

DRAFT
CITY COLLEGE
102/1, Raja Rammohan Sarani, Kolkata – 700 009.

Proceedings of the meeting of the Library-Sub-Committee held on **05.08.2024 (Monday)** at **2.00 P.M.** in the Central Library to transact the following agenda

Members Present in the Meeting

1. Prof. Sital Prasad Chatterjee, Principal, City College, and Chairman
2. Prof. Samapti Pal, Dept. of Physics
3. Prof. Somdeb Chakraborty, Dept. of Physics
4. Prof. Sandeep Prasad, Dept. of Hindi
5. Prof. Gargi Nag, Dept. of History
6. Sri Kalyan Bhadra, Library Staff
7. Dr. N. RayChoudhury, Librarian, Convener, Library Sub Committee

Invitee members

8. Prof. Arnab Chaudhuri, Dept. of Physiology, IQAC Co-Ordinator

Prof. Sital Prasad Chatterjee, Principal, City College chaired the meeting.

Agenda 1: Confirmation of the last meeting held on 16.04.2024

The proceedings of the meeting held on 16.04.2024 sent to the members through e-mail. The convener apprised the members about the progress of the work regarding repair and renovation of the central library. The resolutions adopted in the meeting held on 16.04.2024 have been confirmed.

Agenda 2: Cleaning of the entire library, bookshelves and dusting of the books; arrangement of bookshelves

The librarian informed the members that he has appealed to the Principal regarding cleaning, dusting and self-arrangement of the entire library. Principal informed that he has given the letter to the Convener, Finance Committee for discussion in the next meeting. The members present in the meeting opined that the library needs to be thoroughly cleaned.

Resolved that work should be undertaken immediately after getting approval from the appropriate authority and to be finished by the end of this month.

Agenda 3: Varnishing of the book shelves, chairs, tables etc. Rare Book Display Board and Notice Board

Resolved that work should be undertaken immediately after getting approval from the appropriate authority and to be finished by the end of this month.

Agenda 4: Digitization, Conservation and Preservation of rare and valuable books

Librarian reported that as proposed in the earlier meeting regarding physical conservation of some rare books, work order has been placed to M/s. Library Accessories, 17A, Burmah Shell, P.O.- Sodepur, Kolkata – 700110 as proposed in earlier meeting for Rs. 50,000/- only as a pilot project.

Librarian also reported that for the digital preservation of rare books, we have selected a high end camera scanner with attachments in consultation with the technical person dealing with such items and requested the vendor to supply and install the same at the earliest.

The members present in the meeting appreciated the initiatives taken by the librarian.

Agenda 5: Carpentry work for minor repair, fixing of rod on the windows for curtain, arrangement of lock & key etc.

Librarian informed that he has appealed to the Principal for sanction of Rs. 10000/- (Rupees ten thousand only) as contingency grant for making posters/slides/guides etc.

Resolved that Principal be requested to kindly place the matter to the appropriate meeting for sanction of the amount as mentioned in the letter.

Agenda 6: Miscellaneous

Agenda a: Prof. Sandeep Prasad, Dept. of Hindi informed that the teaching staffs of the faculty of Arts have requested him to make some arrangements so as to organize the seminar library of respective Arts departments in one place. Librarian also accepted the proposal of the teachers of the faculty of Arts and told that the central library will provide all support in this respect.

Agenda b: Prof. Sandeep Prasad, Dept. of Hindi informed that in view of the introduction of NEP 2020 in Higher Education, we need to purchase books written on new syllabus and requested the principal to sanction sum amount of fund for each department.

The Principal informed that the matter of sanction of fund for purchase of new books to each department has been discussed in appropriate meeting and will be notified soon.

The meeting ended with vote of thanks to the chair.

[Signature]
13/08/24

Librarian

City College, Kolkata- 700 009

[Signature]
Principal 13/08/2024

City College, Kolkata – 700 009.