

Ref No. : NKC-KOL/PAQIC/06/18

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

Date: 08.12.2018

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, Mr. Anuj Mukherjee, Mr. Ramkrishna Ray, Mrs. Supriya Banerjee, Mr. Arup Chatterjee

MEMBERS ABSENT: None

AGENDA

1. Reconstitution of PAQIC
2. Online Feedback processes of the institution
3. Access to e-resources of the library & utilization of Budgetary allocation.
4. Quality initiatives of the Department.
5. Academic & Administrative audit.
6. Miscellaneous

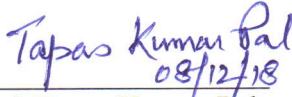
The following observations / recommendations / decisions were made

1. PAQIC was re-constituted with the following representations:

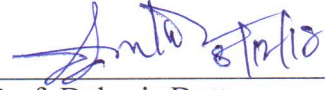
Sl. No.	Member Name	Representation
1	Prof. (Dr.) Subhasis Maity	Chairperson
2	Mr. Arnab Roy	Management
3	Prof. (Dr.) Tapas Kumar Pal	Professor
4	Prof. Debasis Dutta	Professor
5	Dr. Falguni Patra	Assistant Professor
6	Mr. Nilanjan Sarkar	Assistant Professor
7	Mr. Supriya Mana	Assistant Professor
8	Mr.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

2. Online Feedback to be collected from the following stakeholders at regular intervals: Students, Parents, Alumni, Faculty, Management, Employer. The on-line format and questionnaire for collection of students' feedback about curriculum and teaching – learning process should be revised as proposed by Mr. Debajyoti Basu, Head IT.
- 3.1 Librarian should implement suitable mechanism to increase the number of e-books available in the on-line library portal and also should consider providing access to e-resources of the library with the assistance of IT Dept.
- 3.2 Optimal utilization of Budgetary allocations for purchase of books and journals should be ensured by the Librarian in consultation with faculty members.
- 4.1 Senior faculty members should be encouraged to register themselves as Ph.D guides with Universities, if eligible as per norms.
- 4.2 PAQIC proposes for introduction of incentive schemes for teachers receiving state, national and international recognition/awards, in order to motivate them to undertake more research activities.
5. Among other activities PAQIC shall also perform academic & administrative audit on half yearly basis.
- 6.1 The details of scholarships and freeships provided by the Government to the students should be documented for each year and made available to PAQIC.
- 6.2 The institution as a whole and Pharmacy Dept. in particular is participating in NIRF India Ranking 2019.
- 6.3 Installation of Electronic surveillance system in the campus to ensure safety and security of the stakeholders.
- 6.4 Use of LED lighting systems and solar power should be increased. Green audit should be conducted on half yearly basis.
7. The next review meeting is proposed in the month of March- April 2019.

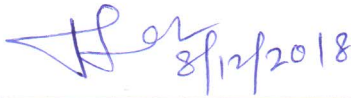
ATTENDANCE SHEET OF MEMBERS IN PAQIC MEETING DATED 08.12.2018


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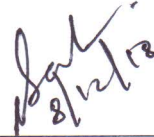
Prof.(Dr.) Tapas Kumar Pal
Professor – NKC-GOI


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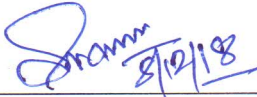
Prof. Debasis Dutta
Professor – NKC-GOI


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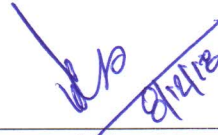
Dr. Falguni Patra
Assistant Professor, NKC-GOI


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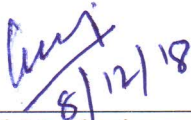
Mr. Nilanjan Sarkar
Assistant Professor, NKC-GOI


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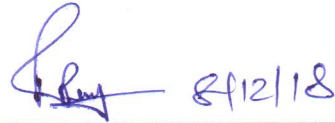
Mr. Supriya Mana
Assistant Professor, NKC-GOI


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Mr. Debajyoti Basu
Head- IT, NKC-GOI


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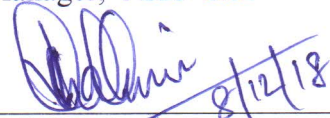
Mr. Anuj Mukherjee
Head, Administration, NKC-GOI


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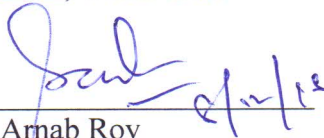
Mr. Ramkrishna Ray
Manager, NKC-GOI


8.12.18

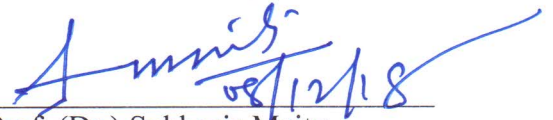
Mrs. Supriya Banerjee
Librarian, NKC-GOI


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Mr. Arup Chatterjee
Head - Examination, NKC-GOI


8/12/18

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


08/12/18

Prof. (Dr.) Subhasis Maity
Chairman, PAQIC