

MINUTES OF IQAC MEETING HELD ON TUESDAY, 16.01.2024, , AT 12 NOON, IN ROOM NO.7B (IQAC ROOM)

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (Coordinator, IQAC, City college)
3. Dr. Arkadeep Mitra (Convenor, NAAC Core Committee))
4. Sri Shyamsundar Dhara (Teacher Member)
5. Sri Soumendra Laha (Teacher Member)
6. Smt. Mitali Roy (Teacher Member)
7. Dr. Kausik Mukhopadhyay (Teacher Member)
8. Sri Anupam Roychowdhury (Member, Non-teaching representative)

Special Invitees:

1. Dr. Mahitosh Gayen (Vice Principal, City College)
2. Prof. Siddhartha Dutta (Bursar, City College)
3. Prof. Sandeep Prasad (Secretary, Teachers' Council, City College)
4. Dr. Nihar Sarkar (Teachers' Representative to G. B.)
5. Dr. Sharmila Basu Sarkar (Head of the Department, Department of Chemistry)
6. Dr. Partha Karak (Joint Convenor, Website committee)
7. Dr. Debashis Karmakar (Head of the Department, Department of Zoology)
8. Dr. Pampa Guha (Faculty Member, Department of Chemistry; Convenor, Criterion 3)
9. Dr. Anshuman Nandy (Representative, Criterion 2)
10. Prof. Sandipan Das (Head of the Department, Department of Economics)
11. Dr. Rupanjan Mukhopadhyay (Head of the Department, Department of Physiology)
12. Prof. Uttam Kumar Bera (Head of the Department, Department of Mathematics)
13. Dr. Rituparna Das (Head of the Department, Department of English)
14. Dr. Samapti Pal (Head of the Department, Department of Physics)
15. Prof. Aradhana Murmu (Head of the Department, Department of Sanskrit)
16. Dr. Nandini Chakrabarti (Head of the Department, Department of Botany)
17. Dr. Debasis Sardar (Head of the Department, Department of Bengali)
18. Prof. Dipankar Mondal (Head of the Department, Department of Philosophy)

The meeting commenced with the opening speech of Dr. Arnab Chaudhuri, Coordinator, IQAC, City College. Discussion on the given agenda followed subsequently.

Agendum 1: Confirmation of the proceedings of the previous IQAC meeting held on 23.12.2023 and matters arising thereof.

Proceedings of the Previous IQAC Meeting held on December 23, 2023, were confirmed by the members present and forthwith, the discussion on the following matters related to the proceedings of the previous meeting ensued:

Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, emphasized on the need of urgent procurement of the items required for the IQAC Room and for various departments. He further mentioned that the list of item was already placed in the previous meeting and without further delay, the requirement should be placed before the Purchase Committee.

Arnab Chaudhuri
16/01/2024

Sital Chaudhuri
16/01/24

Agendum 2: Reporting by the Coordinator, IQAC, City College, about the uploading of the Self Study Report (SSR)

Dr. Arnab Chaudhuri, Coordinator, IQAC, City College, reported that the Self Study Report had been submitted successfully on 13.01.2024. Data Verification and Validation procedure would start soon. Coordinator, IQAC had also mentioned that the Students' Satisfaction Survey undertaken by the NAAC Authority had already commenced. He was also very much hopeful about positive feedback from the students. But to ensure this, all the departments should take initiative to reach out to their respective student groups. This was also corroborated by the convenor, NAAC Core Committee.

Coordinator, IQAC, further suggested that from each department a faculty member should be assigned the responsibility of the nodal officer to handle the issue of various departmental requirements.

Agendum 3: Preparation for the NAAC Peer Team Visit

Dr. Pampa Guha, Convenor, Criterion 3, and faculty member, Department of Chemistry, opened discussion under this agendum by suggesting that the Acid Room of the Department of Chemistry required improved management. She also raised the issue of disposal of scrap items like discarded glass items and chemicals from her department as well as from all other departments of the disciplines of science.

Dr. Sharmila Basu Sarkar, Head of the Department of Chemistry, raised the point of urgent renovation of the departmental laboratory, availability of uninterrupted gas connection and installation of exhaust fans in the laboratory.

