



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

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PROCEEDINGS OF THE MEETING OF THE INTERNAL MEMBERS OF THE IQAC DATED 5 JANUARY 2024

The Principal takes the chair.

The Coordinator, Dr Auddy says that the IQAC has two big tasks on hand: submission of AQAR 2022-2023 and collecting all necessary data of five assessment years for SSR for 3rd cycle of accreditation. It was discussed whether the said five years should count from the date of expiry of the previous cycle or the five academic sessions counting backward from the time of submission of SSR. Moreover, the house also takes note that a new binary system of accreditation will also be implemented by NAAC. The house decides that SSR should be submitted by 31 March 2024. Further, the house learns that the assessment period will be 2017-18 to 2021-2022, if we submit by 31 March. But if we submit after 30 June 2023 the assessment period will be 2018-19 to 2022-2023. It is decided unanimously that all departments should be directed by the Principal to collect data of students, pass percentage and activities of the department with geo-tag pictures and upload on the college website so that data is always available. Cells and Committees also should be asked to upload reports of activities with geo-tag pictures on website. In this context, the Principal Dr Chakrabarti says that each department needs to prepare a PPT very soon as she wants to see the PPT of each department. Dr Raktim Sur says that as cells and committees will not present PPT to the peer team, the Principal's PPT should focus on their activities.

Dr Sur and Mr Sumit Naskar says that although Campus Harmony and Social Service Unit and college unit of St John Ambulance have done several works of social service and extension, the college should initiate dialogues with the university so that NSS units may be revived. The Principal says that she has already taken initiative in this matter.

During miscellaneous hours, the house attempts to prepare a roadmap for preparation of SSR. Dr Sur says that members of the IQAC may distribute workload regarding arranging all necessary data and information. He proposes Mr Naskar will furnish the data of enrolment; Ms Nanda will furnish data of evaluation and assessment; likewise, seminar – Ms Shome; Webinar and ICT – Mr Auddy; grievance reports and student support data – Dr Choudhury; green initiatives and best practices and gender sensitisation programmes – Ms Bagchi. The house welcomes the proposals.

The Principal observes that a special team, comprising of members from the Teachers' Council, including SACTs, is required to collect the data of Students' Progression.

The house requests Dr Choudhury to make a format for Alumni Report to be sent to Tirtha.

Dr Auddy requests the Principal to advise teachers to update their profiles on the college website. Dr Sur says that the background of profile pictures should be flat.

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

ACTION TAKEN REPORT

1. The departments have uploaded notes, ppt and other such study materials on LMS portal.
2. The Entry-in-Service portal is more enriched than before.
3. CU question papers are uploaded on the library page of the website.

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