



श्रद्धावान् लभते ज्ञानम्

Herambachandra College

Accredited by NAAC

Minutes of the Meeting of the Internal Members of the IQAC dated 28/09/2022

The Principal takes the Chair.

It is discussed that it is getting too late and an Academic Calendar has to be made immediately. Holidays and working days with days of special observation will feature in the Academic Calendar, such as Heramba Chandra Day, Human Rights Day, Entrepreneurship Day, International Non-violence Day, International Mother Tongue Day and so on. The Principal advised that instead of observing two things in a single day it is better to observe two days. Suggestions to be sought from all departments in this matter.

Mr Sumit Naskar informs the house that he has framed a tentative academic calendar and the house requests him to finalize it so that it can be uploaded next week on the website.

The house resolved that the IQAC will advise each sub-committee to observe at least one day in a calendar year, such as the SC-ST cell will observe the Ambedkar Jayanti on 14 April. Women Cell will observe International Women's Day, Department of Commerce will observe World Entrepreneurship Day and so on. Dr Raktim Sur says college may coin a day of their own, such as Heramba Chandra Day: he reminds the house that he told that a Memorial Lecture Series might be organized every year on the birth anniversary of Sri Heramba Chandra Maitra. The house resolves that Mahatma Gandhi's birthday is Swachhta Divas as well as International Non-violence day which needs to be observed with due respect.

In miscellaneous hours Dr Auddy requested the Principal to take initiatives for the introduction of new free Add On Courses for the slow learners and Certificate courses which will develop technological capacity among our students.

Dr Emon Bagchi said that the dept of Geography will make a field visit to wetlands.

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

Prasanta 21.12.22

Rat
21/12/22

Raktim Sur
21.12.22

Erkinchuckey 21/12/22

Ed
21.12.22

22/12/22

Ed
21.12.22

21/12/22





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Minutes of the Meeting of the Internal Members of the IQAC dated 14/11/2022

Submission of AQAR 21-22

The Principal Dr Nabanita Chakrabarti takes the chair. It was discussed that the HoDs has to be urged to submit Annual Departmental Report to facilitate submission of AQAR

Preparation of NAAC accreditation

The house brought to the notice of Dr Indrani Mitra, Special Invitee in the meeting and Convener of the Academic Sub Committee, the necessity of getting certain things done by the departments, such as Maintaining the page of Departmental Activity in college website, Feedback and Student Satisfaction Survey as per recent NAAC guidelines. The house discussed in detail and framed the new questionnaire of SSS.

The house requested Dr Mitra to seek the views of the honourable GB regarding matters like Best Practices and matters relevant with NAAC accreditation. Dr Mitra said that it would be better if the IQAC or Teachers Council send their suggestions. Dr Bagchi suggested that arrangement of Solar Energy may be a Best Practice in future. The house realized that CMS can no longer be a Best Practice in the present scenario.

The house further discussed the necessity to implement certain measures such as the following:

- Academic bank Credit
- NHEQF & Curriculum and Credit Framework for Undergraduate
- Online Programme
- Participation of students in SWAYAM and MOOCs
- MOU (for internship, research and employment)
- Programmes on Indian Knowledge System
- Institution Development Plan
- New Add-On and Certificate Courses
- Programmes on Environment and Hazards caused by Plastic

Signature 21.12.22

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Minutes of the meeting of the internal members of the IQAC dated 21/12/2022

The Principal takes the chair and the Coordinator reads the minutes of the previous meetings dated 28/9/2022 and 14/11/2022.

AQAR

The Coordinator Dr Auddy informed the house that some data like names and roll number of all the final year students has not yet been supplied by the office. Moreover, due to organization of two international seminars the work of submission of AQAR could not be expedited. The house finally decides to pray to the NAAC to extend the date of submission. Simultaneously, the Coordinator requests the members to submit their respective Criterion of Part B of AQAR by January 7, 2023.

Preparation of IQAC's message to HoDs, GB and Sub-Committees

Dr Sur says that the house needs to meet the Sub-Committees and Departments officially and convey to them certain requirements for the benefit of the students and for preparation of NAAC and today we need to enlist those requirements, which are as follows:

- That HoDs should motivate students for MOOCs remedial teaching.
- That departmental page on website be enriched with Activities, CU questions, students' list, Notices
- That pages devoted to sub-committees on college website be enriched and updated with introduction, activities with meetings, resolutions, photos etc.
- That departments while organizing seminars may take logistic support from Seminar Committee, such as Reception, Food, Decoration and Sound System.

Miscellaneous

The house discussed in detail the matter of Best Practice and decided that the following Best Practices be sincerely adopted: Children of slum dwellers be gifted with exercise books and pens; a procedure be developed so that needy students be given food free from the college canteen. The house may simultaneously request the college authority a) to install Solar panel generating Solar Energy and b) to organize units of St John's Ambulance.

