

Durgapur Women's College
Internal Quality Assurance Cell

Proceedings of the Meeting of IQAC

Date: 18.12.18

A meeting of IQAC is held on 18.12.2018 at 1.30 pm.

The Principal is in chair.

At the beginning Dr. D. C. Sen, the Coordinator, welcomes the new member Mr. Indrajit Sarkar of IQAC. He apprises him of activities of this cell. He also emphasises the need of immediate submission of AQAR.

The proceedings of the earlier meeting dated 17.04.18 is read out and confirmed.

Students' Feedback: It is reported by the coordinator that although it was resolved in the earlier meeting of IQAC that a students' feedback system should be formulated through T.C. but the process is yet to be developed. The Coordinator, IQAC informs that starting of the process of students' feedback for the betterment of the college cannot be delayed anymore. But the issue is quite debatable. It has already been decided in teachers' meet that the committee, formed for this purpose, will frame a format of the Feedback Form which will be distributed among the students having at least 50% attendance at the end of even semesters.

Mr. Sarkar suggests creating an e-mail ID to which the students will submit their opinions / suggestions & thus the process of collecting feedback will be simplified. But Dr. D. Sen explains that this will disclose the identity of the students which is generally not revealed. The possibility of its misuse also cannot be ignored. Dr. D. Gupta opines that in our form a space for their suggestion for improvement of existing system can be maintained.

Hence, the cell decides to make the feedback system effective without further delay through the committee already formed in the Faculty Meet.

Cultural Programme: Dr. D. Gupta, the Convener of Cultural Sub Committee, informs that this year cultural competitions may be held on 3rd & 4th Jan, 2019 while exhibition will be held on 8th & 9th Jan, 19 as were fixed in the Students' Meet. On query of Mr. Sarkar it was intimated that different awareness programme, Hindi Divas, 125th birth anniversary of Prof. Satyendra Nath Bose etc. have been observed in the college.

It is resolved that Cultural Sub Committee will organise the cultural competitions and exhibition in the college in the month of January, 2019.

Vocational Training: It is reported that the Entry in Service cell organised 60 hours training by TCS trained Counsellors for outgoing and passed out students. TCS has expressed its eagerness to organise a campus recruitment drive in this college as the previous campus selection was quite satisfactory. Dr. D. Gupta, the coordinator of the cell, intimates that the normal activities of the cell could not be continued further for fund crisis. Therefore, regular counselling and training programme for the students could not be organised as it was done earlier. Consequently, the students are losing their interests.

A workshop on GST for students of Commerce Stream will be organised in the college. The ICAI Durgapur Chapter has agreed to arrange it. The Principal requests Dr. D. Gupta to circulate the information among students & motivate them to participate.

Extension Programme: The problem in undertaking extension programme because of financial crisis is discussed & Mr. Sarkar suggests that college may seek corporate sponsorship. He has also given some information which may help the Principal to get financial support.

Medical Facility: Health check up arrangement had been undertaken but was discontinued. The Principal reiterates that the doctor, who volunteered, felt discouraged to continue anymore because of lack of students' awareness & consequently their insignificant participation. So ultimately it has been abandoned. The Principal informs that a NGO has agreed to hold an awareness programme regarding cancer in this college. They would also arrange treatment in DSP hospital.

The Principal intimated that the regular health check up facility for the students, started in the last year, cannot be continued further. However, occasional health awareness camp may be arranged with the help of external agencies.

RUSA Grant: The members request the Principal to intimate the details of the RUSA grant which has been sanctioned to the college. The Coordinator emphasises that not only the IQAC but all the stakeholders of the college need to be informed the details of RUSA grant.

On enquiry about RUSA grant, the Principal informs that the college has received grants under RUSA the amount of which Rs. 2 crore. This is to be spent for three specific purposes i.e. new construction, renovation & maintenance, and purchase of laboratory equipments, computers & books. She informs that the soil testing has been already done for new construction. The Principal intimates that the equipment lists and books are to be prepared for purchase.

CAS: Prof. Sangita Karmakar has submitted her file in the meeting for consideration under CAS. Dr. D. Sen intimates that Prof. Abdul Aziz has also been asked to submit his papers for CAS but he is yet to submit his file. Prof. B. P. Das has intimated that he has been preparing his papers for promotion from stage2 to stage3 under CAS.

