

Heramba Chandra College
Internal Quality Assurance Cell
23/49, Gariahat Road, Kolkata-700029

**Proceedings of the First Meeting of the Internal Quality Assurance Cell
held on January 7, 2012 at 4 pm in the Rector's Room of the College**

Dr Nabanita Chakrabarti , IQAC, Coordinator proposes name of Dr Prasanta Sharma, Teacher-in Charge, to preside over the meeting.

Dr Prasanta Sharma takes the chair.

The meeting starts with a short prayer offered by Mrs Sunanda Roychowdhury.

Dr Chakrabarti says that the Chairperson of the Governing Body is invited to attend the first meeting

All other members agree.

Item Number 1: To take stock of the situation of the College

Dr Prasanta Sharma, TIC says that the college passed through a rough patch till May, 2011. As there was an inquiry against the then TIC and as the erstwhile Chairperson resigned and an internal crisis emerged. Till October, 2010, there was an unstable condition prevailing. The newly constituted Governing Body took charge in October, 2010. The situation improved a little. The tainted TIC continued with some legal measures. In May 2011, he was made to go ultimately. Since then, we have been trying to bring in normalcy in the College.

Nabanita Chakrabarti, Coordinator, IQAC says that IQAC needed to be constituted after the accreditation by NAAC made in March, 2005. But, the previous Governing Body paid no heed to that as a result IQAC formation is delayed by five and a half years. As such, accreditation is lapsed after five years. We are no longer a NAAC accredited institution.

Item Number 2 To Discuss on the NAAC Peer team recommendations in 2005

Dr Chakrabarti read out the recommendations made by in the Report

Dr. Prasanta Sharma told that though the recommendations were made seven years back were not implemented at all. Some of the recommendations were within the purview of the University and at least one was implemented, a crucial one, introduction of annual University Examinations. Secondly, an NSS Unit was started. He also told that lack of space was the major obstacle.

Ms. Sudanda Roychowdhury suggested that the college may approach the BSES for horizontal and vertical expansion of the building and also for acquisition of additional space.

Dr. Keya Dasgupta suggested that Library should be more equipped.

Dr. Uttam Kumar Bhattacharya proposed that some research initiatives might be under taken.

It was decided that

1. For opening of P.G courses recommended by the NAAC additional space must be constructed and / or acquired.
2. For computerization of Office process, to start with, all clerks must start working on desktop.
3. Teachers are to be encouraged to undertake research work and even they may be extended the opportunity of availing FDP of UGC.
4. A Placement cell may be initiated to liaison with business and industry for placement of students.

Item Number 3 To Finalise Students' Union Constitution

Dr Chakrabarti reported that the Students' Union Constitution had almost been finalized and he placed that before the meeting for comments. The members went through the same and opined that let the Constitution be finalized, after that amendments might be made.

Item Number 4 Computerisation of Students' Database

As discuss in Item number 2 computerization of the office process should take into account Computerisation of Students' Database.

Item Number 5 Miscellaneous

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair.

Chairperson of the Meeting

IQAC Co-ordinator