Principal 8.5.23

8.5.23

8.5.23

8/5/23

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8/5/23

08/15/23

8/12/20





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Minutes of the Joint Meeting of the internal members of the IQAC and the HoDs and the Conveners of the Sub-Committees dated 11 January, 2023

The Principal takes the Chair. The Coordinator of the IQAC says that since the activities of the college in the present academic year will be crucial in the next NAAC accreditation a thorough planning is required.

Review of the Activities of the Sub-Committees

It is resolved that all the sub-committees or cell will prepare a text titled 'About the Cell/ Sub-committee' by 16 January 2023 which will be updated on the college website. Simultaneously, the respective pages will be redesigned with the following heading: 'About the Cell', 'Members', 'Contact', 'Past Activities', 'Notices and Resolutions' and 'Picture Gallery'.

It is also resolved that each Sub-committee, cell and department is to observe a day in a calendar year. Such observation may also be held online if it is a public holiday, except such days like Independence Day and Republic Day.

Academic Calendar for session January to June 2023

It is reported that Academic Calendar is ready and will be put up on the website shortly.

Planning for the Next NAAC accreditation

It is proposed by the IQAC and simultaneously resolved unanimously that each department will update and upload data on their own in the departmental page on the website: 'Activities of the Department', CU question papers, workload and allotment of individual teachers, Students' List and Notices.

The HoD may also disable the Header which is non-functional on their page.

The Coordinator informs the house that the Feedback Form for Students – already functioning in the college website – has been revised according to the Student Satisfaction Report guidelines of the NAAC. The teachers are to ask all the

students to fill up the Feedback Form. The Principal suggested that teachers should ensure that every student submit the Feedback. Dr Auddy informs that the header 'Feedback Form for Students' needs to be properly displayed on the website.

The members debated on the role of the Seminar Committee after Dr Auddy and Dr Sur proposed that logistical support such as Reception, food etc may be provided by Seminar Committee. However, Dr Mandal and some more members argued that Seminar Committee is not necessary at all as it is best to leave the matter of organisation to Conveners. However, Principal said seminar proposals be informed and be organised in association with IQAC. Finally, the house proposed to dissolve Seminar Committee.



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The Coordinator informs the house that the college needs to finalize Best practices of the college. It has been decided after prolonged discussion that the Best Practice of the college will be social extension programmes, such as giving medicine to needy people of Old Age Homes, giving books and pens to needy children and arranging Anna Yojana for needy students of the college. To this end, a Charitable Fund be created where willing teachers and the college will donate money to carry out the aforesaid social extension programmes.

Miscellaneous

It is discussed that St John's Ambulance unit of the college needs student volunteers and hence teachers and college authority must initiate measures to enrol volunteers. Dr Raktim Sur proposes that the Governing Body be requested to finance the training fees of the students who will enrol as volunteers of St John Ambulance.

Dr Sur also proposes that Header of NSS on college website be disabled. It is further discussed that all non-functional Header should be disabled.

Dr Achintya Mandal requests the IQAC and the Principal to expedite the CAS due to him.

Dr Jayanta Ghosh brings to notice of the house that teachers need to be trained about the operation of the Smart Board and the White Board.

Prasanta
8.5.23

Raktim Sur
8.5.23

Aditya
8/5/23

Rakta
8/5/23

Lo
8.5.23

Markan
8.5.23

Lo
8.5.23

RM
8/5/23

Lo
8/5/23

Lo
8/05/2023

Lo
8.5.23





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Proceedings of the meeting of the Internal members of the IQAC dated 8 May 2023

The Principal takes the chair. The Coordinator says that there are more or less nineteen areas where the college needs to improve before applying for 3rd cycle of NAAC accreditation. These are as follows:

1. Academic Calendar
2. Website reflecting strategic development, academic calendar, routine, archive of notices, accounts, activities of departments, committees, cells etc.
3. Experiential learning through project work and field work
4. GB resolutions on relevant matters like MOU, students' feedback, planning of infrastructure, Best Practices etc.
5. Programmes on MOU
6. Motivation and encouragement of research
7. Extension activities (with NSS etc)
8. Footfall on library
9. Accounts – Budget and expenditure on infrastructure, maintenance of academic and physical facilities.
10. Audited utilization statement
11. Career counselling and guidance for competitive examinations
12. Alumni engagement
13. Participation of students in cultural events and sports at district, state, national and international level.
14. Thrust on e-governance
15. Good practices like Solar Energy, LED, Ban on Plastic.
16. Green audit, Academic audit
17. Best Practices
18. Quality Assurance Initiatives of the Institution: Academic Administrative Audit, ISO Certification, NBA or any other certification received with programme specification, collaborative quality initiative with other institution,

Dr Auddy says that to address so many issues and requirements the house needs to meet frequently. The members of the house agree with him.

