

Ref No. : NKC-KOL/PAQIC /07/19

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

**Date: 14.03.2019**

**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. Revision of Feedback Formats, its collection and analysis
2. Examination Result analysis of odd semester MAKAUT
3. Quality initiatives
4. Green Audit
5. Miscellaneous

The following observations / recommendations / decisions were made

1. i) Students' Feedback

Generalized feedback questionnaire on teaching, learning & curriculum to be revised & uploaded on the TCS iON and online feedback collection from the students will be initiated on & from 25<sup>th</sup> April, 2019 to 15<sup>th</sup> May, 2019. The students shall be able to submit the on-line feedback through M.top application also as confirmed by Head-IT.

Students' Feedback Analysis – allocations :

All Pharmacy programs – Mr. Supriya Mana

ii) Parents' Feedback

Parents' feedback of Pharmacy students to be collected during parents' meet by the concerned batch coordinators and analysis thereof will be carried out by Mr. Nilanjan Sarkar.

iii) Alumni Feedback

Alumni feedback of the graduating batch of 2017 & 2018 to be collected through concerned batch coordinators. On line alumni feedback process to be initiated through the college website shortly.

Alumni Feedback Analysis – allocations:

All Pharmacy programs – a) Dr. Sutapa Biswas Majee & Mr. Swarupananda Mukherjee

.....Cont P/2.

iv) Employer & Internship feedback

The format of Employer & Internship feedback to be revised in consultation with Training & Placement Cell. The feedback will be collected and analyzed by Dr. Sandipan Dasgupta & Mr. Somsubhra Ghosh for all Pharmacy programs.

2.1. The consolidated result of Semester Examinations of all Pharmacy programs will be provided by the Exam-Cell of the institute at the end of each semester (post publication of results).

2.2 Examination Result Analysis – allocations :

All Pharmacy programs – Prof.(Dr.) Tapas Kumar Pal & Prof. Debasis Dutta

3.1 Proposal is made to the Chairman, PAQIC to devise a policy/scheme in consultation with the top level management of the institution, to incentivize the faculty members, for their outstanding academic achievement/contribution. Furthermore, it is also proposed for reimbursement of Registration fees/Enrolment fees/ Publication charges etc. to the faculty members, in order to encourage them to attend FDP/SDP/QIP etc. and motivate them to enhance research Publications

3.2 Mr. Nilanjan Sarkar, informed the members of PAQIC that as a quality initiative - NSHM Knowledge Campus, Kolkata- Group of Institutions has been established as “SWAYAN- NPTEL LOCAL CHAPTER” since January’ 2019 with the objective to encourage & enhance the participation of students & faculty members for enrolling the ONLINE courses. In the JAN-APR session, the total enrolment is over 100 candidates

4. Mr. Anuj Mukherjee, Head – Administration shall arrange to conduct “Green Audit” at half yearly intervals and inform the PAQIC regarding the findings /developments. Feasibility study(s) might be conducted by 3<sup>rd</sup> party vendor(s), if required, to assist in implementation of “Green Initiatives”.

5.1. Documents pertaining to scholarships/freeships availed by the students of Pharmacy programs should be maintained and updated at regular intervals. The said documents should be archived in the Directors’ office of the respective department.

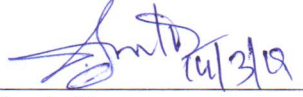
5.2 Librarian informed the PAQIC about the present status of e-books available in the library as follows:


Pharmacy – 4100


6. The next review meeting is proposed in the month of June- July 2019.

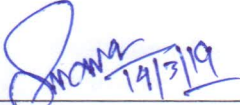
**ATTENDANCE SHEET OF MEMBERS IN PAQIC MEETING DATED 14.03.2019**

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

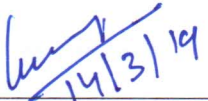
  
Prof. Debasis Dutta  
Professor – NKC-GOI

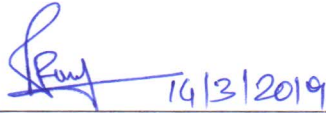
  
Dr. Falguni Patra  
Assistant Professor, NKC-GOI

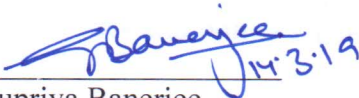
  
Mr. Nilanjan Sarkar  
Assistant Professor, NKC-GOI

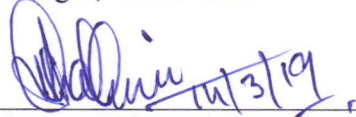
  
Mr. Supriya Mana  
Assistant Professor, NKC-GOI

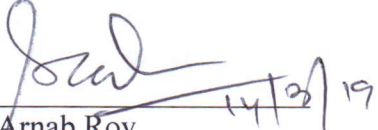
  
Mr. Debajyoti Basu  
Head- IT, NKC-GOI

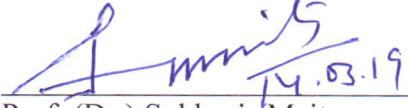
  
Mr. Anuj Mukherjee  
Head, Administration, NKC-GOI

  
Mr. Ramkrishna Ray  
Manager, 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