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Ref. No.: NKCD/C-DIR/07/32

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

Date: 24.01.2024

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	Dr. Bijoy Kumar Mandal	Dr. Bijoy Kumar Mandal
5	Ms. Mousumi Mukherjee	Ms. Mousumi Mukherjee
6	Ms. Amrita Bhattacharya	Ms. Amrita Bhattacharya
7	Mr Debabrata Roy	Mr Debabrata Roy
8	Mr. Debasish Chatterjee	Mr. Debasish Chatterjee
9	Mr. Aishik Sarkar	Absent
10	Mr. Subir Roy	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. Discussion on the Teacher Evaluation Process and Actions Taken.
3. Planning for Semester Evaluation.
4. Strategies for Long-Term Quality Improvement.

Minutes:

1. Review of Previous Meeting Minutes and Action Taken

- **Summary:**

- The minutes of the previous meeting were reviewed and approved.



2. Discussion on the Teacher Evaluation Process and Actions Taken

Summary:

- A comprehensive review of the current teacher evaluation process was conducted.
- Key points discussed included the methodology, criteria, and feedback mechanisms used in the evaluations.

Actions Taken Based on Previous Evaluations:

- Professional Development Workshops:**
 - Action:** Conducted a series of professional development workshops focused on modern teaching methodologies and student engagement strategies.
 - Impact:** Improved teaching techniques and increased student satisfaction as evidenced by feedback and survey results.
- Peer Review System:**
 - Action:** Implemented a peer review system where teachers observe and provide constructive feedback to one another.
 - Impact:** Enhanced collaboration among teachers and fostered a culture of continuous improvement.

Next Steps:

- Form a committee to refine the evaluation criteria and ensure they are inclusive of all subject areas.
- Schedule professional development sessions focused on technology integration in the classroom.
- Implement the standardized feedback mechanism and set up regular feedback sessions.
- Launch the mentorship program and assign mentors to teachers requiring additional support.

By addressing these areas and implementing the suggested improvements, we aim to enhance the overall effectiveness of the teacher evaluation process and promote a culture of continuous professional development

3. Planning for Semester Evaluation

Summary:



- The meeting addressed the upcoming semester evaluation plan, outlining the objectives, timeline, assigned responsibilities, and methods for conducting evaluations effectively.

Objectives:

- Assess student performance and understanding of the course material.
- Identify areas for curriculum improvement.
- Evaluate teaching effectiveness and identify professional development needs for faculty.

4. Strategies for Long-Term Quality Improvement

Summary:

- The discussion focused on identifying and implementing strategies to ensure continuous improvement in the quality of education.
- Emphasis was placed on both immediate actions and sustainable, long-term initiatives.

Key Strategies Discussed:

i. **Enhanced Professional Development:**

a. **Description:** Regular, targeted professional development sessions for teachers.

b. **Implementation Plan:**

- Conduct needs assessments to identify specific areas where teachers require training.
- Schedule monthly workshops on various topics, such as new teaching methodologies, classroom management, and technology integration.
- Encourage teachers to attend external conferences and webinars.

ii. **Curriculum Modernization:**

a. **Description:** Update and revise the curriculum to reflect current trends and best practices in education.

b. **Implementation Plan:**

- Establish a curriculum review committee consisting of experienced teachers, administrators, and external experts.
- Conduct annual reviews of the curriculum to ensure it remains relevant and effective.
- Integrate more project-based learning and interdisciplinary approaches.

iii. **Technology Integration:**

a. **Description:** Increase the use of technology in teaching and learning processes.



b. Implementation Plan:

- Provide training for teachers on the use of educational technology tools.
- Equip classrooms with the necessary hardware and software to support digital learning.
- Develop a repository of online resources and digital content for students and teachers.

Alok Satsangi

Director

Dr. Alok Satsangi
Director

NSHM Knowledge Campus, Durgapur
NSHM Group of Institutions-713212

M. Mukherjee

Mrs. Mousumi Mukherjee
IQAC Coordinator



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Ref. No.: NKCD/C-DIR/07/35

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

Date: 03.05.2024

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. Debanjan Joarder	Mr. Debanjan Joarder
4	Mr. Debasis Chatterjee	Mr. Debasis Chatterjee
5	Mr. Dhananjay Mandal	Mr. Dhananjay Mandal
6	Dr. Bijoy Kumar Mandal	Dr. Bijoy Kumar Mandal
7	Ms. Mousumi Mukherjee	Ms. Mousumi Mukherjee
8	Dr. Amrita Bhattacharya	Dr. Amrita Bhattacharya
9	Mr Debabrata Roy	Mr Debabrata Roy
10	Mr. Aishik Sarkar	Absent
11	Mr. Subir Roy	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. Discussion on NAAC 2nd cycle accreditation.
3. Formation of committees for NAAC preparation.
4. Timeline and milestones for NAAC 2nd cycle.

Minutes:

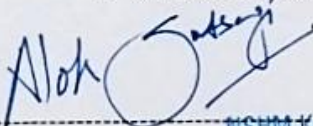
1. **Review of Previous Meeting Minutes:**
 - o The minutes from the previous meeting were reviewed and approved.
 - o Updates on actions taken from the last meeting were presented and discussed.



2. **NAAC 2nd Cycle Accreditation:**
 - o The team unanimously decided to proceed with the NAAC 2nd cycle accreditation.
 - o Discussions were held on the importance and benefits of the NAAC accreditation.
3. **Formation of Committees for NAAC Preparation:**
 - o Several committees were formed to handle various aspects of the NAAC accreditation process.
 - o Each committee was assigned specific tasks and responsibilities.
4. **Timeline and Milestones for NAAC 2nd Cycle:**
 - o A detailed timeline with key milestones was developed to ensure timely preparation for the NAAC visit.
 - o Deadlines for each stage of the preparation process were established.

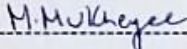
Action Taken Report:

1. **Formation of Committees:**
 - o Committees for Self-Study Report (SSR) preparation, data collection, and document verification have been formed.
 - o Committee heads have been appointed and initial meetings have been scheduled.
2. **NAAC Orientation Workshops:**
 - o Workshops for faculty and staff to familiarize them with NAAC accreditation criteria and procedures have been conducted.
 - o Resource persons and NAAC experts were invited to provide insights and guidance.
3. **Data Collection and Documentation:**
 - o Data collection from various departments has commenced.
 - o A centralized system for document verification and storage has been established.
4. **Infrastructure and Facility Improvements:**
 - o Infrastructure enhancements identified in the previous NAAC cycle are being addressed.
 - o Maintenance and upgrades of facilities are underway to meet NAAC standards.
5. **Continuous Monitoring:**
 - o Regular monitoring and review meetings have been scheduled to track progress and address any issues promptly.
 - o A feedback mechanism has been implemented to ensure continuous improvement.



Dr. Alok Satsangi
Director

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Mrs. Mousumi Mukherjee
IQAC Coordinator