



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

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PROCEEDINGS OF THE MEETING OF THE IQAC DATED 3 OCTOBER 2023

The Principal takes the chair. The Principal Dr Nabanita Chakrabarti and the Coordinator Dr Ranjan Kumar Auddy introduce the internal members of the house to the new external members of the house Ms Chaitali Chattopadhyay, Mr Shiladitya Chaudhury and Mr Pradip Kumar Sardar.

Dr Auddy then gives a brief introduction on NAAC and the IQAC of the institution. He reads out the proceedings of the previous meetings of the IQAC and the Action Taken Report which was confirmed unanimously.

In the Action Taken Report the feedback from students is an important part where students complained of insufficient ladies' toilets. The house then discusses the urgency of this particular complain. Mr Shiladitya Chaudhury proposes that a corporate entity might consider exercising CSR (corporate social responsibility); hence a sanitary ware company may be approached for funding. As a pilot project one washroom may be constructed followed by others. Mr Chaudhury proposes the installation of improved sanitary fixtures, especially taps with sensors.

The house then discusses the following agenda

1. Reviewing the Mission and Vision of the college. The question surfaces if Mission and Vision of the college should be reviewed in the context of the issues of employability, sustainable development and environmental awareness which have grown more and more important in recent times. The house agrees with the matter which may be further discussed in the GB.
2. Redesigning of the website. Prof Sumit Naskar says that the official website of the college needs to be more dynamic and attractive. Dr Raktim Sur as well as Ms Samhati Soor points out the problem of media storage. Dr Sur further proposes that the college website should have a gallery. Storing images in Google photo – the present practice - is open to the public but it is also open to irresponsible comments. He also suggests the inclusion of a YouTube link where several events, data and programmes of the college may be accessed.
3. Add-On Courses. The principal Dr Nabanita Chakrabarti informs the house regarding the two Add On courses – on Film-making and Spanish – which are likely to start from the end of November. The house discusses that students need to be told and informed extensively so that maximum enrolment takes place. The house decides that flyers will be prepared by Dr Lopamudra Basu. The classes for the said course may take place at the end of normal classes at the Meeting Room. Members felt the need of a brochure with course content etc.
4. Rethinking Student Support and Infrastructure. The Principal says that career counselling in each department should be organised after Puja holidays. The teachers may hold remedial online classes on preparatory days for slow learners (as well as advanced learners) in the morning or in the evening (when the student will be at her/his residence).

The librarian Ms Soor informs that more online journals to be subscribed in the college library.

The house decides that student support for Competitive Exams may be coordinated by Dr Ziaul Hoque and Mr Subhrajit Ray who are interested in the matter.

Pradip Kumar Sardar
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Samhati
Sumit Naskar
Chaitali
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