

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

**Proceedings of the Meeting of the Teachers with the Internal Quality Assurance Cell held on July 4, 2013 at 4 pm in the Teachers' 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.

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

Proceedings were read and confirmed.

**Item Number 2: Academic calendar**

Dr. Nabanita Chakrabarti placed the proposal of drafting the academic calendar. She said that in view of lesser number of teaching days due to university examinations and other non-academic reasons it is necessary to prepare an academic calendar for optimum use of teaching days. Mr. Prasanta Sharma, TIC requested all the departmental heads to help Dr. Chakrabarti in preparing academic calendar.

**Item Number 3. Classes during Summer Recess and university examinations**

TCS reported that during last summer recess Arts and Science Departments took classes of the first year students, whose exams were held in July. For B.Com students and for students of 2<sup>nd</sup> and third years it was not possible, as they were having examinations in the recess or before that. But for the interested students of 2<sup>nd</sup> year BA / BSc and 1<sup>st</sup> and 2<sup>nd</sup> year B.Com classes, teachers made themselves available during the University examinations.

Ms. Sharmistha Dasgupta, TCS told that overall effort yielded result as students came for help.

It was decided that the effort was to be encouraged and continued.

**Item Number 4: Departmental Seminars**

IQAC co-ordinator reported that last year 2 Departmental seminars were organized, in – house, where papers were presented by the students of Commerce and Economics Departments.

She reported that apart from those seminars, Bangla Department and English Department organized lectures.

It was decided to continue holding such seminars and lectures.

**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