

Ref No: NKC-KOL/IQAC/09/20

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 14/09/2020

Time: 3 pm

Mode: Online

PRESENT: Dr. Subhasis Maity, Mr. Arnab Roy, Dr. Pritesh Devbhuti, Mr. Swarupananda Mukherjee, Mr. Nilanjan Sarkar, Dr. Shampa Chakraborty, Dr. Supriya Biswas, Ms. Nilanjana Sinha, Dr. Soujanya Pudi, Ms. Supriya Banerjee, Dr. Satarupa Acharya, Dr. Mainak Mal

ABSENT: Dr. Purnendu Roy Choudhury, Mr. Soumyadeep Sarkar, Mr. Sanjeev Mitra

AGENDA

- Academic Delivery during the pandemics
- Best practices in teaching and learning
- Feedback
- E-Library
- Code of Ethics
- AQAR Reports
- Result analysis
- Academic Calendar
- Vaccination drive

1. **Academic Delivery during the pandemics:** Since the physical classes have been discontinued, there is a need to assess the quality of academic delivery during the pandemic, in terms of assessment of the level of participations, use of the contents in the LMS repository and how the students are able to access these. Also, there were discussion on the approach to be taken or measures already taken to conduct the practical sessions in the pharmacy labs.
2. **Best Practices in Teaching and Learning:** The members can come with the best or innovative practices to make the academic delivery more effective and efficient in the pandemic scenario.
3. **Periodic feedback** from the students as regards the quality of teaching and learning during the online sessions was emphasized. This would help the faculty members to understand the types of difficulties they have been facing in the online mode and measures to be adopted to reduce or eliminate those
4. **Facilitating e-Library:** Due to restrictions of physical contacts, the access of eBooks from the library is to be organized. Mrs. Supriya Banerjee should apprise about the mode of access with necessary inputs about the student group from the concerned batch and program coordinators

5. **Code of Ethics:** The documentations on the code of ethics is in progress. Mr. Swarupananda Mukherjee and Mr. Nilanjan Sarkar will be overseeing its completion
6. **AQAR Reports:** Submission of First Annual Quality Assurance Report for the year 2017-18 to be completed and submitted by Dec 2018. Mr. Nilanjan Sarkar and Prof. (Dr.) Shampa Chakraberty to follow up the progress
7. **Examination result analysis** has been allocated to the following faculty members:
For Pharmacy: Mr. Nilanjan Sarkar & Mr. Swarupananda Mukherjee
For Management: Professor (Dr.) Supriya Biswas & Ms. Nilanjana Sinha
8. **Activity Planning in accordance with the academic calendar:** The members were requested to chart out activity plan in accordance with the academic calendar for adhering to the schedule pertaining to internal assessments
9. **COVISHIELD Vaccination Drive:** The vaccination drive undertaken in NSHM Knowledge Campus in collaboration with Medica Superspeciality Hospital, Kolkata required proper documentation. The entire activity was organized under the supervision of Pharmacy department. Chairperson of IQAC, Dr. Subhasis Maity discussed the documentation of the process and advised Mr. Swarupananda Mukherjee and Mr. Nilanjan Sarkar to take it forward.

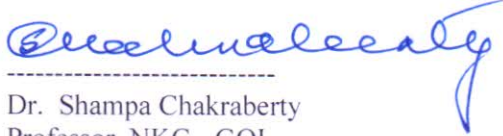
**ATTENDANCE SHEET OF MEMBERS IN IQAC MEETING, DATED 14th SEPT
2020**




Dr. Mainak Mal
Assistant Professor, NKC - GOI



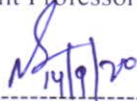
Dr. Pritesh Devbhuti
Assistant Professor, NKC - GOI



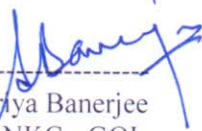
Dr. Shampa Chakraborty
Professor, NKC - GOI
IQAC Coordinator



Ms. Nilanjana Sinha
Assistant Professor, NKC - GOI


14/9/20

Mr. Nilanjan Sarkar
Assistant Professor, NKC - GOI



Mrs. Supriya Banerjee
Librarian, NKC - GOI

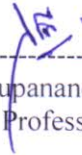
Dr. Purnendu Roy Choudhury
Vice President, TCG Life Sciences Ltd



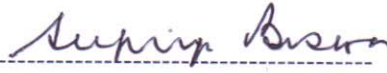
Prof. (Dr.) Subhasis Maity
Chairman, IQAC



Dr. Satarupa Acharya
Assistant Professor, NKC - GOI



Mr. Swarupananda Mukherjee
Assistant Professor, NKC - GOI



Dr. Supriya Biswas
Professor, NKC - GOI

Mr. Sanjeev Mitra
Head Administration, NKC - GOI

Mr. Soumyadeep Sarkar
Alumni



Dr. Soujanya Pudi
Head CLCC, NKC - GOI



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