

Internal Quality Assurance Cell

Durgapur Women's College


Action taken Report 2022-2023

Sl. No.	Date of Meeting	Resolutions	Action Taken
1	12.07.2022	<p>*The submission of U.C. s for to UGC-ERO, Kolkata has to expedited for 10th, 11th & 12th Plan Periods</p> <p>* A workshop for the preparation of NAAC-2nd Cycle accreditation is to be organised</p> <p>* A workshop on NEP-2020 is to be organised is to be organised</p>	<p>* Teachers were informed to continue and the submission process was initiated</p> <p>* A workshop on NAAC-2nd Cycle accreditation was organised on 03.08.2022</p> <p>* A workshop on NEP-2020 was organised on 11.01.2023. Speaker: Dr. Swapan Pan, Ex-Principal, Guskara Mahavidyalaya</p>
2	12.08.2022	<p>*AQAR for 2021-22 needs to be submitted involving all the FTTs and SACTs</p> <p>*SSR preparation has to be initiated</p>	<p>AQAR 2021-22 were submitted within time involving all the FTTs and SACTs and SSR preparation was initiated</p>
3	05.11.2022	<p>The process of SSR preparation is to be expedited</p>	<p>The process of SSR preparation was to be expedited by talking to the departments about its relevance and method of preparation as per the previous workshop</p>
4	10.01.2023	<p>Seminar cum Workshop on NEP 2020 is to be organised in order to implement NEP2020</p>	<p>A seminar cum workshop on NEP 2020 was organised on 11.01.2023 at 1:30 in the AV Room for all the staff members and students of the College.</p>
5	02.02.2023	<p>In view of the ensuing NAAC accreditation, the</p>	<p>*Following suggestions were made by the IQAC:</p>

		overall infrastructure of the college needs to be developed.	<ol style="list-style-type: none"> a. Students' Hostel needs to be made ready. b. Repairing and painting of all the college buildings. c. Maintenance of Air Conditioning machines. d. Renovation of the Auditorium. e. Smart Classrooms are to be built <p>*The ground floor of the Administrative Building has been painted. However, the other buildings could not be painted due to paucity of fund. Estimate of the work was taken</p>
6	10.03.2023	<p>*A new website developer is to be approached for making the new website</p> <p>*College will pay the remuneration to the students (NCC Cadets) who helped in clearing the library premises as a part of the 'Earn While You Learn' initiative.</p> <p>*Waste management programme is to be initiated</p>	<p>*A new website developer was approached through proper tendering process for making the new website via E-Committee of the college</p> <p>*NCC Cadets were engaged in 'Earn while you learn' scheme in cleaning the Kibrary Books.</p> <p>* Waste papers and e-wastes have been identified and isolated.</p>
7	13.04. 2023	*A Grievance Redressal week might be observed by the IQAC. NSS volunteers would encourage the	*A Grievance Redressal week was observed by the IQAC by installing grievance boxes at various places in the college by NSS volunteers

		<p>students to use the grievance boxes, and the boxes would be opened and the grievances would be addressed.</p> <p>*AQAR 22-23 and SSR preparation are to be expedited and students feedback would be taken accordingly</p>	<p>*AQAR 22-23 and SSR preparation were expedited by giving reminders to various departments about submission of data through templates and students feedback was taken accordingly</p>
8	14.06.2023	<p>*Infrastructural development needs to be initiated</p> <p>*Promotion of Full-Time Teachers needs to be taken care of</p>	<p>*Water pipeline was installed from the college building to the Hostel area.</p> <p>*9 Full-Time Teachers of the college were promoted through proper channel by the competent authority</p> <p>*The College staff quarters were renovated with RUSA 2.0 Funding and it was decided unanimously that they will be opened for students coming from distant places to pursue their higher studies at the college</p>


 Geemati
 Teacher-In-Charge
 Durgapur Women's College


 Anil Ch. Sen
 Co-ordinator
 IQAC
 Durgapur Women's College
 Durgapur-713209

Durgapur Women's College

Internal Quality Assurance Cell

A meeting of IQAC of Durgapur Women's College is held on 15.12.2022 at 1.30 pm to discuss the following issues.

Agenda:

1. Confirmation of the resolution of the previous meeting.
2. Submission of AQAR for the Academic year 2021-22.
3. Preparation of AQAR for the Academic year 2022-23.
4. Preparation for the second cycle NAAC accreditation.
5. Follow up for overhauling of the college Website and Smart Class Room
6. Infrastructure development of the college.
7. Miscellaneous.