It is resolved that CAS awaitees will again be intimated to expedite the process of submission of their CAS related documents to IQAC for further processing.

Recruitment of Teaching and Non Teaching Staff: The Principal reports that the papers for NTS recruitment had already been submitted but as per the latest G.O. regarding the staff pattern of Govt. of West Bengal the relevant documents have to be submitted afresh. Hence it is being delayed. Besides, the permission for filling up the vacant posts still remains pending. She further adds that a new post of computer assistant has been created while the post of sweeper has been abolished.

As regards teaching posts she informs that in accordance with new G.O. the college can get 68 new teaching posts. The college office has been preparing papers for getting these posts sanctioned. IQAC requests the Principal to take immediate & adequate measures to recruit teachers. Acute inadequacy of teachers is adversely affecting the teaching-learning process of this college. Moreover, the college can't provide adequate number of Guest Lecturers for fund crisis.

IQAC discusses the matter of shortage of teaching and non-teaching staff in the college. Principal shares that the G.B. had already taken resolutions in conformation with G.O. No.... (Teaching) and G.O. No. (NTS) and that the college is preparing to send the requisitions.

Alumni Meet: IQAC organised a meeting of Alumni on 14.12.18. Ex-students who participated in the meeting unanimously resolved that an Association will be formed immediately and be registered in due course of time. It has also been decided that a reunion will be organised under the aegis of IQAC in the college on 13.01.19.

Submission of AQAR: The Coordinator apprises that as the college has been accredited by NAAC in 2017 the submission of AQAR has to be made immediately. He also informs that IQAC has already met the Faculty members, Non Teaching Staff, & Students to discuss the issues (academic and administrative) for the development of the college. The stake holders have also been requested to provide all necessary information in soft and hard copy to enable the Cell preparing the AQAR (2017-18). The HODs have been requested to provide information regarding teachers' publications, Ph. D awards etc. in soft copy. The HODs and the Faculty-in-charge of NCC & NSS are also to provide the information about the achievements of their students.

The Principal in reply to the coordinator's query intimates that 650 students (approx.) got admitted this year. Commerce Stream has newly been introduced in the college with approval of KNU.

Principal informs that about 65% of the students appeared in the B.A./B.Sc. Part-III final examination, 2018 have qualified.

It is brought to notice of the members that AQAR needs to include all the suggestions so far placed by the cell & the actual compliance of these proposals. Dr. S. Sen draws attention to a very pertinent

question that to what extent IQAC has become successful in implementing the suggestion put forward by NAAC Peer Team.

Dr. D. Sen opines that the cell had repeatedly requested the college authority to sanction an amount for the teachers to start their project of research. This research grant could have been considered as 'best practices' of this college. But this has not been accepted by the college. The Principal intimates that the proposals/resolutions of IQAC had been duly placed in GB. She assures that the relevant resolutions with necessary comments will be provided to the cell for their inclusion in AQAR.

The Principal also informs that due to paucity of fund G.B. withheld many suggestions of IQAC involving expenditure.

Dr. D. Gupta points out that the students are not only failing to get sufficient classes as prescribed by the University but no arrangement can be made for their study tour or such other facilities. She wants to know whether any financial support can be arranged from any source. The Principal reports that the study tours prescribed in the syllabus were already arranged.

The regular activities of IQAC are being hampered and the submission of AQAR is being delayed for failure of the college to provide the cell with any secretarial staff and the internet connection. The coordinator also informs that the academic departments are currently running without internet connection. The Wifi facility provided by Jio is not at all serving the purpose. Principal highlights the exorbitant expense for BSNL connection. Mr. Sarkar suggests that college can try other alternatives. It is also suggested providing separate prepaid internet devices to the departments. The Principal agrees to arrange internet facility immediately.

Mr. Sarkar also opines that that the college may seek support of corporate sector for other infrastructural development. The Principal views that she will try to get such sponsor for the furniture of auditorium.

It is resolved that IQAC will take necessary steps for submission of AQAR.

Suggestions to college administration: IQAC had given many suggestions to the college administration to extend facilities, viz. proper internet connection, research start up grants, grants for organizing Seminar/ workshop, study tours, etc. The Principal requests members to refer to resolution no. 04 of G.B. dated 27.04.18 regarding the matter.

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

Principal

Co-ordinator, IQAC