

## **MINUTES OF THE IQAC MEETING HELD ON 13.02.2019.**

A meeting of the IQAC, City College was held on 13.02.2019 and presided over by Dr. Sitalprasad Chattopadhyay, Principal & Chairperson, IQAC, City College.

### **Agenda I. Conformation of the meeting held on 17.12.2018.**

The minutes of the meeting was read out by the Coordinator and confirmed by the esteemed members.

### **Agenda II. Discussion on CAS**

This was taken up in earnest and Dr, Kaustab Chakraborty and Dr. Arkadeep Mitra, whose promotions are due, presented queries / doubts regarding filling up of CAS related documents. Dr. Pranati Sinha imparted her experience in this regard and thoroughly explained how they can overcome their doubts with some important suggestions. On request, Dr. Sinha agreed to take the pain to go through the CAS related documents before finally submitting the matter to the authority. Dr. Chakraborty and Dr. Mitra were requested to help other teachers regarding CAS whose promotions are due.

### **Agenda III. Preparation for NAAC visit.**

Coordinator, IQAC reported that AQARs for the sessions 2015-16, 2016-17, 2017-18, which were due has been completed and uploaded. He thanked all the Criteria Conveners and the teachers for their hard work to complete the AQARs in due time. Regarding preparation of SSR and NAAC visit, the Coordinator spelled out some suggestions for securing better marks in NAAC which was discussed in a NAAC related meeting held in Rahara Ramakrishna Mission College. These included :- a) NSS activity- indicator of social activity, b) e-learning, c) log book in the library for students and teachers, d) Registered Alumni Association and their role in the development of the college, e) Ladies common room & toilet, f) introducing Foreign language teaching, g) solar panel & rain water harvesting, etc. Mr. Siddartha Majumder pointed out that these suggestions can be fruitfully implemented with vision, to which, the esteemed members whole heartedly agreed. In addition, Dr. Pranti Sinha emphasized on Academic & Administrative audit; Principal was requested to look into the matter and propose the names of the auditors in the GB.

Coordinator further reported that City College was tagged with Loreto College, Kolkata, by Calcutta University, for proper guidance towards preparation of SSR, IQA and ultimately NAAC visit. A preliminary report needs to be submitted by the end of Feb. 2019. In addition, College needs to register by 31<sup>st</sup> March, 2019 (as per the new regulations) to qualify for NAAC visit. The Coordinator assured that it will be done in due time.

With a serious thought on NAAC visit, the house suggested the following:-

a) Selection of NAAC Convener. The members unanimously selected Dr. Korak k. Chaki as the NAAC Convener, to be approved by the GB.

b) Selection of Seven Criteria Conveners for preparing SSR. The house approved the names of Mr. Siddartha Majumder, Mrs. Mitali Roy, Dr. Supriti Sarkar, Dr. Nitai Roy Choudhury, Dr. Kaustab Chakraborty, Dr. Sharmila Basu Sarkar and Mr. Dipankar Mondal, each of them to prepare one criterion of the SSR, the same criterion which they prepared for AQARs. It was also suggested that the conveners would make their own team with the teachers and non-teaching staff to start with. All queries/ help to be reported to the NAAC Committee and IQAC, who will try to help to solve the problem. The whole process, including NAAC visit be completed by the end of 2019.

### Misc.

Dr. Arkadeep Mitra drew the attention of the house to a collaborative venture between Zoology Department and other Institutes, in Biostatistics, in pursuance of a proposal for a Kolkata Chapter of the Indian Science Congress Association. Dr. Korak K Chaki pointed out the organization of a seminar on literature featuring the Poet Jibanananda Das in pursuance of a proposal from Dhaka University, as put forward by Dr. Subodh Sarkar. It was duly taken ~~taken~~ note by the esteemed members of the House.

The meeting ended with a thanks to the Chairperson.

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