

# Internal Quality Assurance Cell Durgapur Women's College

## Minutes of the IQAC Meeting

Date: 15.02.2023

Venue: Meeting Room

A meeting was convened among the members of the IQAC & the Heads of the Departments. The Teacher-in-Charge was in the chair.

### **Agenda:**

- 1) Fee Structure for students.
- 2) Website of the College.
- 3) NAAC: AQAR & SSR.
- 4) Miscellaneous.

### **The following resolutions were taken in the meeting:**

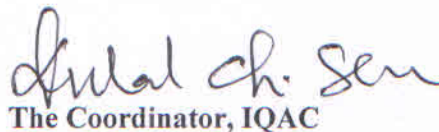
- 1) Fee Structure for the students may be revised in order to increase the number of students taking admission into the College in future.
- 2) Various committees involving FTTs and SACTs may be formed in order to expedite the data collection and compilation for AQAR and SSR as well as for smooth functioning of the activities related to examination, admission, scholarship schemes etc. for students
- 3) Number of office staff may be increased in order to cater the students in a better way in matters related to admission, examination, scholarship schemes etc. as soon as possible. Help may be sought from FTTs, SACTs and teachers involved in WEBEL in this regard. Newly appointed casual staff may be placed at the office to help Ms. Sima Sil Roy and/or Mr. Saheb Goswami in relevant tasks.
- 4) Private agencies who have approached the College authorities for website maintenance and development may be called for their demonstrations in the ensuing week. It was decided that the IQAC will form a committee (involving FTTs and SACTs) to expedite the process of website development. It was also decided that the college, if feasible, will purchase a domain for its website reserving all the necessary rights and only seek technical assistance from the external agencies.
- 5) A computer training course will be conducted but George Telegraph to increase computer proficiency of the teachers of the college. It was resolved that it will be compulsory for all FTTs and SACTs. It was decided that the IQAC will form a committee (involving FTTs and SACTs)
- 6) A Green Audit will be conducted by an external agency for the College. It was decided that the IQAC will form a committee (involving FTTs and SACTs)
- 7) It was decided that the IQAC will form a committee (involving FTTs and SACTs) for NSS and NCC data collection and compilation for the AQAR/SSR.

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



The T-I-C & Chairperson, IQAC

Teacher-in-Charge  
Durgapur Women's College



The Coordinator, IQAC

Co-ordinator  
IQAC  
Durgapur Women's College  
Durgapur-713209