

Ref No. : NKC-KOL/IQAC/05/18

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

**Date: 02.07.2018**

**Time: 11:00 am**

**Venue: B Block Conference Room.**

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

**MEMBERS ABSENT:** Dr. Neena Sharma, Ms. Akansha Singh

**Agenda:**

1. Reconstitution of IQAC.
2. NBA application for M. Pharm. programmes.
3. Status of library automation & "Open Access" to Bentham.
4. Implementation status regarding "Swachh Bharat Summer Internship" Programme 2018.
5. Feedback analysis of "Student Satisfaction Survey" conducted by NAAC.

**Minutes:**

1. IQAC was reconstituted with the following representations:

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

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The following observations / recommendations / decisions were made:

2. It was unanimously decided to apply for NBA accreditation of the two M. Pharm. programmes (Pharmaceutics & Pharmacology) at an earliest possible date.
- 3.1. Library automation has been implemented with online documentation of transactions.
- 3.2. In accordance with the recommendation of IQAC in the previous meeting, "Open Access" of online resource "Bentham" have been provided to all students and faculty members.
4. 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.
- 5.1. Feedback analysis of "Student Satisfaction Survey" 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.
- 5.2. It was decided that the matter of extended library hours would be tabled in the next GB meeting.
- 5.3. 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.
- 5.4. 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.
6. The next review meeting was suggested in October - November, 2018.



**ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING DATED 02.07.2018**

*Tapas Kumar Pal*  
25/7/18

Prof. Tapas Kumar Pal  
Professor – NKC-GOI

*Debasis Dutta*  
27/7/18

Prof. Debasis Dutta  
Professor – NKC-GOI

*Supriya Biswas*  
27/7/18

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

*Debayoti Basu*  
27/7/18

Mr. Debayoti Basu  
Head- IT, NKC-GOI

*Nilanjana Sinha*  
02/07/2018

Ms. Nilanjana Sinha  
Assistant Professor, NKC-GOI

*Peanaky Mridha*  
2/7/18

Mr. Peanaky Mridha  
Assistant Professor, NKC-GOI

*Supriya Banerjee*  
2/7/18

Mrs. Supriya Banerjee  
Librarian, NKC-GOI

*Nilanjan Sarkar*  
2/7/18

Mr. Nilanjan Sarkar  
Assistant Professor, NKC-GOI

*Supriya Mana*  
27/7/18

Mr. Supriya Mana  
Assistant Professor, NKC-GOI

*Falguni Patra*  
27/7/18

Dr. Falguni Patra  
Assistant Professor, NKC-GOI

*Arup Chatterjee*  
02/7/18

Mr. Arup Chatterjee  
Head - Examination, NKC-GOI

*Soumyadeep Sarkar*  
9/7/18

Ms. Soumyadeep Sarkar  
Student, NKC-GOI

*Arnab Roy*  
27/7/18

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

*Naveen Das*  
02/07/18

Prof.(Dr.) Naveen Das  
Coordinator - IQAC

*Subhasis Maity*  
21/7/18

Prof. (Dr.) Subhasis Maity  
Chairman, IQAC