



DHUPGURI GIRLS' COLLEGE

DHUPGURI * JALPAIGURI * PIN-735210

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Ref. No.....

Date.....

NOTICE

Dhupguri Girls' College
IQAC Meeting
Date: 03-01-2024

This is to inform all members that an IQAC meeting will be held on the 10th of January, 2024, at 2:30 PM in the meeting room. The agenda for the meeting is as follows:

1. NAAC Preparedness
2. Status of Department Profiles to be Reviewed
3. Criteria-wise Work Allocation for NAAC and Deadlines
4. Review of the status of ongoing and finished add-on course.
5. Discussion Regarding Re-launch of 'Basic Computer Operation' Certificate Course and Spoken English Classes.
6. Campus Security to be Upgraded to CCTV Surveillance and Wi-Fi Facility in the New Campus
7. Installation of COHA Software for Library Maintenance
8. Miscellaneous

All members are requested to attend the meeting on time.

Principal

03.01.2024

Dhupguri Girls' College

Principal
 Dhupguri Girls' College
 Dhupguri :: Jalpaiguri

D Dutta 03.01.24

IQAC Coordinator

IQAC Coordinator
 Dhupguri Girls' College

Dhupguri Girls' College

RESOLUTION
Dhugguri Girls' College
IQAC Meeting Resolution
Date: 10-01-2024

The IQAC meeting of Dhugguri Girls' College was held on the 10th of January, 2024, at 2:30 PM. The following resolutions were passed:

1. Read and Confirmation of the Resolution of the Previous Meeting

The resolution of the previous IQAC meeting held on **10-10-2023** was read and confirmed.

2. NAAC Preparedness

The IQAC coordinator reported to the house about the current status of NAAC preparedness. The house was informed about the feedback responses obtained from students, faculty and Alumni and Criteria 1 team members were asked to collect the responses from the IQAC coordinator. The coordinator informed the Principal about the work on feedback and requested him to take appropriate actions on the suggestions received from the responses to better upgrade the Institutional-mechanism. The house was also updated on the state mentored NAAC workshop held on 09-01-2024 at Maynaguri College where State Level mentors asked the colleges to submit IIQA within March, 2024. Finally, it was unanimously decided and resolved that all departments will intensify their efforts to complete the necessary documentation and processes for NAAC accreditation in time and will submit IIQA within March, 2024.

3. Status of Departmental Profiles to be Reviewed

The IQAC coordinator stressed on the urgent need to review the status of departmental profiles. It was unanimously decided and resolved that each department will update and submit their profiles for review by the IQAC.

4. Criteria-wise Work Allocation for NAAC and Deadlines

The IQAC coordinator informed the house that the work of NAAC will not be completed in time if we don't allocate the works following a criteria wise allocation of works, further she stressed each criteria head must be given a strict deadline to complete his/her works. In this context the IQAC coordinator It was unanimously decided and resolved that specific tasks will be allocated to respective departments and individuals, with clear deadlines for completion to ensure timely submission of SSR.

5. Review of the status of ongoing and finished add-on course

The Principal enquired the house about the status of the ongoing add-on programmes and add-on courses. He emphasised that it is merely not sufficient only to introduce add-on programmes or add-on courses but to oversee whether the students are benefitted from those programmes or courses. The house took the point seriously and unanimously resolved to assign the academic sub-committee to review the status of all the ongoing add-on courses and future proposed courses.



6. **Discussion Regarding Re-launch of 'Basic Computer Operation' Certificate Course and Spoken English Classes**

The IQAC coordinator proposed the re-launch of the 'Basic Computer Operation' certificate course and spoken English classes. It was unanimously decided and resolved that these courses will be re-launched to enhance students' skills in these essential areas.

7. **Campus Security to be Upgraded to CCTV Surveillance and Wi-Fi Facility in the New Campus**

The IQAC coordinator emphasized the need to upgrade campus security and introduce Wi-Fi facilities in the new campus. It was unanimously decided and resolved that CCTV surveillance will be installed and Wi-Fi connectivity will be established in the new campus.

8. **Installation of COHA Software for Library Maintenance**

The IQAC coordinator reported the need for modernizing library maintenance through COHA software. It was unanimously decided and resolved that COHA software will be installed to improve library management and operations. The Library committee convenor was entrusted with the responsibility of reviewing the entire process and purchase of few reputed journals for the library.

9. **Miscellaneous**

NAAC Coordinator & IQAC Coordinator to Update NAAC Requirements through NAAC Mentorship Programmes at State Level:

It was unanimously decided and resolved that the NAAC Coordinator and IQAC Coordinator will participate in state-level NAAC mentorship programmes to stay updated with NAAC requirements and ensure compliance.

The meeting concluded with a vote of thanks to the chair.

Member's Present

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| 1. D Dutta 10.01.24 | 6. S. S. S. S. S. 10.01.24 |
| 2. K. Mustan 10/1/24 | 7. ... 10/1/24 |
| 3. Ghosh 10/1/24 | 8. Kousik Sutsadhar |
| 5. ... 10.01.24 | 9. Surajit Sen |
| | 10. Partha Ghosh. |