The TIC, Dr. Seema Sen chaired the meeting.

Proceedings of the resolutions of IQAC Meeting held on 15.12.22 at 1.30 pm.

1. Resolutions of the previous meeting were read and confirmed.
2. The Coordinator reported that AQAR of the college for the Academic Year 2021-22 has been successfully submitted on 07.12.2022.
3. Departmental data for AQAR of the Academic year 2022-23 would be prepared by the concerned departments in Google spreadsheet. HODs of all departments will be requested to submit the same to the IQAC. These may be revised till June, 2023.
4. The Coordinator reported that the NAAC accreditation of the college for the 2nd cycle has been extended till December, 2023 by the NAAC authority. Compilation of SSR would have to be completed by January, 2023. It was decided that

Criterion - I will be overseen by – Dr. Surajit Karmakar, Prof. Manimala Ghosh, Prof. Samrat Dasgupta.

Criterion - II will be overseen by Prof. Rajibul Islam, Prof. Sunanda Basu Mallick Sarbadhikary, Prof. Sudip Kumar Palit, Dr. Mukta Sing Sardar.

Criterion - III will be overseen by – Dr. Arup Kanti Kole, Dr. Lily Pal.

Criterion - IV will be overseen by- Prof. Bijoy Prasad Das, Dr. Surajit Karmakar, Prof. Surya Sarkar.

Criterion - V will be overseen by – Prof. Debalina Gupta, Prof.. Debaparna Banerjee.

Criterion - VI will be overseen by - Dr. Amitayu Chakraborty.

Criterion - VII will be overseen by – Dr. Chandrima Das, Prof. Riman Rakshit.

Prof. Mitali Ghosh Moulick will be assisted by Prof. Amit Sarkar and Prof. Kajal Mondal regarding compilation of NCC data.

5. The IIQA was decided to be submitted by 31st January, 2023.
6. The SSR will be uploaded by 15th February, 2023.
7. It was also decided that the college will not be able to submit data to NIRF for this academic year.
8. The college is going to take initiative to upgrade the website and if required, a new website developer would be appointed.
9. It was decided that the ICT Room in the first floor of the Humanities Building will be renovated and equipped with all necessary arrangements. It was proposed to set up a Smart Board in this room. It was also suggested in the meeting that Dr. L. N. Neogi will be requested to contact the vendors who had set up the smart room (221) to look into the state of the White Board.
10. The department of English has placed a proposal to open PG course in English. Proposals were also placed to open UG course in Education, Nutrition and Music.
11. The students' common room must be provided for the students with all the amenities.
12. A proposal was placed to install a sound system in the common places of the college.

13. There was a proposal to engage a gardener for landscaping.
14. A guard room needs to be installed at the gate of the college. IQAC requested the TIC to take necessary steps.
15. It was unanimously decided that college Annual Sports will be held on 23.12.22 (Friday). Sports Sub Committee will be requested to do the needful.
16. It was unanimously decided in the meeting that examinee without admit card and no guardian would be allowed under any circumstances on the college premises during University examinations and IGNOU examinations.
15. Grievance Redressal boxes need to be installed at various places in the college.
16. A contribution of Rs.25,000/- would be paid to Mr. Sunit Mondal, an office clerk, from the Staff Welfare Fund.
17. Teachers would be requested to contribute (both FTTs and SACTs) to the staff welfare fund every six month.

The meeting ended with thanks to the Chair.

Heemalini

T-I-C & Chairperson, IQAC

Teacher-in-Charge
Durgapur Women's College

Jubal Ch. Sen

Coordinator, IQAC

Co-ordinator
IQAC
Durgapur Women's College
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Durgapur Women's College
Internal Quality Assurance Cell

Date: 02.02.2023

A meeting of IQAC of Durgapur Women's College is held on 02.02.2023 at 1pm. The meeting is chaired by the TIC. The following decisions/resolutions are taken in the meeting.

