

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 04, 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 takes 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: To make a plan for Transparent Admission

Dr Prasanta Sharma, TIC said that the admission process would start from the month of June after declaration of Plus two results of different boards. He added that there were a few incidents in the past which raised questions about the transparency of admission. Mr. Amit Dasgupta said that as we were among the first few colleges in West Bengal to adopt partial online procedure in admission we should make further use of online method to make admission transparent and hassle free.

Head Clerk, Mr Panchugopal De said that on the office part we must be vigilant about admission so that no error occurs in office.

Item Number 3: Punctuality in Attendance

TIC said that we had been talking on students' attendance, but the attendances of employees needed to be improved. He said that in the office punctuality was a problem. Unless office environment changed, college could not pertain quality education.

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