

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

**Date: 08.12.2018**

**Time: 2:00 pm**

**Venue: IQAC Room**

**PRESENT:** Dr. Subhasis Maity, Dr. Naveen Das, Prof. Tapas Kumar Pal, Prof. Debasis Dutta, Prof. Supriya Biswas, Mr. Debajyoti Basu, Ms. Nilanjana Sinha, Mr. Peanaky Mridha, Mrs. Supriya Banerjee, Mr. Nilanjan Sarkar, Mr. Supriya Mana, Dr. Falguni Patra, Mr. Anuj Mukherjee.

**ABSENT:** Mr. Arnab Roy & Mr. Arup Chatterjee

Prof. Naveen Das, Coordinator, IQAC confirmed the minutes of the previous meeting in presence of the Chairman IQAC.

Prof. Tapas Kumar Pal initiated the discussion on the observations as reflected in the NAAC report. Based on the discussion the following resolutions were made:

<b>Metric No.</b>	<b>Key Indicators</b>	<b>Resolutions</b>
1.4.2	Feedback processes of the institution	Feedback to be collected from the following stakeholders at regular intervals: Students, Parents, Alumni Faculty, Management, Employer. Students' feedback to be collected through the TCS iON platform. 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.
3.3.1	The Institution has a stated Code of Ethics to check malpractices and plagiarism in Research.	The Institution shall display the “Code of Ethics to check malpractices and plagiarism in Research” in the institutional website with links to the recommended softwares to check plagiarism.
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards	IQAC proposes for introduction of incentive schemes for teachers receiving state, national and international recognition/awards
3.3.3	Number of Ph.Ds awarded per teacher during the last five years.	Senior faculty members should be encouraged to register themselves as Ph. D guide with universities.
4.2.4	Average annual expenditure for purchase of books and journals during the last five years	Optimal utilization of Budgetary allocations for purchase of books and journals should be ensured by the Librarian in consultation with faculty members.
4.2.5	Availability of remote access to e-resources of the library.	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.
4.3.3	Available bandwidth of internet connection in the Institution	The issue has already been resolved as confirmed by Mr. Debajyoti Basu, Head IT.
5.1.1	Average percentage of students benefitted by scholarships and freeships provided by the Government during the last five years.	The details of scholarships and freeships provided by the Government to the students should be documented for each year and made available to IQAC. The department of management should take necessary steps to enhance the number of students benefitted scholarships and freeships provided by the Government.

5.4.2	Alumni Contribution during the last five years.	Registration of Alumni association of the Institute should be done on a priority basis and steps to be taken to enhance Alumni contribution to the institute.
6.5.3.	Average number of quality initiatives by IQAC for promoting quality culture per year	1. Online feedback system from students. 2. Initiative to check plagiarism.
6.5.4	Quality assurance initiatives of the institution	1. The institution convened regular meeting of IQAC and shall prepare and submit AQAR to NAAC as and when applicable. 2. IQAC shall perform academic & administrative audit on half yearly basis. 3. Institute is participating in NIRF, India Rankings 2019. 4. Three faculty members of Pharmacy Dept. pursuing their doctoral research with the support of the institution, have been awarded Ph.D in the period from July to November 2018.
7.1.3	Environmental consciousness and sustainability Alternate Energy initiative	Use of LED lighting systems and solar power should be increased. Green audit should be conducted on quarterly basis.
7.1.13	Display of core values	The “Core Values” of the institution should be displayed at prominent places of the campus.
7.1.16	The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.	Institution functions as per the professional code prescribed by UGC/AICTE.


The members of IQAC unanimously resolved to propose for installation of Electronic surveillance system in the campus to ensure safety and security of the stakeholders.

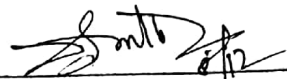
The IQAC is re-constituted as follows:

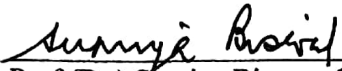
Existing		Replacement	
Member Name	Designation	Member Name	Designation
Dr. Neena Sharma	Executive Vice President, Emami Ltd.	Dr. Purnendu Roy Choudhury	Executive V.P TCG Life Sciences
Mr. Dipak Chakraborty	Admin. Head, NSHM Knowledge Campus, Kolkata	Mr. Anuj Mukherjee	Admin. Head, NSHM Knowledge Campus, Kolkata
Ms. Akansha Singh	Student, NSHM Knowledge Campus, Kolkata	Mr. Sandeep Pillai	Student, NSHM Knowledge Campus, Kolkata

Addition		Deletion	
Member Name	Designation	Member Name	Designation
Mr. Ramkrishna Ray	Manager, Finance NSHM Knowledge Campus, Kolkata	Mr. Arup Chatterjee	Head Examination Cell, NSHM Knowledge Campus, Kolkata
Dr. Soujanya Pudi	Assoc. Professor		


**ATTENDANCE SHEET OF MEMBERS IN IOAC MEETING DATED 08.12.2018**

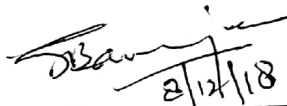
  
Prof. Tapas Kumar Pal  
Professor - NKC-GOI


  
Prof. Debasis Dutta  
Professor - NKC-GOI

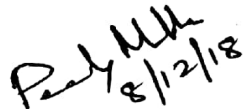
  
Prof. (Dr.) Supriya Biswas 8/12/18  
Professor - NKC-GOI


  
Mr. Debajyoti Basu  
Head- IT, NKC-GOI


  
Mr. Anuj Mukherjee  
Head - Admin., NKC-GOI


  
Mrs. Supriya Banerjee  
Librarian, NKC-GOI

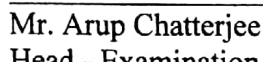
  
Ms. Nilanjana Sinha  
Assistant Professor, NKC-GOI

  
Mr. Peanaky Mridha  
Assistant Professor, NKC-GOI

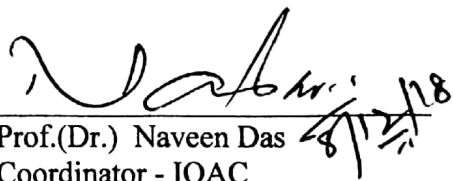
  
Mr. Nilanjan Sarkar  
Assistant Professor, NKC-GOI

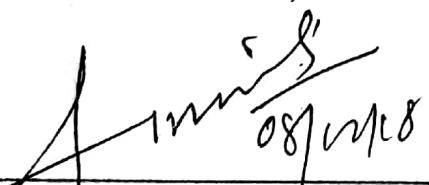
  
Mr. Supriya Mana  
Assistant Professor, NKC-GOI

  
Dr. Falguni Patra  
Assistant Professor, NKC-GOI

  
Mr. Arup Chatterjee  
Head - Examination, NKC-GOI

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

  
Prof. (Dr.) Naveen Das 8/12/18  
Coordinator - IQAC

  
Prof. (Dr.) Subhasis Maity  
Chairman, IQAC