1. The Resolutions of the previous meeting is read and confirmed.
2. The members again emphasizes for the construction of a guard room near the main gate. This was discussed earlier. The sound system which was recommended to install in the college is not implemented till date.
3. The members request the TIC to take decisions and implement the following proposals for the overall development of the college.
 - I. To set up two smart rooms.
 - II. To install white boards in all the class rooms replacing the old ones.
 - III. To purchase furniture for office, class rooms and Hostel.
 - IV. To purchase Laboratory Equipments in urgent basis.
 - V. To cover the wall mounted almirahs in the office.
 - VI. Audio system for the Auditorium.
4. The Coordinator points out that in view of the ensuing NAAC accreditation the overall infrastructure of the college needs to develop accordingly. The members in this connection suggest the following.
 - a. Students' Hostel needs to be made ready.
 - b. Repairing and painting of all the college buildings.
 - c. Maintenance of Air Conditioning machines.
 - d. Renovation of the Auditorium.
5. The Coordinator reports that the main underground water supply pipeline from the college to the Hostel campus needs to be repaired immediately. It would be better if the college can install new pipeline replacing the decades long old line.



T-I-C & Chairperson, IQAC


Coordinator, IQAC

Co-ordinator
IQAC
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A meeting of IQAC of Durgapur Women's College is held on ^{05.11.2022} at 2 pm to discuss the following issues.

Venue: Meeting Room.

Agenda:

1. Upgradation of the college website.
2. Preparation of SSR for the 2nd cycle NAAC accreditation.
3. Field Survey/Study Tour.
4. Misc.

The Teacher-in-Charge Dr. Seema Sen takes the Chair in the meeting. The following decisions are taken in the meeting.

1. After discussion on the issue of upgradation of the college website, it is decided that IQAC Coordinator will talk to the vendor for the purpose.
2. It is decided that IQAC team members will meet all departments (both FTT & SACT) and discuss all aspects regarding collection of data for SSR. HODs of respective departments will be requested to submit the reports as early as possible.
3. Dr. Animesh Dutta discusses all the aspects of NAAC evaluation process under the new guidelines.
4. It is decided that some departments, Viz. Geography and Zoology will undertake the Study Tour/Field Survey as per their curriculum. It is advised that the HODs will fix up the schedule and the permission from the appropriate authority has to be sought well ahead of the programme.
5. It is reported by the coordinator that Miss Ankita De, a Research Fellow of Cancer Biology Laboratory of IIT, Kharagpur will volunteer to take a few classes for the students of Zoology Department in the Even Semester, 2023.

The meeting ends with thanks to the Chair.

Seema Sen
T-I-C & Chairperson, IQAC

Teacher-in-Charge
Durgapur Women's College

Anil Ch. Sen
Coordinator, IQAC

Co-ordinator
IQAC
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Durgapur Women's College
Internal Quality Assurance Cell

Minutes of IQAC Meeting

A meeting of the IQAC, Durgapur Women's College, was convened on 10.01.2023 on the following agenda:

1. **Seminar cum Workshop on NEP 2020**
2. **Submission of SSR & IIQA**
3. **Miscellaneous**

Venue: Staff Room

Following resolutions were taken during the meeting:

1. IQAC will organise a seminar cum workshop on NEP 2020 on 11.01.2023 at 1:30 in the AV Room for all the staff members and students of the College. The speaker of the session will be Dr Swapan Pan, Ex-Principal, Guskara College.
2. A reminder will be sent by the IQAC to all the HoDs requesting to upload the departmental data for SSR on the shared Google Drive by 15.01.2023
3. IQAC Members will compile the data for SSR by 08.02.2023 and submit IIQA by 28.02.2023

Geemati

T-I-C & Chairperson, IQAC

Teacher-In-Charge
Durgapur Women's College

Abul Ch. Sen

Coordinator, IQAC

Co-ordinator
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Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date: 10.03.2023

Venue: Meeting Room

Following decisions were taken during the meeting:

1. SSR will be prepared by the end of March 2023. Follow-up and scrutiny of the departmental data may be expedited.
2. **'Transcendence'** (the website service provider) will be approached for the development and maintenance of the college website as (i) their demonstration taken by the IQAC members was satisfactory and better than other providers, (ii) their service during the admission process (2022-23) was up to the mark, and (iii) they have satisfactorily provided service to the two reputed adjacent colleges namely Durgapur Government College and MMM College, Durgapur.
3. A digital display board may be set up at the entrance of the College. Permission may be sought from the pollution control authorities in West Bengal for the same.
4. The process for **'Green Audit'** can be initiated.
5. Unused land within the college premises may be converted into wetland. Local business firms can be approached for the same with the apprehension that they may take the project as a part of their Corporate Social Responsibility programme.
6. **Waste/ disposable material** (unusable furniture, computers etc.) may be identified and disposed through proper channel from the College premises. The following sub-committees may monitor the entire process:
 - i. Unusable Furniture: Dr. Debalina Gupta, Prof. Ayan Mukherjee, Prof. Palash Roy, Prof. Vievkananda Gorai.

