

# 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 25<sup>th</sup> 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.

**5. Deficiencies:**

**As informed by the office staff it has been felt that the college is facing serious problems due to following reasons:**

- a) Acute shortage of staff.
- b) There is none to handle the store. A dedicated person is immediately needed for this purpose and it is very urgent.

The coordinator agrees with the observations of the office staff and opines that the IQAC, which is expected to act as the nodal agency for the all round development of the college, has also been suffering from Internet facility, support staff & fund.

Sri Goutam Mondal, the member of G.B., is ardently requested by all to raise the issue of recruitment of NTS in the next GB meeting and also to take immediate measures such that the casual staff already recruited could be approved by the State Govt.

The IQAC Coordinator requests again all staff to cooperate with IQAC for submission of AQAR (for the year 2017-18).

Coordinator, IQAC