

Minutes of IQAC Meeting, City College, Kolkata-700009

A meeting of the IQAC, City College, was convened in the Rector's Room dated 02.03.2020 at 2:00 P.M. and was presided over by the Principal.

The following agenda were discussed by the esteemed members present in the house.

Agendum: 1: Confirmation of the Minutes of the last meeting held on 13.02.2019

The Minutes of the last meeting were read out briefly by Prof. Tapan Ghosh, IQAC Coordinator, City College, to the overall satisfaction of the august house.

Prof. Tapan Ghosh also raised the issue of NAAC-related activities; mainly the need to prepare the SSR. In this context, Prof. Siddhartha Majumder, esteemed Teacher Member, pointed out that SSR is not merely about writing a report but the materialization of a vision with proper team work. Prof. Ghosh, in turn, stated that about seventy percent of SSR is about writing or filling up the matrix in terms of "Yes" and "No"; that 's why it was decided in the last meeting to review the draft of the SSR category-wise under a group of teachers headed by a category convener.

Agendum: 2: Discussion on CAS

This issue was taken up in earnest by the august house and references were made to incumbents whose promotions were imminent, namely Dr. Kaustav Chakrabarti (From Stage 3 to 4), Dept of History, and Dr. Debasis Sardar (From Stage 2 to 3).

Dr. Arkadeep Mitra, Asst. Professor, Dept of Zoology, and Coordinator of CAS of the rest of the incumbents, appraised the house with the latest developments related to promotion and the requisite criteria that need to be fulfilled. He also stated the difficulties that one has to go through in **class calculation on hourly basis**. Other esteemed members of the house came forward with their own proposals with regard to the problem. In this context, Dr. Mitra pointed out that it wouldn't be too difficult for Biological Science candidates (CAS aspirants) to gather necessary points based on direct class room teaching and field work/study trips that are undertaken from time to time.

The matter of project work was jointly taken up by Prof. Mitali Roy and Prof. Siddhartha Majumdar. They pointed out the need for proper documentation of such project works at official level and drew the Principal's attention in this regard. Prof. Korak Kanti Chaki suggested the involvement of teachers from the social sciences stream in life-science related project works in fulfilment of UGC criterion for CAS. Prof. Mitali Roy pointed out that the process has already started with regard to ENVs by drawing in teachers from various disciplines. However, Project Supervisor would have to be the incumbent who CAS is due.

The Teachers' Council Secretary, Prof. Nihar Sarkar queried whether leave statements would be provided by the College authority to individual incumbents in printed format. If this is done, then some of the long standing issues regarding leave could be solved. Prof. Mitali Roy concurred with this proposal.

It was also suggested that Extra or Remedial Classes have to be provided on an official basis, to fulfil the UGC criterion for the same. Mr. Kamal Ghosh, Accountant, suggested preparing a separate register for such tasks as proposed by the house. The Principal was requested to provide certificates to the incumbents for various college –related administrative/other duties assigned to the teachers by the administration. The records of such work should be properly preserved, one each for the incumbent, the Principal's office and the Account's section.

To a query for movies/simulated presentation raised by Dr. Arkadeep Mitra, Prof. Mitali Roy suggested that they be stored in pen drives or CDs and, a power point sample print out, should the need arise.

At this juncture, a committee from the three streams was proposed constituting Dr. Arkadeep Mitra, Prof. Soumendra Laha, Prof. Nihar Sarkar, Dr. Kaustav Chakrabarti, Prof. Subrata Biswas in addition to the Principal and IQAC coordinator. This committee specifically would be concerned for preparations/documentations of certificates related to direct teaching, exam duties, evaluation of answer scripts, etc. and other CAS related work, year wise, of every teacher under CAS, and complete it by the end of each academic year. The proposal was accepted unanimously by the House.

Dr. Arkadeep Mitra proposed a separate domain in the college website for e-learning resources to which Dr. Nitai Roy Choudhury, esteemed librarian, and Prof. Mitali Roy heartily agreed. In response to a query from Dr. Kaustav Chakrabarti regarding the language of the content, esteemed members pointed out that it could be in any language.

Prof (Dr) Korak Kanti Chaki pointed out to the immediate need for reading out the names of the incumbents whose promotions were due under CAS. They are as follows:

<u>Incumbent</u>	<u>Subject</u>	<u>Due date for CAS</u>
Dr. Arkadeep Mitra	Zoology	05-02-2019
Dr. Debashis Karmakar	-Do-	-Do-
Dr. Krishnendu Das	-Do-	13-04-2019
Dr. Biswajit Panda	Chemistry	04-05-2019
Dr. Rupanjan Mukhopadhyay	Physiology	20-11-2019
Dr. Kaustav Chakrabarti	History	01-04-2019
Dr. Debasis Sardar	Bengali	01-07-2018

With respect to the above incumbents, it was further pointed out that the names of DPI Nominee and Subject Experts (both History and Bengali) have already been sent to the College (Ref Letter from Bikas Bhawan No. 17541 (CAS) dated 26.01.2020) and Letter from the IC, CU, for Subject Expert No. C/46/14-Sel.Com dated 05th February 2020).

