

MINUTES OF IQAC MEETING HELD ON 16.07.2024, TUESDAY, AT 12-30 PM IN ROOM NO.16

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (Coordinator, IQAC, City college)
3. Smt. Mitali Roy (Teacher Member)
4. Dr. Arkadeep Mitra (Teacher Member)
5. Dr. Arkojo Majumdar (Teacher Member).
6. Dr. Kausik Mukhopadhyay (Teacher Member) (OO)
7. Sri Shyamsundar Dhara (Teacher Member)
8. Sri Soumendra Laha (Teacher Member)
9. Sri Anupam Roychowdhury (Senior Administrative Staff)
10. Sri Samik Bhattacharya (Alumni Member)
11. Sri Indranath Pyne (Member from Industrialist/ Stakeholder)

Invitee Members present:

1. Prof. Siddhartha Dutta, Convenor, Refreshment Sub-Committee
2. Dr. Debasish Karmakar, Convenor, Building Maintenance and Decoration Sub-Committee
3. Prof. Sandeep Prasad, Convenor, Reception Sub-Committee
4. Dr. Nihar Sarkar, Convenor, NAAC Finance Sub-Committee
5. Dr. Arkadeep Mitra, Convenor, Escort Sub-Committee
6. Prof. Atanu Sarkar, Convenor, Cultural Sub-Committee

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

Agendum 1: Confirmation of the proceedings of the previous IQAC meeting held on April 30, 2024 and matters arising of it.

Proceedings of the Previous IQAC Meeting held on April 30, 2024, were confirmed by the members present and forthwith, the discussion on the following matters arising of the said proceedings ensued:

- Regarding the point of preparing the necessary equipments for the Grievance Cell and Anti-Ragging Cell, the Bursar, Prof. Siddhartha Dutt confirmed that a complaint box for the Grievance Cell and several posters for the Anti-Ragging Cell were ready.
- Regarding the matter of extending the scope of the ERP Module, currently in operation in the Institution, Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, reported that provision of uploading leave applications for all sectors of the staff was available via the ERP platform. He also emphasized on the necessity of making provision for incorporating all CAS-related documents of the teaching staff and also all accounts-related important documents on the same platform.
- Dr. Nihar Sarkar raised the enquiry about the completion of the extensive renovation of the College building. The IQAC, Coordinator, desired to know the progress about the repair work in the laboratory of the Department of Chemistry. Dr. Debasish Karmakar, Convenor, Building Maintenance and Decoration Sub-Committee reported some amount of progress in certain areas and also added that for the remaining work, fresh tender process can be initiated. At this point Prof. Siddhartha Dutta, Bursar, added that departmental requisitions were yet to each the administration.

Agendum 2: Briefing by the IQAC Coordinator NAAC Convenor regarding the preparation for the NAAC Peer Team visit

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- Under this agendum IQAC, Coordinator commenced his reporting by pointing out that the repair and renovation work of the entire College building won't be completed before the visit of the NAAC Peer Team. However, he was also confident that a major portion of the work would be taken care of before the Peer Team visit.
- Regarding the matter of preparing several notice boards, which would be required for Administrative office and various departments, it was resolved that the expenditure for this requisition would be handled through smaller-amount tenders.
- In his reporting, the IQAC, Coordinator, also pointed out that well-made departmental presentations would ensure the overall updatedness of the Institution. He requested that all departmental heads should put their effort to fulfil the goal.
- He also insisted that use of the College I-card should be mandatory for all sections of the staff as well as for the students. In this respect Dr. Nihar Sarkar, Convenor, NAAC Finance Sub-Committee, pointed out that students admitted to the First Semester were yet to receive their I-cards.
- Both the IQAC, Coordinator, and the Convenor, NAAC Core Committee, proposed that Room No. 7B, which was assigned as the operating office for IQAC, should be specifically labelled as 'IQAC Room' and the adjacent passageway should also be properly decorated with appropriate lighting arrangement and signage and should be kept clutter free.
- In this section of the discussion, it was proposed that before the Peer Team visit the entire College building should be thoroughly sanitized and special attention should be paid to all the washrooms. Construction of a 'Divyang' washroom should also be considered with urgency.

