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Ref. No.: NKCD/C-DIR/07/25

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

Date: 10.01.2023

Time: 04:00 P.M

Venue: Conference Room, Administrative Building

SL. NO.	MEMBERS	MEMBERS PRESENT
1	Dr. Alok Satsangi	Dr. Alok Satsangi
2	Mr. Francis Antony	Mr. Francis Antony
3	Mr. Dhananjay Mandal	Mr. Dhananjay Mandal
4	Mr. Supriyo Bhattacharya	Mr. Supriyo Bhattacharya
5	Mr Debabrata Roy	Mr Debabrata Roy
6	Mr. Bijoy Kumar Mandal	Mr. Bijoy Kumar Mandal
7	Ms. Mousumi Mukherjee	Ms. Mousumi Mukherjee
8	Ms. Amrita Bhattacharya	Ms. Amrita Bhattacharya
9	Mr. Subir Roy	Mr. Subir Roy
10	Mr. Arnab Roy	Mr. Arnab Roy
11	Mr. Soumyaditya Mazumder	Absent
12	Mr. Aishik Sarkar	Absent

Dr. Alok Satsangi welcomed the IQAC committee members and the following points were discussed.

Agenda:

1. Review of previous meeting minutes and action taken.
2. Students attendance
3. Faculty approach to classes & labs
4. Feedback
5. Placement



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1. Review of Previous Meeting Minutes

- a. The minutes from the previous meeting were reviewed and approved.
- b. Updates on actions taken from the last meeting were presented and discussed

2. Students Attendance

- SMS should be sent every week regarding attendance of students
- Correct attendance of students should be uploaded
- Prepare the list of students who are not coming to college and they may be assigned with other tasks

3. Faculty approach to classes & labs

- The language of communication should be English only in classes and labs
- Arrange special classes for weak students
- Mentorship should be implemented and inform to students by 26th March 2023
- Prof (Dr.) Debapriya Goswami will prepare the attendance record for grooming sessions of NFET students
- Course file as per format should be ready by 5th February, 2023 for Even semester 2023)

4. Feedback

- 1st students feedback for Odd semester should be completed within 28th January 2023 by ITES.
- Eligibility criteria of the students should be fixed for feedback.
- Question of feedback system should be circulated to Director/ all HODs/In-Charge of department/Principal.
- Report of previous and updated feedback should share by Director/ all HODs/In-Charge of department/Principal.

5. Placement

- Plan has to be made to prepare students from 2nd semester onwards for placement activity.
- HR and other Questions for specific company should be shared by the CRTT to the faculty responsible for students grooming.



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- Every HOD and In-charge should keep track regarding campus interview and student's performance.
- A Whatsapp group should be created consisting Director/all HODs/In-Charge of Department/Principal and CRTT.

The meeting ends with vote of thanks.

Director

Dr. Alok Satsangi
Director

NSHM Knowledge Campus, Durgapur
NSHM Group of Institutions-713212

Mrs. Mousumi Mukherjee
IQAC Coordinator



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Ref. No.: NKCD/C-DIR/07/28

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

Date: 28.04.2023

Time: 04:00 P.M

Venue: Conference Room, Administrative Building

SL. NO.	MEMBERS	MEMBERS PRESENT
1	Dr. Alok Satsangi	Dr. Alok Satsangi
2	Mr. Francis Antony	Mr. Francis Antony
3	Mr. Arnab Roy	Mr. Arnab Roy
4	Mr. Supriyo Bhattacharya	Mr. Supriyo Bhattacharya
5	Mr. Dhananjay Mandal	Mr. Dhananjay Mandal
6	Mr. Bijoy Kumar Mandal	Mr. Bijoy Kumar Mandal
7	Ms. Mousumi Mukherjee	Ms. Mousumi Mukherjee
8	Ms. Amrita Bhattacharya	Ms. Amrita Bhattacharya
9	Mr Debabrata Roy	Mr Debabrata Roy
10	Mr. Aishik Sarkar	Absent
11	Mr. Soumyaditya Mazumder	Absent
12	Mr. Subir Roy	Absent

Dr. Alok Satsangi welcomed the IQAC committee members and the following points were discussed.

Agenda:

- 1.Data sheet by mentors.
- 2.Technical aptitude course file.
3. Attendance report.
4. Weekly assignment plan

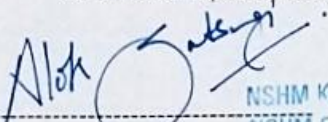
Minutes:

1. First year mentors are advised to prepare detailed report data sheet for all batches. Data sheet will consist of detailed information as follows:



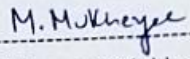
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- i. MAR updated report.
 - ii. Students registration detail in NPTEL for MOOCs.
2. Faculty members are advised to submit course file of the detail syllabus provided by them for improvement of students for upcoming placement drive.
3. Attendance report to be generated by the mentors for all the batches and mentors are requested to take necessary action for the absentees to maintain proper attendance during classes.
4. Weekly assignment plan
- i. Faculty members are requested to conduct weekly assignment test for students after 2nd May, 2024
 - ii. Faculties are advised to generate results for the assignment provided, and also to generate action taken report for defaulters.



Dr. Alok Satsangi
Director

Director
NSHM Knowledge Campus, Durgapur
NSHM Group of Institutions-713212



Mrs. Mousumi Mukherjee
IQAC Coordinator