

Internal Quality Assurance Cell

Durgapur Women's College

Proceedings of the Meeting dated 28.05.19

1. The Resolutions of the previous meeting dated 18.12.18 are read and confirmed unanimously.

2. Following up:

Dr. D.C. Sen added that one of our members Mr. Indrajit Sarkar, AEO, ADDA (a Govt. Official) has been transferred and the new member may be inducted in the forthcoming meeting of Governing Body.

Dr. Sen highlights the measures already taken or yet to be taken by the college.

- a) The taking of feedback from students of even semesters is discussed in detail and decided that a meeting of feedback committee will be convened soon to decide the procedure and finalize the format. Dr. D. Gupta draws attention to the problems of the students. They cannot use library reading room as regular classes are being held there. As per the class routine some classes are allotted in this room. The Principal assures that she will look into the matter and solve the problem.
- b) Dr. D. Gupta informs that all scheduled cultural programmes have been held successfully in the last academic session.
- c) The seminar on GST could not be arranged so far because of abnormal schedule of University Examinations which continued for months. It is proposed that the seminar be organized at the beginning of the next session.
- d) As regards vocational trainings Dr. D. Gupta intimates that currently Hair and Skin Care training is running successfully and it will soon be brought under CSR of NSPCL (A joint venture Project of NTPC and SAIL). Hence, the students will no longer have to pay fees for this training. NSPCL may extend this support for another training course as well. Dr. D. C. Sen opines that a token amount must be collected from the students as cost of maintenance and also to ensure their continuity. Sri Sunil Roy informs that a Govt. recognized certificate course in nursing is going to be introduced by Swami Vivekananda Vani Prachar Samity (SVVPS), Durgapur. The members of IQAC request Sri Roy, an active member of the Samity to organize theoretical classes of nursing courses for the students of our college in the college premise after getting the due affiliation. Practical classes may be arranged in DSP Hospital or in some other hospital of the locality.

- e) As regular medical checkup for the students has been discontinued Dr. D.C. Sen proposes to arrange some periodical camps from the beginning of next session. It is decided that Dr. D. Gupta will arrange this involving our alumni who are already involved in these activities.
 - f) RUSA Grants: On enquiry the Principal informs that tendering for purchase of Library books was done in the website. However, because of poor response retendering would be done very soon. Tendering for purchase of equipments was not done so far. It would also be done soon. The members request the Principal to expedite the process of purchase so that the students can avail the benefits of new purchase from the very beginning of the forthcoming session.
 - g) CAS: The issue will be discussed in this meeting in detail.
 - h) Recruitment: Principal reports that the proposal for recruitment in teaching category has been submitted to the office of DPI, Govt. of West Bengal. She also informs that proposal for the non-teaching posts was already submitted.
 - i) Alumni: First Reunion was Successfully celebrated in the college on 13.01.2019. Dr. D.C. Sen requests to take initiatives and expedite the process of registration of our Alumni Association.
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3. Submission of AQAR 2017-18: This is to be submitted online in the new format given by NAAC. It has been filled up and submitted to the Principal for scrutiny. IQAC has still not received some financial data from the college office. The college needs to arrange these information, create IQAC portal, upload necessary documents in the portal. So that IQAC could submit the AQAR. As it is to be submitted immediately after approval of GB, the Principal assures that the service provider of the college website will be asked to create portal and upload the documents while Sri Sujit Mandal will complete typing of the filled up form for online submission. The IQAC members will check the typed copy before submission. In this connection Dr. D. Gupta suggests to install an Air Conditioner in Electronics Dept as entire task of AQAR has to be completed there. It is highlighted that entire Science building is abnormally hot and AC is required for all laboratories, although no assurance in this regard has been given by the Principal. However, she advises to use IQAC room where already an AC has been installed. IQAC members opine that the proposed room has no internet connection and it is also pointed out that IQAC team has to work against various odds which need to be addressed by the college administration.

Dr. D. Gupta also suggests that a system is to be generated to ensure regular submission of departmental data to IQAC. Dr. Sen intimates that most of the departments have taken almost six months to provide necessary data. **It is resolved that henceforth departmental data should be submitted to the IQAC every three months.**

Dr. M. Mitra in this connection points out that implementation of such system will be possible if the internet connection is provided to every department.

4. Results: Dr. D. Sen seeks information about the last published university result and requests to provide a report of the same. This is required for AQAR. **It is decided that the office will provide the departments with tabulation sheets received from the University and the department will prepare the departmental results and forward to IQAC for records.**

5. CAS: Dr. D. Sen reports that the documents required for CAS of Prof. S. Karmakar has been completed and the file is ready for final submission.

He also reports that Dr. P. Mandol has already prepared his file and intimated the Principal as well as IQAC. The IQAC has checked it and made necessary suggestions according to which Dr. Mandol has made rectifications also. Hence this file may also be placed in GB meeting for approval.

The Principal informs that she has received applications from Dr. A. Maji, Prof. B.P.Das and Dr. P. Shukla for CAS. Dr. S. Sen draws attention to the issue of delay of getting promotion under CAS of Prof. Aziz. Dr. D. Sen opines that inspite of repeated reminder, Prof. Aziz did not submit the file.

It is resolved that in the forthcoming meeting of GB the applications of these four teachers will be placed for necessary approval.

6. Future course of actions:

a) Canteen—the Principal informs that the person who was running the canteen has been terminated as his service was not satisfactory at all. The canteen committee has decided that along with the canteen service of a cyber café will be extended to the students which will be helpful to them.

The members present welcome the decision of remodeling this canteen.

b) Toilets – IQAC requests the Principal to immediately undertake repairing of the toilets of Arts building to relieve the students from regular hazards.

c) Academics – Dr. Ranjini Mukherjee suggests monthly payment for the Guest Lecturers who have become an indispensable part of the academic activities of this college. The members unanimously observe that these teachers are not getting their payments (Rs. 200/- per class only) regularly. They are not receiving payment for a prolong period. The Principal asserts that they have currently been paid up to the month of December' 2018.

It is requested that their payment must immediately be regularized otherwise this failure will ultimately impair the academic performance of students.

Dr. D. Gupta requests to arrange for the value added seminars which inspire the students. Principal observes that in absence of UGC fund it has become difficult to arrange seminars but if these seminars can be arranged within a nominal expense the college will be able to fund it.

It is decided that such seminar will be arranged after the commencement of new session and Swami Vivekananda Vani Prachar Samity (SVVPS), Durgapur will be requested to arrange such lecture sessions in our college.

Dr. S. Sen suggests of organizing Quiz competitions for the Students.

It is resolved that such quiz competitions may be arranged in both Science and Arts departments under the supervision of the Cultural Committee.

d) Admission – The Principal informs that the Admission Sub Committee has started to formulate the procedure for admission in the next session.

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

Principal

Co-ordinator, IQAC