The name of Sr. Dipankar Mondal, Dept of Philosophy, who just completed his Refresher Course, was also mentioned in the meeting with regard to CAS and the former was urged to expedite the preparation of necessary paper work for the same.

The PBAS copies of Dr. Arkadeep Mitra, Dr. Debasish Karmakar, Dr. Krishnendu Das, Dr. Biswajit Panda and Dr. Rupanjan Mukhopadhyay, placed in the meeting, were accepted by the House and the incumbents were requested to prepare supporting documents and Certificates which would be submitted along with the PBAS. Hence, resolved that, Principal be requested to place this matter in the next GB meeting for necessary permission so that the incumbents can proceed further in CAS related matters, ie., submit the PBAS to the concerned Dept at Bikash Bhavan.

Agendum: 3: Discussion on NAAC

With queries being raised in the house regarding the progress of NAAC, Prof. Tapan Ghosh, IQAC Coordinator, showed the hard copy of the registration that has been uploaded to all esteemed members, and further assured the house that he had taken up the matter with the University and received a satisfactory response. Furthermore, as requested by CU, a joint report with the IQAC Coordinator of Loreto College regarding the progress of NAAC was mailed to CU. Coordinator also reported that as per the decision made in the last meeting, the conveners of each criterion were supplied with a copy of the NAAC booklet containing the SSR format, for ready reference. But unfortunately, he did not receive any feedback from any criterion conveners.

Prof. Siddhartha Majumdar pointed out that a Power Point Presentation of the achievable targets be done with all the criteria at the earliest to gauge the strength and weaknesses, and a constructive approach be taken in this regard. Dr. Nitai Roy Choudhury stated that at least five years' data of infrastructure and learning resources should be made accessible. Moreover, percentage of footfalls in the library is equally essential for matching the UGC criterion of assessment. In this context Coordinator stated that 70% of the matter is matrix oriented and suggested to request the criterion conveners (as formed in the last meeting) once again to work on the respective criterion, as far as possible, and then present it in Power Point mode or hard copy, criteria wise, with all queries related with his/her criterion for further discussion and finalization, which he thought would be quite reasonable and less time consuming. Prof. Mitali Roy supported and the members present accepted the suggestion.

The TCS stated that quarterly meetings of IQAC should be held to expedite the process. As Prof. Korak K Chaki, due to his present work load, was not in a position to accept to work as NAAC Convenor, it was proposed that the name of NAAC Convener be decided at a Teachers' Council meeting subject to ratification by the GB, City College. At this juncture, Prof. Mitali Roy pointed out that since other stake holders (NTS, Students' Council) are equally involved in NAAC preparation, so they should also be accounted for. Thereafter, a **General Body Meeting** was proposed to be held within the college premises with the active engagement of the three stake holders, namely, Teachers, Non-teaching Staff and the Students' Representative. The proposed meeting was scheduled to be held on 13/03/2020. To this, all members unanimously

agreed including Sri Priyonko Pandey, former GS, and alumni-representative of IQAC, City College.

Agendum: 4: Intake capacity of students

Principal took the floor and appraised the house regarding the issue of intake capacity that had been raised in the Governing Body Meeting, an excerpt of which was thereafter read out by Prof. Tapan Ghosh. In this context, Prof. Siddhartha Majumdar pointed out that the Government criterion for reservation with respect to OBC-A and OBC-B has to be maintained at all costs. Otherwise, the Principal might face strictures from BCW. Accordingly, the esteemed members proposed to place it as an agendum in the General Body meeting (proposed to be held on 13/03/2020), so that a concrete decision could be reached.

Miscellaneous

Many esteemed members raised various pertinent issues in the meeting during the Miscel. Section.

The TCS pointed out to a discrepancy in the list of committees, and further stated that the TCS has got nothing to do with the Committee Members, who have to be approved by GB.

Prof. Arakadeep Mitra urged Prof. Tapan Ghosh to provide guidelines for research committee and other committees as he sees fit.

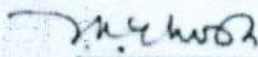
Prof. Korak Chaki pointed out that the names of the members be given in writing for finalisation.

TCS raised the issue of a monitoring cell for academic activities, to which Prof. Korak K Chaki concurred. Prof. Mitali Roy stated that formats have already been issued to the concerned departments.

Prof. Korak Chaki suggested that a monthly report be sent through email for the sake of convenience through a link in the college website to which Dr. Nitai Roy Choudhury gave his due approval.

Regularization of biometric attendance was also discussed.

The meeting ended with a vote of thanks to the Chair.


02/3/2020

Tapan Kr. Ghosh, Coordinator, IQAC, City College.