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Forwards
to the Librarian
Sital Chatterjee
22/01/24

DRAFT
CITY COLLEGE

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

Proceedings of the meeting of the Library-Sub-Committee held on **22.01.2024 (Monday)** at **1.00 P.M.** in the Rector's room to transact the following agenda

1. Prof. Sital Prasad Chatterjee, Principal, City College, and Chairman
2. Prof. Samapti Pal, Dept. of Physics
3. Prof. Gargi Nag, Dept. of History
4. Prof. Somdeb Chakraborty, Dept. of Physics
5. Prof. Subrata Chaudhury, Dept. of Political Sc.
6. Prof. Arnab Chaudhuri, Dept. of Physiology, IQAC Co-Ordinator
7. Sri Asit Bhattacharya, Office
8. Sri Kamal Bag, Office Staff
9. Sri Kalyan Bhadra, Library Staff
10. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee

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

Agenda 1: Confirmation of the last meeting held on 13.06.2023

The convener informed the members that the proceeding of the meeting held on 13.06.2023 sent to the members along with the notice through e-mail. The members discussed about the present status of the library and work to be undertaken immediately. After discussions, resolutions adopted in the meeting held on 13.06.2023 have been confirmed.

Agenda 2: Repair and renovation of library – Civil work, electrical work and arrangement of almirahs

Prof. Sital Prasad Chattopadhyay, Principal, apprised the members about the present status with regard to the repair and renovation of the Central Library which is the need of the hour. Principal informed that quotation has been invited for repair and renovation of the Central Library. Librarian further added that civil work, fixing of joist and beams and tie beams have been done on the ceiling of stack room and reading hall have been done by the contractor. Plaster of wall, putty and inside painting work have been done.

The Principal informed that quotations have been invited for electrical work, wooden work, cleaning of the almirahs and varnishing. Proper organization and arrangement of shelves are to be undertaken in coming days on a war footing manner.

Librarian informed that **Room No. N5**, adjacent to the library has been earmarked for preserving books and processing work. The librarian expressed his heartfelt thanks to the Principal for allotting Room No. 5 to the library. He also wishes to make this room as an archival section of the library.

It has been resolved that the Central Library will face the NAAC Peer Team in its present condition. There will be no scope for shifting of library.

Agenda 3: Organization of the library for NAAC Accreditation, 2nd cycle and visit of the NAAC Peer Team

The librarian reported that the accession of books purchased by the departments vide notice dated 28.11.2022 have been completed. All books purchased are being kept in the respective departmental seminar library. He informed that **1616** books purchased by **15 departments** from their end have been

accessioned, classified, and bar-coded. Bibliographic entry of these books **following international standard, have been done in Koha database** and make these book ready for use for the users.

The members thanked the principal and request him to instruct the team to expedite the work. It has been resolved that an expert in the civil and electrical work be engaged to supervise the work for the best workmanship.

Agenda 4: Weeding out of damaged, soiled, unused books

The librarian reported that soiled/damaged books of the Central library vide G.B. resolution dated 05.05.2023 (Agenda 23) have been destroyed on 12.06.2023. For this, we have used an unused open water tank located at the hostel ground. The said tanks were filled with water and the books were put in the water. We have also sprayed water through pipe. The work were undertaken in presence of Principal, Librarian and other staff of the College,

It has been resolved that damaged, soiled, unused books be accumulated and kept in sacks for wipe out in the same manner as it has been done vide G.B. resolution dated 05.05.2023 (Agenda 23).

Miscellaneous

1. Procurement of scholarly journals

Librarian stated that before Covid period, 8 to 9 popular magazines have been subscribed by the Central Library. Now, there is no subscription for journals. The Head of the Department requested to send of 2 (two) scholarly printed/electronic journals of Indian origin to be subscribed by the college. He informed that we have received the name form some HoDs. Other department is requested further to send the list.

2. Stock verification

Librarian informed that Stock Verification of the library books for the year 2022-2023 has been done. **The library holds 47526 books as on 31.03.2023.**

3. Extension of Library Trainee for another six months or till the visit of the NAAC Peer Team to college

Librarian reported that Smt. Chumki Paul and Smt. Chaitali Sanki joined on 01.09.2023 and 16.09.2023 respectively as library trainee for a period of 6 months. Librarian also opined that the performances of the trainees are good. He also apprise the members that though bibliographic data entry of books has been started, proper shelving, labeling and organization of books are yet to be done. The librarian informed that the tenure of the trainee will end on 29.02.2024 and request to extent their period for another six months. *with the same remuneration of Rs. 5000/- per month. 22/01/24*

It has been resolved that the Principal be requested to kindly put the matter in the G.B. and extend the tenure of the Trainee for another six months up to August 2024.

The meeting ended with vote of thanks to the chair.

22-01-24
Librarian

City College, Kolkata- 700 009

22/01/24
Principal

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