

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 April 09, 2015 at 4 pm in the Rector's Room of the College

DrNabanitaChakrabarti , IQAC, Coordinator proposed name of DrIndraniMitra, Teacher-in Charge, to preside over the meeting.

DrIndraniMitra 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: **Admission**

Dr. Papia Sengupta reported that this year admission would be more transparent and cross checked. She said that a method was being developed where scanned copy of marksheets would have to be uploaded. Moreover, verification of papers would be post verification. For doing away with assembly of a huge number of students on the very first day, verification would be done in a phased manner. She also said that a help line would be made available along with a dedicated mail id.

Item Number 3: **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