



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

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PROCEEDINGS OF THE MEETING OF THE INTERNAL MEMBERS OF THE IQAC DATED 15 SEPTEMBER, 2023

The Principal Dr Nabanita Chakrabarti takes the chair.

The Coordinator Dr Auddy reads out the proceedings of the meeting dated 12 July 2023 and they are confirmed unanimously.

The house reviews the Add On courses offered online by the departments and observes that in 2023-2024 the add on courses may be in mixed mode, through offline and online, or completely online, as students from different departments are enrolling themselves in the two certificate courses on Spanish language and Film-Making and hence departments cannot hold classes of free Add on courses during that time as students doing those two courses would be deprived.

The Principal assigns Dr B. B. Choudhury to talk with the new external GB members and get their dates so that meeting with the external members of the IQAC may be held soon. The Principal also shares the designation and email id of new external members so that mails be sent to them.

The Coordinator says that students admitted in Semester 1 should be encouraged to register in the portal and fill in the Student Profile Mapping.

The Coordinator requests the Principal that the Feedback collected from stakeholders may be submitted to the GB.

Dr Raktim Sur says that POCO for new syllabus under CCF need to be framed and uploaded on the website. The other members say the total structure of the newly introduced 4-year course is yet to be declared by the university. However, the members agree that the outcomes of CBCS programmes might remain unchanged.

The meeting ends with a vote of thanks to the chair.

ACTION TAKEN REPORT

1. Feedback of all stakeholders has been collected and analysed.
2. Academic Calendar is uploaded on website.
3. Educational excursions of the departments of History, English, Bengali and Education ended happily
4. New Day observed successfully: National Librarian's Day. A National seminar was held as part of observation of the day.

(Handwritten signatures and initials)

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