portfolio holders are selected as listed below. The term of these office bearers will be decided later on.
 - a) President -- Smt. Rina Poddar
 - b) Secretary -- Smt. Manisha Banerjee
 - c) Treasurer -- Smt. Rumpa Roy Sinha
 - d) Cultural Secretary -- Smt. Mandira Pal Chowdhury
 - e) Assistant Secretary -- Smt. Bandana Mukherjee Roy
 - f) Assistant Treasurer -- Smt. Nandita Mitra
 - g) Assistant Cultural Secretary -- Smt. Sulata Das (Bhattacharya)


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Durgapur Women's College

Internal Quality Assurance Cell

The resolutions of Faculty meet convened by IQAC on 14.12.2018

Principal ^{Chairman} ~~initiates~~ the meeting. The IQAC Coordinator continues thereafter.

Discussions thereof:

- a) The Coordinator highlights the requirements of departmental reports including teacher's & students achievements.
- b) Procedure of introduction of feedback system has been discussed in detail.
- c) Dr. D. Gupta, on behalf of research committee requests all staff to provide detailed information about their research activities and publications.
- d) The following issues regarding introduction of feedback system are discussed in detail.
 - 1) The details of questionnaires of the feedback.
 - 2) The target students for the purpose.
 - 3) Students' attendance regarding their eligibility to submit feedback.
 - 4) Mode of taking feedback.

Dr D. C. Sen points out that NAAC peer team advised to utilise the students' feedback for improvement of the whole system. He also suggests to introduce the process as a part of our best practices without further delay.

Dr. S. Sen, Dr D. Gupta, Ms. C. Das , Ms. S. Mallick, Sri D. Dilbar, Dr. A. Chakrabarty take part in the discussion along with other members present. Principal ^{advise} ~~insists~~ on forming a committee for it.

e) Dr. D. Gupta reports the outcome of the meeting of the cultural committee and its resolutions which are as follows.

1) The tentative dates of cultural competitions are either 3rd & 4th or 2nd & 3rd of January, 2019 and that of exhibitions is 8th January 2019.

3) Dates of social should be decided later on by the students.

f) Dr. Arup Kanti Kale, HOD, Physics, seeks information about implementation of suggestions of NAAC peer team by IQAC. Dr. D. Sen responds that as IQAC is not the implementing authority it has submitted the relevant suggestions to the Principal.


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Durgapur Women's College Internal Quality Assurance Cell

The resolutions of NTS meet convened by IQAC on 12.12.2018

Dr. Dulal Chandra Sen, the IQAC Coordinator, welcomes all members of the IQAC and the Non-teaching staff present in the meeting. He briefs the purpose of the meeting and the discussion is started.

Issues discussed:

1. Library:

- A) Students Identity card are now being used for using college and departmental library (reading & lending books). This is creating problem for keeping records in the departments as well as in the library. Hence, it is suggested that library card for students should be issued as practiced earlier.
- B) It has been noticed that a number of students are leaving the college without returning the library books issued to them. Therefore, it is suggested that a system has to be introduced for getting back all issued books to the library before students leave the college.

2. **Student's Data:** It is decided that Ms. Sima Seal would provide data of the student scholarship/stipend to IQAC within 25th December '18. Ms. Sil is also requested to provide data of student admission and university results (for the sessions 2017-18 and 2018-19) to the respective departments. These will be needed for preparation of AQAR.

3. **Financial Audit:** It has been informed that the Audit Report is ready upto 2014-15. These were already submitted to NAAC during first accreditation in 2017. Unaudited statement of accounts is ready upto 2015-16 auditing of which is still pending. Statement of accounts is not ready from 2016-17 onwards.

4. Improvements & Best Practices Introduced:

Office & Library staff have informed that the following measures have been taken by the college.

- a) Computerized Income Tax Deduction (TDS) procedure.
- b) Procedure of Online fees collection of all students.
- c) Online admission procedure.
- d) Student related notices are currently provided in the website along with College Notice Board.
- e) List of available Library Books can now be found in the college website.


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Durgapur Women's College

Internal Quality Assurance Cell

The resolutions of Students meet convened by IQAC on 18.12.2018

IQAC of Durgapur Women's College organises an open meeting of students with all Faculty members at 11.30 AM in the AV Room.

Dr. D.C. Sen, the IQAC Coordinator, introduces the discussion and highlights the issues of importance for the students.

Sm. Sima Sil, the Office Assistant dealing with the students' affairs, clearly explains the procedure of registration for the convenience of the students. She advises the students to follow regularly the college website for necessary notifications & schedules. She also clarifies that the students need to fill up & submit their Registration forms on line to the college and not to the University directly.

The students asked about their I-card which some of the students have not received till date. Sm. Sil assures them that these students must meet her between 11 & 11.30 am on any working day and she will manually issue these cards. The digitized cards may be distributed later.

On suggestion of Prof. S. B. Sarbadhikari Mallick, Dr. D. C. Sen assures that as the students' attendance is too thin today for rainy weather this meet may be repeated sometime in mid-January.

Dr. D. Gupta apprises students about the cultural programmes of the college that usually held in November-December. She says that as these cannot be held till date partially because of new academic schedules under CBCS it may be scheduled in January 2019 & possible dates may be suggested by the students.

It is resolved that the dates may be fixed as follows,

Cultural Competitions : 4th & 5th January, 2019

Exhibition : 8th & 9th January, 2019

Dr. D. Gupta suggests some items of competition & seeks suggestions for the same from the students & teachers.

