

Internal Quality Assurance Cell

Durgapur Women's College

Meeting dated 08.11.17

1. The Resolutions of earlier meeting are read and confirmed.
2. The Report of the NAAC Peer Team is reviewed. Some proposals are discussed for the development of college.
3. **IQAC as per the mandate of the NAAC & UGC and the suggestion given by the Peer Team "should act as think tank of the college".** Therefore, the activities of the Cell in the college **"need to be strengthened"**.

Introduction of need based new short term courses in the college:

As per proposal of the Peer Team feasibility of introduction of need based short term courses is discussed.

It is resolved,

- i) That the measures will be taken to introduce Integrated B. Ed. Course and information about course structure may be collected as suggested by the Principal from other institutes where it is presently in vogue.
- ii) That the vocational courses, which have already been started, will be properly organized to ensure the regular attendance of enrolled students.
- iii) That the initiative may also be taken to introduce Dietician course.
- iv) That the attempts will be taken to introduce new short term courses viz. courses on foreign languages in collaboration with reputed organizations, viz., Ramakrishna Mission Institute of Culture, Golpark, Kolkata. As suggested by Dr. D. Gupta, such programme may run in Durgapur Women's College and would cater to all students of Durgapur region. Dr. Gupta volunteers to negotiate with Ramakrishna Mission.
- v) That the training for the students to qualify in examinations like JECA/NIMCET/JAM/JEST may be started, as proposed by Dr. D. Sen to facilitate the students pursuing higher studies (P.G.). Dr. D. Sen requests Dr. D.Gupta, the Coordinator Career Counseling Cell to look into the matter.
- vi) That the career guidance cell needs to undertake more initiatives and to explore the possibilities of more placements of the students. It is resolved that effort will be taken to initiate a centre for Career Guidance in collaboration with Govt. Departments for promoting

administrative job opportunities. As regards Career Guidance Prof. R. Bose suggests that the departments may arrange career guidance seminars to keep students aware of the prospects job in their respective subjects. IQAC welcomes the suggestion. It is resolved that the departments would be asked to organize such seminars.

- vii) That the WEBEL Computer Centre will be requested to start Tally, Multimedia, Animation & such other high ended application oriented courses as suggested by Dr. R. Mukherjee and Dr. D. Sen. Dr. D. Sen, being the coordinator of the WEBEL Computer Centre informs that the process of starting these courses has already been initiated.

Promotion of Research activities:

The issue is discussed and resolved,

- i) That more research initiatives are to taken by the teachers.
- ii) IQAC to co-ordinate with Research Subcommittee for motivating teachers for undertaking Major/ Minor Research Projects.
- iii) That the Research Committee may also provide necessary information to the teachers regarding funding sources i.e. UGC or other such organizations.
- iv) That the college administration will be requested to improve the infrastructure in the college for research work and to provide seed money to the teachers for their research projects. The concerned teacher may apply to the research subcommittee. The committee will review the proposal. Opinion of expert (s) from outside, if needed, can also be taken to review the proposal and on basis of their recommendation the seed money may be sanctioned. Dr. S. Sen intimates that she is willing to start a project on E-Content development.
- v) On basis of the suggestion made by the Principal it is decided that the feasibility of income generation through medicinal plantation within the college campus will be studied. Funding at the initial level may be obtained from the department of 'Aayush' of the W.B. government. Department of Botany of the college will be requested to take initiatives.
- vi) That the formal tie ups with other institutions/organizations for promotion of research and placements are to be established.

Improvement of Teaching-Learning process:

The issue is discussed and resolved,

- i) That various stake holders would be motivated towards the prime need of quality.
- ii) That effort has to be given to improve the academic performances of the students.
- iii) That the laboratories and the college library would be upgraded.
- iv) Better internet connection needs to be assured. As it is reported that the NET connection of Arts building has got disrupted immediately after NAAC visit and not yet restored. It is

decided that the committee already formed for the arrangement of Internet connection may be asked to take care of it.

