

**MINUTES OF THE FIRST MEETING OF THE NEWLY FORMED INTERNAL QUALITY ASSURANCE CELL (IQAC),
CITY COLLEGE, HELD ON MAY 6, 2022, AT 2pm IN THE IQAC ROOM (7B)**

Members present:

1. Dr. Sital Prasad Chattopadhyay, Chairperson.
2. Dr. Arnab Chaudhuri, Coordinator.
3. Prof. Chaitali Mukhopadhyay, Member from the Management.
4. Smt. Mitali Roy, Teacher Member.
5. Dr. Kaustav Chakraborty, Teacher Member.
6. Dr. Arkadeep Mitra, Teacher Member.
7. Sri Arkajo Majumdar, Teacher Member.
8. Sri Syamsundar Dhara, Teacher Member.
9. Sri Soumendra Laha, Teacher Member.
10. Smt. Sadhana Bose, Member from the Local Society.
11. Sri Arkonil Das, Student member.
12. Sri Samik Bhattacharya, Alumni member.
13. Sri Indranath Pyne, Member from Industrialist/Stakeholder.

Special Invitee:

1. Dr. Pampa Guha, Convener, Criterion 3.
2. Dr. Anirban Manna, Convener Criterion 4.
3. Mr. Masiur Rahaman Sardar, Convener, Criterion 6.
4. Dr. Partha Karak, Convener, Criterion 7.

The meeting was chaired by Dr. Sital Prasad Chattopadhyay, Principal & Chairman, IQAC.

Agendum 1

Welcome address by the Principal/Chairperson of the IQAC, City College.

The Chairman of IQAC and the Principal welcomed the members of the newly formed IQAC of City College. He thanked the Members of the outgoing IQAC and specially the role of the outgoing dynamic Coordinator Dr. Tapan Kumar Ghosh. He stressed the importance of holding periodic meetings of IQAC and looked forward to a successful NAAC accreditation.

Sital Prasad Chattopadhyay
06/05/2022

Arnab Chaudhuri
06/05/2022

Agendum 2

Briefing by the Coordinator regarding the aims and objectives of the IQAC and work for the present year.

The IQAC Coordinator appraised the house about the different facets of NAAC and aims and objectives of IQAC in facilitating the accreditation process both verbally as well as through PowerPoint Presentation. In this context, he stressed on active engagement with students with an eye on maintaining a proper Mentor-Mentee relationship which comes under Criteria 2, f which he is the Convener. He also introduced certain terms mentioned in the NAAC Manual such as 'Institutionalization', 'Internalization' and their relevance in incorporating such cultures in the Institution. The Coordinator took this opportunity to highlight certain programmes under the banner of IQAC such as the social outreach programme to an old-age home "Naturan Ghar" (24/04/2022), National Science Day Celebration (25/02/2022), "Human Rights and Gender Sensitization" (29/04/2022), "Intellectual Property Rights" (05/05/2022) and the expenses accrued for such activities. He stressed on the implementation of Mentor-Mentee system and the Feedback from the students, guardians, teachers and alumni by survey method in the different departments.

Agendum 3

Briefing by the different Criterion Conveners/Joint Conveners or their representative.

The Coordinator called upon the Criterion Conveners to present their Criterion content.

(i) Prof. Mitali Roy, Convener, Criterion 1, took the floor and highlighted the different facets of Curricular Aspects. She proposed constitution of consolidated academic calendar comprising of both College and the University, to be provided to the students both physically and through college website. She also emphasized on gender sensitization and human rights seminars for the students and setting up of Smart classrooms.

(ii) Dr. Pampa Guha, Convener, Criterion 3, took the floor and enlightened the house about Criterion 3 activities. The question of student attendance in seminars and symposia was raised by her. It was reported that very few students were attending these programmes. Efforts should be made to encourage the students to attend these programmes, by giving certificates of attendance as incentive. Dr. Guha also reported an extension activity by way of distributing food packets, toys and woolen garments among destitute children of the college neighbourhood on 24/12/2021. It was emphasized that a fund should be created for the activities of IQAC.

(iii) Sri Sandeep Mukherjee, Student member, appraised the house about the relief work carried out during the recent lockdown due to Covid Pandemic.

(iv) Prof. Syamsundar Dhara of representing the Criteria 4 Convener apprised the house about hardship faced by the criteria members in collecting data. He drew the attention of the college authority about dilapidated state of the library and demanded renovation immediately. He further suggested purchase of books and journals. Other members supported him and emphasized on congenial physical environment, reader-friendly library with open-stack system. Members also emphasized on creation of a Common Library Fund in the college.

(v) Prof. Soumendra Laha, Convener, Criteria 5, stressed the need for proper paper work and record keeping. In addition, professional guidance, career counseling and placement of students should be stressed upon. A standard format for record keeping should be prepared. He also emphasized on importance of Yoga & Gymnasium, communication and other soft skills for students. All departments should keep track of students co-curricular and extra-curricular activities with proper documentation.

A registered Alumni Association is the need of the hour.

Sital Prasad Chatterjee
06/05/2022

Arun Kumar
06/05/2022

(vi) Prof. Masiur Rahaman Sardar, Convener, Criteria 6, pointed out the details of Quantitative and Qualitative data, which is the basis of his Criteria. He stressed on the importance of E-governance and ERP along with the data. Further, he demanded that financial support should be provided for the faculty members for registration in attending conferences and symposia. Prof. Sardar drew the attention of the Principal for expediting the financial audit.

(vii) Dr. Partha Karak, Convener, Criteria 7, emphasized on Institutional Values and Best Practices— stressing on Girl's Safety, Self-defense Programmes, Psychological Counseling, awareness of students about POSCO Act. Besides, he drew the attention of the house in introducing proper waste-management, waste recycling, smart dustbins, plastic-free zone inside the college. He gave an idea about how a particular college has signed a Memoranda of Understanding(MOU) for e-waste management. Rain-water harvesting was also highlighted. The idea of an eco-friendly campus with Green Initiative was highly appreciated by the house. Dr. Karak also proposed the installation of an elevator for servicing the third floor departments mainly.

Agendum 4

Reporting regarding CAS of several teachers

The Coordinator stressed on the role of IQAC in the Career Advancement Scheme(CAS) of the teachers. Since a lot of young teachers have joined the college of late, their CAS needs to be facilitated from the college administration. In this regard, Prof. Soumendra Laha pointed out that a convergence of Teaching and Non-teaching Staff is essential for the preparation of CAS papers.

Miscellaneous.

Prof. Masiur Rahaman Sardar suggested a meeting at the earliest for pursuing these proposals with right earnest.

Sri Indranath Pyne gave the assurance that if IQAC organizes any Health Camp in its outreach programme, he is ready to help, as he runs a nursing home.

No other matter was discussed under this heading.

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

Sital Prasad Chattopadhyay
06/05/2022

Sanal Das
06/05/2022