- ii. E-Waste: Prof. Sudip Kumar Palit, Prof. Baishali De, Mr. Goutam Singh.
 - iii. Paper-Waste: Dr.Surojit Karmakar, Mr. Utpal Banerjee, Mr. Goutam Mondal, Mr. Bachchulal Balmiki, Mr. Rabindranath Saha
7. College will pay the remuneration to the students (NCC Cadets) who helped in clearing the library premises as a part of the '**Earn While You Learn**' initiative.

The meeting ends with thanks to the Chair.

Seema Sen
T-I-C & Chairperson, IQAC

Teacher-in-Charge
Durgapur Women's College

Julal ch. Sen
Coordinator, IQAC

Co-ordinator
IQAC
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Internal Quality Assurance Cell Durgapur Women's College

Proceedings of the Meeting held on 12.07.2022 at 12.30 pm

The meeting is convened by Dr. D.C. Sen, Coordinator, IQAC and chaired by Dr. Seema Sen, the Teacher-in-Charge,

The resolutions of previous meeting are read and confirmed.

This meeting is held on emergency basis to discuss the submission of U.C. s to UGC-ERO, Kolkata.

TIC raises the issue of submitting the UC to UGC. She mentioned that she received the final reminder letter of UGC-ERO, Kolkata only a few days back after taking the charge as TIC of the college. There are a number of points raised by the UGC-ERO, Kolkata regarding the grants received by the college from the UGC under 10th, 11th & 12th Plan Periods. The letter sent by the UGC was read in the meeting. The UGC has clearly mentioned in the letter that despite several opportunities provided to the college the college did not respond adequately to submit the U.C.s and to meet up the queries sent to the college earlier.

As mentioned in the letter affiliation of the college by UGC U/S 12b may be withdrawn if the college fails to submit the U.C.s within the stipulated time which is already over.

It was decided that:

- i) This particular matter has to be properly informed to the GB and all staff in a meeting of the staff council scheduled to be held today after this meeting is over.
- ii) The data compilation task for submission of revised U.C.s has to be started as soon as possible. The IQAC Coordinator is requested to look after the matter and expedite the process of submission.
- iii) A workshop on preparation for NAAC 2nd Cycle may be organised as soon as possible to initiate the process.
- iv) A workshop on NEP- 2020 which is supposed to be implanted from the next academic session 2023-24 may be organised in the college.

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



The T-I-C & Chairperson, IQAC

Teacher-in-Charge
Durgapur Women's College



The Coordinator, IQAC

Co-ordinator
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Internal Quality Assurance Cell

A meeting of IQAC of Durgapur Women's College was held on 12.08.2022 at 1.30 pm to discuss the following issues. The Teacher-in-Charge Dr. Seema Sen chaired the meeting. The following decisions were taken in the meeting.

Resolutions of the previous meeting were read and confirmed.

Resolutions taken:-

A. Submission of AQAR 2021-22

1. Criteria-2: Prof. Sunanda Basu Sarbadhikari Mallick reported that only 2.7 is left, other information have been uploaded.
2. Student's satisfaction survey-very important. All the information related it must be uploaded in the website. Formats are to be immediately ready and feedbacks be taken through online.
3. Criteria-3: Regarding Dr. Arup Kanti Kole reported that data regarding NSS has been collected but data regarding NCC has not yet been sent.
4. List of eligible candidates will be published today. No of applicants is almost 1200. 1st phase admission notification closed and guideline has been given by Government.
5. Departmental activity profile must be available in the college website. A notice is to be given to all departments for updating their all activity related information in soft copy and send to IQAC. Dr. Arup Kanti Kole that any change in website must be done after completion of full admission process.
6. Black boards are to be replaced by white boards.
7. Sound system are to be purchased immediately and playing of Bande Mataram sound to be started from 15th August 2022. Pointer and slide changer also to be purchased immediately. Payment through voucher
8. T.C. meeting will be convened on 16th August at 12.30 P.M. on the issue of submission of AQAR.
9. For Criteria 6:- Librarian Dr. Praveen Shukla will be replaced by Prof. Rajibul Islam as Dr. Praveen Shukla is leaving the College and joining to NIIT, Agartala.
10. Criterion 5: For making this criterion ready Dr. Seema Sen will be replaced Prof. Debparna Banerjee of Physics and Prof. Moumita Karmakar of Economics as she is acting as Teacher-In-Charge.

