

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

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 14.03.2019

Time: 2:00 pm

Venue: IQAC Room

PRESENT: Prof. (Dr.) Subhasis Maity, Prof. (Dr.) Naveen Das, Prof. (Dr.) Tapas Kumar Pal, Prof. (Dr.) Supriya Biswas, Ms. Nilanjana Sinha, Mr. Peanaky Mridha, Dr. Soujanya Pudi, Mr. Nilanjan Sarkar, Mr. Supriya Mana, Dr. Falguni Patra, Mrs. Supriya Banerjee, Mr. Anuj Mukherjee, Mr. Ramkrishna Ray, Mr. Soumyadeep Sarkar,

ABSENT: Prof. Debasis Dutta, Mr. Debajyoti Basu, Mr. Arnab Roy, Dr. Purnendu Roy Choudhury, Mr. Sandeep Pillai

AGENDA

1. Feedback collection and analysis
2. Code of ethics to check plagiarism
3. Registration as Ph.D guide
4. Incentives to faculty members
5. Documentation of scholarships/free-ships
6. Examination Result analysis
7. Display of Core Values
8. Library issues
9. Alumni contribution
10. Green audit
11. Miscellaneous

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

Prof. (Dr.) Subhasis Maity, chairman IQAC convened the meeting and based on the discussion the following resolutions 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 25th April, 2019 to 15th May, 2019.

The batch coordinators should inform to all the students of B.Pharm, M.Pharm, MBA, MBA (Part time), PGDM to submit the on-line feedback within the aforesaid period and ensure 80% - 90% participation. 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

All Management programs – Ms. Nilanjana Sinha

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.

Parents' feedback of Management students to be collected during parents' meet by the concerned batch coordinators and analysis thereof will be carried out by Mr. Peanaky Mridha with the assistance of Mrs. Susmita Mallick.

.....Cont P/2.

iii) Alumni Feedback

Alumni feedback of the graduating batch of 2017 & 2018 (Pharmacy & Management Programs) 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

All Management programs – Mr. Peanaky Mridha with the assistance of Mrs. Susmita Mallick.

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 & Mr. Peanaky Mridha for all Management programs.

2. The “Code of Ethics to check Plagiarism in Research” – shall be formulated by (Dr.) Soujanya Pudi by end of March’19 and the same shall be communicated to Branding & Communication Deptt. for uploading in the institutional website.
3. All the faculty members holding doctoral degree should be encouraged to apply to Universities for registration as Ph.D guide, if eligible as per norms.
4. Proposal is made to the Chairman, IQAC 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.
5. Documents pertaining to scholarships/freeships availed by the students of Pharmacy & Management programs should be maintained and updated at regular intervals. The said documents should be archived in the Directors’ office of the respective department.
6. The consolidated result of Semester Examinations of all Pharmacy & Management programs will be provided by the Exam-Cell of the institute at the end of each semester (post publication of results).

Examination Result Analysis – allocations :

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

All Management programs – Prof.(Dr.) Supriya Biswas & Mr. Peanaky Mridha

7. Mr. Anuj Mukherjee, Head- Administration is entrusted with the responsibility to make necessary arrangements for display of “Core values” at relevant places in the campus.
8. Library Deptt. will apprise the IQAC about the status of budget versus expenditure at regular intervals through issuance of “note sheet” / e-mail to the Chairman IQAC, to ensure optimal utilization of available resources and to augment it further.

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

Pharmacy – 4100

Management – 3520

9. Mr. Ramkrishna Ray, Manager- Finance will apprise the IQAC about the status of financial contribution by the alumni of the Institute, at quarterly intervals. He will also update the IQAC about the past financial contributions by the Alumni.
10. Mr. Anuj Mukherjee, Head – Administration shall arrange to conduct “Green Audit” at half yearly intervals and inform the IQAC regarding the findings /developments. Feasibility study(s) might be conducted by 3rd party vendor(s), if required, to assist in implementation of “Green Initiatives”.
11. Mr. Nilanjan Sarkar, informed the members of IQAC 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.

=====

ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING DATED 14.03.2019

Tapas Kumar Pal 14/3/19

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

Supriya Biswas 14/3/19
Prof. (Dr.) Supriya Biswas
Professor – NKC-GOI

Anuj Mukherjee 14/3/19
Mr. Anuj Mukherjee
Head - Admin., NKC-GOI

Nilanjana Sinha 14/3/19
Ms. Nilanjana Sinha
Assistant Professor, NKC-GOI

Nilanjan Sarkar 14/3/19
Mr. Nilanjan Sarkar
Assistant Professor, NKC-GOI

Falguni Patra 14/3/19
Dr. Falguni Patra
Assistant Professor, NKC-GOI

Soumyadeep Sarkar 14/03/19
Mr. Soumyadeep Sarkar, Alumni

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

Purnendu Roy Choudhury
Dr. Purnendu Roy Choudhury
Vice President, TCG Lifesciences Ltd.

Debasis Dutta
Prof. Debasis Dutta
Professor – NKC-GOI

Debajyoti Basu
Mr. Debajyoti Basu
Head- IT, NKC-GOI

Banerjee
Mrs. Supriya Banerjee
Librarian, NKC-GOI

Peanaky Mridha 14/3/19
Mr. Peanaky Mridha
Assistant Professor, NKC-GOI

Supriya Mana 14/3/2019
Mr. Supriya Mana
Assistant Professor, NKC-GOI

Ramkrishna Ray
Mr. Ramkrishna Ray
Manager -Finance, NKC-GOI

Sandeep Pillai
Mr. Sandeep Pillai, Student, MBA

Naveen Das 14/3/19
Prof.(Dr.) Naveen Das
Coordinator - IQAC

Subhasis Maitty 14/3/19
Prof. (Dr.) Subhasis Maitty
Chairman, IQAC

Soujanya Pudi
Dr. SOUJANYA PUDI
ASSOCIATE PROF - NBS