

**Heramba Chandra College**  
**Internal Quality Assurance Cell**  
23/49, Gariahat Road, Kolkata-700029

**Notice**

02.12.2013

A meeting with the employees shall be held on December 07, 2013 at 4 pm in the Rector's Room of the College to discuss the following agenda:

1. To confirm the proceedings of the last meeting and matters arising thereof.
2. More Transparent Admission
3. Punctuality in Attendance
4. Miscellaneous.

(Nabanita Chakrabarti)  
Co-Ordinator, IQAC

Copy to:

1. Principal
2. Head Clerk
3. Notice Board