

MINUTES OF IQAC OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 26<sup>th</sup> OF NOVEMBER 2015

**Members Present:**

1. Mr. Taranjit Singh, Managing Trustee-Guru Nanak Educational Trust
2. Chairman, Panihati Municipality
3. Mr. Aritra Chatterjee, Alumni member
4. Dr. Sumana Chatterjee, Faculty
5. Dr. Lopamudra Datta, Faculty
6. Mr. Jaydip Ray, Faculty
7. Dr. Prerona Saha, Faculty
3. Dr. Asis Bala, Faculty
9. Dr. Sriparna Kundu Sen, Faculty
10. Ms. Swati Abat, Student
11. Mr. Rudradip Das, Student
12. Dr. Abhijit Sengupta, Chairman-IQAC

**Leave of Absence Granted:**

1. Mr. Anup Pal, Quality Assurance Manager-Dey's Medical Stores Pvt. Ltd.  
(Nominee from Industry)

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 29<sup>th</sup> July, 2015.**

The IQAC discussed and considered the minutes of the last meeting held on 29<sup>th</sup> July, 2015, a copy of which was circulated to the members. No Comments were received in writing.

*Resolution* : The draft minutes of the meeting held on 29<sup>th</sup> July, 2015 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
<p><b>AGENDA 1</b></p> <p>To confirm and approve the minutes of the last IQAC meeting</p>	<p>The draft minutes of the meeting held on 28<sup>th</sup> May, 2015 was confirmed.</p>	<p>NOTED</p>
<p><b>AGENDA 2</b></p> <p>To note and ratify action taken report (ATR) of the last meeting.</p>	<p>Action taken report of the last meeting was discussed in detail by the members present and was approved.</p>	<p>NOTED</p>
<p><b>AGENDA 3</b></p> <p>Organization of forthcoming Faculty Development Programme (FDP)</p>	<p>It is resolved that with a view to upgrade the recent developments in the field and to increase the exposure of faculty, Eminent Lecture Series will be organised once a year by inviting external experts</p>	<p>One-week faculty Development Programme on "Innovation in Natural Product Chemistry from 07<sup>th</sup> September- 11<sup>th</sup> September 2015</p>
<p><b>AGENDA 4</b></p> <p>Improvement of research activities</p>	<p>One important suggestion that came to light was to establish incubation centre for research and manufacturing within the institute to encourage the research activities further.</p>	<p>The institute has already developed an incubation center and intends to expand further.</p>
<p><b>AGENDA 5</b></p> <p>To suggest upon extension-cum-social interface activities</p>	<p>The IQAC suggested certain extension-cum-social interface activities involving both academic and community and commercial activities.</p>	<p>The process to implement such activities have been initiated.</p>
<p><b>AGENDA 6</b></p> <p>Accreditation and Related Matters</p>	<p>It is resolved that-</p> <p>To arrange briefings for faculty and staff on NAAC related matters.</p> <p>To focus on documentation and keep a record of all the academic and non-academic activities</p> <p>To plan a mock inspection.</p>	<p>Training sessions on NAAC visit and documentation was organized on 25<sup>th</sup>-26<sup>th</sup> Sept'15 and 20<sup>th</sup>-21<sup>st</sup> Nov'15</p> <p>Mock inspection was conducted on 13<sup>th</sup>-14<sup>th</sup> Nov'15</p>



### **AGENDA 3: To decide on Eco-friendly measures**

The Committee suggested that eco-friendly measure should be taken in campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed

*Resolution* : Phase wise replacement of Incandescent light bulbs and fluorescent tube-lights by high efficient LEDs to be conducted

### **AGENDA 4: Introduction of Group Discussions**

*Resolution* : The IQAC members resolved that Group Discussions can be introduced to improve academic performances of students by increasing their all round involvement in a subject matter. The members added that when there is more participation of students, students are encouraged to listen to other's opinion & expresses their own. Not only that, the students can openly discuss with teachers the points that were missed during regular classes. Group discussion will also help to assess the skill set of the student which includes communication skills, leadership skills, managing skills, team building skills, social skills, problem-solving skills and presence of mind.

### **AGENDA 5: To strengthen student support services**

The IQAC members appreciated the fact that the institute provides a number of student support services. The members discussed that students are more likely to succeed when "six success factors" are present:

Directed: students have a goal and know how to achieve it

Focused: students stay on track keeping their eyes on the prize

Nurtured: students feel somebody wants and helps them to succeed

Engaged: students actively participate in class and extracurriculars

Connected: students feel like they are part of the college community

Valued: students' skill, talent, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated

*Resolution* : It is resolved that a strong and effective mentorship system to be implemented to nurture the students, help them focus on their goals, monitor their growth path. In order to ensure active participation of students in various sorts of co



curricular and extracurricular activities and recognize their skills and abilities the Students clubsactivities are proposed to be strengthened.

**AGENDA 6: To finalize the proposed dates for NAAC Peer Team visit**

*Resolution* :The Committee suggested that the Institute should propose a set of dates to NAAC for the Peer Team Visit between 27th January to 26th February, 2016 avoiding the examinations season and the semester break

**AGENDA 7: Miscellaneous**

Since no one requested for any other items, the Chairman then 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.

  
Coordinator

