



HERAMBACHANDRA COLLEGE

Internal Quality Assurance Cell

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PROCEEDINGS OF THE MEETING OF THE INTERNAL MEMBERS DATED 12 JULY 2023

The Principal, Dr Nabanita Chakrabarti, takes the chair. The Coordinator Dr Auddy reads the proceedings of the meetings dated 7 June 2023 and 8 May 2023 and they are confirmed unanimously.

Dr Auddy informs the house that after the AQAR of 2021-2022 was submitted on 28/5/2023, NAAC has reviewed it and reopened for resubmission. It was observed that no space for uploading of files in the NAAC portal can be left unfulfilled. If no data is available, we must upload a blank file marked NIL or NA.

The house also discusses whether dropbox, in which most of the files of the website open, may pose a problem for NAAC. Several members said that essential files displayed on website should ideally open not in drop box but on the website itself. The Chairperson says that the matter may be discussed in the Website Committee and Mr Abir Mukherjee who has designed the website may be called there.

The Principal observes that programmes on Constitutional Values and Electoral Literacy need to be organized frequently. Mr Sumit Naskar reminded that on April 14, 2023 the programme 'Constitution and Values' was organized by SC, ST and OBC cell in collaboration with Campus Harmony and Social Service Unit. The Principal appreciated their effort but pointed out that number of participants was quite less. The house agreed that more participation should be ensured in programmes of Constitutional Values.

The Coordinator Dr Auddy says that if some teacher acts as Joint Coordinator along with him it will be much helpful as workload for the forthcoming NAAC accreditation will be very demanding. The Principal and Dr Raktim Sur observe that Dr Bodhisattwa Bardhan Choudhury may act as Joint Coordinator. The Principal also says that the college needs a supervisor of MoU and requests Dr Choudhury to supervise the documentation of MoU-related activities.

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

ACTION TAKEN REPORT

1. The attainment of Programme Outcome and Course Outcome has been done by all departments.
2. Ramdhanu sponsored by members of the Teachers' Council and college administration (Sunday classes for underprivileged children) are being held with full support from teaching and non-teaching staff and students, volunteering as teachers.
3. World Yoga Day and World Music Day observed.
4. MoU signed with Bangabasi Morning College, Uddami India Foundation and M/s Redivivus Recyclers Pvt Ltd, (also known as Vital Waste)
5. World Book and Copyright Day observed with significant participants from students.

Ramdhanu

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