

**Heramba Chandra College**  
**Internal Quality Assurance Cell**

23/49, Gariahat Road, Kolkata-700029

**NOTICE**

01.07.2013

A meeting with the Teachers of all departments shall be held on July 04, 2013 at 4 pm in the Teachers' Room of the College to discuss the following agenda:

1. To confirm the proceedings of the last meeting and matters arising thereof.
2. Academic calendar
3. Classes during Summer Recess and University Examinations
4. Departmental Seminar.
5. Miscellaneous.

(Nabanita Chakrabarti)  
Co-ordinator, IQAC

Copy to:

1. Principal
2. All Heads of the Departments
3. Secretary, Teachers' Council.
4. All Members of IQAC