

MINUTES OF IQAC OF
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY
HELD ON 27th OF JANUARY 2016

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. Sumana Chatterjee, Faculty
5. Dr. Lopamudra Datta, Faculty
6. Mr. Jaydip Ray, Faculty
7. Dr. Prerona Saha, Faculty
8. 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. 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 26th November, 2015.

The IQAC discussed and considered the minutes of the last meeting held on 26th November, 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 26th November, 2015 was confirmed

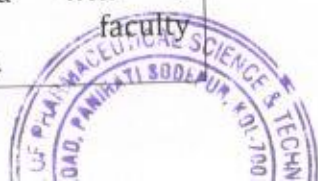
AGENDA 2: To note and ratify the action taken report (ATR) of the last IQAC meeting

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 |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGENDA 1 To confirm and approve the minutes of the last IQAC meeting | The draft minutes of the meeting held on 29 th July, 2015 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 To decide on Eco-friendly measures | Phase wise replacement of Incandescent light bulbs and fluorescent tube-lights by high efficient LEDs to be conducted | Phase wise replacement is in process |
| AGENDA 5 Introduction of Group Discussions | 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. | This activity will be included from the next academic session. |
| AGENDA 6 To strengthen student support services | It is resolved that a strong and effective mentorship system to be implemented Students club activities are proposed to be strengthened | Mentorship system is strengthened. Each faculty is allotted with 10-12 nos. of students. A report of each mentee is maintained by the concerned mentor and periodic review and interaction is conducted The following Clubs are reconstituted with a designated faculty coordinator- |



| | | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Cultural Club Eco Club Literary & Painting Club Scientific & Innovative Modeling Club Sports Club Debate & Extempore Club Social Service Club Photography Club |
| AGENDA 7 To finalize the proposed dates for NAAC Peer Team visit | 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 | The dates were communicated to NAAC. The visit is scheduled on 17 th -19 th February 2016 as confirmed from NAAC |

Agenda 3: Overview of NAAC Process

NAAC Coordinator discussed following points about the status of NAAC process of GNIPST:

- a) LOI submitted to NAAC on 01.12.2014
- b) Briefed about the SSR
- c) Informed about the date of Peer Team visit to GNIPST scheduled on 17th-19th February 2016

Agenda 4: Discussion on preparation for NAAC Peer Team visit scheduled on 17th-19th February 2016

NAAC Coordinator elaborated the following points about the Peer Team Visit scheduled on 17th-19th February 2016:

- a) Tentative schedule of the Peer Team visit
- b) Preparation of visit at all labs, central facilities, hostels, etc
- c) Preparation of documentation
- d) Preparation of interaction of Students, Parents and Alumni with NAAC Peer Team

Agenda 5: Preparation of questions for internal assessment as per NBA guidelines

As the institute is aspiring for NBA accreditation and is not an autonomous institution yet, the committee proposed to prepare the questions for internal assessment as per NBA guidelines

The Committee discussed and advised that for each subject, question bank will be prepared. While setting the question paper all previous university exam papers are to be taken into consideration. Each question framed will be mapped to the Course Outcomes (COs) to assess the



Course Outcome of the students. According to level of toughness the questions will be prepared (viz., analyzing the problems, implementation of modern tools, formulating the problems etc), which is termed as Bloom's Taxonomy.

Agenda 6: Review of analysis of feedback from the Stakeholders

Feedback of all the stakeholders such as Students, Parents, Alumni and Employer are discussed and reviewed. As per the feedback received from various stakeholders the institute is advised to introduced more number of courses beyond curriculum which will help in preparing industry oriented students

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

