

MINUTES OF IQAC MEETING HELD ON 30.05.2023, TUESDAY, AT 3 PM IN ROOM NO.7B (IQAC ROOM)

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (Coordinator, IQAC, City college)
3. Smt. Sadhana Bose (Member from the Local Society)
4. Prof. Chaitali Mukhopadhyay (Member of the Management)
5. Dr. Arkadeep Mitra (Teacher Member)
6. Dr. Kaustav Chakrabarty (Teacher Member)
7. Dr. Arkajo Majumdar (Teacher Member)
8. Sri Syamsundar Dhara (Teacher Member)
9. Sri Soumendra Laha (Teacher Member)
10. Smt. Mitali Roy (Teacher Member)
11. Sri Rohit Gupta (Students' Representative)

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

Agendum 1: Confirmation of the proceedings of the previous IQAC meeting held on May 10, 2023 and matters arising of it.

Proceedings of the Previous IQAC Meeting held on May 10, 2023, were confirmed by the members present and forthwith, the discussion on the following matters arising of the said proceedings ensued:

- a) Regarding the point of regular reporting by different sub-committees to the NAAC Committee, it had been reported by the Convenor of the Grievance Cell that no member was available for any recent meeting, hence, it had not been possible for him to submit a report.
- b) Regarding the issue of the recent decline in the number of Kanyashree beneficiaries from the College, it had been pointed out that due to the wider access available through the ongoing 'Dooare Sarkar' Project, Kanyashree facilities are available to a large number of girl students, and hence the current decline in the number of College beneficiaries.
- c) Regarding the proposed extension of the Commerce IT Lab, it has been reported by the Principal that a qualified engineer had been approached to undertake the required inspection.
- d) Certain areas of the NAAC central budget had been highlighted by the Convenor, NAAC Committee.
- e) It was ascertained by the Convenor, NAAC Committee, that students' feedback for the 6th Semester students would be conducted through the ERP Portal, which is now fully operative. In this connection, the Head of the Department of History reported that the Department had already taken an initiative to obtain feedback from its final semester students.
- f) On the issue of the massive repair work needed for the College premises, the Principal reported that the issue of the required fund would be resolved by the respective Administrations of the three Colleges sharing the same premises.

Agendum 2: Confirmation of Institutional Information for Quality Assessment (IIQA) before submission.

The IIQA was duly confirmed and signed by the members present. It had also been confirmed by the Coordinator, IQAC and, Convenor, NAAC Committee that after the submission of the IIQA, the College would proceed to undertake the preparation required for the NAAC procedure.

It was additionally suggested by the Convenor, NAAC Committee that results of final University examinations for the years 2015, 2016 and 2017 would be required for preparing the SSR and the IC of the University of Calcutta would be approached for procurement of the said data.

Smt. Sadhana Bose
30/05/2023

Dr. Arnab Chaudhuri
30/5/23

Miscellaneous:

- a) **Promotion Procedure for faculty members:** Coordinator, IQAC, proposed that all aspirant teachers should follow the required steps in the procedure.
- b) **Preparation of SSR:** It was proposed by the Convenor, NAAC Committee that the preparation and completion of the SSR should be undertaken in a responsible and regular manner in the College by all the staff members who had been assigned various specific duties.
- c) **Felicitation of Dr. Kaustav Chakrabarty for his new position as the Principal of another College:** Dr. Kaustav Chakrabarty, hitherto the Head of the Department of History, City College was cordially felicitated by the members present for his new position as the Principal of another College.

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

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