

MINUTES OF IQAC OF
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY
HELD ON 20th OF JANUARY 2018

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. Dr. Lopamudra Datta, Faculty
4. Dr. Sumana Chatterjee, Faculty
5. Dr. Prerona Saha, Faculty
6. Dr. Asis Bala, Faculty
7. Mr. Jaydip Ray, Faculty
8. Mr. Abhijit Das, Student
9. Ms. Semanti Paul, Student
10. Dr. Abhijit Sengupta, Chairman-IQAC

Leave of Absence Granted:

1. Chairman, Panihati Municipality
2. Mr. Aritra Chatterjee, Alumni member
3. Dr. Sriparna Kundu Sen, Faculty

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 28th October, 2017.

The IQAC discussed and considered the minutes of the last meeting held on 28th October, 2017, a copy of which was circulated to the members. No Comments were received in writing.

Resolution : The draft minutes of the meeting held on 28th October, 2017 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
AGENDA 1 To confirm and approve the minutes of the last IQAC meeting	The draft minutes of the meeting held on 14 th July, 2017 was confirmed.	NOTED
AGENDA 2 To note and ratify action taken report (ATR) of the last meeting.	Action taken report of the last meeting was discussed in detail by the members present and was approved.	NOTED
AGENDA 3 Result analysis of even semester	Coordinator-IQAC, presented the analysis of the even semester 2017 result	NOTED
AGENDA 4 Discussion on NIRF submission	Data for NIRF 2018 to be submitted within the stipulated time	Data for NIRF 2018 was submitted on time
AGENDA 5 Action Plan on Gender sensitization	The committee directed to initiate measures to provide a sense of safety and equality Among female students	Lady teachers are assigned to take care of health related issues of Female students. Annual Seminar on Women Empowerment was planned
AGENDA 6: Organization of an International Seminar	It is resolved that a two-day International Seminar will be organized	A two-day International Seminar on "Current Trend in Pharmaceutical Biotechnology" is planned on 27 th -28 th February 2018

AGENDA 3: To discuss Academic Audit Modalities



The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. In view of the above, the NAAC has recommended undertaking a continuous Academic and Administrative Audits (AAA).

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in the Institution.

Coordinator, IQAC has presented the objectives of our institution to all the members. The objectives of an Academic Audit are:

- To understand the existing system and assess the strengths and weakness of the departments and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the existing academic and administrative mechanisms and to identify the opportunities for academic and administrative reforms etc.,
- To enhance the academic integrity, transparency, accountability and participation of stake holders among the activities of department
- To evaluate the optimum utilization of resources.

In order to improve the academic and administrative performance of the Institution, the distinguished members discussed in depth the current status of academics, administrative procedures, and student activities. The members advocated for conducting the administrative and academic audits of the Institute.

AGENDA 4: To discuss on application for Autonomy

Dr. Asish Bala, from the Autonomy application preparation committee presented the filled up application form to the committee member.


Mr. Taranjit Singh enquired about the readiness of all teaching and non-teaching staff regarding autonomy and the rough syllabus structure has to be done for all the 4 years. Mr. Singh suggested that seminars has to be organized by the institute for its teaching and non-teaching staff highlighting the measures to be taken in terms of curriculum and infrastructure development after being rewarded academic autonomy and also on the implications of Academic.

It is resolved that the seminars will be organized by the institute at the earliest

The meeting ended with vote of thanks to the chair.


Dr. Abhijit Sengupta
Chairman-IQAC




Dr. Lopamudra Datta
Coordinator- IQAC