



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

23/49, Gariahat Road, Kolkata - 700 029, Ph: 2461 0131

PROCEEDINGS AND MINUTES OF THE MEETING OF THE INTERNAL MEMBERS OF THE IQAC DATED 1 DECEMBER 2023

The Principal takes the chair.

The house reports the status of enrolment for Certificate courses on Film making and Spanish. Thirty-three students have applied for the course on Spanish and thirty-seven have applied for Film-making. As these two courses are not free, it is unanimously resolved that course fees will be collected by 15 December 2023; classes will start from 3 January 2024; a notice, including the names of applicants, has to be served regarding payment of fees for the two Certificate courses; Ms Samhati Soor and Mr Saddam Hussain will act as course-coordinators.

Regarding Extension activity of Ramdhanu it is decided that the course curriculum will remain the same as previous year and participating children will be given cakes, soft drinks and biscuits. It is also resolved that SACTs will also be approached for collection of funds.

Coordinators for Ramdhanu: Dr Lopamudra Basu, Mr Sumit Naskar, Dr Ziaul Hoque, Mr Shib Sundar Das and Ms Priyanka Dutta.

The house unanimously decides to reorganize the departmental page on the official website and make the following changes, keeping in mind 3rd cycle of NAAC accreditation and the guidelines of UGC:

- 'POCO' to replace 'Syllabus'
- 'Assessment' to replace 'View Marks'
- Journal, Awards, Question and Online Tutorial to be deleted.

Regarding submission of AQAR 22-23 the house resolves to collect all the necessary data be circulating the google form for Annual Departmental Report 22-23 as was done in previous years.

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

ACTION TAKEN REPORT

- The IQAC has collected primary data for submitting AQAR. Simultaneously, the departments are guided to prepare attainment report in the POCO portal.