



CITY COLLEGE

Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone: 033 2350 1565, Office: 033 2360 7463
E-mail: principal.citycollege@gmail.com
Website : www.citycollegerkolkata.org

Minutes of meeting held on 10th May, 2023, 01.00 PM

Agenda 1. Finalization of new website homepage.

Few recommendation regarding home page of New website.

- A common format for Departmental page is needed.
- RTI official details and Contact details needs to display.
- Grievance rehearsal will be integrated inside ERP portal, students can submit their grievance from their account by log in.
- Organogram preparation.
- Division or departmental page by Arts, Science and Commerce.
- Contact details of Internal Complaints Cell (ICC) – VISHAKHA, Anti-Ragging Cell & Anti-Drug Awareness Cell and Students' Grievance Redressal Cell should be on home page.
- Notice board needs to divided by College Notices, Tenders Notices, Recruitment Notices, Government Notification , UGC Notification, University Notification and Examination Notices
- Update the list of full time teaching and Non-teaching staff.
- A dedicated official email Id for website upload is needed.

Agenda 2. Completion of Website before NAAC visit.

We need to complete the updating process of new website before NAAC visit.

Agenda 3. Miscellaneous.

10.05.23
Partha Ranjan
10/05/23

Webster Sub committee meeting on 10 May, 2023

Attendance

1. Nikhil Ghaym 10/5/23
2. June
3. Ashdeep Mitra 10/5/23
4. Bhargavi Dutta 10/05/23
5. Arinda Midya 10/5/23
6. Dabjit Saha 10/5/23
7. Sandipam Das 10.5.23
8. Anurag 10/5/2023
9. Partha Karak 10/05/23
10. Shit 10/5/23
11. Chait 10/5/23
12. W 10/5/23