

Durgapur Women's College
Durgapur -713209

Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 22.02.22 at 1.30 pm

- 1) **Confirmation of resolutions of the previous meeting:** Minutes of the previous IQAC meeting were read and confirmed.
- 2) **Following up of the previous IQAC decisions/Resolutions:** Discussions were held regarding the decisions taken in the earlier meeting of IQAC. The implementations of the same were also discussed in the following sections.
- 3) **Report of results of students appeared in the University Examinations:** The final result of the 2018-2021 batch was placed in the meeting. The pass percentage of Honours students is 95% and that of Program students is 87%.
- 4) **Report of Admission in 2021-22 Session:** The Principal reported the status of admission to the first semester for the session 2022- 23. It was observed that the number of students admitted for the said session is lower than usual. Members observed that some students are leaving Hons./Prog. courses for professional studies. It was suggested by the principal that departments might conduct orientation programmes in local schools to make the students aware about career opportunities well ahead of the starting the admission process. Members also requested the Principal to reconsider the fee structure of the college.
- 5) **Report on submission of AQARs for A.Y. 2018-19, 2019-20 & 2020-21:** The Coordinator reported that AQARs for A.Y. 2018-19 & 2019-20 have been submitted and accepted by NAAC. It was also reported that some departments have not submitted yet the departmental data for AQAR_2020-2021, viz. Bengali, History, Philosophy, Hindi. Teachers updated IQAC about uploading the various criterion of AQAR 2020-2021. It was reported that Geotagged photographs have been collected for various criteria. It was decided that AQAR for A.Y. 2020-21 would be submitted as soon as possible.
- 6) **Feedback from Students, Teachers, Alumni and Employers:** After discussion it was decided that feedback would be taken from all stake holders as far as possible either in online or offline mode.
- 7) **Overhauling of the College Website:** Members observed that the college website needs to be upgraded immediately. It was decided that overhauling of the college website would be completed by March-2022. It was proposed that a meeting with the website developers needs to be arranged at the earliest.

- 8) **Upgradation of Smart Class Rooms:** The Principal reported that the upgradation of smart class rooms is in process.
- 9) **Report on Student Mentoring:** Members reported that some of the departments have already started the mentoring process. It was decided that the mentoring process for the students should be institutionalized. It was suggested that student orientation workshops for mentoring are to be organised for the newly admitted students. A meeting on institutionalized mentoring process would also be convened with all teachers.
- 10) **Seminar on IPR and Gender Sensitization:** Following seminar proposals are given as:
- a. **IPR:** A proposal to organise a seminar on IPR has recently been received from RGNIPAM. It was decided that such seminar should be conducted in the college.
 - b. **Gender sensitization:** Seminar on gender sensitization should also be conducted.
- 11) **Budget of the College:** Budget of the college for the academic year 2022-23 needs to be prepared by the office. Dr. Praveen Shukla, the Bursar and also a member of IQAC, was requested to look after the matter. In this connection the Principal reported that the college accounts are being audited by Govt. approved C.A. Firm till 2018-2019. The college is waiting for the Auditor's report.
- 12) **Report on RUSA Grants:** The principal briefed the Cell about the present status of the RUSA grant. Utilization certificate for 1 crore which was received by the college has been sent to the appropriate authority. In the meanwhile, the RUSA Cell of Higher Education Dept., Govt. of West Bengal has consolidated the accounts of various colleges and reopened the account on SBI.
- 13) **Promotion under CAS:** Promotion under CAS of 13 Full Time Teachers would be processed shortly. For this purpose 7th March is set as deadline for submission for CAS related documents in the prescribed format by the teachers to the IQAC. Following are the names of the teachers waiting for CAS.
- a. Associate Grade (Stage iii to iv)
 1. Dr. A. Maji
 2. Prof. B.P Das
 - b. Assistant Grade (Stage ii to iii)
 3. Prof. S. Karmakar
 - c. Assistant Grade (Stage i to ii)
 4. Dr. A. K. Kole
 5. Dr. Praveen Shukla.
 6. Dr. K. Sarkar
 7. Dr. D. Dhibar
 8. Prof. R. Islam

9. Prof. C. Das
10. Dr. A. Chakraborty
11. Dr. S. Maji
12. Prof. Abdul S. Subhan
13. Dr. Surajit Karmakar

14) **Registration of Alumni Association:** The alumni member was requested to expedite the process of registration of the association. A meeting of the steering committee of the association would be convened on 14th March.

15) **Formulate the future course of action**

a. **MOU:** It was reported that a proposal for MOU with JBNSTS is under consideration

b. **Training Programmes:** On-site training for competitive examinations was proposed by the members. The Coordinator reported that the college has received a proposal from a govt. franchise organisation for imparting training for W.B.C.S. (Competitive Examinations) and this proposal is under consideration of the college. It was proposed that the add-on courses offered by Swami Vivekananda Vani Prachar Samity would be revised.

16) **Miscellaneous:**

- a. Dr. Animesh Datta proposed that the students of this college might visit laboratories of NIT-Durgapur. This would give a good exposure to the students.
- b. Dr. Seema Sen proposed to organise a seminar on AUTO CAD.
- c. **Celebration:** Science and technology Day to be celebrated in the context of National Science Day 2022 in the second week of March-2022.
- d. The Karate course which was running in the college before lock down might also be revised under the aegis of the NSS.
- e. The Cell was informed about introduction of an online certificate programme on communication skills in collaboration with the British Council Library.



The Principal & the Chairperson, IQAC

Principal
Durgapur Women's College



The Coordinator, IQAC

Co-ordinator
IQAC
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