

Ref No. : NKC-KOL/PAQIC/01/17

MINUTES OF MEETING OF PROGRAMME ASSESSMENT & QUALITY IMPROVEMENT COMMITTEE (PAQIC)

Date: 31.01.2017

Time: 3:00 pm

Venue: B Block Conference Room.

MEMBERS PRESENT: Prof. (Dr.) Subhasis Maity, Mr. Arnab Roy, Prof. Tapas Kumar Pal, Prof. Debasis Dutta, Dr. Falguni Patra, Mr. Nilanjan Sarkar, Mr. Supriya Mana, Mr. Debajyoti Basu, Mr. Deepak Chakraborty, Mrs. Supriya Banerjee, Mr. Arup Chatterjee

MEMBERS ABSENT: None

Agenda:

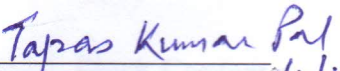
1. Formation of Programme Assessment & Quality Improvement Committee
2. Quality improvement of student related academic information.

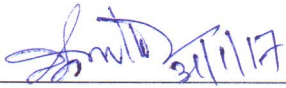
1. Programme Assessment & Quality Improvement Committee (PAQIC) is constituted comprising of the requisite members with the following representations:

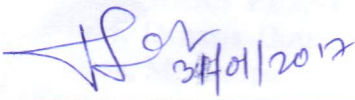
Sl. No.	Member Name	Representation
1	Prof. (Dr.) Subhasis Maity	Chairman
2	Mr. Arnab Roy	Management
3	Prof. Tapas Kumar Pal	Professor
4	Prof. Debasis Dutta	Professor
5	Dr. Falguni Patra	Assistant Professor
6	Mr. Nilanjan Sarkar	Assistant Professor
7	Mr. Supriya Mana	Assistant Professor
8	Mr. Debajyoti Basu	Head, IT
9	Mr. Deepak Chakraborty	Head, Administration
10	Ms. Supriya Banerjee	Librarian
11	Mr. Arup Chatterjee	Head, Examination Cell

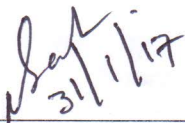
2. It was decided to focus on improvement of the quality of academic information. The following proposals were raised in the meeting.
 - 2.1 The attendance register for students needs to be replaced with digital attendance recording system.
 - 2.2 The digital attendance record should be accessible to the students through computers & mobile phones.
 - 2.3 The proposal of digitalisation system of students attendance needs consultation with third party IT expert for implementation of a centralized software.
 - 2.4 The progress of proposal would be reviewed in next PAQIC /GB meeting.
3. The next review meeting was proposed by April- May'2017.

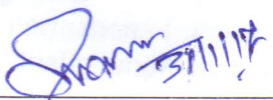
ATTENDANCE SHEET OF MEMBERS IN PAQIC MEETING DATED 31.01.2017

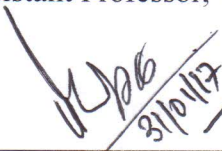

Prof. Tapas Kumar Pal 31/1/17
Professor – NKC-GOI



Prof. Debasis Dutta
Professor – NKC-GOI



Dr. Falguni Patra
Assistant Professor, NKC-GOI

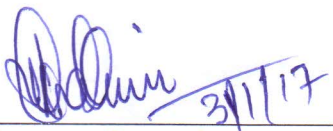

Mr. Nilanjan Sarkar
Assistant Professor, NKC-GOI

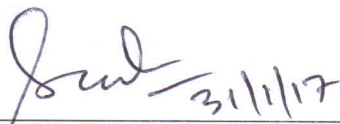

Mr. Supriya Mana
Assistant Professor, NKC-GOI

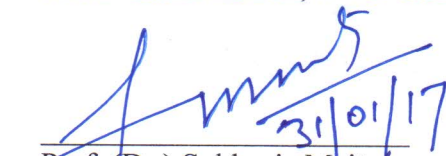

Mr. Debajyoti Basu
Head- IT, NKC-GOI


Mr. Deepak Chakraborty
Head, Administration, NKC-GOI


Mrs. Supriya Banerjee
Librarian, NKC-GOI


Mr. Arup Chatterjee
Head - Examination, NKC-GOI


Mr. Arnab Roy
Co-Founder & Director, NKC-GOI


Prof. (Dr.) Subhasis Maity
Chairman, PAQIC