It is resolved that the items may be as follows:

Music, Dance, Poster painting, Aalpana, Spell words with sound, Group discussion, Debate, Quiz

Dr. Gupta further emphasises that only those competitions will be held for which at least ten competitors will enlist their names.

Dr. D.C. Sen suggests that all these decisions need to be circulated through college website. He also seeks from the students their observations in general regarding their semester or anything else which are of their concern. Mohima Khar, a student of 3rd Semester English Hons., raises the question of placement facility. She seeks support from the Entry in Service Cell, as previously the students received, for placement as well as training to face interviews for the purpose.


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Durgapur Women's College Internal Quality Assurance Cell

Meeting of IQAC

Date: 02.07.2019

The members mentioned below meet to review the process of submission of AQAR, 2017-18. The Principal is in chair.

Members present:

Prof. Madhumita Jajodia, Principal
Dr. Dulal Chandra Sen, Coordinator
Dr. Manimanjari Mitra, Member
Dr. Seema Sen, Member
Dr. Ranjini Mukherjee, Member
Dr. Debalina Gupta, Member
Prof. Sangeeta Karmakar, Member

Signature

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2-7-19
2-7-19
Seema Sen 2-7-2019
Ranjini Mukherji 2-7-2019
Gupta,
Sangeeta Karmakar 2-7-2019

The IQAC Portal has been created on 01.07.19. AQAR has been duly prepared based on the data obtained from various stakeholders of the College and uploaded in the website. The necessary Links are also created in the College website with uploaded documents.

Reviewing the details it is unanimously decided that AQAR be submitted online immediately.

Meeting ends with thanks to the chair.

Principal

[Handwritten signature]
Principal
Durgapur Women's College

[Handwritten signature]
Coordinator 2-7-19

Co-ordinator
IQAC
Durgapur Women's College
Durgapur-713209

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Dr. Mahananda Kanjilal
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Durgapur Women's College

Internal Quality Assurance Cell

Resolutions of the Meeting of IQAC

Date: 18.12.18

1. The proceedings of the earlier meeting dated is read out and confirmed.
2. **Students' Feedback:** The cell decides to make the feedback system effective without further delay through the committee already formed in the Faculty Meet.
3. **Cultural Programme:** It is resolved that Cultural Sub Committee will organise the cultural competitions and exhibition in the college in the month of January, 2019.
4. **Vocational Training:** A workshop on GST for students of Commerce Stream will be organised in the college. The ICAI Durgapur Chapter has agreed to arrange it. The Principal requests Dr. D. Gupta to circulate the information among students & motivate them to participate.
5. **Extension Programme:** The problem in undertaking extension programme because of financial crisis is discussed & Mr. Sarkar suggests that college may seek corporate sponsorship. He has also given some information which may help the Principal to get financial support.
6. **Medical Facility:** The Principal intimated that the regular health check up facility for the students, started in the last year, cannot be continued further. However, occasional health awareness camp may be arranged with the help of external agencies.
7. **RUSA Grant:** On enquiry about RUSA grant, the Principal informs that the college has received grants under RUSA the amount of which Rs. 2 crore. This is to be spent for three specific purposes i.e. new construction, renovation & maintenance, and purchase of laboratory equipments, computers & books. She informs that the soil testing has been already done for new construction. The Principal intimates that the equipment lists and books are to be prepared for purchase.
8. **CAS:** It is resolved that CAS awaitees will again be intimated to expedite the process of submission of their CAS related documents to IQAC for further processing.


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Durgapur Women's College
Durgapur - 713209
Report
1st Reunion held on 13.01.2019

Under the initiative of IQAC the Alumni Association of Durgapur Women's College had been formed on 15.12.2019. Accordingly it was decided that the portfolio holders of the association would make earnest effort to disseminate this information among the Ex-students and increase the membership as early as possible. It was also resolved in the meeting that a Reunion would be held on 13.01.2019.

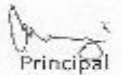
Within a short period, our ex students very successfully organized the celebration. With remarkable enthusiasm and due sincerity they celebrated their 1st reunion in their Alma Mater. Approximately 50 students joined the celebration on that date. We were overwhelmed to find our students, who had their graduation even in the 80s or early 90s. To come and participate in the programme. Some of them came from Kolkata, while one of them joined coming from Sikkim. This undoubtedly spelt their feeling for their college.

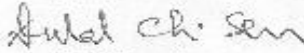
Of these students some are now housewives contributing a lot to the society by nurturing forth coming generations while some others are in teaching professions, i.e. either school teachers or serving in colleges. Some others are in different professions like lawyer, journalist, officials in different organisations, etc. A few of them have also started their own schools of music and dance. Some of them are also engaged in different NGOs in this locality and thus serving the society.

They organized a impressive cultural programme. Some of them now are professional singers and dancers. They devoted their valuable time in organizing it. Their spontaneity had touched us. The Principal delivered inaugural speech and other teachers present there also shared their observations asserting that the college is proud of its alumni. IQAC emphasised on the participation of the Alumni for the all round enrichment of the college at their best. The students' efficient performances and their recollection of the 'past' revealed their attachment with this college, with teachers and friends. They have highlighted their experiences how they enjoyed their college days and also how the college had empowered them to face the challenges in various spheres of life.

There was also arrangement of coffee and snacks and at the end of the programme there was the arrangement of grand lunch.

Before completion of the programme they have announced that the next Reunion will be celebrated on the second Sunday of January, 2020.


Principal
Principal
Durgapur Women's College


IQAC Coordinator
Co-ordinator
IQAC
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Dr. Mahananda Kanjilal
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