

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.

- c) RUSA: i) From the RUSA grant, new library racks have been purchased on 23.10.19 amounting is 194043.
- ii) For new building construction Rs. 30 lacs have been paid to A.D.D.A on 04.09.19.
3. **CAS:** Dr. D.C. Sen inform that files of the CAS awaitee members- Prof. B.P.Das and prof. A. Majee have been checked and finally submitted to the Principal's office for further processing. File of Dr. P.Mondal has been submitted to the Principal few months ago. IQAC members request to the Pricipal to contact the university for meeting dates of screening committee for the aforesaid members as early as possible. It has been informed that screening committee meeting for Prof. S. Karmakar of Sanskrit department has already been held and after scrutinization it has been send to Bikash Bhavan for pay fixation. Files of Dr. P. Sukla (Librarian) and Prof. A. Aziz (Philosophy Department) have not yet been submitted to IQAC.
4. **University examination:** IQAC members have discussed about the forth coming 1st Semester university examination scheduled to be held on December 2019 and informed that this is expected to be held on February 2020. The cell requests all the teachers to complete the process of conducting internal examination within 15th December 2019. It has been opined that as soon as the university will declare the dates it will be uploaded in the college website and college notice board so that the students can be well informed about the examination.

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

Principal

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Durgapur Women's College

Co-ordinator, IQAC

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IQAC
Durgapur Women's College
Durgapur-713209

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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

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Durgapur Women's College


Co-ordinator, IQAC

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