

**MINUTES OF BOG OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 4<sup>th</sup> DECEMBER, 2020**

**AGENDA 001**

**INTRODUCTORY SESSION**

Composition of BOG of AICTE approved Institute dated 27<sup>th</sup> March, 2020 and valid for two years.

Name of the Institute with complete mailing Address	GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY, 157/F, Nilgunj Road, Sodepur, Kolkata - 700114
Name of the Principal	Dr. Lopamudra Datta
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List of BOG members as approved:

Sl. No.	Name of the members	Position in the BOG	Designation	By Profession
1.	Prof (Dr.) S. M. Chatterjee	Chairman	Hon'ble Former VC, BESU, Shibpur	Academician
2.	Regional Officer AICTE (Eastern Region)	Member	Regional Officer, Eastern Region, AICTE.	Ex-officio
3.	Dr. Kalpana Saha Roy	Member nominated by State Govt.	Asso. Prof., Govt. College of Ceramics	Academician
4.	Prof. Biswajit Mukherjee	Member nominated by the affiliating MAKAUT	Former VC, North Bengal University	Academician
5.	Mr. Taranjit Singh	Trust Member	Managing Trustee	Industrialist
6.	Mr. Haranjit Singh	Trust Member	Trustee	Industrialist
7.	Mr. Amrik Singh	Trust Member	Trustee	Industrialist
8.	Mr. Simarpreet Singh	Trust Member	Director, JIS Group	Industrialist
9.	Mr. Amanjot Singh	Trust Member	Director, JIS Group	Industrialist
10.	Prof. A. Guha	Member	Advisor	Academician
11.	Mr. U. S. Mukherjee	Member	Deputy Director, JIS Group	Administrator
12.	Dr. Inderbir Singh Bakshi	Special Invitee	Professor, Chitkara College of Pharmacy, Patiala	Academician
13.	Mr. Lalit Pradhan	Special Invitee	Technical Director, MACLEODS Pharm'cal Ltd.	Industrial Expert
14.	Mr. Atul Nasa	Special Invitee		
15.	Prof. G. L. Datta,	Special Invitee	Former Dean- IIT, Kharagpur	Academician
16.	Dr. Abhijit Sengupta	Member	Director, Guru Nanak Inst. Of Pharm. Sc. & Tech.	Academician
17.	Mr. Jaydip Ray	Member	Assoc. Prof, Guru Nanak Inst. Of Pharm. Sc. & Tech.	Academician
18.	Dr. Lopamudra Datta	Member Secretary	Principal, Guru Nanak Inst. Of Pharm. Sc. & Tech.	Administrator & Academician



Quorum of the meeting was in order. Meeting was called to order. Welcome address was given by Chairman.

Notice of meeting granted as read, permission sought to start proceedings to the BOG meeting.

It was resolved that Agenda no 001 was noted and ratified.

### **YEARLY SCHEDULE – BOG.**

#### **Schedule for Conduct of Governing Body (GB) Meeting:**

	February/ March	May/ June	August/ September	November/ December
Issues to be discussed	Assessment of academic performance based on odd semester results	Placing of proposal for extension of approval letter and steps taken by the Institute to overcome AICTE indicated shortfall/ deficiencies	Audited statement (statutory audit) and appointment of External Auditor.	Budget for next financial year.
Major	Achievements in the current academic year and projection for the next academic year.	Report on extension of existing Intake or Introduction of new courses as approved by AICTE	Admission status of current year.	Revised budget for current financial year.
	Report on Surveillance prevention safety & check adoption compliance	Anti Ragging measures taken for the coming session.	Next year's expansion plan for ratification of G. B.	Report on financial assistance provided to the student (Full Free/ half-freeship) in the last academic year
	Approval for Holiday list/ Academic calendar current year.	NBA/ NAAC accreditation status/ performance audit	Assessment of academic performance based on Even Semester Results.	Last year's placement record
	Removal of obsolence in faculty/ staff/infrastructure/ Teaching learning tools/ Technology, Humanity, Spirituality	Adoption of best practices, healthy practices, social, quality practices.	Sharing of resources with others.	Increase in quality & senior faculty in most discipline in emerging areas.
	Tools and technology, syllabus (beyond syllabus)	ESE – Enterprise and Skill Education (SME & MSME)	Increased linkages with industry, business, commerce Community Society	





