

Durgapur Women's College

Internal Quality Assurance Cell

A meeting of IQAC of Durgapur Women's College was held on 13.04.2023 at 1.30 pm to discuss the following issues.

The meeting was chaired by the Teacher-in-Charge, Dr. Seema Sen. Dr. Dulal Chandra Sen, the Coordinator conducted the meeting.

1. Resolutions of the previous meeting were read and confirmed.

2. Follow up:

- i) **Website Development** - Dr. Arup Kanti Koley briefed the members about the development of the College website. After the tendering process was over, Transcendence Software Consultancy has been chosen as the new website developer.
- ii) The existing website of the college would remain functional till the new website would be under the process of development. Notices should be uploaded in the website under the heads of **Staff Notice, Tender Notice, General Notice, Achievements**. Departments would be asked to provide details for their departmental profiles by submitted by 25th April).
- iii) **Feedback and SSS** – Prof. Sudip Kumar Palit and Prof. Samrat Das Gupta would take the responsibility for feedback and SSS. Two different links would be provided for feedback and SSS.
- iv) **Beautification** - Sri Manodeep Dhibar, a renowned sculpture would be requested to take up the work of the installation of a sculpture for the beautification of the college premises. It was also decided that the college symbol would be made into a sculpture.
- v) The work of installing the new underground water pipeline will be started soon.

3. It was decided that the college notices henceforth would be numbered, and the numbers would be recorded in a notice book.

Students' notices will be classified as follows-

- a. Registration
- b. Examination
- c. Result
- d. Fees collection
- e. Placement
- f. Miscellaneous

4. It was also decided that a 1 TB SSD would be bought for the college to keep back up of all the office data, especially the ones in the desktop of Ms. Sima Sil Roy.
5. The proposal of Interdepartmental collaboration can be payed in the Teachers' Council and instrument sharing practices be introduced within departments.
6. A Grievance Redressal week might be observed by the IQAC. NSS volunteers would encourage the students to use the grievance boxes, and the boxes would be opened and the grievances would be addressed. This week might be observed on first week of every month.
7. The NSS volunteers would be asked to ensure that the campus remains plastic-free.
8. Waste papers and e-wastes have been identified and isolated. A paper re-purposing company/e- waste disposal company would be contacted to dispose the same.
9. Potential students might be asked to come for virtual campus tour; a short video might be made with bytes from the former students.
10. Visits to various nearby schools might also be arranged to encourage students to take admission in the college. Students' achievements might be highlighted on various social media platforms. Media houses might be contacted to ensure wider dissemination of students' achievements in the college.

The meeting ended with thanks to the Chair.

Geeta Sin

T-I-C & Chairperson, IQAC

Teacher-in-Charge
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