

MINUTES OF IQAC MEETING HELD ON 30.04.2024, TUESDAY, AT 1 PM, IN ROOM NO.7B (IQAC ROOM)

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (IQAC, Coordinator, City college)
3. Dr. Arkadeep Mitra (Convenor, NAAC Core Committee)
4. Smt. Sādhana Bose (Representative of the Local Society)
5. Dr. Kausik Mukhopadhyay (Teacher Member)
6. Dr. Arkajo Majumdar (Teacher Member)
7. Sri Shyamsundar Dhara (Teacher Member)
8. Sri Soumendra Laha (Teacher Member)
9. Smt. Mitali Roy (Teacher Member)

Invitee Members:

1. Dr. Mahitosh Gayen (Vice Principal, City College)
2. Prof. Siddhartha Dutta (Bursar, City College)
3. Dr. Nihar Sarkar (Teachers' Representative to G. B.)
4. Prof. Sandeep Prasad (Secretary, Teachers' Council, City College)

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

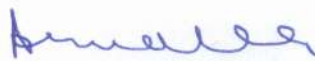
Agendum 1: Confirmation of the proceedings of the previous IQAC meeting held on 16.1.2024 and matters arising thereof.


Proceedings of the Previous IQAC Meeting held on January 16, 2024, were confirmed by the members present and forthwith, the discussion on the following matters related to the proceedings of the previous meeting ensued:

- a) Both Dr. Arnab Chaudhuri, IQAC Coordinator and Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, jointly opened the discussion on the matters arising out of the proceedings of the previous meeting by expressing their concern about the completion of the required set-up for the IQAC Room and timely procurement of other previously enlisted items like departmental notice boards, various wall-mounted information boards etc. An assurance from the administration had been available about speedy resolution of the said issues.
- b) The matter of extending the scope of the ERP Module, currently in operation in the Institution, had been raised next. IQAC Coordinator, enquired about the administrative decision regarding the possibility of incorporating the necessary extension in the module so that leave applications of all staff members could be submitted through the ERP platform. It was further proposed if all departmental advance requirements and all CAS-related documents of all faculty members could also be submitted through the said platform. It was, however, pointed out by the IQAC Coordinator, that in case of submission of leave applications approval of the Principal would be required and in case of submission of CAS-related documents, approval of both the Principal and the IQAC Coordinator would be necessary. It was resolved that the agency in charge of the operation of the module would be consulted soon regarding the said issues.

Agendum 2: Reporting and discussion by the IQAC Coordinator, City College, regarding NAAC Peer Team visit.

Dr. Arnab Chaudhuri, IQAC Coordinator, , City College, reported that as per the latest verbal communication with the NAAC Office, 12th and 13th August, 2024, had been approximately scheduled for the visit of the NAAC Peer Team. He expressed his concern about completion of all works in all required fields within the given time frame.


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Agendum 3: Proposal for introduction of Artificial Intelligence in the disciplines of Science and Digital Empowerment in Humanities and Language disciplines as SEC Papers in upcoming Semester 2 as per University of Calcutta notification No. CSR/36/2023 dated 8th September, 2023.

Dr. Arnab Chaudhuri, IQAC, Coordinator, mentioned that the subject of Artificial Intelligence had been prescribed for the SEC paper in the curriculum of Semester 2 for the disciplines of Science and for the Humanities Digital Empowerment would have to be taught for the 2nd semester SEC paper. As the matter of imparting lessons in the newly introduced subjects had been raised, it was proposed that the Departments of Physics and Mathematics would jointly undertake that responsibility of teaching the subject of 'Artificial Intelligence'. The matter of providing lessons in 'Digital Empowerment' was referred to the Academic Sub- Committee.

Agendum 4: Annual plan of IQAC for the session 2024-25

The discussion under this agendum was duly initiated by the, IQAC Coordinator. Next, the Convenor, NAAC Core Committee made certain substantial contributions to the discussion by suggesting that the expenditure for the proposed Green Audit for the institution should be urgently placed before the G. B. for approval. It was further proposed by the IQAC Coordinator, that departments should undertake the responsibility of conducting various academic activities like seminars and value-added courses and such activities must be duly approved by the Academic Sub-Committee.

Dr. Arkajo Majumadar, Teacher Member, IQAC, suggested that an orientation programme should be conducted at the beginning of each academic session for the newly admitted students to sensitize them about various departmental activities.

IQAC Coordinator, raised the matter of the Summer Internship and pointed out that a notice should be issued by the administration to the Semester 1 students regarding their exit options.

Prof. Soumendra Laha, Teacher Member, IQAC, proposed whether QR codes could be created for accessing all necessary departmental profile details.

Agendum 5: Miscellaneous

Under this agendum the chief matter of discussion was the creation of various official positions and committees required for the NAAC Peer Team visit.

The following positions and committees were proposed and unanimously accepted:

Dr. Arkadeep Mitra, Convenor, NAAC Core Committee was nominated as the Chief Protocol Officer during the entire span of the visit by the NAAC peer Team.

The Finance Committee for the NAAC visit would be headed by Prof. Siddhartha Dutta, Bursar, City College.

Reception Committee: Prof. Sandeep Prasad, Secretary, Teachers' Council, City College would act as the convenor. This committee would have the following members:

Prof. Uttam Bera, Dr. Arghya Hait, Dr. Rita Chanda, Dr. Krishnendu Das, Dr. Saiful Anam Mir, Dr. Shreyashi Dutta, Dr. Anshuman Nandy. Prof. Mustakim Sheikh, Dr. Rituparna Das, Dr. Aditya Kant Ghisingh, Prof. Tufan Giri, Prof. Madhulima Mukherjee.

Refreshment Committee: Prof. Siddhartha Dutta, Bursar, City College would act as the Convenor of this committee. This committee would have the following members:

Dr. Timir Hajari, Sri Rabi Nag, Sri Kamal Bag, Sri Subrata Das, Sri Pintu Chowdhuri, Sri Arkonil Das.

The final formation of the Cultural Committee would be decided in a meeting to be held on 3rd May, 2024.

The Committees for Reception and Refreshment would also meet on the same date for their respective necessary discussions.

Arnab Chaudhuri
30/04/2024

Sri Rabi Nag
30/04/2024

Prof. Soumendra Laha proposed that holding a preparatory session with students and guardians would be helpful for their necessary sensitization about the NAAC Peer Team visit.

The IQAC Coordinator, , next insisted that all documents uploaded by the different criteria to the NAAC SSR, should be printed and duly signed/attested by the Principal by 15th May, 2024. He requested that all criteria convenors should take the initiative to complete the task within the stipulated time.

It was further pointed out by him that all bill vouchers for the last five years should be readied on an urgent basis. For this undertaking, the concerned Criterion Convenor, the Bursar, and the Accountant were requested to look into the matter.

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

Awaranti 30/04/2024

Prat Chaudhary
Secretary