

# Internal Quality Assurance Cell

## Durgapur Women's College

### Proceedings of the Meeting dated 17.04.18

1. The Resolutions of the previous meeting dated 08.11.17 are read and confirmed.

2. Following up:

- i. **Language Course:** Dr. Debalina Gupta reports that as per the resolution of the previous meeting, she has requested the authority of Ramakrishna Mission Institute of Culture, Golpark, Kolkata for rendering support to run foreign language courses in our college but they expressed their inability to do so at Durgapur.

**As Ramakrishna Mission Institute of Culture, Golpark, Kolkata will not be able to run language courses in our college it is decided that the possibility of running such certificate courses by other local organizations may be explored.**

- ii. **Training /Coaching for competitive examinations leading to higher studies in science courses (M.Sc, M.C.A, etc.) also may be introduced.**

- iii. **Alumni Association:** As per resolution of the previous meeting dated 08.11.2017, TCS was requested to discuss and initiate the formation of Alumni Association. The members highlight the delay in organizing the ex-students forum to get them involved in the development of the college. IQAC emphasizes on immediate formation of Alumni Association.

**As Alumni Association could not be formed till date it is, therefore, again resolved that immediate measures should be taken by IQAC to contact our ex-students and encourage them to form an Alumni Association.**

- iv. **Students' Feedback:** Taking feedback from the students and other stake holders is considered by NAAC as a healthy practice in higher education institution. It was duly discussed in the previous meeting. As suggested by the Principal the Secretary of the Teachers' Council was requested (Letter dated 21.11.2017) to formulate the process of taking students' feedback. But TC could not arrange it before Part – III university examinations. Dr. S. Sen opines that 2<sup>nd</sup> year students may also be included in this process.

**As the process of taking feedback from students could not be initiated till date it is resolved that IQAC should take the responsibility and discuss the issue of taking students' feedback with faculties and start the process without further delay.**

- 3. Training Programme:** The feasibility of introducing Training/Coaching Course for appearing various competitive examinations which lead to job/higher study is discussed. Dr. D. C. Sen suggests organizing a Seminar/Workshop to disseminate this idea among students. Prof. M. Jajodia suggests that Career Point of Durgapur may be contacted to impart similar trainings. However, Dr. D. Gupta views that this organization usually demands quite high charges which will not suit our students. Prof. M. Jajodia views that workshop / Seminar may be held by the departments cluster wise, Viz. language group, physical science, Biological Science, etc. Thus students will get an idea about the career options lying ahead for them.

**It is decided that such workshop will be organized to facilitate the outgoing students getting higher studies/ job opportunities.**

**Vocational Training:** Some vocational training courses (Physiotherapy & Skin & Health care) have been introduced in the college and we are trying to introduce Govt. approved Nursing training programme & Lab Technician training course from the next session. The college already has an Entry in Services Cell which has been running successfully utilizing UGC Fund. But unfortunately at present the activities of the Cell has been temporarily suspended because of unavailability of UGC fund.

**It is decided these details of training courses may be added in prospectus & admission form.**

- 4. Seminar/Workshop:** Seminar Committee and the HODs will be requested to take initiative for organizing seminars/workshops for enrichment of the academics. In this connection, Dr. D.C. Sen highlights the requirement of fund for the purpose and requests the Principal to get necessary approval from GB. Prof. M. Jajodia assures that this can be sanctioned by Principal herself.

**It is decided that the departments will submit the proposal of seminar/workshop to the office of the Principal through seminar committee for necessary approval and fund allocation.**

- 5. Research Activities:** IQAC is to encourage the Teachers to undertake research activities and apply for fund from various agencies. The Principal suggests that teachers with Ph.D. degree may guide students for doctoral research as per the university rules. Our teachers can also act as co-guide of University Ph.D. students.

**As per suggestion of the Principal it is decided that if anyone is eager to guide Ph.D. student She/He may apply and the Principal will pursue it to get the University approval. The issue will be raised in the TC meeting for discussion.**

6. **Internet Connection:** The Coordinator informs that the departments have been running without internet facility for months and this is jeopardizing all academic and other departmental activities.

**It is decided that Wi-Fi adopter will be supplied to every department for WI-FI access through computers. JIO net will be accessed instead of BSNL Broad Band connection.**

7. **Teaching Posts:** The coordinator seeks information from the Principal regarding measures taken for staff recruitment. The Principal intimates that the college may get additional 45 posts of Full Time Teachers.

**In view of the latest G.O. according to which the college is expected to get 45 additional teaching posts the Principal is requested to do the needful for getting new teaching posts sanctioned.**

8. **Improvements of Teaching Learning:** Dr. D. C. Sen, the coordinator observes that detail discussion regarding the improvement of teaching learning process should be held in TC meeting. He also requests the Principal to upload the entire syllabus in the college website before admission. The Principal observes that Class Routine for the Odd Semesters need to be submitted within May, 2018 so that it can be displayed well before the start of the semester. Dr. Sen suggests that the summary result of each department may be displayed in the college website. This will help collection of information for preparation of AQAR also.

The Principal intimates that as per the university guideline the Hons. subjects - Economics, Psychology and Geography will henceforth be considered as Science Curriculum and as regards Program course B.Sc. degree will also be awarded to the students if any of the above subjects is chosen as core – I. It is informed that as decided by the admission committee the admission in the First Semester, 2018 will be operated through online and the merit will be calculated based on the marks obtained in 1 language & 3 best subjects.

**It is resolved that henceforth result of the university examinations of each department should be displayed in the college website.**

9. **Academic Audit:** The members opine that an assessment of academic activities of this college by the affiliating University (KNU) is required to improve the overall teaching learning process. For this purpose the coordinator requests the Principal to provide necessary data from the office. The Principal assures the official support for this purpose.

**It is resolved that the Principal will request the university authority for conducting an academic audit of this college and IQAC will coordinate with all stakeholders to get the records ready for the purpose.**

10. **Students' Welfare:** The college had introduced Health Check up programme for the students in the last academic session but currently it has been discontinued. **However, the Principal observes that it is not possible to continue such regular check up programme any longer and instead the college may organize occasional health awareness programme.**
11. **RUSA Grant:** The coordinator intimates members that the college has received grant under RUSA. However, the stake holders are not yet provided with information regarding this grant and its possible areas of utilization. He also informs that although a meeting of RUSA grants utilization committee was so far held the resolutions have not yet been circulated. The teachers propose to develop the existing infrastructure of the college particularly the class rooms, the laboratories and the toilets.  
**The Principal intimates that our college has been sanctioned a sum of Rs. 2 crore. The college has decided to utilize this grant in the following ratio: The construction of new academic building - 35%; The maintenance of the existing infrastructure - 35%; The purchase of equipments, books & journals, furniture, etc. - 30%.**
12. **Career Advanced Scheme (CAS):** The coordinator informs that the teachers who are awaiting promotion under CAS have been intimated repeatedly to prepare their documents and submit. He also informs that a workshop was organized on 03.04.18 by IQAC to discuss all relevant issues related to CAS. The proceedings of the workshop are placed in the meeting.  
**It is resolved that the decisions taken in the said meeting held for CAS will be implemented to facilitate the promotion of teachers.**

The meeting ends with thanks to the chair.

**Principal**

**Co-ordinator, IQAC**