B. For all class rooms sufficient lightning facilities should be arranged.

C. Grievance Redressal Cell, Anti-ragging Committee, Bisakha Committee must be formed in the G.B. immediately.

C. In the next meeting of the Teachers' Council all the committee members be clearly informed about their duties. The convenor of each committee their activities monthly to Teacher in Charge.

D. It was decided Paromita Ghosh of College Alumni will help in IQAC related office work. She will do the job and get some payment.

E. Representatives from CMERI, DMC, ADDA be taken and included in the IQAC.

F. The proposal of Interdepartmental collaboration can be paved in the Teacher committee and instrument sharing practices be introduced within departments.

G. Dr. Debalina Gupta reported that regarding career counselling MOU will be signed with RICE in the next week. Mahindra will again start a 10-day workshop for students for career advancement. A discussion has been made with the representative of MAAC for a seminar 3 days workshop for training regarding animation and related courses.

H. A programme can be organised by students on 27th September where they can give various stalls. The fund can be deposited to the college.

I. A room to be allotted to Alumni Committee for their meeting and a meeting between Alumni members and IQAC members will be held on 23rd August at 2P.M.

J. Two new members Dr. Surajit Karmakar and Prof. Manimala Ghosh will be inducted in the IQAC.

K. New building Committee will be formed with the following members:-

Dr. Debalina Gupta	Dr. Dulal Chandra Sen
Dr. Kalimul Haque	Professor Rajibul Islam
Dr. Chandrima Das	Sri Goutam Mondal

L. AQAR_2021-22 submission will be made on 30th August.

M. Common room competition will be started from 19th September.

N. Essay competition and poster presentation will be convened on 16th August on the topic of 75th year celebration Independence.

Essay Competition	12:00-1:00
Poster Competition	1:30-3:00

O. On 15th August, all along with NSS students must participate in the programme to be held in the college. Alumni members will also participate. Dr. Anup Kumar Maji will conduct the programme.

P. Teacher will meet guardian of 3rd and 5th semester students.

Q. A new subject can be introduced from the next Session-Education.

R. It was suggested that BCA course can be introduced in the college prayer be given for providing fund.

S. Chairman of ADDA Sri Tapas Banerjee might be approached for financial assistance to the college.

T. Our college can collaborate with NIT, the regional mentoring institute for Unnoto Bharat Abhijan programme.

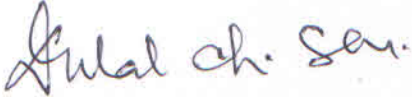
U. It was decided that some departments, Viz. Geography and Zoology will undertake the Study Tour/Field Survey as per their curriculum. It is advised that the HODs will fix up the schedule and the permission from the appropriate authority has to be sought well ahead of the programme.

V. It was reported by the coordinator that Miss Ankita De, a Research Fellow of Cancer Biology Laboratory of IIT, Kharagpur will volunteer to take a few classes for the students of Zoology Department in the Even Semester, 2023.

The meeting ended with thanks to the Chair.


T-I-C & Chairperson, IQAC

Teacher-in-Charge
Durgapur Women's College


Coordinator, IQAC

Co-ordinator
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Durgapur Women's College

Internal Quality Assurance Cell

A meeting of IQAC of Durgapur Women's College was held on 13.04.2023 at 1.30 pm to discuss the following issues.

The meeting was chaired by the Teacher-in-Charge, Dr. Seema Sen. Dr. Dulal Chandra Sen, the Coordinator conducted the meeting.