Agendum 3: Briefing by the Convenors of the five sub-committees formed for NAAC purpose regarding their progress and reporting from the Convenor of the Cultural Sub-Committee of the College

- Under this agendum, the discussion was opened by Prof. Siddhartha Dutta, Bursar and Convenor of the Refreshment Sub-Committee submitted the following refreshment plan for the two-day peer Team visit. He mentioned that three meals, along with tea/coffee for staff, members, students and guests and a special buffet spread for approximately twenty distinguished guests would be arranged. He also pointed out that the approximate primary expenditure would amount to 6 to 6.5 lac. He further mentioned that the final budget would be placed at the next meeting of the Finance Committee.
- Dr. Arkadeep Mitra, Convenor, NAAC Core Committee as well as the Convenor, Escort Committee for the NAAC Peer Team visit, mentioned that for the transportation of the Peer Team members two SUV type cars should be rented for two whole days. He also stated that the total cost for the said purpose might amount to Rs. 20,000.
- Dr. Debasish Karmakar, Convenor, Building Maintenance and Decoration Sub-Committee, stated that the final plan for decorating the College building for the purpose of NAAC peer Team visit would be placed after the next meeting of the Building Committee. At this point, Prof. Atanu Sarkar proposed that certain selected areas of the College building could be decorated with colourful graffiti works by the students which might add a special vibrant touch to the ambience.
- Prof. Sandeep Prasad, Convenor, Reception Sub-Committee, stated that the first meeting of the said sub-committee was yet to be held. Some suggestions from the Convenor, NAAC Core committee suggested that certain initial planning should be made about the dress code of the reception team, decoration, and gift items to be presented to the members of the NAAC Peer Team. A further suggestion came from Sri Samik Bhattacharjee (Alumni Member) regarding issue of colour-coded T-shirts with the College logo for the student members of the Reception Committee.

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- Prof. Atanu Sarkar, Convenor, Cultural Sub-Committee, briefed the assembly about the proceedings of the last meeting of the Cultural Su-Committee. He reported that very few students appeared for the first round of audition for the cultural programme to be presented before the NAAC Peer Team. He further reported that after certain relaxations of the audition norms sixty-five students expressed their willingness to participate in the programme and the rehearsals had also commenced. Prof. Sarkar placed an initial estimate of Rs. 1.45 lac for the entire arrangement of the said programme.
- The IQAC, Coordinator, requested Dr. Nihar Sarkar to communicate with the convenors of other NAAC visit related sub-committees so that they would also prepare and place their budgets before the Finance Committee.
- Dr. Sital Prasad Chattopadhyay, Principal, City College, assured that all requirements related to the NAAC Peer Team visit would be procured on an urgent basis by inviting tenders.

Agendum 4: Approval of PBAS of Dr. Mahitosh Gayen, Assistant Professor in History (Stage 3) for promotion to Associate Professor

- PBAS of Dr. Mahitosh Gayen, Assistant Professor in History (Stage 3) for promotion to Associate Professor was duly approved.

Agendum 5: Miscellaneous:

- Under this section the IQAC, Coordinator, raised a crucial point regarding the availability and free access of the entire college building during the visit of the NAAC Peer Team as the proposed dates of the visit might coincide with the final CU Examination of the Second Semester. He proposed that under the said circumstances an appeal should be made to the Vice Chancellor of of Calcutta University along with the Controller of Examinations so that City College would not be deemed as a centre for the said Examination.
- Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, thanked all the NAAC criteria convenors for their untiring effort towards the preparation of all necessary documents. He also stated that all NAAC visit related committees would be contacted on regular basis to ensure smooth functioning in their respective areas.
- Prof. Soumendra Laha, Teacher Member, IQAC, on behalf of all the members present at the meeting, thanked Dr. Arkadeep Mitra, Convenor, NAAC Core Committee for his contribution and dedication as NAAC Convenor. He also thanked Dr. Nihar Sarkar for his constant support as the Convenor of the Finance Committee.

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

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