It is unanimously resolved that **Academic Calendar** for the coming academic session 23-24 will be done in June 2023. The Principal advises the house to fix a date where the HoDs will meet, discuss and the technical committee will upload then and there.

The members of the house point out several areas where the **website** needs to improve. However, the Principal advises that a schedule should be made immediately following which each department will update their page on the website. The house decides that four key areas needs to be updated: Teacher Profile,



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Activities of the Department, Routine and question papers. Dr M Shome prepares a schedule then and there and the schedule is approved and posted on the WhatsApp group of the Teachers.

Dr B B Choudhury informed that as per **MOU** with ICA signed on 27/9/2022, some students of the college are availing an Add-On Course. Dr R Sur informed that a new Add-On course on Spanish will be launched soon. The house appreciated this development.

The college has also signed a MOU with Emplife Pvt Ltd

The house decides that the proposal for MOU with Uddami Foundation may be made. It will give scope for Internship to students.

Dr BBC enquires if the college (Governing Body) will sponsor a **field work** for students of Commerce by visiting the Bombay Stock Exchange; the Principal replies in the affirmative. The house appreciates the development.

Dr Auddy requested Dr Dasgupta to raise the matter of Financial support to teachers with the purpose of **motivating and encouraging research activities** like paper presentation in seminar and conferences in the **Finance** committee. Dr Dasgupta is also entrusted to prepare the xl file regarding preparation of budget and infrastructure expenditure and expenditures other than salary which is a very vital data for AQAR and NAAC.

The second agenda of **Reconstitution of NAAC** is then discussed. Dr Auddy informed that he has completed three years in office and also informed that he, as well as some members of the IQAC, desires to be replaced by new teachers.

The Principal proposed that Ms Chaitali Chattopadhyay may be considered as Local Representative and Dr BBC proposed to add a Student representative. The house decides that these matters be discussed in the Academic Sub-Committee followed by GB.

During **miscellaneous** hours the Principal informed that GB approved the AQAR 21-22 in the last meeting and suggested that Landline number be eliminated from Website

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



7.6.23

7.6.23

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7.6.23

9/6/22



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Proceedings of the Meeting of the Internal Members of the IQAC dated 7 June 2023

The house analysed the Student Satisfaction survey and found that students have given a positive feedback. Regarding performance of teachers and the departments, our students have given a very positive response. The students have acknowledged the contribution of the college towards creating opportunities of Placement, nourishing extra-curricular accomplishments, and supporting cognitive, social and emotional growth. The Coordinator suggested that the Academic Sub Committee should also analyse the feedback and think of further improvement on academic matters.

The Coordinator then draws the attention to the last question, which was framed beyond the questionnaire of NAAC. The students were asked to suggest two things which need to be changed or improved in the college. A large number of students have asked for a better and bigger canteen and more classrooms; a significant number of students have complained of poor hygiene as the college does not have enough washrooms. The house observed that these demands of the students are valid and justified and the matter be referred to the Governing Body for quick remedy. A large number of students have requested that the break be increased from 20 minutes to 30 minutes. But the Principal observed that since the college has constraints on time such demands cannot be fulfilled. A few students have demanded a Computer Room. Several members said that they had also been voicing this necessity for the students for a long time, but the college could not arrange a Computer Room due to lack of space. However, the administration cannot ignore these gaps in the infrastructure any longer.

Regarding the second agenda the house resolved that demands of the students for better canteen, more classrooms and improvement of hygiene be conveyed to the Governing Body for taking proper action.

The IQAC through prolonged discussion prepared the following list to be considered in preparing the budget of 23-24

The budget requires a Criteria called 'infrastructure augmentation'. The analysis of Feedback gives a guideline of necessary infrastructural augmentation.

- As per NAAC the college requires a yearly sum of Rs 50000 to start an Add-On Course on Spanish. The college has already proceeded dialogues in this matter.
- And fund may also be allotted for other Add-On Courses, such as Self-Defence Training for Girl Students etc.
- The IQAC feels that fund be allocated in the budget for
 - a) Field Work, Internship, study tour, Field visit, Industry visit.
 - b) for paying the registration fees if the teacher presents a paper in a seminar/ conference as an incentive for research works,
 - c) for publications of ISSN journal or book with ISBN by a Department or Committee,
 - d) for doing Extension activities and
 - e) for developing 'Best Practices' by the college, such as Solar panel, Solid Waste management, Herbal Garden etc.
 - f) for the functioning of Research and Development Cell which is being formed by order from higher authority.

It was reported by the Coordinator that the AQAR 21-22 has been opened for editing. It was decided that the changes suggested in the Review must be complied with.

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

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3.10.23

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3/10/23

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08/10/23