- v) In accordance with suggestion of the Peer Team it is decided that the ICT based teaching should be strengthened. The Principal suggests that the teachers need to use the existing smart class room (s) and to maintain a log book.
- vi) As per suggestion of the NAAC Peer Team IQAC once again requests the Principal to follow up the process of recruiting fulltime staff (TS & NTS) as early as possible. The Principal informs that she has already initiated the process.
- vii) As regards soft skill development it is observed by the Principal that the college has already introduced courses in Functional English & Computer training. She has also intimated that the college had provided 15 new computers for that course. Members request the Principal to provide more computers to some other departments for holding regular classes and examinations.
- viii) It is intimated by the Principal that the college may get a fund from the Central Govt. under RUSA scheme for development which can be spent for construction of new building to house all Science Departments and create more class rooms.
- ix) It is informed by the Principal that the P.C. Chandra Group has agreed to offer a grant for library automation. It is resolved that the improvement of library may be started immediately in the direction suggested by the Peer Team and the Group may also be requested to extend such support for the needy students to enable them to continue their study.
- x) The emphasis has been given on developing feedback system as mentioned in the Report of the NAAC Peer Team. Both Dr. S. Sen & Dr. D. Gupta opine that the feedback from the students needs to involve both academic & administrative support system. IQAC proposes to develop a system involving a) preparing of forms for feedback which requires to be specific; b) distribution of forms to the students for feedback; c) analyzing the information gathered from these forms; & d) measures to be taken for rectification after collating information collected from the students and the teachers. The Principal categorically mentions that the focus of the feedback system must be to improve the teaching learning process and proper care should be taken that in no case it is used otherwise. **It is resolved that a subcommittee for the whole purpose would be formed in the next meeting of T.C.**
- xi) Orientation of Students through open forum for better implementation of the curriculum is suggested in the meeting.
- xii) It is also proposed to conduct regular academic audit by the appropriate authority.

The Students' Welfare:**It is decided that:**

- i) The weekly health check up programme will be strengthened to enable the students better utilize the opportunity by assigning the responsibility of a support staff for the doctor.
- ii) An open forum may be held to disseminate the information of this health check up among the students.
- iii) The arrangement will also be made to determine the blood group of the students.
- iv) The Principal has proposed that it may be done through organizing a blood donation camp.
- v) The process of extending financial support to the needy students from Govt. sources, other philanthropic organizations and the college itself needs to be strengthened.

Organising Special Lectures/Seminars/ Workshops:**The proposals are as follows:**

- i) Motivating the departments for arranging guest and seminar lectures.
- ii) Documentary Film Shows may be organized after class hours to open up new horizon of thinking among students.
- iii) INSPIRE like programme may be introduced to search early talent in students.
- iv) To organize lectures on great personalities like Swami Vivekananda, Ishwar Chandra Vidyasagar, Sister Nivedita, Raja Rammohan Roy, Acharya Jagadish Chandra Bose, Acharya Prafulla Chandra Roy and many others on their respective birthdays to inculcate morality, nobility and inquisitiveness among students.
- v) To organize Quiz, Poster Competition, Model Show for the students.
- vi) To organize Educational Tours, Excursions, etc.

Sports, Cultural, Co-Curricular and Extension Activities:**Proposal/suggestions are as follows:**

- i) Organizing cultural competitions to inculcate students' inner potentialities in song, dance, recitation, debate, elocution, essay writing, painting, etc.
- ii) To encourage the students to participate in various competitions outside the college.
- iii) To promote indoor and outdoor games in the college.
- iv) Apart from NSS activities, students in general may also be involved in maintaining clean campus.

Alumni Association:

The process of forming an Alumni Association needs to be initiated. It is decided that a committee, to be formed in the T.C., would look after the matter.

Some more issues left undiscussed due to shortage of time. It is decided that IQAC will hold periodical meetings. The meeting ends with thanks to the chair.

Principal

Co-ordinator, IQAC