

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 April 06, 2016 at 4 pm in the Rector's Room of the College**

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

Dr Nabanita Chakrabarti 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: College Management Software

Dr Amit Dasgupta reported that an online College Management Software had been in process which would be given a trial run by end of next month and the accounting, salary and student modules would be complete by End of August. He told that this software would go a long way in managing the College.

All members concurred to the proposal.

Item Number 3: NAAC

IQAC Coordinator reported that NAAC peer team would be visiting any time as the LOI had been accepted. He asked ever one to gear up for NAAC Peer Team visit.

Item Number 4: 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