

MINUTES OF IQAC MEETING HELD ON DECEMBER 23, 2023

Members present:

1. Dr. Sitalprasad Chattopadhyay, Principal, City College.
2. Dr. Arnab Chaudhuri, Co-ordinator, IQAC, City College.
3. Smt. Mitali Roy (Teacher Member).
4. Dr. Arkadeep Mitra (Teacher Member)..
5. Sri Syamsundar Dhara (Teacher Member).
6. Sri Soumendra Laha (Teacher Member).
7. Dr. Arkajo Majumdar (Teacher Member).
8. Dr. Kausik Mukhopadhyay (Teacher Member).
9. Sri Siddhartha Dutta (Bursar) – Invitee Member.
10. Dr. Nihar Sarkar (Teachers' Representative to G. B.) – Invitee Member.
11. Sri Anupam Roychowdhury, Senior Administrative Staff.
12. Sri Swapnil Saha (Students' Representative) ?

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

Agendum 1: Confirmation of the proceedings of the previous IQAC Meeting held on October 06, 2023 and matters arising thereof.

Proceedings of the previous meeting were confirmed unanimously by the members present.

Agendum 2: Briefing by the Coordinator, IQAC, on the IIQA uploading, its approval and opening of the SSR portal.

Dr. Arnab Chaudhuri, Coordinator, IQAC, reported that the IIQA had been successfully uploaded and approved by NAAC. He also mentioned that the Self Study Report from the College needed to be uploaded by 13.01.2024. He also expressed his concern about the availability of the relevant data regarding the financial audit within the stipulated time.

In this connection, Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, expressed the same concern and urged that the required data should be obtained from the Auditor at the earliest.

Bursar of the College, Prof. Siddhartha Dutta pointed out that a thorough systemic change was required in the Accounts Section of the College.

Agendum 3: Briefing by the Convenor, NAAC Core Committee, regarding the progress of the preparation of the SSR.

Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, reported that collection of most of the data related to various Criteria had already been completed. Only the Audit data for both the SSR and the NIRF were yet to be received.

In this connection Dr. Nihar Sarkar, Teachers' Representative to Governing Body proposed that the Accountant should be urgently consulted in the said matter.

Agendum 4: Resignation of Dr. Kaustav Chakrabarti from the IQAC, City College, following his lien to join as the Principal, Birpara College, Alipurduar.

Resignation of Dr. Kaustav Chakrabarti was accepted.

Anusilla
23/12/2023

Sital Chaudhuri
23/12/2023

Miscellaneous: In this section Dr. Arkadeep Mitra, Convenor, NAAC Core Committee, placed the list of the following items required urgently:

1. For the IQAC Room.
 - a) One Smart Board (Cost: Rs. 35,000 approx.),
 - b) One oval-shaped central conference table with customized set-up,
 - c) Ten high-backed revolving chairs,
 - d) Replacement and rearrangement of the existing seating arrangement in the IQAC Room,
 - e) For the chamber of the Coordinator, IQAC:
 - One laser colour-jet printer with scanner,
 - Chair and table
 - f) One podium
 - g) One projector with projection screen,
 - h) Slide presenter with laser pointer,
 - i) Bluetooth voice amplifier.
2. For the various departments:
 - a) Projectors with projection screens,
 - b) Separate notice boards for all the departments of the College.

It was resolved that the Convenor, NAAC Core Committee would place the departmental item requirements before the Finance Committee and also to the Bursar.

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

Ameran 23/12/2023

Silal Chaudhary
23/12/2023