1. Resolutions of the previous meeting were read and confirmed.

2. Follow up:

- i) **Website Development** - Dr. Arup Kanti Kole briefed the members about the development of the College website. After the tendering process was over, Transcendence Software Consultancy has been chosen as the new website developer.
- ii) The existing website of the college would remain functional till the new website would be under the process of development. Notices should be uploaded in the website under the heads of **Staff Notice, Tender Notice, General Notice, Achievements**. Departments would be asked to provide details for their departmental profiles by submitted by 25th April).
- iii) **Feedback and SSS** – Prof. Sudip Kumar Palit and Prof. Samrat Das Gupta would take the responsibility for feedback and SSS. Two different links would be provided for feedback and SSS.
- iv) **Beautification** - Sri Manodeep Dhibar, a renowned sculpture would be requested to take up the work of the installation of a sculpture for the beautification of the college premises. It was also decided that the college symbol would be made into a sculpture.
- v) The work of installing the new underground water pipeline will be started soon.

3. It was decided that the college notices henceforth would be numbered, and the numbers would be recorded in a notice book.

Students' notices will be classified as follows-

- a. Registration
- b. Examination
- c. Result
- d. Fees collection
- e. Placement
- f. Miscellaneous

4. It was also decided that a 1 TB SSD would be bought for the college to keep back up of all the office data, especially the ones in the desktop of Ms. Sima Sil Roy.
5. The proposal of Interdepartmental collaboration can be payed in the Teachers' Council and instrument sharing practices be introduced within departments.
6. A Grievance Redressal week might be observed by the IQAC. NSS volunteers would encourage the students to use the grievance boxes, and the boxes would be opened and the grievances would be addressed. This week might be observed on first week of every month.
7. The NSS volunteers would be asked to ensure that the campus remains plastic-free.
8. Waste papers and e-wastes have been identified and isolated. A paper re-purposing company/e- waste disposal company would be contacted to dispose the same.
9. Potential students might be asked to come for virtual campus tour; a short video might be made with bytes from the former students.
10. Visits to various nearby schools might also be arranged to encourage students to take admission in the college. Students' achievements might be highlighted on various social media platforms. Media houses might be contacted to ensure wider dissemination of students' achievements in the college.

The meeting ended with thanks to the Chair.

Uema Lin

T-I-C & Chairperson, IQAC

Teacher-in-Charge
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Jubal Ch. Sen
Coordinator, IQAC

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Internal Quality Assurance Cell

Proceedings of the meeting

A meeting of IQAC of Durgapur Women's College is held on 14.06.2023 at 1 pm. The T-I-C takes the chair.

1. **Confirmation:** The Coordinator reads the resolution of the previous meeting and these are unanimously confirmed.
2. **Follow up:**
 - i. Dr. Seema Sen, T-I-C reports that the ground floor of the Administrative Building has been painted. However, the other buildings could not be painted due to paucity of fund. Estimate has been taken. Work could not be started.
 - ii. Installation of water pipe line has newly been installed from the college building to the Hostel area.
 - iii. T-I-C also reports that the College Staff Quarter has been thoroughly renovated under RUSA 2.0 Grant by ADDA. It is planned that these quarters will be converted to Girls' Hostel in the coming session. The newly admitted students would be preferred to get accommodation in this hostel.
3. **Preparation of AQAR:** The Coordinator requests all members to start preparing the AQAR_2022-23 so that the data could be submitted at the earliest.
4. **Second Cycle NAAC accreditation:** The Coordinator also requests all members to prepare the data template (criterion wise) for the SSR. The AQARs of the previous years are available in the college website and also in the NAAC portal. IQAC will be forwarded to the members through email.
5. **Infrastructure Development:** The members again request the TIC to develop the infrastructure of the college as suggested earlier. It is also requested to make ready the new Academic Building built under RUSA Grant. Some departments are also urgently required to procure laboratory equipments.

6. **Admission, 2023-24:** Dr. Arup Kanti Kole, the Convener of the Admission Sub Committee informs that Admission for the session 2023-24 will be conducted online. The Higher Education Department, Govt. of West Bengal is supposed to conduct the online admission process. Otherwise, the college is ready to conduct the process in standalone mode. Fees structure, the subject combinations etc. have already been submitted to the appropriate authority. He also informs that the Hostel Facility would be offered to the selected students. Priority will be given to the students coming from outside of Durgapur.
7. **Implementation of NEP 2020:** The Coordinator informs that NEP 2020 may be implemented from the next session. However, the Higher Education Department, Govt. of West Bengal and the University are yet to issue notifications in this regard.
8. **Promotion under CAS:** The T-I-C gladly informs that Dr. Anup Kr. Majhi, Prof. Bijoy Prasad Das, Prof. Sangeeta Karmakar, Dr. Amitayu Chakraborty, Dr. Shyamashree Maji, Dr. Chandrima Das, Dr. Krishanu Sarkar, Dr. Debdeep Dhibar and Prof. Abdul Aziz Us Subhan were granted promotion under CAS. She thanks IQAC for completing this job.
9. The Coordinator informs that IQAC is constantly following up the submission of CAS related documents from Prof. Rajibul Islam, Dr. Sujit Karmakar, Prof. Sunanda Basu Mallick Sarbadhikary and Prof. Sk. Wadekar Rahaman. So that the process can be expedited.
10. The T-I-C requests the Examination Sub Committee to prepare for the ensuing end semester university examinations.

