

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

**MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 31.01.2017**

**Time: 2:00 pm**

**Venue: B Block Conference Room.**

**MEMBERS PRESENT:** Dr. Subhasis Maity, Dr. Naveen Das, Mr. Rajib Chanda, Mr. Arnab Roy, Prof. Tapas Kumar Pal, Prof. Debasis Dutta, Prof. Supriya Biswas, Dr. Neena Sharma, Mr. Debajyoti Basu, Mr. Deepak Chakraborty, Ms. Nilanjana Sinha, Mr. Peanaky Mridha, Mrs. Supriya Banerjee, Mr. Nilanjan Sarkar, Mr. Supriya Mana, Dr. Falguni Patra, Mr. Arup Chatterjee, Mr. Soumyadeep Sarkar, Ms. Akansha Singh.

**MEMBERS ABSENT:** None

**Agenda:**

1. Formation of Internal Quality Assurance Cell.
2. Quality improvement of student related academic information.

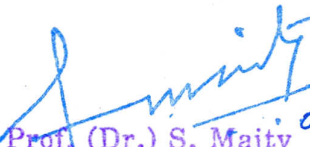
**Minutes:**

Dr. S. Maity, Director of NCPT convened the meeting, stating the objective of constituting the IQAC.

1. IQAC is constituted comprising of the requisite members with the following representations:


Sl. No.	Member Name	Representation
1	Dr. Subhasis Maity	Chairperson
2	Dr. Naveen Das	Coordinator
3	Mr. Rajib Chanda	Member from the Management
4	Mr. Arnab Roy	Stakeholder
5	Prof. Tapas Kumar Pal	Professor
6	Prof. Debasis Dutta	Professor
7	Prof. Supriya Biswas	Professor
8	Dr. Neena Sharma	Employer
9	Mr. Debajyoti Basu	Head, IT
10	Mr. Deepak Chakraborty	Head, Administration
11	Ms. Nilanjana Sinha	Asst. Professor
12	Mr. Peanaky Mridha	Asst. Professor
13	Ms. Supriya Banerjee	Librarian
14	Mr. Nilanjan Sarkar	Asst. Professor
15	Mr. Supriya Mana	Asst. Professor
16	Dr. Falguni Patra	Asst. Professor
17	Mr Arup Chatterjee	Head, Examination Cell
18	Mr. Soumyadeep Sarkar	Alumni
19	Ms. Akansha Singh	Student

.....Cont P/2.

  
Prof. (Dr.) S. Maity  
Director  
NSHM Knowledge Campus,  
Kolkata-Group of Institutions

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 IQAC/GB meeting.
3. The next review meeting was proposed by April- May '2017.

.....Cont P/3.

  
Prof. (Dr.) S. Maity  
Director  
NSHM Knowledge Campus,  
Kolkata-Group of Institutions  
08/06/18

ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING DATED 31.01.2017

Prof. Tapas Kumar Pal  
Professor – NKC-GOI

Prof. Debasis Dutta  
Professor – NKC-GOI

Prof. (Dr.) Supriya Biswas  
Professor – NKC-GOI

Dr. Neena Sharma  
Exe. Vice – President, Emami Ltd.

Mr. Debajyoti Basu  
Head- IT, NKC-GOI

  
31/01/17

Mr. Deepak Chakraborty  
Head - Admin., NKC-GOI

  
31/1/17

Ms. Nilanjana Sinha  
Assistant Professor, NKC-GOI

Mr. Peanaky Mridha  
Assistant Professor, NKC-GOI

  
31/1/17

Mrs. Supriya Banerjee  
Librarian, NKC-GOI

Mr. Nilanjan Sarkar  
Assistant Professor, NKC-GOI

Mr. Supriya Mana  
Assistant Professor, NKC-GOI

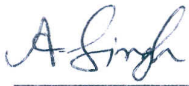
  
31/1/17

Dr. Falguni Patra  
Assistant Professor, NKC-GOI

Mr. Arup Chatterjee  
Head - Examination, NKC-GOI

Mr. Soumyadeep Sarkar  
Alumni, NKC-GOI

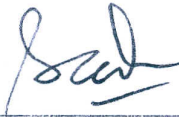
  
09/06/15  
Prof. (Dr.) S. Maity  
Director  
NSM Knowledge Campus,  
Kolkata-Group of Institutions



Mr. Akansha Singh  
Student, NKC-GOI



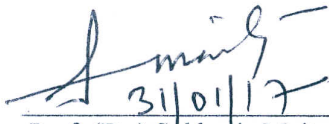
Mr. Rajib Chanda  
Co-Founder & Director, NKC-GOI



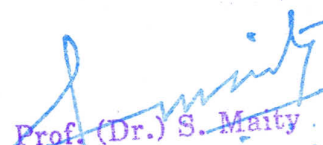
Mr. Arnab Roy  
Co-Founder & Director, NKC-GOI



Prof.(Dr.) Naveen Das  
Coordinator - IQAC



Prof. (Dr.) Subhasis Maity  
Chairman, IQAC



Prof. (Dr.) S. Maity  
Director  
GKM Knowledge Campus,  
Kolkata-Group of Institutions  
09/06/15