



## **DOCUMENTATION, ARCHIVES AND EXHIBITION COMMITTEE**

**Minutes of the Online Meeting held on 21.01.2022 at 6: 30pm**

**Platform: Google Meet**

### **Agenda:**

Discuss present condition of the Archive, and chalk out plan of action regarding activities that need immediate attention.

After discussion among members present, the following were points were noted:

- 1) Fresh cataloguing of articles and exhibits already in the archive section to be initiated.
- 2) Things which have archival value to be documented and awareness spread for conserving the same (through posters).
- 3) Committee page in the college website to be re-designed.
- 4) Requirement of website space for uploading digital archive.
- 5) A group of teachers to be assigned for deciding the archival value of any documents of the college before these are discarded.
- 6) Tracking of the old documents like salary register, land lease documents, etc.
- 7) Academic history of college to be documented and archived with special emphasis on the job-oriented and vocational courses that were initiated from the early 1990s through the ACTC, and are continuing till date.
- 8) To be documented: a) record of green electricity and MOU with CESC, b) medicinal garden in Bhasa Campus, c) Detailing of postgraduate courses d) BVOC course as important developments.
- 9) A series of video recordings of interviews of retired members of the staff and former students to be made.
- 10) Distribution of tasks amongst committee members.

**Resolved that a proposal sheet regarding future activities of the committee be drafted and submitted to the college administration for approval.**

Members Present:

Dr. Manorama Chatterjee      Dr. Sanchita Sanyal      Dr. Chandrima Bhar      Dr. Taniya Roy

Dr. Sraboni Roy      Dr. Indrajit Ghosh      Sri Santanu Modak      Dr. Arijit Chatterjee

Smt. Sebanti Bandyopahyay      Smt. Sukla Nath      Dr. Rimjhim Ray      Dr. Bidisha Datta

Dr. Rupa Rahila      Smt. Soumita Roy      Smt. Shreoshree Ganguly