The meeting ends with thanks to the chair.

Yeema Gu

T-I-C & Chairperson, IQAC

Teacher-In-Charge
Durgapur Women's College

Jibul Ch. Sen

Coordinator, IQAC

Co-ordinator
IQAC
Durgapur Women's College
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Internal Quality Assurance Cell

Durgapur Women's College

Minutes of the IQAC Meeting held on Date: 15.02.2023 at 12.30 pm

Venue: Room No. 103

A meeting was convened among the members of the IQAC, FTTs & SACTs. The Teacher-in-Charge was in the Chair.

Agenda:

- 1) Preparation of AQAR & SSR.
- 2) NAAC Data Verification and Validation.
- 3) Miscellaneous.

Resolutions:

- 1) The following committees were formed for the purpose:
 - a) Website Monitoring Committee: Dr Arup Kanti Kole (Convenor), Prof Palash Roy, Prof Dolon Dutta, Prof Samrat Dasgupta.
 - b) Career Counselling Cell: Dr. Debalina Gupta (Convenor), Prof Ayan Mukherjee, Prof Ramsau Mondal, Prof Arjita Banerjee.
 - c) Routine Monitoring Committee for AQAR/SSR: Prof Rajibul Islam (Convenor), Prof Chinhita Sanyal, Prof Mukta Singsardar.
 - d) Computer Training Monitoring Committee: Dr. Krishanu Sarkar (Convenor), Prof Baishali De, Prof Dolon Dutta, Prof Vivekananda Gorai
 - e) Green Audit Monitoring Committee: Prof Mukta Singsardar (Convenor), Prof Debalina Kar, Prof Lily Pal, Prof Samrat Dasgupta, Dr. Ramanshu Goswami.
- 2) SACTs and FTTs unanimously agreed on working in unison for the development of the college and put their best efforts to compile departmental data, records and complete the AQARs and SSR on time.

The Coordinator ended the meeting with thanks to 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

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:

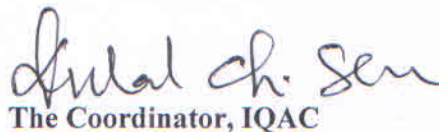
- 1) Fee Structure for the students may be revised in order to increase the number of students taking admission into the College in future.
- 2) Various committees involving FTTs and SACTs may be formed in order to expedite the data collection and compilation for AQAR and SSR as well as for smooth functioning 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

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Durgapur Women's College
Internal Quality Assurance Cell

A meeting of IQAC of Durgapur Women's College with Alumni Association is held on 23.08.2023 at 2 pm. The meeting is chaired by the TIC. The following decisions/resolutions are taken in the meeting.

The T-I-C and the Coordinator cordially welcome all members of the Alumni Association.

- i) Smt. Manisha Banerjee, the Secretary of the Alumni Association informs that the association has been registered by the Society Registration Act, Govt. of West Bengal. She put the list of Executive Committee Members of the Association as listed below.

<u>Name</u>	<u>Designation</u>
1. Smt. Rina Kar Poddar	President
2. Smt. Paromita Ghosh	Vice-President
3. Smt. Manisha Banerjee	Secretary
4. Smt. Rumpa Sinha	Treasurer
5. Smt. Mandira Pal Chaudhury	Cultural Secretary
6. Smt. Banani Roy	Member
7. Smt. Sulata Das	Member
8. Smt. Shatabdi Mukherjee	Member
9. Rasmoni Saha	Member

- ii) It is decided that the Alumni Association will join the Teachers' Day Programme in the college on 5th September. The members of the Association will perform various cultural events on this day.
- iii) It is decided that the Association will organise a Health Check up Camp in the college on 5th September for students and staff of the college.
- iv) It is decided that the Association will organise a Blood Donation Camp in Association with the Durgapur Sub Divisional Hospital. Members of the Association request all to donate blood voluntarily on that day.
- v) It is decided that a seminar on Cyber Crime will be organised in the college on 10th September. Alumni Association in association with Asansol Cyber Crime Cell and Domestic Violence Cell will conduct the programme.
- vi) It is decided that the Alumni Association will organise the next Reunion on 15th January, 2023 in the college.
- vii) It is also decided that Women's Day will be celebrated in the college on 8th March, 2023.


