

# **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 1<sup>st</sup> 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

purchase of books retendering has to be done as the response for the previous tendering was inadequate. Psychology & Computer Science Departments are yet to submit their book lists.

3. **AQAR:** Dr. D. C. Sen, the Coordinator informs that the online submission of AQAR has been made on July 3<sup>rd</sup>, 2019. Later the NAAC authority had mailed asking for some data but those could not be sent due to some technical difficulty. This difficulty was intimated to them and they had allowed to insert the inputs in excel sheets and submit the revised report to the NAAC authority. This will be done within a couple of days.
4. **Result:** Dr. D. C. Sen points out that the Report regarding college result is required for both NAAC update as well as for academic audit to be conducted by the University. The IQAC had provided the HODs a format to insert the summary of the departmental results and these have been duly filled by the departments. Dr. Parikshit Mondal has computed the data and prepared the summary. This is also read out by the Coordinator. The summary is given in the following Table.

### Summary of Results of 6<sup>th</sup> Semester (H), 2019

#### Science Departments

Department	No. of Students appeared	No. of Students passed	Students passed in %	No. of Students Secured Grade points (SGPA)		
				Below 6	6 - 8	Above 8
Physics	13	12	92	02	05	05
Chemistry	11	11	100	0	05	06
Computer Science	11	11	100	0	06	05
Mathematics	03	01	33.3	0	01	0
<b>Total</b>	<b>38</b>	<b>35</b>	<b>92</b>	<b>02</b>	<b>17</b>	<b>16</b>

## Humanities Departments

Department	No. of Students appeared	No. of Students passed	Students passed in %	No. of Students Secured Grade points (SGPA)		
				Below 6	6 - 8	Above 8
Bengali	49	49	100	01	39	09
English	51	50	98	03	41	06
History	19	18	95	03	14	01
Pol. Sc.	18	18	100	0	06	12
Sanskrit	13	13	100	01	08	04
Total	150	148	98.7	08	108	32
Grand Total	188	183	97.3	10	125	48

5. CAS: Dr. D. C. Sen informs that Dr. P. Mondal has already submitted his file to IQAC to review which has been duly checked. The Principal adds that she has not gone through it yet. Dr. Sen reminds her that it was originally submitted to her and she had asked IQAC to check it. However, as there are some other candidates waiting for CAS they have also been invited to be present in the meeting to report their status. The Coordinator wants to know from them whether they are ready to submit their files. Prof. B. P. Das informs that his file is ready for submission. He is asked to submit and the Principal asks the Coordinator to check the file first and she will check it later as she will be on leave for few days. Dr. A. Maji and Dr. P. Shukla report that they require 12 to 15 days more to get their files ready for submission. Prof. A. Aziz whose promotion has been due long back reports that his file is not yet ready. Though the Principal and the Coordinator both insisted him to get the file ready he

cannot mention any fixed date when he will be able to prepare his file for submission.

After completion of the internal checking of these files a date need to be fixed for meeting of the duly constituted Screening Committee.

**As per suggestion of the Principal it is decided that the date for the meeting of Screening Committee may be fixed sometime between Lakshmi Puja and Kali Puja with expectation that Dr. A. Maji and Dr. P. Shukla will be able to submit their files immediately after her joining on 23<sup>rd</sup> September so that these can be checked before the meeting.**

**6. Admission:** Dr. D. C. Sen seeks information about students' admission during the current session. **Principal assures that the detail report of Admission (2019-20) will be provided to the Coordinator very soon.**

**7. Students' Feedback:** The Coordinator reports that the format for students' feedback is already prepared. Principal suggests convening a meeting of feedback committee after Durga Puja holidays for final acceptance of the format and modus operandi.

**It is decided that Prof. Sangita Karmakar be given the responsibility of arranging the meeting of Feedback Committee.**

**8. Alumni Association:** Dr. D. C. Sen requests the Principal to take initiative to get the Alumni Association registered as soon as possible. She agrees to this suggestion. She informs that our ex-students may organise a seminar on Cyber Crime in the college with the help of Durgapur Women Police Station who has already conducted one such seminar in Durgapur. This is unanimously accepted.

**It is decided that seminar on Cyber Crime will be held on 24<sup>th</sup> September, 2019 and Dr. D. Gupta, as Convener will supervise it on behalf of the Cultural Sub-Committee and include NSS in the organisation of it.**

## 9. Future Course of Action:

**Submission of AQAR:** Dr. D. Sen draws attention to the necessity of maintaining all data regularly to ease the process of preparing AQAR yearly and it is time to collect last six month's data from all departments as well as college office. These are required for academic audit also.


**It is decided that the academic calendar of Kazi Nazrul University may be considered as the College Calendar since we need to follow this calendar for academic programmes and hence this will be uploaded in our college website. The class routine will also be uploaded in the website.**


**Value added Seminar:** After discussion it is decided that the value added seminar will be organised in November. The Coordinator proposes to organise a Seminar on Intellectual Property Rights. This proposal is accepted in the meeting.

**Kaushal Vikas Yojona:** Principal informs that NSHM, Durgapur regularly organizes paid vocational courses. Students need to be informed so that they may join if they feel interested.

Dr. S. Sen suggests that training courses may be introduced on First Aid & Nutrition. But as Nutrition is a regular course for graduation the former may be considered in our college.

The Coordinator expresses thanks to the Chair and to all the members present in the meeting.

  
Principal  
Principal  
Durgapur Women's College

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