

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

**Proceedings of the Meeting of the IQAC with the Non Teaching Employees
held on January 14, 2012 at 4 pm in the Rector's Room of the College**

Nabanita Chakrabarti, Coordinator, IQAC proposes name of Dr Parsanta Sharma, TIC to preside over the meeting.

Dr Sharma takes the chair.

Item Number 1. Delay in formation of IQAC

Dr Chakrabarti reported that the IQAC was supposed to have been formed six and a half years back in March, 2005, but because of administrative lapses its formation was delayed by six and a half years. He said that in the meantime NAAC accreditation expired.

Item Number 2 NAAC Recommendations

Dr Nabanita Chakrabarti reported that, IQAC, after its formation in 23/12/2011, held a meeting on January 10, 2012 and considered the NAAC recommendations made in 2005. All the recommendations, if implemented, would have gone a long way in improving the academics of the College, but unfortunately, nothing was done. Moreover, there is serious space crunch. She told that NAAC recommended computerisation of Office and Library.

Mr Panchugopal De, said that initially, computers for all employees be made available. Accounts be finalized using some computer software. Then we shall think about computerisation of entire office process.

Dr Indrani Mitra, Professor-in-Charge, Library told that as there was no Librarian, it was difficult to computerize the Library, in its entirety. But she said that some Library Software needed to be installed.

Item Number 3 Students' Union Constitution

Dr Prasanta Sharma reported that the Students' Union Constitution has been finalised. Election to Students' Union for the year 2012 would be held on the basis of that Constitution.

Item Number 4 Office System Computerisation

It has already been discussed in Item Number 2.

Item Number 5 Library Computerisation

It has already been discussed in Item Number 2.

Item Number 6 Miscellaneous.

As there were no other matters to discuss, the meeting ended with a vote of thanks to the chair.

Chairperson, Meeting

IQAC Coordinator