

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 awaittee 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.

6. Dr. D. Gupta maintains that the teachers should develop practice of submitting their entire data annually to IQAC. So that their file can easily be prepared at the time of submission of CAS file.
7. In this connection Dr. D. Sen categorically points out that during the preparation of AQAR the IQAC had to face enormous trouble as the required information were not submitted within stipulated time. Hence this practice will, in future, facilitate the compilation of AQAR in time. He also apprises the teachers that even after getting departmental reports; AQAR could not be submitted till date as college office has not yet provided the IQAC with many important financial and other academic data. Not yet even is created the IQAC portal by the service provider, which is mandatory for submission of AQAR, despite repeated reminders during last few months. He maintains that the university results need to be uploaded in this portal and requests the respective departments to help the college office to prepare it.
It is decided that the office will be asked to provide the departments with semester results which will be compiled by the departments to get the data of overall academic output.
8. It is decided after detail discussion that the feedback from students will be collected during the forthcoming odd semester particularly from the students of 3rd & 5th semesters.

The meeting ends with thanks to all present in the meeting.

Principal

Co-ordinator, IQAC