

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

Proceedings of the Meeting of the Internal Quality Assurance Cell held on July 06, 2013 at 4 pm in the Rector's Room of the College

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

Dr PrasantaSharma took the chair.

The meeting starts with a short prayer offered by MrsSunandaRoychowdhury.

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

Proceedings were read and confirmed.

Item Number 2: To Finalise Academic calendar

Dr Nabanita Chakrabarti placed a draft academic calendar before the meeting. She told the meeting that because of University examinations held during April-July, every year teaching days get reduced. Altogether we can have around 170 teaching days. The academic calendar was accepted by all the members.

Item Number 3: To increase the effective number of teaching days by utilizing available space during university examinations and vacations, planned last year.

IQAC co-ordinator reported that during last summer recess Arts and Science Departments took classes of the first year students, whose exams were held in July. For B.Com students and for students of 2nd and third years it was not possible, as they were having examinations in the recess or before that. But for the interested students of 2nd year BA/BSc and 1st and 2nd year B.Com classes, teachers made themselves available during the University examinations.

MsSharmistha Dasgupta, TCS told that overall effort yielded result as students came for help.

It was decided that the effort was to be encouraged and continued.

Item Number 4: Continuation of Remedial Classes

IQAC co-ordinator reported that remedial classes were taken specially for slow learners during the late hours of the college, between 3-30 and 5 pm, twice a week. Slow learners were identified on the basis of their performance in classes and mid term tests. They were specially taken care of by extending teaching help during the period between test examinations and Part 1 or Part 2 examinations.

It was decided that the effort was to be encouraged and continued.

Item Number 5. Departmental Seminar

IQAC co-ordinator reported that last year 2 Departmental seminars were organized, in –house, where papers were presented by the students of Commerce and Economics Departments.

She reported that apart from those seminars, Bangla Department and English Department organized lectures.

It was decided to continue holding such seminars and lectures.

Item Number 6. 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