

MINUTES OF IQAC MEETING HELD ON FRIDAY, FEBRUARY 24, 2023.

Members present:

1. Dr. Sitalprasad Chattopadhyay (Principal, City College)
2. Dr. Arnab Chaudhuri (Convenor, IQAC, City college)
3. Smt. Sadhana Bose (Member from the Local Society)
4. Dr. Arkadeep Mitra (Teacher Member)
5. Dr. Arkajo Majumdar (Teacher Member)
6. Dr. Kaustav Chakrabarty (Teacher Member)
7. Sri Shyamsundar Dhara (Teacher Member)
8. Sri Soumendra Laha (Teacher Member)
9. Smt. Mitali Roy (Teacher Member)
10. Sri Anupam Roychowdhury (Senior Administrative Staff)

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

Agendum 1: Confirmation of the proceedings of the previous IQAC meeting held on December 24, 2022 and matters arising of it.

Proceedings of the Previous IQAC Meeting held on 24.12.22, were confirmed by the members present.

Agendum 2: Approval of final copy of AQAR for session 2021-22.

Final AQAR for session 2021-22 was approved.

Agendum 3: Proposal for mandatory reporting by all HoDs at IQAC Meetings on Departmental result after publication of results of all three semesters (once after odd semesters and once after even semesters).

Prof. Soumendra Laha opined that all result-related data should be collected and preserved through the newly introduced ERP Module. There was also a suggestion from the members that management of the result-related data for the streams of Commerce, B. A. General and B. Sc. General should be entrusted with the College Office. Sri Gopal Samaddar, Staff of the College Office was nominated for undertaking the said task.

Agendum 4 & 5: Activation of Grievance Redressal Cell: A dedicated weekly slot to be fixed for meeting the Convenor, Dr. Rupanjan Mukhopadhyay, HoD, Department of Physiology. Activation of the Grievance Redressal Cell in ERP Module.

It was resolved that a receiving box for grievances would be installed at a convenient place, close to the College Office. A weekly time slot would be fixed for the Convenor to go through the grievances and to take necessary action. The members further suggested that in addition to the Grievance Redressal Cell, for all similar bodies, entrusted with the task of student-support, dedicated mail IDs are to be created for easy communication and response.

Agendum 6: Providing Admin Rights to Dr. Partha Karak, Joint Convenor of Website Committee for all ERP Modules.

The proposal was unanimously accepted and approved by the members present.

Agendum 7: Proposal for celebration of Annual day of the College and reintroduction of all Departmental awards.

Members opined that the proposal should be discussed in detail in the Teachers' Council of the College.

Prof. Soumendra Laha queried whether external organisations could be approached for sponsorship in relation to Departmental awards. It was further resolved in the meeting that concerned Departments would be contacted regarding the relevant data for reintroduction of Departmental awards.

Agendum 8: Ensuring regularity of all Sub-Committees formed in the Teachers' Council. Reporting of activities by the Convenors to IQAC once per Semester.

Anupam Roychowdhury, 24/02/2023

Sitalprasad Chattopadhyay
24/02/23

It was resolved in the Meeting that starting from 2017, all relevant reports from all Sub-committees would have to be acquired and regularised. Convenors of such Sub-committees should be duly issued letters of appointment.

Agendum 9: Reporting by Convenors of Scholarship Committees to IQAC once per Semester.

In this connection, Dr. Arkadeep Mitra expressed his concern about the current decrease in number of the Kanyashree applicants. It was resolved that the Convenor of the Kanyashree Cell would be requested soon to submit a report on the current status of the programme. It was also proposed that a seminar on the benefits of the Kanyashree Scheme should be arranged for fresh sensitisation of students.

Agendum 10: Reporting by all TCSs (from 2017 to 2022) regarding composition of different Sub-committees in these five years.

It was resolved that the Secretaries of the Teachers' Council, City College, who were in office during the mentioned period, would be requested to submit reports regarding the formation and composition of different Sub-committees during their respective tenures.

Dr. Arkajo Majumdar proposed that Convenors of the Admission Committees for the said period (2017-2022) could also be approached for relevant data and reports.

Agendum 11: Approval of PBAS of Dr. Pallab Sarkar, Assistant Professor of Physiology.

The matter was unanimously approved.

In this connection, Dr. Arnab Chaudhuri, Convenor, IQAC, City College, raised the point of necessity for a thorough review of all relevant documents to be submitted by all faculty members, ready for their next promotion.

Agendum 12: Miscellaneous:

1. The successful completion of the first Academic Audit of the College was announced. It was resolved that the Convenor, IQAC, City College, would submit a detailed report with concrete suggestions on the basis of the final Audit Report in the next IQAC Meeting.
2. Prof. Soumendra Laha expressed the urgent need for the extension of the Computer Lab space for the Department of Commerce.
3. Smt. Mitali Roy expressed the urgent requirement for dedicated rooms for the faculties of Arts for holding their regular departmental activities. She further emphasised that the faculties of Arts also need overhead projectors to enhance the classroom experience for their students.

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

Aravind 24/02/2023

Sital Prasad Chattopadhyay
24/02/23