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

Date: 02.07.2018

Time: 3:00 pm

Venue: B Block Conference Room.

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

MEMBERS ABSENT: Mr. Deepak Chakraborty

Agenda:

1. NBA application for M. Pharm. programmes.

2   Status of library automation & "Open Access" to Bentham.

3. Implementation status regarding "Swachh Bharat Summer Internship" Programme 2018.

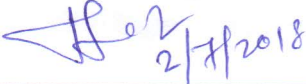4. Action taken against students' feedback regarding teaching-learning & library issues.

The following observations / recommendations / decisions were made:
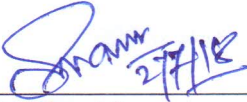
1.   It was unanimously decided to apply for NBA accreditation of the two M. Pharm. programmes (Pharmaceutics & Pharmacology) at an earliest possible date.

2.1.   Library automation has been implemented with online documentation of transactions.

2.2.`   In accordance with the recommendation of PAQI in the previous meeting ,"Open Access" of online resource "Bentham" have been provided to all students and faculty members.

3.   As instructed by MHRD, Dept. of Higher Education, Govt. of India, vide letter dated 20.04.2018 and subsequently mandated by AICTE vide letter dated 23.05.2018, the institute has actively engaged about 350 students in the "Swachh Bharat Summer Internship" Programme 2018, under the mentorship of individual faculty members. The students are required to submit a report regarding the activities undertaken in the programme to the Nodal Officer of the institute for approval, by the end of this month.

4.1.   Analysis of the students' feedback was carried out in the   meeting pertaining to issues like extended library hours, audibility in the classroom, performing practical in smaller groups, timely allocation of assignments etc.

4.2.   It was decided that the matter of extended library hours would be tabled in the next GB meeting.

4.3.   The faculty members would be apprised of the feedback from the students in the next faculty meeting and shall be encouraged to maximize the use of audio system in the class rooms.

4.4.   Regarding the issues of performing practical in smaller groups & timely allocation of assignments, it has been decided that the respective HODs shall design a uniform "SOP of Academics" at the earliest, to address the said issues.

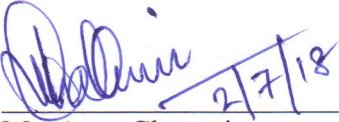5.   The next review meeting was suggested in October - November, 2018.

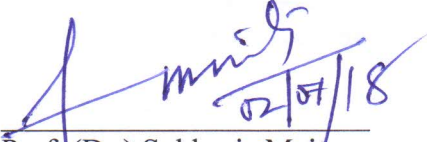## ATTENDANCE SHEET OF MEMBERS IN PAQIC MEETING DATED 02.07.2018
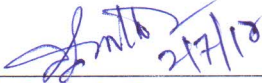
Prof.(Dr.) Tapas Kumar Pal
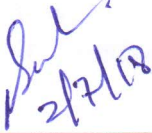Professor – NKC-GOI

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
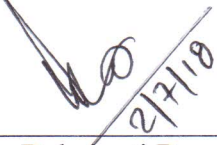
Mr. Deepak Chakraborty
Head, Administration , NKC-GOI

Mrs. Supriya Banerjee
Librarian, NKC-GOI
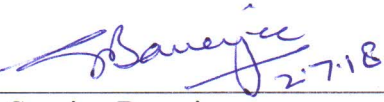
Mr. Arup Chatterjee
Head - Examination, NKC-GOI

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

Prof. (Dr.) Subhasis Maity
Chairman, PAQIC