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13/06/23

DRAFT
CITY COLLEGE

102/1, Raja Rammohan Sarani, Kolkata – 700 009.

Proceedings of the meeting of the Library-Sub-Committee held on **13.06.2023 (Tuesday)** at **1.00 P.M.** in the Teachers' room.

1. Prof. Sital Prasad Chatterjee, Principal, City College, and Chairman
2. Prof. Mahitosh Gayen, Vice-Principal, City College
3. Prof. Samapti Pal, Dept. of Physics
4. Prof. Sandeep Prasad, Dept. of Hindi
5. Prof. Gargi Nag, Dept. of History
6. Prof. Somdeb Chakraborty, Dept. of Physics
7. Prof. Bipul Monndal, Dept. of Bengali
8. Prof. Dona Banerjee, Dept. of Zoology
9. Sri Pintu Chowdhury, Library
10. Sri Asit Bhattacharya, Office
11. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee
12. Prof. Arkadeep Mitra, Dept. of Zoology, NAAC Convener (Invitee Member)
13. Prof. Arnab Chaudhuri, Dept. of Physiology, IQAC Co-Ordinator

Prof. Sital Prasad Chatterjee, Principal, City College chaired the meeting.

Agenda 1: Confirmation of the last meeting held on 16.11.2022

The convener confirmed that the proceeding of the meeting held on 16.11.2022 sent to the members along with the notice through e-mail. Along with the notice the convener also attached a pdf. file containing photographs of the Central Library at the time of NAAC Peer Team visit during 26-27 Feb, 2007 for the kind perusal of the members. Further, he apprised the members about the present status of the Central Library and work to be done in coming days. The resolutions of the meeting held on 16.11.2022 have been confirmed.

Agenda 2: Preparation and Organization of the library for NAAC Accreditation, 2nd cycle and visit of the NAAC Peer Team.

At the beginning of the meeting Prof. Sital Prasad Chattopadhyay, apprised the members about the present status with regard to the repair and renovation of the Central Library which is the need of the hour. Principal stated that college administration has approached the PWD, Govt. of West Bengal 8 months back and during this long period, several meetings, discussions, communications, meeting of the co-ordination committee of 3 colleges were done. After vivid discussions letter was submitted to the PWD, WB in view of repair/renovation of library ceiling signed by Principals of 3 colleges. Engineers from PWD, civil, electrical, structural has visited the college several times. After several discussions and meetings PWD has submitted an estimate of Rs.1,15,17,233/- for civil work and Rs. 19,23,896/-for electrical work. The amount is to be shared by 3 colleges. Principal stated that other 2 colleges did not give any assurance to share their part and as a result, City College is compelled to repair the Central Library from inside from its own resource. He also told that tomorrow (14.06.23) an engineer will visit the central library to see the condition and to make an estimate.

It has been resolved that so far it seems that the Central Library will face the NAAC Peer Team in its present location. There will be no scope for shifting of library.

The librarian reported that the accession of books purchased by the departments vide notice dated 28.11.2022 have been undertaken. So far accessioning of books of **11 departments-** Physics, Pol. Sc., Math, Beng, Bot, Zoo, Hindi, Physiology, History, Chemistry, Sanskrit have been done and the books are being kept in the respective departmental seminar library. As on today **more than 1000** books have been accessioned. **We need to classify the newly purchased books (1500 approx) following international standard, enter the bibliographic data of these books in to Koha database** and make these book ready at the earliest. The librarian requested that keeping in mind of NAAC Peer Team visit during this year, 2 (two) library trainee may be recruited for a period of 6 months towards the creation of OPAC and partial automation of Central Library.

It has been resolved that Principal be requested to place the matter in the G.B. for recruitment of 2 (two) library trainee for a period of 6 (six) months.

Agenda 3 Miscellaneous

1. The librarian reported that soiled/damaged books of the Central library vide G.B. resolution dated 05.05.2023 (Agenda 23) have been destroyed on 12.06.2023. For this, we have used an unused open water tank located at the hostel ground. The said tanks were filled with water and the books were put in the water. We have also sprayed water through pipe. The works were undertaken in presence of Principal, Librarian and other staff of the College.

2. The librarian told that instead of cloud hosting (Annual cost Rs. 15000/-) we may go for cloud server, where data will be directly stored in the cloud server.

Resolved that fresh quotation for installation, restoration and customization of Koha in cloud server be invited at the earliest.

3. Librarian stated that before Covid period, 8 to 9 popular magazines have been subscribed by the Central Library. Now, there is no subscription for journals.

Resolved that the Department may be requested to provide with the name of 2 (two) scholarly printed/electronic journals of Indian origin to be subscribed by the college.

The meeting ended with vote of thanks to the chair.

Rune
13.06.23

Librarian

City College, Kolkata- 700 009

Sat Chatterjee
13/06/23

Principal
City College, Kolkata – 700 009.