

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

**Proceedings of the Meeting of the Internal Quality Assurance Cell held on
November 24, 2012 at 4 pm in the Rector's Room of the College**

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

Dr Prasanta Sharma took the chair.

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

Item Number 1: To confirm the proceedings of the last meeting and matters arising thereof.

Proceedings were read and confirmed.

Item Number 2: To consider encouraging Faculty members in co-curricular activities

Dr Nabanita Chakrabarti said that teachers should be involved in co-curricular activities along with participation as resource persons in conferences and seminars in addition to class room teaching and allied activities She explained that teachers should write papers in journals, not only in academic ones, also in literary and news magazines.

Members discussed on it, suggested that if some incentives be given for such activities.

Dr Prasanta Sharma, TIC said that for presentation of papers duty leave was usually given, along with that College might reimburse travelling cost if not reimbursed by any other authority.

Item Number 3: To make a plan for improving teachers-students relationship in the College

Dr Jayanta Ghosh mentioned that college atmosphere was severely damaged in West Bengal because of some incidents in Raigangue, Majdiya. He told that though in our college atmosphere was normal, we should put on special effort to improve the relationship.

Dr Sharma, TIC said that we had been continuously keeping close touch with the students as well as their organizational leaders to maintain congenial academic environment. As a result of that, we were among a very few colleges in West Bengal to introduce attendance norms for participation in Students' Union Election.

Item Number 4: Punctuality in Attendance

TIC said that we had been talking on students' attendance, but the attendances of employees needed to be improved.

All members agreed that punctuality in attendance be enforced.

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