



DURGAPUR WOMEN'S COLLEGE

Affiliated to Kazi Nazarul University

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Durgapur Women's College

Internal Quality Assurance Cell (IQAC)

Action Taken Report for 2023-24

Sl. No.	Date of Meeting	Resolutions	Action Taken
1	13.07.2023	* Undertake a wetland project within the college premises.	* Project proposal prepared in collaboration with Botany, Zoology, and Geography departments. *Funding options explored with government departments.
		* Invite expert guidance for the wetland project.	* Expert from Govt organisation was contacted to provide technical advice and guidance for the project.
2	25.07.2023	* Prepare and submit AQAR by August 15, 2023, and SSR by Puja holidays.	* AQAR submitted on time. SSR preparation initiated and progress tracked.
		* Conduct workshops and seminars for faculty with budget preparation.	* Workshop plans finalized; budget approvals sought.
		* Establish two smart classrooms, YouTube channels by teachers as well as for the college, Psychological Counselling Cell, and initiate mentorship programs.	* Smart classroom proposal submitted; YouTube channels created; *Psychological Counselling Cell formed. Departments started mentorship records.
		* Organize "Azadi Ka Amrit Mahotsav" from August 2-4 and a welcome program for 1st Semester students on August 1.	* Both programs successfully organized.
		* Conduct internal audit and upgrade CAMS software.	* Internal audit conducted and CAMS software upgraded to enhance administrative efficiency.
3	31.08.2023	* Conduct a workshop on the National Curriculum and Credit Framework (NCCF) under NEP 2020 for 1st Semester students.	* Workshop successfully conducted with students faculty members. *Addressed curriculum details, credit framework, and examination processes.
		* Highlight unresolved issues related to Major/Minor course selection.	* Issues flagged for further clarification with higher authorities.


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Principal
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4	19.09.2023	* Submit AQAR 2022-23 and expedite SSR preparation.	* Data template collected from HODs; AQAR compiled and submitted. SSR preparation ongoing.
		* Collaborate with various institutes for seminars and outreach programs.	* MoU's were made with several organisations
		* Promote e-learning through Canvas LMS and e-modules.	* Canvas LMS launched for faculty and students.
		* Address campus safety and development	* Campus inspection conducted; safety measures implemented.
		* Improve alumni engagement and organize voluntary education for slum children.	* Alumni meeting held; NSS volunteers began outreach education programs.
5	30.04.2024	* Submit IIQA for the 2nd NAAC cycle and expedite SSR preparation.	* IIQA successfully submitted on 30.04.2024. SSR preparation on full-swing
		* Implement a centralized admission system for the academic year 2024-25.	* Admission process initiated through the centralized portal
		* Oversee internal assessments to ensure timely completion.	* Examination Committee successfully managed the assessment process.
		* Create dedicated email IDs for document sharing related to NAAC accreditation.	* Dedicated email ID created to streamline communication and document sharing.
6	16.03.2024	* Submission of AQAR 2022-23 and updates from convenors for all AQAR criteria.	* Convenors reported progress; Criterion I, II, V, VI, and VII were near completion. Email access issue for Criterion III resolved, and uploads initiated.
		* Ensure all uploads for AQAR criteria are completed by 22.03.2024.	* Deadline communicated; regular follow-ups initiated to ensure compliance.
		* Address minimal progress in Criterion IV due to the absence of the convenor.	* Assigned temporary responsibility to other members to expedite completion.
7	25.06.2024	* Ensure departments complete preparations for the 2nd NAAC cycle and supervise HODs in marks upload to the university portal.	* Regular meetings conducted for NAAC progress review; marks upload completed under Result Committee supervision.
		* Finalize and verify CAS self-appraisal files for faculty promotions.	* Self-appraisal files prepared and verified; Screening Committee meeting planned as early as possible


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		* Monitor the progress of SSR preparation and timely submission.	* SSR preparation in the final stage, ensuring compliance with deadlines.
		* Admission report for 2024-25 academic year and student enrollment to be documented.	* Admission report finalized; 680 students enrolled in the first semester against 948 seats.
		* Conduct a meeting to discuss infrastructural improvements and finalize upcoming projects.	* Meeting held; focus on smart classroom development and additional campus facilities.


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