In this connection, Dr. Sital Prasad Chattopadhyay, Principal, City College, reported that a proper tender would be invited soon in order to handle the business of removing scrap items from the College premises. This was duly corroborated by Prof. Siddhartha Dutta, Bursar, City College.

Dr. Debashis Karmakar, HoD, Department of Zoology, enquired whether any fund, amounting less than 10,000/- could be allotted to the departments of science for emergency expenditures. He also pointed out that lighting arrangement in most of the departments of Science is very much insufficient. Some steps should be taken immediately to resolve this issue.

At this point the Coordinator, IQAC, mentioned that a printer should be urgently procured for the departments of Arts. This proposal was welcomed by Prof. Sandeep Prasad, Secretary, Teachers' council, City College.

The Principal opined that this purchase should be made through a proper tender procedure.

The Coordinator, IQAC, chose to differ by saying that electronic goods should be purchased directly from renowned companies.

The Principal suggested that for emergency purchases invitation for tender would be urgently issued. He opined that purchase through tender would be helpful for keeping official records.

Prof. Sandeep Prasad (TCS) pointed out that recently the printer in the room adjacent to the Principal's chamber, had been unavailable for the teachers. This had inconvenienced them considerably. He appealed that till the purchase of a new printer for the designated workstation for the faculties of Arts, that central printing system should remain accessible for the teachers.

At this point, both the Coordinator, IQAC, and Convenor, NAAC Core Committee expressed the need for procuring new notice boards for all departments of Arts, so that they could put up all their important departmental notices and other displays in a proper manner.

The Principal promised to look into the matter on an urgent basis.

Sri Anupam Roy, Head Clerk, proposed that some old notice boards could be repaired and used for the said purpose.

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16/01/2024

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Dr. Mahitosh Gayen, Vice Principal, City College, proposed that Prof. Sandeep Prasad, TCS, and Prof. Dipankar Mondal, HoD, Department of Philosophy, should be assigned the task of pursuing the progress in this matter.

Next, the Coordinator, IQAC, came up with a further list of following items required on an urgent basis prior to the visit by the NAAC Peer Team:

- A complaint box for the Grievance Cell
- Posters for Environmental Awareness
- Anti-ragging Posters

The Coordinator, IQAC, also suggested that regarding the preparation of the PowerPoint presentations for IQAC and the Institution itself, Dr. Jaydeep Sarengi (the NAAC Mentor for City College) could be consulted for some valuable suggestions and advices.

Prof. Soumendra Laha, Head of the Department of Commerce came up with the following suggestions:

He proposed that tabulation of students' attendance be included in the ERP module. He also mentioned that this practice, if implemented, would fetch much credit with the NAAC Peer Team. Prof. Laha further suggested that a centralized question paper printing system needed to be in operation urgently. This proposal was seconded by Dr. Partha Karak, Joint Convenor, Website Committee.

Prof. Anshuman Nandy, spokesperson from the Criterion 2 Team, pointed out that for all disciplines and subjects, the Course Outcomes and the Programme Outcomes should be prepared for the NEP Curriculum without further delay. He also proposed that all computers and laptops used by various departments should be brought under annual maintenance contracts (AMC).

Dr. Arnab Chaudhuri, Coordinator, IQAC, opined that all new programmes and achievements undertaken by the institution should be properly mentioned and highlighted in the College Website.

Dr. Partha Karak, Joint Convenor, Website Committee, corroborated this point of view and added that instead of being randomly observed and conducted, all future events of the College should be organised under the supervision of IQAC so that all relevant data were preserved in a regular and systematic manner. He further emphasized that the matter of creating 'Best Practices' for the College should be prioritised and duly implemented. These suggestions were promptly agreed upon by Prof. Sandeep Prasad, Secretary, Teachers' Council. Prof. Prasad also suggested that a standardised format of reporting should be created for all future events/programmes to maintain uniformity.

Agendum 4: Miscellaneous

No issue was raised in this section.

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

Soumendra Laha
16/01/2024

Dr. Jaydeep Sarengi
16/01/2024