

**Heramba Chandra College**  
**Internal Quality Assurance Cell**  
23/49, Gariahat Road, Kolkata-700029

**Proceedings of the Meeting of the Teachers with the Internal Quality Assurance Cell held on July 4, 2012 at 4 pm in the Teachers' Room of the College**

Dr Nabanita Chakrabarti, IQAC, Coordinator proposed name of Dr Prasanta Sharma, Teacher-in Charge, to preside over the meeting.

Dr Prasanta Sharma took the chair.

**Item Number 1: To confirm the proceedings of the last meeting and matters arising thereof.**

Proceedings were read and confirmed.

**Item Number 2: To Draft Academic calendar**

Dr. Nabanita Chakrabarti placed the proposal of drafting the academic calendar. She said that in view of lesser number of teaching days due to university examinations and other non-academic reasons it is necessary to prepare an academic calendar for optimum use of teaching days. Mr. Prasanta Sharma, TIC requested all the departmental heads to help Dr. Chakrabarti in preparing academic calendar.

**Item Number 3: To Plan to make Teaching/Learning absorbing**

Mr. Amit Dasgupta pointed out that absenteeism of the students was on the rise for few years. He proposed to introduce new teaching learning method to make it more attractive. Mr. Prasanta Sharma requested all the heads to discuss the matter in departmental meetings.

**Item Number 4: To initiate interdisciplinary interaction**

Dr. Nabanita Chakrabarti placed a proposal for inter-disciplinary interaction among the teachers of different departments. Mr. Jayanta Ghosh proposed for monthly seminar in which teachers of different departments would present papers.

**Item Number 5: Increase in Number of Effective Teaching Days**

Ms Sharmistha Dasgupta said that during university examinations, at times, examinees were a few in number. She suggested that we could use those days and rooms for teaching.

**Item Number 6: Introduction of Remedial Classes**

Ms Chhaya Banerjee suggested to introduce remedial classes for slow learners.

**Item Number 7: Miscellaneous**

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair.

Chairperson of the Meeting

IQAC Co-ordinator