

MINUTES OF THE IQAC MEETING

Held on 10th October 2022, 5 pm, MRB01

Members Present: Dr. Shampa Chakraberty, Dr. Soujanya Pudi, Dr. Mainak Mal, Mr. Ramkrishna Ray, Dr. Pritesh Devbhuti, Dr. Satarupa Acharjee Mr. Kaushik Rana, Mr. Sanjeev Mitra, Dr. Subhasis Maity, Dr. Swarupananda Mukherjee, Mr. Gopal Sen,

Absent: Mrs. Supriya Banerjee, Dr. Nilanjana Sinha, Mrs. Soma Basu,

Agenda:

1. Status of 1st year students for all programs - 2022-23
2. Status of Parents meet for all programs
3. Status of syllabus completion of existing batches for all programs
4. Negotiation with IFCAI For Procurement of cases and teaching notes
5. Student Dissertation and Project Work
6. Industry visit completed
7. Finalising NBA Inspection dates
8. Faculty Research
9. Additional E Courses.

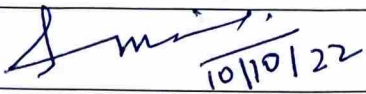

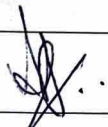
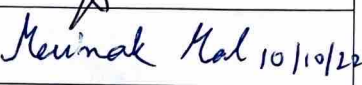

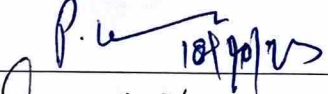
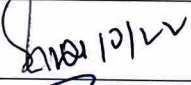

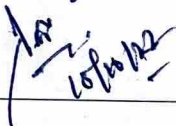
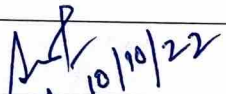

In the meeting, the following have been discussed & resolved as per agenda mentioned above:

1. The 1st semester classes has commenced for all the programs under NIHS except B.Pharmacy. The Student Induction & Orientation Programme of B.Pharmacy will be held on & from 28th October, 2022 onwards. Optometry practical classed should be started at the earliest. Batch coordinators of 1st year of all the programs will be responsible for educating the students with the rules & regulation of the institution and attendance requirements.
2. All the PCs are advised to start the process of Parents meet for all the existing batches. It is mandatory to conduct the parents meet before the semester examination through online / off line, subject to the availability of the parents.
3. Final practical examination (60 marks) must be conducted inviting external examiners for all programs of NIHS. Syllabus of all programs (except 1st semester) will be tentatively completed by mid November'22 for both NIHS and NBS. Doubt Clearing Classes (if required) should commence thereafter to identify and help the slow learners. Students must secure a minimum of 75% attendance in every semester to appear in final examination. Apart from the MAKAUT syllabus, value added curriculum should be implemented for all programs of NIHS. The department of Psychology & Nutrition has already started implementing the same. (Seminars, workshops, hands-on instrument trainings, webinars etc.)

4. Negotiation done with ICFAI for procurement of cases and teaching note for introducing application based pedagogy.
5. All Pcs of DOPT & NBS in consultation with Director Sir, should frame a standard inter-disciplinary guideline & format for the Dissertation/ Project work and it should be completed within 26/08/2022. All project supervisors should review the progress of the project work on a regular basis.
6. Industry visit for MBA students of NBS was conducted on 3rd and 4th of October 2023 at Coca Cola Bottling Plant. The students were accompanied by faculty mentors
7. The tentatively 5 dates of NBA Inspection have been finalized as follows:
 - i. 24/10/2022 - 23/10/2022
 - ii. 04/11/2022 - 06/11/2022
 - iii. 11/11/2022 - 13/11/2022
 - iv. 02/12/2022 - 04/12/20223
 - v. 23/12/2022 - 25/12/2022
8. Henceforth, it has been informed to the Faculty members of DOPT & NBS that their paper publication in UGC & Scopus Index Journals, Book Chapters, FDP, Oral presentation, attended as nominated speaker etc. will be reflected in yearly appraisal process starting from 2022-23 onwards (i.e. Aug'22 - Aug'23) and it will be monitored quarterly.
9. Each CBEL course is of 4-credits with assigned Theory+Practical hours. Successful completion of a course will accrue E-certificate and it will add on MAR points.

The meeting ended with thanking the chair.

ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING, DATED 10TH OCT 2022

NAME	DESIGNATION	SIGNATURE
Dr. Subhasis Maity	Chairman. IQAC	 10/10/22
Dr. Shampa Chakraberty	Professor, NKC - GOI Coordinator - IQAC	 10/10/22
Dr. Soujanya Pudi	Head - CLCC, NKC- GOI	
Dr. Mainak Mal	Assistant Professor, NKC - GOI	 Mainak Mal 10/10/22
Dr. Nilanjana Sinha	Assistant Professor. NKC -GOI	
Mrs. Soma Basu	Assistant Professor, NKC - GOI	
Mr. Ramkrishna Ray	Manager. Finance	
Dr. Pritesh Devbhuti	Associate Professor, NKC-GOI	 P. U. 10/10/22
Dr. Satarupa Acharjee	Associate Professor, NKC-GOI	 SAR 10/10/22
Mr. Kaushik Rana	Head – IT, NKC - GOI	 10/10/22
Dr. Swarupananda Mukherjee	Assistant Professor, NKC -GOI	 10/10/22
Mrs. Supriya Banerjee	Librarian. NKC - GOI	
Mr. Gopal Sen	Head – Exam, NKC - GOI	 10/10/22
Mr. Sanjeev Mitra	Head Administration. NKC - GOI	 S.M.