

The meeting was presided over by Principal and Chairperson, IQAC, Dr. Sitalprasad Chattopadhyay.

At the onset, the Chairperson requested Prof. Tapan Ghosh , Convener, IQAC, to brief the members of the latest regulations regarding NAAC visit and where City College stands now. The following points were referred by Prof. Ghosh;

- a) As per the new format we need to upload the entire back log AQARs before we start preparing for SSR.
- b) The old format of the AQARs can be filled up provided it has to be uploaded by 31.12.18. After this deadline, all AQARs must be submitted in the new format which will only accept one AQAR per year.
- c) At present we have to upload three AQARs, ie., for the years 2015-16, 2016-17 & 2017-18 before we qualify for NAAC visit in 2019. So, we have no option to submit these in the old format and upload it by 31.12.2018.
- d) Once these are uploaded, we can start the process for NAAC, ie., preparation of IIQA & SSR, according to the new format , published in June, 2018.

The members took the matter seriously and Prof. Pranati Sinha suggested forming seven committees headed by seven Conveners, each of which will take care of one criterion of the seven criteria of the AQAR. Seven Conveners were formed on the table and were requested to make their own team. It was further resolved that the Conveners would meet as required to compile the data and the deadline for uploading the AQARs was fixed on 22.12.2018, before the college closes for Christmas vacation.

Discussion related to NAAC Visit.

Prof. Tapan Ghosh informed the esteemed members that as per the new format, at first we need to register and then upload the IIQA with appropriate fee at any time in the year. Once the IIQA is accepted, the SSR has to be submitted within 45 days from the date of acceptance of IIQA, failing which the IIQA will have to be submitted afresh with the fees (previous fee will be forfeited). Hence, it is wise to prepare the IIQA & SSR simultaneously.

Prof. K.K.Chaki observed that the Principal needs to be resolute to conduct NAAC without further delay , within a stipulated time, and a dedicated team needs to be build up for the purpose. Prof. Sirdartha Majumder observed that a make-shift preparation for NAAC would serve no purpose and a good SSR needs to be prepared with activity.

Dr. Nitai RoyChaudhury pointed out some drawbacks related to library, such as, absence of library software, especially a Management Software, purchase of books and requirement of personnel and other logistic support for proper presentation for NAAC visit. In this regard, Prof. Pranati Sinha informed that the Finance Committee had cleared requisite funds for purchase of books. Dr. RoyChaudhury assured the completion of data automation of library within fortnight if adequate support is provided.

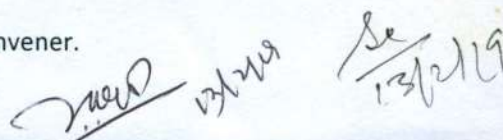
Prof. Subrata Ghosh stressed on forming a team with willing teachers and urged the house to begin preparation for NAAC forthwith. He further requested the Principal to provide proper leadership so that the work can be carried out with a vision.

Prof. Pranati Sinha suggested to aware all teaching and non-teaching staff regarding the benefits of NAAC accreditation and start preparation of SSR with immediate effect. She further stressed on Administrative and Academic Audit, which she felt would improve our scores.

To start the NAAC process, Prof. Tapan Ghosh proposed the name of Prof. K.K. Chaki as Convenor , NAAC Committee and was duly seconded by Prof. Pranati Sinha, with unanimous approval of all esteemed members. Prof. K.K.Chaki, however, expressed his reluctance on account of his personal obligations. Prof. Sirdartha Majumder again stressed on the overall institutional drive for fruitful prosecution of NAAC.

At the end of the meeting, Prof. Arkadeep Mitra proposed that Zoology Workshop on Biostatistics (included in the CBCS syllabi) be conducted under the auspices of IQAC (a joint venture). Students from various colleges will register for participation and the resource persons will be provided with requisite honorarium. The house accepted the proposal.

The meeting was declared closed with thanks offered by the IQAC Convener.

The bottom of the page contains several handwritten signatures and dates. On the left, there is a signature that appears to be 'Tapan Ghosh' with the date '13/12/18' written below it. To the right of this, there is another signature, possibly 'Pranati Sinha', with the date '13/12/18' written below it. Further to the right, there is a signature that looks like 'Sitalprasad' with the date '13/12/18' written below it.