	Reformation in Academic/ administration/ financial/ Placement & Training/ R.D.E./IRG to overcome poor ambience..			
	Development of compliancy & proficiency in academic, knowledge, information functional practice Skill, professional, corporatilisim, conceptional, relevance, accountability of faculty, graduates weak in functional practices.			
	Function of G.B. as per new guidelines of UGC/ MHRD/ AICTE			
	Presentation of full-fledged budget as significant master budgetary system/ policies and notes on accounting prepared in accordance with budgetary standard generally accepted in India.			
<b>MISC:</b> Other common issues such as creation of posts as per AICTE norms, formation or reconstitution of faculty selection committee, selection of faculty and any other developmental issues such as resources verification, NBA Accreditation, Employee welfare, faculty achievement and training etc., may be placed in.				

## AGENDA 1

To confirm and approve the minutes of the last Board of Governors (BOG) meeting.

The BOG considered the minutes of the last meeting held on 11<sup>th</sup>September, 2020, a copy of which was circulated to the members. No comments were received in writing.

*Resolution:* The board approved the minutes of the meeting held on September, 2020.

## AGENDA 2

To note and ratify action/ follow up pursuant to preceeding (ATR) of the last meeting. Agenda/ Resolution taken/ action taken report.

Member Secretary presented the action taken report of the preceding meeting.

*Resolution:* Action taken report of the last meeting was discussed in detail by the members present and was approved by board.



### AGENDA 3

Status report of new M. Pharm courses introduced in the institute

The member secretary appraised the board that the two new M. Pharm course in Quality Assurance & Regulatory Affairs has been introduced in the institute from this academic year with 9 approved intake for each of the courses.

The syllabi of the newly introduced courses (as prescribed by PCI) was forwarded to university BOS from institutional BOS. The new syllabi have been uploaded in University website .

7 students were admitted to M. Pharm. (Quality Assurance) and 2 students to M. Pharm. (Regulatory affairs) respectively.

The member secretary also informed the honorable board members that the university affiliation was obtained in October, 2020. Due to the lack of awareness in this new normal COVID situation, the admission in these new courses are not 100%.

*Resolution:* The BOG noted and approved the above

### AGENDA 4

Admission status of the institute

Member Secretary reported that there is 100% admission in B. Pharm.&100% admission in existing M. Pharm courses in Pharmaceutical Chemistry, Pharmacology and Pharmaceutics.

There was significant improvement in the quality of students admitted which is obvious from the opening rank of the students admitted through WBJEE counseling.

*Resolution:* The BOG members appreciated the admission status of the institute, particularly improvement in the quality of students admitted.

### AGENDA 5

Last year's placement record and placement drive for current academic year

The placement record of the outgoing batch of 2019-20, as forwarded by the training and placement cell, was discussed in the board.

The member secretary reported that 52% of the students opted for higher studies, 22% joined in sales and marketing jobs, 13% joined as pharmacists, 4% students went for QA/QC or production jobs. Apart from these 9% students opted for various ITES jobs (4% in pharmacovigilance, 5% in medical coding)



The measures being taken by the training and placement cell to ensure good placements for the students in this pandemic situation (as forwarded by T&P cell) was also discussed in the board.

*Resolution:* BOG noted the above with satisfaction.

## **AGENDA 6**

Extension of Academic Calendar Odd Semester 2020-21.

The member secretary informed the board members that the classes for ongoing batches has already started from 13<sup>th</sup> August, 2020 as informed in the previous meeting. Induction program for first year students started from 21<sup>st</sup> November, 2020 and the classes for 1<sup>st</sup> year students have started from 4<sup>th</sup> of December, 2020 itself.

The academic calendar previously approved by BOG in June, 2020 for odd Sem 2020-21 was up to December, 2020.

The member secretary presented the extended academic calendar up to the month March, 2021 as forwarded by Academic Committee.

