



# HERAMBACHANDRA COLLEGE

## Internal Quality Assurance Cell

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

### Proceedings of Meeting of the IQAC dated 23 November 2019.

The name of Dr Nabanita Chakrabarti, Principal of the college, was proposed by Dr Ranjan Kumar Auddy to act as chairperson and it was accepted unanimously.

The Coordiantor Dr Auddy read out the proceedings of the last meeting of the IQAC dated 16.03.2019 and it was resolved unanimously. Dr Raktim Sur updated the house regarding the execution of the resolutions taken in the previous meeting. Mr Kishore Sengupta, Member of the Alumni, suggested that an action taken report be prepared before the next meeting of the IQAC and the house resolved that such a report may be prepared henceforth. Dr Nabanita Chatterjee enquired whether faculty exchange programme has materialized. Dr Sur answered that the college is thinking of signing a MOU with another college for successful implementation of the programme. Regarding the Sunday School the Principal informed the house that after the slum dwellers with whom the college intended to start the Sunday school, were dislocated and hence it got a setback. Dr Chatterjee and Mr Sengupta highlighted the necessity of holding four IQAC meetings in one academic year and the house agreed with them in this matter. The proceedings on the scheduled agenda are as follows:

1. Dr Auddy informed the house that although meetings could not be held, the IQAC has been functioning effectively. All the departments have introduced the system of parent teacher meetings. Programmes on social welfare such as Cancer Awareness Programme on 15.03.2019 and Awareness Programme on Alzheimer's Disease have been conducted in the college, Workshop on General Safety and First Aid on 6.3.19. The system of Mentor-Mentee programme has been introduced informally in the college. Several programmes have been conducted by the Women's Cell. Several departments have organized seminars and special lectures. Meetings of the internal members of the IQAC have also been held.

2. Preparation of AQAR: The teacher members have said that they will participate in the preparation of the AQAR filling up each of the seven Criterion as arranged in the internal meetings.

3. Academic Calendar: Dr Auddy suggested that each department may form an academic calendar of their own. But Dr. Nabanita Chatterjee opined that to maintain uniformity a general Calendar should be prepared and the house accepted the suggestion.

4. Feedback: Dr Auddy said that feedback of the students is indispensable for NAAC accreditation. Dr Chatterjee suggested to involve the college union in this matter. However, it was told by Dr Sur that a feedback form has already been created in the college website. It was resolved that a scroll will be put up in the college website asking the students to fill in three Feedback forms given in college website: Feedback on Curriculum, Feedback for Students and Feedback on Library.

5. Regarding Self Appraisal the house observed that the teachers of the college already have the opportunity to assess themselves if they fill in all the data in the college website. Dr Sur said that teachers can also check their API score by filling in necessary data in the college website. Hence Self Appraisal report in hard copy is not essential just now.





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6. Mentor Mentee Register: The house unanimously resolved to maintain a register for the recently introduced Mentor-Mentee work. A format of such a register has already been prepared by the IQAC which will be implemented with changes if necessary. Moreover, considering the enormity of the Department of Commerce, the house resolved that the department of Commerce may conduct the programme selectively on need-basis.

7. Incubation Centre: Dr Auddy said that Incubation centre is an important programme suggested by NAAC. Dr Bodhisattwa Bardhan Choudhury highlighted that this is a way of enabling the student for entrepreneurship. Considering the limited space of the college the house has to find way in bringing to light an Incubation Centre which will immensely benefit the students in the present social context.

8. Seminar on IPR: Dr Emon Bagchi and Dr Raktim Sur informed that a department of the Government of India on property rights exist in Kolkata and they may be contacted to provide us with necessary resources for arrangement of seminar on IPR. Dr Chatterjee suggested the name of Mr Sabuj Chaudhuri who might be the fittest person to act as resource person in a seminar on IPR. The house requested her to contact him and Dr Auddy opined that the college may fix the date for this seminar as per the availability of Mr Sabuj Chaudhuri.

9. Seminar on values and Ethics: Dr Auddy asked for suggestions regarding the arrangement of seminar on Values and Ethics. Dr Chatterjee volunteered to act as resource person in a seminar on Values and Ethics and the house expressed thanks for this gesture. Dr Auddy informs the house that IQAC is likely to organize an International seminar with the help of ICSSR on Iswarchandra Vidyasagar.

10. During miscellaneous hours, Mr Sengupta said that the Alumni Association needs an office room and at least they need a signboard indicating their address to be put up in the college premises. The house comprehended the problem and at last, the Principal said that the Alumni Association may use the college address for correspondence. Mr Sengupta urged that the quality of the teaching should be uplifted further keeping in mind the past glory of the institution. Dr Madhubanti Shome said that the teachers of the college give utmost importance to holding of classes and attendance of students have increased in the past two years. The Principal suggested that the next meeting of the IQAC may be conducted in January 2020.

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

*Ambarish*

*Raktim Sur*

*Sengupta*

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*ho*  
*Rat*  
*Star*

