

MINUTES OF IQAC OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 20th OF FEBRUARY 2015

**Members Present:**

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

**Leave of Absence Granted:**

1. Mr. Jaydip Ray, Faculty

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

**Welcome by the Chairman**

The Chairman welcomed all the members to the second meeting of the IQAC.

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

Initiating the agenda items the chairperson urged upon all the members for their valuable contribution and participating towards attainment of excellence and quality in academic and administrative matter of the institution.

**AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 5<sup>th</sup> December, 2014.**

The IQAC discussed and considered the minutes of the last meeting held on 5<sup>th</sup> December, 2014, a copy of which was circulated to the members. No Comments were received in writing.



Resolution : The draft minutes of the meeting held on 5<sup>th</sup> December, 2014 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  Confirmation of the minutes of the last IQAC meeting	The draft minutes of the meeting held on 31st July, 2014 was confirmed	Noted
AGENDA 2  Framing of Research policies for promoting research culture and organization of Conferences/Workshop/FDP etc	It was resolved that the institute will frame the R&D Policy  It is resolved that at least one Conferences/Workshop/FDP will be conducted annually for up gradation of the faculty members and staff.	Draft R&D Policy is framed. It will be placed for approval by Academic Council & BOG.  Noted
AGENDA 3  To inform all staff members about NAAC	It was resolved that the institute will apply for accreditation by NAAC and prepare the SSR for the same with immediate effect	Noted
AGENDA 4  To assign task for NAAC among the members	The list of faculty members assigned to complete the task of preparing different criteria of NAAC - SSR was proposed	Noted

**AGENDA 3: To report on the NAAC – SSR preparation**

The Committee discussed about the various aspects of the exercise and agreed as follows:

- that since this was the first such Institute-wide accreditation exercise, further arrangements for briefings and training should be made to facilitate an understanding of the nature of the audit exercise and also to enable faculty





- members and staff in general to internalize the Institute's policies, procedures, achievements, challenges and the nature of its work in all areas of its activities in readiness for questions which the NAAC auditors may ask when they visit;
- b. that the Coordinator, IQAC in consultation with the Principal will arrange training and a mock audit in the next few weeks before the end of March;
  - c. That all Criterion heads should interact with their fellow members for final preparation.
  - d. That the NAAC Coordinators to prepare the draft SSR for NAAC by March 2015

#### **AGENDA 4: Formation of Alumni Association**

*Resolution* : The IQAC members felt that a strong Alumni Association is a must for getting support to the college on various fronts. Once the students finish their courses, they gradually lose their contact with the institute, so it is difficult to trace the contact details of these students. To keep the bonds stronger, the students leaving the institute on completion of their course should be asked to join the Alumni Association immediately. For this, it was decided to identify few of the ex-students of the institute who will take initiatives to make applications under The West Bengal Society's Registration Act to form the Alumni Association. It was also decided that the institute will provide all sorts of support and suggestions to the students during this procedure.

#### **AGENDA 5: Miscellaneous if any**

In absence of any other topics of discussion, the meeting ended with vote of thanks to the chair.

  
Co-ordinator

