

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 04, 2015 at 4 pm in the Rector's Room of the College

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

Dr Indrani Mitra took the chair.

The meeting starts with a short prayer offered by Mrs. Sunanda Roychowdhury.

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 that because of Municipal elections all examinations were deferred. Classes were impacted. Teaching in recess and during university examinations had become almost a necessity.

The academic calendar was accepted by all the members.

Item No. 3: Modernisation of evaluation

Ms. Chhaya Banerjee reported that the evaluation methods used, though informal, attracted the imaginations of the students. She told that this session also the Department of History and Education would continue with the practice.

Item No. 4: Innovative Teaching Learning

Ms. Chhaya Banerjee reported that Department of Commerce and Education started implementing Bloom's Taxonomy, and Department of History introduced Capsule Teaching.

It was decided that such innovative methods be tried in all Departments, as far as practicable.

Item Number 5: Departmental Seminar

IQAC coordinator reported that almost all the Departments had made planning for holding Departmental Seminars in the forthcoming Session. She also reported that IQAC would organize a panel discussion on Microfinance and Its Impact on the Indian Economy, where

Mr. Chandrasekhar Ghosh, one of the pioneer of Microfinance in India had agreed to participate.

Dr Indrani Mitra reported that a UGC sponsored seminar would be organized by the Department of Economics in November, 2015, on Growth and Inequality.

Ms. Chhaya Banerjee reported that the Department of Education organized an extension lecture by Dr. Debosree Banerjee, HOD, Department of Education, Calcutta University in September, 2015

Dr. Nabanita Chakrabarti reported that Department of English would organize a workshop and a seminar in Collaboration with IQAC in December. She also reported that the Department of Geography would organize a seminar on Application of Remote Sensing on Various Dimension of Contemporary Dynamics in November, 2015.

Dr Jayanta Ghosh reported that a seminar on Capital market by Bombay stock Exchange Brokers' Forum would be organized in November, 2015.

Item Number 6: **Formation of Alumni**

Mr. Subhraneel Mitra reported that the Alumni Association had been formed and the process of getting it registered was in its final stage.

Item Number 7: **Operationalizing Club Activities**

Ms. Sharmistha Dasgupta said that four cultural clubs (Nature Club, Trekking and Rock Climbing Club, Photography Club and Drama Club) to encourage extra-curricular activities of the students were ready to operate. Ms. Lily Mukherjee, Lily Law and Achintya Biswas respectively would take responsibility of these clubs.

Item Number 8: **Green Audit**

Ms Sharmistha Dasgupta proposed that Green Audit or Environment Audit of the College Campus should be done.

Dr Indrani Mitra told that it would be beneficial for the college in terms of energy consumption. She told that the College would proceed to get it done after having a nod from the GB.

Item Number 9: **Mid Term Examinations**

IQAC coordinator reported that 4 Departments namely, Bangla, Education, History and Political Science would dispense with the prevailing method of mid term examinations replacing that with split tests of various types. Last year they had practiced those alternative methods along side the mid term examinations.

Item Number 10: **College Management Software**

Mr. Amit Dasgupta reported that making of an integrated online college management software had been entrusted to a vendor Softlink Technologies, who would work in collaboration with Technocrat. The Software would be operational by end of this next academic year i.e by June 30, 2016.

All members concurred to the proposal.

Item Number 11: Purchase of land

Mr Amit Dasgupta reported that a not so big piece of land measuring 24 Kottahs was being purchased with the concurrence of the GB, which is located about 7 km from the College.

Item Number 12: NAAC and AQAR

Dr. Nabanita Chakrabarti reported that SSR of NAAC needed to be prepared and uploaded sharp, before that 5 year AQAR were to be sent and uploaded. She said that she had written to NAAC to no about uploading and preparation of AQAR as IQAC was not functional till 2011. She did not get any clear reply. Presumably, after enquiring from IQAC of CU, it was understood that 5 year AQAR starting from 2010-11 to 2014-15 were to be uploaded before sending SSR and LOI.

Item Number 13: 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