

MINUTES OF IQAC MEETING HELD ON MAY 10, 2023

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (Co-ordinator, IQAC, City College)
3. Smt. Sadhana Bose (Member from the Local Society)
4. Dr. Arkadeep Mitra (Teacher Member)
5. Sri Shyamsundar Dhara (Teacher Member)
6. Sri Soumendralaha (Teacher Member)
7. Dr. Arkajo Majumdar (Teacher Member)
8. Smt. Mitali Roy (Teacher Member)
9. Sri Sandeep Mukherjee (Students' Representative)

The meeting commenced with the opening speech of Dr. Arnab Chowdhury, Co-ordinator, IQAC, City College. Discussion on the given agenda followed subsequently.

Agendum 1: Confirmation of the proceedings of the previous IQAC Meeting held on February, 2023 and matters arising thereof.

Proceedings of the previous meeting were confirmed in principle by the members present.

However, a few points were raised regarding the mandatory reporting of semester-wise university results by all Departmental Heads. Majority of members opined that the results of General subjects (both B. A. & B. Sc. Streams) should be prepared by the College Office with the mention of SGPI.

On the issue of functioning of the Grievance Cell, the members opined that a receiving box for complaints should be installed somewhere near the College Office. Co-ordinator, IQAC, additionally mentioned the requirement of installing a similar receiving box for college tenders.

Regarding the point of regular reporting by the different sub-committees, no detailed discussion could be held as no Teachers' Council meeting was held after the previous IQAC meeting. Dr. Arkadeep Mitra, however, pointed out that the sub-committees would be notified for submitting their record of activities soon.

On the issue of a recent decline in the number of Kanyashree registration from the College, the role of the on-going Government programme of 'Dooare Sarkar' has been pointed out as a probable cause as beneficiaries are availing of the said opportunity. Still, it was decided that the new circular regarding the status of college registration for Kanyashree beneficiaries should be obtained from the dedicated Government portal.

It was reported by the Principal that the planning of the proposed extension of the Commerce Computer Lab was referred to a qualified engineer by the Governing Body.

It was further resolved that Room No 31 would be vacated and made ready for the exclusive use for the seven humanities departments. Heads of the respective departments would be consulted regarding the specific requirements.

A. S. Chatterjee
10/05/2023

Sital Prasad Chattopadhyay
10/5/23 ¹

Agendum 3: Reporting of Science Day Celebration.

Dr. Arnab Chaudhuri, Co-ordinator, IQAC, presented a detailed report on the recent Science Day celebration organised by the six departments of Physical Sciences and Bio-Sciences. He recounted that the programme was a great success with the presence of quite a few illustrious speakers and poster presentations and paper presentations by student participants.

Agendum 4: Students' feedback from outgoing Semester 6 students.

It was proposed by Dr. Arkadeep Mitra that feedback from the final semester students could be obtained by circulating Google Forms.

Miscellaneous:

The members present in the meeting expressed the need for a central arrangement for conducting the Internal Assessment process for the current even semesters for which the Examination Committee would require to take the proper initiative.

On the multiple issues regarding the beautification, safety and hygiene of the College campus, there were several proposals and observations coming from various members present in the meeting. The most important ones are as follows:

About the overall beautification of the campus the Building Committee should be consulted.

Extensive repair work and refurbishing required for the IQAC Room.

Sri Sandeep Mukherjee, Students' Representative, particularly referred to the urgent need for repair work for all the washrooms in the College. He also proposed that a new sanitary article vending machine in the Girls' Common Room is urgently needed.

Smt. Sadhana Bose, Member of the Local Society, expressed her concern for the safety of the college properties as there had been a spate of illegal activities in the locality.

Issues like asset marking for all items owned by City College, installation of trophy cabinets, disposal of scrap and particularly disposal of e-waste were also discussed and debated at length.

With no other matter left to be discussed, the meeting was concluded by the Principal with a vote of thanks to the members present.

Arun Kumar,
10/05/2023

Sri Sandeep Mukherjee
29/05/23