



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

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Proceedings of the Meeting of the IQAC with the faculty members held on 18.7.18 at 3 pm in the Principal's Room of the College.

Dr. Raktim Sur, Coordinator, IQAC proposed the name of Dr. Nabanita Chakrabarti, Principal to preside over the meeting.

Dr. Nabanita Chakrabarti took the chair.

Item No. 1 Academic Planning

Dr. Raktim Sur proposed to introduce add-on courses in all the departments. He said that these add-on courses should complement the existing syllabus. The departments should prepare brochures containing syllabi, schedules etc., and introduce the add-on courses by October. Since the Department of English has already prepared a brochure the house thinks that they may start the add-on course as soon as they can. Dr. Nabanita Chakrabarti said that such courses should commence from the second semester to allow the students of semester I to become familiar with the graduation course. It was resolved to introduce the add-on courses in January 2019 considering Dr. Chakrabarti's suggestion.

He requested the members to present their views on academic planning.

Ms. Papia Sengupta proposed more ICT-enabled classes. It was resolved that more classes would be made ICT-equipped.

Ms. Chhaya Banerjee suggested to introduce the system of students' feedback about the teachers from the next academic year.

Dr. Indrani Mitra suggested that special classes be introduced for advanced and slow learners separately. The members agreed to the proposal of Dr. Nabanita Chakrabarti that the Departmental Academic Calendar, Teachers' Diary, and Teaching Plan should be continued.

Dr. Raktim Sur proposed that a continuous evaluation system should be pursued more vigorously in all the departments.

Dr. Bodhisattwa Bardhan Choudhury said that the library catalogue prepared through KOHA software should be uploaded to the college website as early as possible.

Item No. 2 Planning for other activities

It was resolved to form a Research Committee and encourage research culture among faculty members and students.

The members had asked Dr. Jayanta Ghosh to explore the possibility of collaborative linkages with industry.

It was resolved to introduce a Communicative English course for three months duration. The Department of English would be entrusted to explore the possibility of introducing the course.

It was resolved to strengthen the Placement and Career Counselling Cell. It was proposed that the Cell would be asked to take the initiative for entering into an MOU with the industries.

It was resolved to activate the NSS. The NSS coordinator would be asked to plan for NSS activities.

Dr. Jayanta Ghosh proposed to conduct all types of environmental audits. The members accepted the proposal. Dr. Papia Sengupta requested the Principal to form a committee to organise such audits through an appropriate organisation.

Misc.

Nothing to discuss

Consulter *Raktim Sur* *J. Mitra*
Papia Sengupta



Bhaskar