

Durgapur Women's College
Durgapur -713209

Internal Quality Assurance Cell

MINUTES OF IQAC MEETING HELD ON 22.01.22 AT 11.30 AM

(Via Google Meet, attended by both statutory members of the IQAC and co-opted members)

Name of the Members attended the Meeting:

Dr. Dulal Chandra Sen, Coordinator, IQAC
Dr. Seema Sen, Member
Dr. Debalina Gupta, Member.
Prof. Bijoy Prasad Das, Member.
Prof. Sangeeta Karmakar, Member.
Dr. Arup Kanti Kole, Member.
Prof. Chandrima Das, Member.
Dr. Amitayu Chakraborty, Member.
Prof. Sunanda Mallick Basu Sarbadhikary, Member.
Dr. Ramangshu Goswami, Invited.
Dr. Lily Pal, Invited.
Prof. Samrat Dasgupta, Invited.
Prof. Debaparna Banerjee, Invited.

1. Dr. Dulal Chandra Sen, Coordinator, IQAC requested the members provide updates on the compilation and uploading of the AQAR for the session 2020-2021. Accordingly, Professor Bijoy Prasad Das informed the members that there are still some inputs required from the College Office, including geo-tagged photographs of the Smart Classrooms for Criterion IV. Prof. B.P.Das also said that the written inputs for items 4.1.1 and 4.4.4 will be uploaded on the NAAC portal on Tuesday next. **It was decided that the Principal would be requested to expedite the matter and provide the IQAC with the necessary documents/ photographic evidence.**
2. Dr. Debalina Gupta updated the members regarding the progress made with Criterion V. The Minutes of the Grievance Redressal Cell is yet to be

provided by the Principal to Dr. Gupta and Dr. Seema Sen who are in charge of compiling the said Criterion. Dr. Gupta also informed the members that since some academic departments have been late in submitting their filled AQARs, the information from those Departments is yet to be incorporated in the compiled format.

3. Dr. Amitayu Chakraborty updated the members on the status of Criterion VI. He informed the members that since some Departments have still not submitted the data templates, he is unable to completely fill the data template. He is working on the written inputs required in the criterion.
4. Professor Chandrima Das updated the members on the status of Criterion VII. Geo-tagged images to be uploaded on the portal have been collected, and the written inputs are being prepared.
5. **It was suggested by Dr. Dulal Chandra Sen that if any member of the committee face any kind of difficulty while trying to input the data in the NAAC portal, they might get in touch with Dr. Dulal Chandra Sen, Dr. Arup Kanti Kole, Prof. Chandrima Das, Dr. Debalina Gupta and Dr. Amitayu Chakraborty for help and necessary guidance. The suggestion was unanimously accepted.**
6. The matter of taking online feedback from alumni and curriculum feedback from the faculty members was discussed. Prof. Sangeeta Karmakar informed the members that online feedback is being taken from the members of the alumni association. **It was also decided that the members of the IQAC as well as the Feedback committee would finalize the questionnaire for faculty feedback on curriculum. A meeting to take a final decision on the same would be convened on 24.1.2022 (Monday).**
7. Both Prof. Sangeeta Karmakar (in charge of Criterion I) and Prof. Sunanda Mallick Basu Sarbadhikary (in charge of Criterion II) pointed out that many departments have sent incomplete data templates. It was also noted that the templates are yet to be received from the following departments— Bengali, History, Psychology, Hindi, and Geography.

It was decided that the Principal would be requested to expedite the matter.

8. Members pointed out that the names of the new departments, viz., Botany, Zoology, Geography, Psychology, etc. running for the last couple of years are not still mentioned in the college website. Dr. Dulal Chandra Sen pointed out the urgent need of an overhaul of the College website which was accepted by all members present. Various members of the Cell proposed the addition of the following tabs to the website—

- ✦ Archived Notices
- ✦ Updated Photo Gallery
- ✦ Activities
- ✦ Seminars/Workshops
- ✦ Feedback (would require registration by bona fide students of the College)
- ✦ Syllabus of all courses
- ✦ Study Materials

Dr. A. K. Kole suggested that study materials of different courses should be made available in the college website.


9. It was also suggested that all notices in connection with the departmental and college activities are to be uploaded in the college website. It was also pointed out that the College should be given administrative access to the website so that the uploading of relevant documents along with notices might be done more promptly without waiting for the website developers. This suggestion was unanimously accepted by all members. It was decided that the Principal would be requested to take appropriate steps for updating the college website.

10. Dr. Seema Sen suggested that the IQAC should write a letter to the Principal regarding the various problems the IQAC team is facing while dealing with the website developers. The suggestion was accepted by the members present.

The meeting was ended with thanks given by the Coordinator to all members present.

The Principal & the Chairperson, IQAC


Principal
Durgapur Women's College


Coordinator, IQAC

Co-ordinator
IQAC
Durgapur Women's College
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