

PROCEEDINGS OF THE MEETING OF THE IQAC, CITY COLLEGE, HELD ON DECEMBER 23, 2022
AT 4-15 PM

Members present:

1. Dr. Sital Prasad Chattopadhyay, Chairperson
2. Dr. Arnab Chaudhuri, Coordinator
3. Smt. Mitali Roy, Teacher Member
4. Dr. Arkadeep Mitra, Teacher Member
5. Dr. Arkajo Majumdar, Teacher Member
6. Sri Syamsundar Dhara, Teacher Member
7. Sri Soumendra Laha, Teacher Member
8. Dr. Kausik Mukhopadhyay, Teacher Member
9. Smt. Sadhana Bose, Member from the Local Society
10. Sri Sandip Mukherjee Student Member

Agendum 1: Confirmation of the proceedings of the previous meeting held on September 14, 2022 and matters arising from it:

At the outset, the Principal welcomed the assembly and then the Coordinator, IQAC, presented the minutes of the previous meeting held on September 14, 2022 and the same was duly confirmed by the members present at the meeting.

Regarding the issue of introduction of the Mentor-mentee system, it was suggested by Prof. Soumendra Laha that a general guideline about the implementation of the practice needed to be prepared for the benefit of all the Departments. At this point Dr. Arkadeep Mitra informed the assembly that the Department of Zoology had already formed groups with students and teacher-mentors and defined certain specific functions.

Dr. Arkadeep Mitra next reported the latest progress of the preparation of AQAR and in this connection he mentioned that required submissions from a few Departments were still pending but, the same would be available soon.

About the issue of Academic Audit, Prof. Soumendra Laha expressed the need for a detailed notice to be issued to all the Departments with details of data requirements. At this point, Dr. Arnab Chaudhuri, Coordinator, IQAC, proposed a meeting of the Teachers' Council, City College, to sensitize the teachers regarding the specifications of Academic Audit. He also emphasised on the need for the formation of a clear guideline to this end.

Dr. Arkajo Majumdar reported that the complete data have been successfully procured from the University of Calcutta regarding the records of the pass-out students.

Coordinator IQAC, here made a Relevant addition by stating that the total data regarding Guardians' Feedback which had been collected earlier, have been thoroughly processed.

Dr. Arkadeep Mitra next threw some light on the recent publication norms as issued by the UGC. At this point, Prof. Soumendra Laha proposed that prestigious publications by faculty members may be acknowledged with a token honorarium as incentive.

Dr. Arnab Chaudhuri, Coordinator, IQAC, drew the attention of the members towards the sorry state of the College building and the need for urgent repair works. The Principal responded with his reporting on the work plan as presented by the PWD. He further informed that the required fund will be provided by the three Colleges sharing the premises. The matter of shifting of laboratory equipment and library books was also discussed to some extent but no final solution was available. Smt. Sadhana Bose, Member from the Local Society and Sri Sandip Mukherjee, Student Member, opined that Government funds should be negotiated for the massive repair work.

S. Arnab Chaudhuri
23/12/2022

Sital Prasad Chattopadhyay
23/12/22

Agendum 2: Briefing by the Coordinator on the activities of the IQAC from September 14, 2022 till date:

Dr. Arnab Chaudhuri, Coordinator, IQAC, briefed the assembly about the recent Academic events with special reference to a seminar on the practical syllabus organized by the Department of Botany and another on Molecular Biology, organized by the Department of Zoology.

Regarding MOU with outside organizations he specified that departmental decisions are required before any such initiative and there shouldn't be any financial involvement in such agreements.

Prof. Soumendralaha suggested that faculty exchange programs could also be initiated to achieve a similar impact.

Agendum 3: Reporting by the Convenor, NAAC Committee, City College:

At the outset, Dr. ArkadeepMitra, Convenor, NAAC Committee, City College, stated that all NAAC related works have been suspended for the time being due to the current sorry state of the physical infrastructure of the College. He further informed the assembly that an appeal for the extension of the deadline for submission of the SSR had been placed before the Higher Education Department. He however, expressed the need for regular updating of the AQARs and solicited the cooperation of the criteria convenors in this regard.

Regarding the issue of uploading the required data on the portals of AISHA and NIRF, he mentioned that uploading of the financial data of 2019-2022 had been completed but the uploading was pending for 2020-2021 onwards due to unavailability of proper cashbook entries.

ERP trainings with the designated departmental representatives had been completed successfully and it was expected that all faculty members would be sensitized accordingly about the scope and usage of the ERP platforms.

Progress regarding the PBAS of certain faculty members:

Dr. Arnab Chaudhuri, Coordinator, IQAC, informed that relevant Documents had been submitted by Dr. MahitoshGhosh, Dr. Kaushik Mukherjee, Dr. Anshuman Nandy, Prof. MasiurRahaman Sardar, Dr. Somdeb Chakraborty, Dr. Pampa Guha and Prof. Rituparna Das.

Agendum 4: Miscellaneous:

Dr. Arkajo Majumdar suggested the change of the College Logo. The matter was referred for further discussion.

Dr. Arkadeep Mitra suggested that responsibility regarding related matters should be assigned to a separate set of faculty members other than those who were already engaged in multiple undertakings.

With no other matter to be raised further, the meeting was concluded with a vote of thanks to the Chair.

Arnab Chaudhuri
23/12/2022

Dr. Arnab Chaudhuri
23/12/2022