

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 December 07, 2013 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 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: More Transparent Admission

Dr. Prasanta Sharma briefed that, though admission would be made 5-6 months from now, online admission procedure must be geared up for making admission hassle free.

Mr. Panchu Gopal De suggested that if pre-verification payment be introduced.

Every one agreed.

Item Number 3: Punctuality in Attendance

TIC said that despite repeated requests, punctuality in attendance could not be restored. He requested every one to be present in the office by the stipulated time.

Head Clerk and Accountant were entrusted with the attendance maintaining in office.

Item Number 4: Miscellaneous.

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

Chairperson, Meeting

IQAC Coordinator