*Resolution:* BOG approved the extended academic calendar with satisfaction.

## **AGENDA 7**

Report on financial assistance provided to the students in the last academic year

Member Secretary reported that currently there are 20 students under TFW category, 4 students under PMSS category, 1 full free-ship student from Bihar government and 5 students supported by JIS group and Gurudwara committee.

The member secretary informed the board members that two students who lost their father during the pandemic, had applied for free-ship to the institute and the trust. Their application is being considered.

2 second year post graduate students avail AICTE GPAT fellowship and 312<sup>nd</sup> year PG students receive institutional fellowship.

*Resolution:* The members of the board appreciated the institutional efforts.





## AGENDA 8

Achievement of students and faculty in the current academic session

The board was informed by the member secretary that there were five research publications in scopus indexed or web of science indexed journals and six research publications in non scopus indexed journals in AY 2020-21 up to the month of December, 2020 by the faculty members.

The status of Student research publications, student conference proceedings, awards won by the students of the institute was also reported to the board members.

The honorable members advised that the institute should innovate to propose various measures that can be implemented from this academic year so that quality of research papers from the institute can be improved.

*Resolution:* BOG members appreciated the efforts put in by the faculty and students. It was also suggested by the members that IQAC should deliberate and suggest measures to improve scopus/ web of science indexed publications of the institute.

## AGENDA 9

Seminars/workshop/ webinars organized by the institute

The member secretary intimated the board that in all 14 events have been organized by the institute via online platforms.

- 11 stand alone webinars were organized by the institute.
- A workshop titled "Mind Engineering" was organized for psychological benefit of the students.
- A finishing school training program was organized by the institute for the benefit of final year UG and PG students. by the BOG
- An online Faculty development program was organized by the IQAC of the institute.
- Apart from the above stated initiatives, the institute also took part in "FIT INDIA MOVEMENT".
- Various clubs under "Student Life Centre" organized a number of events during this academic session.

The member secretary also intimated that there are plans to organize more such programs via online platforms.

*Resolution:* The BOG members appreciated the institutional initiatives and suggested that an online conference may be organized.



## **AGENDA 10**

Assessment of academic performance based on even semester results

The member secretary presented the result analysis of Even Semester 2019-20 in detail. She also presented a comparative analysis of the results of the students whereby the improvement in the results of the students from last year was clearly visible.

*Resolution:* The BOG members expressed their satisfaction with the even Sem result.

## **AGENDA 11**

Construction report of Central R & D lab

The member secretary reported that the IQAC of the institute (vide agenda no: 7 of meeting dated 3<sup>rd</sup> July, 2020) proposed that a central R & D lab should be developed.

Following this suggestion, the academic committee, finance committee and R& D committee put forward a suggestive lab design and projected budget which was presented to the BOG in detail by the member secretary.

The honorable members suggested a few changes after due deliberations

*Resolution:* BOG approved and directed the Director and Principal of the college to take the necessary action at the earliest.

## **AGENDA 12**

Visit of the institute by the UGC team for Autonomous status

Member Secretary reported that UGC team will visit the institute for the grant of fresh autonomous status as informed via letter no.\_\_\_\_. The dates have not been finalized yet.

The honorable members deliberated on the matter and advised the Director and Principal to take necessary actions.

*Resolution:* BOG advised the Principal and Principal to take necessary actions.

## **AGENDA 13**

Application to NBA for post graduate courses

The member secretary informed the board members that the institute intends to apply for NBA accreditation for existing post graduate courses.

*Resolution:* BOG members appreciated the efforts and advised the head of the institution to take necessary actions.

## **AGENDA 14**

Audited statement (Statutory Audit)



The audited statement was placed before the Board.

*Resolution:* BOG approved the audited statement.

Since no one requested for any other items, Chairperson expressed his gratitude and thanks to all the members for their presence in spite of their busy schedule and for their whole hearted support, guidance, valuable suggestion and cooperation extended to him during the meeting to attend greater heights and excellence of the Institute.

The meeting ended with vote of thanks to the chair.



Member Secretary

Chairman

