

Received  
Sital Chatterjee  
19/11/2022

DRAFT  
CITY COLLEGE

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

Proceedings of the meeting of the Library-Sub-Committee held on **16.11.2022 (Wednesday)**  
at **1.00 P.M.** in the Rector's room.

1. Prof. Sital Prasad Chatterjee, Principal, City College
2. Prof. Sandeep Prasad, Dept. of Hindi
3. Prof. Gargi Nag, Dept. of History
4. Prof. Somdeb Chakraborty, Dept. of Physics
5. Prof. Samapti Pal, Dept. of Physics
6. Sri Swarnil Saha, Student Representative
7. Sri Kaustav Dutta, Student Representative
8. Sri Krishna Sen, Student Representative
9. Sm. Sweety Indu, Student Representative
10. Sri Kamal Bag, Dept. of Chemistry
11. Sri Pintu Chowdhury, Library
12. Sri Kalyan Bhadra, Library
13. Sri Asit Bhattacharya, Office
14. Dr. N. RayChoudhury, Librarian, City College and Convener, Library Sub Committee

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

**Agenda 1: Confirmation of the last meeting held on 13.01.2020**

*The convener confirmed that the proceeding of the meeting held on 13.01.2020 sent to the members along with the notice through e-mail. 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 13.01.2020 has been confirmed.*

**Agenda 2: Suggestions of the members regarding enrichment of the library resource and smooth functioning of the library**

The members present in the meeting shared their views and opinions to run the library smoothly. Principal informed that the repair and renovation of the Central Library will start within a short time. Principal informed that he has issued notice to all Head of the Departments to prepare list of books in a specific format. Sri Pintu Chowdhury told that to start with, the damaged and soiled books dumped at the Teachers' Reading Room be kept in sacs and kept in Room No. 31.

The members present in the meeting visited the Central Library to see the gravity of the situation.

*Resolved that the soiled, damaged books dumped at the Teachers' Reading Room, adjacent to the stack room, are to be removed immediately to make the room suitable for regular use. Further resolved that the soiled, damaged books will be kept in sacs. The sacs contained books will be kept in Room No. 31 until further decision from the appropriate authority.*

### Agenda 3: Regular dusting and cleaning of the library books and other resources

Librarian informed that sweeping is not done regularly. The lady part-time sweeper sweeps the reading hall and adjacent areas only.

*Resolved that the Principal is requested to make necessary arrangements for regular sweeping of the Central Library. Further resolved that necessary arrangements for regular dusting and cleaning of books of the central library as well as the departmental libraries should be made immediately.*

### Agenda 4: Creation of On-line bibliographic database (OPAC) of library books, implementation of bar-coding system and digitization of important library resources.

Librarian informed that an Integrated Library Management Software **Koha** has been installed. He informed that bibliographic data of approx. 2700 records from SOUL software has been exported to Koha. He informed that he has submitted a project proposal in this regards, but no work has been started to update the database.

Principal informed that qualified library staff will be recruited within a short time.

*Resolved that data entry work will start immediately after joining of qualified library staff.*

### Agenda 5 Miscellaneous

1. *Resolved that the Annual Maintenance Contract (AMC) of water purifier (Eureka Forbes) be made immediately. The Librarian is requested to contact with the company and get the quotation for AMC.*

2. *Prof. S. Pal, Dept. of Physics requested the convener to start the meeting in time.*

The meeting ended with vote of thanks to the chair.

*Jine*  
17.11.22  
Librarian

City College, Kolkata- 700 009

*Satish Chandra Chattopadhyay*  
Principal 17.11.22

City College, Kolkata - 700 009.