

Ref No. : NKC-KOL/IQAC/08/19

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 19.06.2019

Time: 3:00 pm

Venue: IQAC Room

PRESENT: Dr. Subhasis Maity, Dr. Naveen Das, Mr. Arnab Roy, Dr. Tapas Kumar Pal, Mr. Debasis Dutta, Dr. Supriya Biswas, Ms. Nilanjana Sinha, Mr. Peanaky Mridha, Dr. Soujanya Pudi, Mr. Nilanjan Sarkar, Mr. Supriya Mana, Dr. Falguni Patra, Mr. Anuj Mukherjee, Mr. Debajyoti Basu

ABSENT: Mrs. Supriya Banerjee, Mr. Ramkrishna Ray, Dr. Purnendu Roy Choudhury, Mr. Soumyadeep Sarkar, Mr. Sandeep Pillai

AGENDA

The minutes of the last IQAC meeting dated 14/03/19 on the observation of NAAC was read out and its implementation discussed with the committee members. The main issues were-

1. **Stakeholders' Feedback Process** – The students' feedback for the odd semester has been collected. Parents' and employers' feedback collection process is in progress. Post collection of all the feedback, a 360-degree analysis will have to be done. It was suggested that faculty members must interact with the industry people for internship feedback as well.
2. **Code of Ethics to check plagiarism-** The policy will be drafted by Dr. Marisha McAuliffe, Chief - Academic and Quality Systems, NSHM Knowledge Campus, Kolkata within 30th June, 2019.
3. **Green Audit** – Dr Ashim Kumar Bhattacharya; PhD; FICCE Principal Technologist, Resource Person, Trainer and Consultant, Life Fellow Indian Water Works Association Executive Director Academy of Water Technology and Environ Management Kolkata; India had conducted Green Audit during the month of April and submitted his report on 18th April -2019.
4. **Quality improvement of student related academic information** – The members recommended publishing of exam results online and linking attendance percentage to it as well. To motivate out-of-the box thought, new methods of internal assessment process needs to be introduced by the faculty members quarterly, along with new teaching pedagogy.

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5. **Implementation of best practices in academic system** - Suggestion of introducing Service Book (document to record all the events of a Government servant in his/her entire service period and career), by HR Dept. for all the employees of NSHM was appreciated.
6. **Status of library automation**- Special emphasis was given on procurement of online journal sites like EBSCO, SCIENCEDIRECT and registering with BRITISH COUNCIL.
7. **Alumni feedback and its segregation** – Online link for Alumni registration has been opened and is in progress. An Alumni event is also being planned in the month of August’19.
8. **Examination Result analysis**- The result analysis has been allocated to the following faculty members:
Pharmacy programs – Prof.(Dr.) T.K. Pal & Prof. Debasis Dutta
Management programs – Prof.(Dr.) Supriya Biswas & Mr. Peanaky Mridha
9. **ERP training on digital pedagogy (awareness and hands on training)** - Emphasis was given to ERP training on digital pedagogy. Faculty members must be given the required training and motivated to implement new pedagogies in the class.
10. **MOOCs for credit transfer / honours degree for MBA and B.Pharm respectively**- Special emphasis was given on ensuring quality of the online courses opted by the students and the “value addition” they incur from it. Performance of students in the ONLINE courses should also be uploaded on the institutional website.
11. **Academic Calendar** – Members were requested to come up with a standardized Academic Calendar and SOP template for the whole campus rather than on portal basis.
12. **Submission of first Annual Quality Assurance Report(AQAR)** – As the submission deadline of first AQAR is 31st December’19, the team members are planning to submit the “FIRST DRAFT” of the AQAR latest by end of November 2019.

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ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING DATED 19.06.2019

Tapas Kumar Pal 19/6/2019
Prof.(Dr.) Tapas Kumar Pal
Professor – NKC-GOI

Supriya Biswas 19/6/2019
Prof. (Dr.) Supriya Biswas
Professor – NKC-GOI

Anuj Mukherjee 19/6/19
Mr. Anuj Mukherjee
Head - Admin., NKC-GOI

Nilanjana Sinha 19/6/19
Ms. Nilanjana Sinha
Assistant Professor, NKC-GOI

Nilanjana Sarkar 19/6/19
Mr. Nilanjana Sarkar
Assistant Professor, NKC-GOI

Falguni Patra 19.06.19
Dr. Falguni Patra
Assistant Professor, NKC-GOI

Mr. Soumyadeep Sarkar, Alumni

Arnab Roy 19/6/19
Mr. Arnab Roy
Co-Founder & Director, NKC-GOI

Dr. Purnendu Roy Choudhury
Vice President, TCG Life Sciences Ltd.

Subhasis Maity 19.06.19
Prof. (Dr.) Subhasis Maity
Chairman, IQAC

Debasis Dutta 19/6/19
Prof. Debasis Dutta
Professor – NKC-GOI

Mr. Debajyoti Basu
Head- IT, NKC-GOI

Mrs. Supriya Banerjee
Librarian, NKC-GOI

Peanaky Mridha 19/6/19
Mr. Peanaky Mridha
Assistant Professor, NKC-GOI

Supriya Mana 19/6/19
Mr. Supriya Mana
Assistant Professor, NKC-GOI

Mr. Ramkrishna Ray
Manager -Finance, NKC-GOI

Mr. Sandeep Pillai, Student, MBA

Naveen Das 19/6/19
Prof.(Dr.) Naveen Das
Coordinator - IQAC

Soujanya Pudi 19/6/19
Prof. (Dr.) Soujanya Pudi
Professor, NKC-GOI