T-I-C & Chairperson, IQAC

Teacher-in-Charge
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Coordinator, IQAC

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Durgapur-713209

**Internal Quality Assurance Cell
Durgapur Women's College**

**Proceedings of the workshop on preparedness for NAAC 2nd Cycle
organized by IQAC on 03.08.2022 at 11.30 am.**

**Speaker: Dr. Siddhartha Gupta, Principal
Bankura Zilla Saradamani Mahila Mahavidyapith
Bankura & A member of NAAC Peer Team.**

IQAC, Durgapur Women's College has arranged a workshop for the preparation of NAAC-2nd Cycle accreditation on 3rd August, 2022. Dr. Siddhartha Gupta, Principal of Bankura Zilla Saradamani Mahila Mahavidyapith, has addressed the workshop.

1. Dr. Gupta has said that to prepare for 2nd cycle of NAAC at first the college has to submit IIQA (Institution Information for Quality Assessment). He has also said that after the submission of IIQA, the college shall get 30-45 days to submit SSR (self study report). At first we must make SSR in offline mode to make easy to fill SSR in online mode.
2. Nothing will be submitted through the offline mode. Every Data must be uploaded to the college website only. 70% of accreditation will be done in online mode, only 30% will verified by Peer team.
3. He advises the college that every data must be validated and verified viz. accumulate the name of the students who got scholarships in the previous academic years to get a good score in NAAC.
4. Not only the data of students scholarships but also of the events which are organised by the college authority like, Yoga Day, Seminars, Aids Awareness Programme, Swachh Bharat Abhiyan, etc must be uploaded to the college website.
5. He emphasises on SSS and P.O, C.O and P.O.S. Regarding SSS, Student Satisfaction Survey, he advises to create an online survey form and a column must be there where students can put their suggestions.
6. After that he gives emphasis on the point criterion 7 which contains i) curricular aspects, ii) teaching learning process, iii) research and innovation, iv) infrastructure and learning resources, v) student support and progression, vi) Governance, leadership and management, vii) Institution values and best practices. He also advises how to get good score on criterion 7 by introducing smart classrooms, mentor-mentee system. Remedial class is also an important ingredient as this helps week students to perform better.
7. He suggests us that we can engage alumnus for the development of the college. He emphasises on collecting data of passed out students (Name, year of passing, final roll no., and where she is placed now).

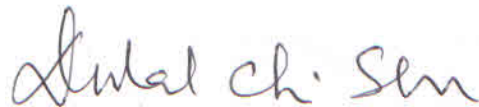
8. He advises the head of the institution and IQAC to encourage teachers to do research works and to give all possible facilities so that they can complete their research works.
9. He also emphasises on taking students' feedback, teachers' feedback, staff feedback, and parents' feedback. He gives importance on PTM (Parent teacher meeting).
10. He suggests us to pay particular attention on various important points by improving which we can improve our college infrastructure as given below:-
 - i) Interdepartmental collaboration and collaborative research.
 - ii) Alumni engagement.
 - iii) By doing field survey.
 - iv) By organizing monthly student seminar to improve knowledge of students.
 - v) By doing Green Audit (name of trees, their scientific names, their benefits, etc.)
 - vi) Encouraging teachers to publish at least one paper in a year.
 - v) Library digitalisation is very important.
 - vi) Career Counselling Cell must be functional.
 - vii) As we have lack of fund, he suggests various organizations to connect from where we can collect fund.
11. He put various ideas to find out our uniqueness of the college among various neighboring colleges. (Viz. Rain Water Management, Waste Management, etc.).

The meeting ends with thanks given by the Coordinator to the speaker and all teachers present.



The T-I-C & the Chairperson, IQAC

Teacher-in-Charge
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