

MINUTES OF IQAC OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 7<sup>th</sup> OF APRIL 2017

**Members Present:**

1. Mr. Taranjit Singh, Managing Trustee-Guru Nanak Educational Trust
2. Mr. Anup Pal, Quality Assurance Manager-Dey's Medical Stores Pvt. Ltd. (Nominee from Industry)
3. Mr. Aritra Chatterjee, Alumni member
4. Dr. Lopamudra Datta, Faculty
5. Dr. Sumana Chatterjee, Faculty
6. Dr. Prerona Saha, Faculty
7. Dr. Asis Bala, Faculty
8. Dr. Sriparna Kundu Sen, Faculty
9. Ms. Avinanda Dey, Student
10. Mr. Indrajit Thakur, Student
11. Dr. Abhijit Sengupta, Chairman-IQAC

**Leave of Absence Granted:**

1. Mr. Jaydip Ray, Faculty
2. Chairman, Panihati Municipality

After granting leave of absence to members as mentioned above, the meeting started.

**Welcome by the Chairman**

The chairperson extended welcome to all the invitees present in the meeting of IQAC

**AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 14<sup>th</sup> October, 2016.**

The IQAC discussed and considered the minutes of the last meeting held on 14<sup>th</sup> October, 2016, a copy of which was circulated to the members. No Comments were received in writing.

*Resolution* : The draft minutes of the meeting held on 14<sup>th</sup> October, 2016 was confirmed

**AGENDA 2: To note and ratify the action taken report (ATR) of the last IQAC meeting**

The action taken report was presented before IQAC members.

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



ITEM	RESOLUTION	ACTION TAKEN
<b>AGENDA 1</b>		NOTED
<b>To confirm and approve the minutes of the last IQAC meeting</b>	The draft minutes of the meeting held on 30 <sup>th</sup> July, 2016 was confirmed.	
<b>AGENDA 2</b>		NOTED
<b>To note and ratify action taken report (ATR) of the last meeting.</b>	Action taken report of the last meeting was discussed in detail by the members present and was approved.	
<b>AGENDA 3</b>		NOTED
<b>Result analysis for Even Semester 2016</b>	Result analysis for Even Semester 2016 was presented by IQAC, Coordinator	
<b>AGENDA 4</b>		
<b>Discussion on NIRF ranking</b>	Dr Lopamudra Dutta, Coordinator-IQAC presented the parameters of NIRF. It is resolved that the data collected needs to be accurate in all aspects as the final NIRF ranking report needs be uploaded on the website within stipulated time	NIRF data was successfully submitted and the institute has ranked within the rank band of 51-75 in NIRF 2017
<b>AGENDA 5</b>		
<b>To discuss on the feedback shared by NBA visiting team during September 2016</b>	It was resolved to encourage the faculty in research activities through more involvement and participation in more number of faculty development program and project application.	The matter was referred to R&D Committee

### **AGENDA 3: Discussion on Academic calendar**

The house discussed that a well-structured academic calendar is extremely important to keep students, faculty, and staff reminded of key dates throughout the academic semester and year. It can also be useful for prospective students, alumni, and parents as well.

The house discussed about the upcoming session of 2017-18, total number of teaching days were calculated, activity chart was discussed among the members, and the list of holidays declared by the affiliating university was considered; accordingly, the structure of the academic calendar for the session 2017-18 was finalized.

### **AGENDA 4: Discuss on preparation of Annual Report**

The IQAC members suggested that the Annual Report of the institute should be prepared by the institute in a well-structured manner wherein all the important activities undertaken in





the **institute** throughout the year could be displayed recognizing the achievements of the students, faculty and staff. The institute was advised to constitute team of faculty members who would be responsible to complete the annual report of the current academic session.

Resolution : It was resolved that a team of 3 faculty members constituting Dr. Sriparna Kundu Sen, Mr, Debabrata Ghosh Dastidar and Dr. PreronaSaha would be given the responsibility of preparing the annual report.

#### **AGENDA 5: Result analysis of Odd Semester 2016**

The result analysis for the Odd semester 2016 was presented by the Coordinator of the IQAC in a graphical way to all the members of the committee.

Resolution: It was resolved to note the same and emphasize the similar practice in future.

#### **AGENDA 6: To discuss on the implementation of the new PCI syllabus.**

The IQAC members expressed their views on the importance of implementing the new PCI syllabus and suggested the institute to prepare the revised laboratory manuals according to the changed syllabus.

Resolution : It was resolved to instruct the faculty members to prepare new laboratory manuals for the next session.

The meeting ended with vote of thanks to the chair.

  
Dr. Abhijit Sengupta  
Chairman-IQAC

  
Dr. Lopamudra Datta  
Coordinator- IQAC

