

**Proceedings of the Meeting of the IQAC of Heramba Chandra College held on 16.03.19 at 3.30 pm in the Rector's Room of the College.**

Dr. Raktim Sur, Coordinator, IQAC proposed the name of Dr. Nabanita Chakrabarti, Principal to preside over the meeting.

Dr. Nabanita Chakrabarti took the chair.

**Item No. 1 Review of the IQAC**

Dr. Raktim Sur informed the members that during last academic session the IQAC of the college had taken initiative to introduce online self-appraisal for the teachers. The system is now running successfully along with other online module like application for leave, online attendance for students, annual departmental report etc.

**Item No. 2**

The Coordinator, IQAC proposed That Management Information System should be applied for capturing all types of students' data along with the accounts. Prof. Sharmistha Dasgupta said that the students' module had already been added in the CMS of the college. It would only be developed further to function properly. Principal Nabanita Chakrabarti added that the discussion with the service provider had been initiated for the purpose.

**Item No. 3**

The Coordinator, IQAC said that as CBCS had been implemented in all the streams (B.A. /B.Sc. /B.Com.) the teachers would require ICT facilities in all the classrooms to make the teaching effective under time constraints. All the members unanimously agreed with him.

**Item No. 4**

Prof. Jayanta Ghosh opined that the college need overall infrastructural development. The Principal also agreed with him, but clarified that as the property of the college remained under the control of BSES it had become impossible to introduce any infrastructural work, even renovation without their consent. They, however, refused to give any consent for any type of civil work. She added that if this situation continued for some time the college building plan would also expire before execution. All the members expressed deep concern about the matter.

**Item No. 5**

Prof. Sharmistha Dasgupta said that the Academic Audit had been conducted in the college in 2015-16 session, but no administrative audit had ever been conducted in the college. She proposed to conduct the both as early as possible.

**Item No. 6**

Prof. Sharmistha Dasgupta also proposed for conducting Green Audit for the third cycle to assess whether the environment friendly measures were continued in the college. The members requested the Principal to take initiative as early as possible.

**Item No. 7**

Dr. Raktim Sur said that a NGO had contacted the college asking for space to run a Sunday school for street children. Dr. Papia Dasgupta added that the college might adopt an underprivileged locality near college and take initiative to organise health camps, awareness camps on various issues related to their life and provide educational support for the children. All the members appreciated the proposal. Dr. Emon Bagchi proposed that such activities should be organised through NSS.

**Item No. 8**

Dr. Raktim Sur said that the NSS unit of the College was not functioning properly for a long period. It should be revived immediately. Dr. Nabanita Chakrabarti said that the college had contacted the

concerned person in the Calcutta University and process had been initiated to regularise the activities of NSS.

Item No. 9

Dr. Raktim Sur said that the college had an active St. John Ambulance unit but presently it had been managed by a group of ex-students. The present students of the college should be encouraged to join the unit to make it more vibrant. The college should provide financial support to the students for completion of courses conducted by St. John Ambulance. He informed the cell that the college had recently organised a workshop on General Safety and First Aid attended by almost seventy students and teachers from different colleges.

Item No. 10

Dr. Nabanita Chakrabarti said that different departments had organised a number of special lectures, workshops etc. the college had plans for organising workshop for quality improvement. Dr. Papia Sengupta proposed to organise a workshop on new NAAC regulations. The Coordinator, IQAC replied that such a seminar would be organised by May 2019.

Item No. 11

Dr. Raktim Sur reported that the college had introduced measures like online self-appraisal, biometry for ensuring accountability and responsibility of the teachers.

Item No 12. Misc.

Dr. Nabanita Chatterjee suggested to introduce faculty exchange programme with other colleges and observe special national and international days. The members accepted the proposal. Dr. Nabanita Chakrabarti added that the Bengali Department had organised Bhasha Diwas on 21 February. The college would organise such programmes regularly.

The Meeting ended with vote of thanks to the chair.