

MINUTES OF IQAC OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 29<sup>th</sup> OF JULY 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. Mr. Jaydip Ray, Faculty
5. Dr. Prerona Saha, Faculty
6. Dr. Asis Bala, Faculty
7. Dr. Sriparna Kundu Sen, Faculty
8. Ms. Swati Abat, Student
9. Mr. Rudradip Das, Student
10. Dr. Abhijit Sengupta, Chairman-IQAC

**Leave of Absence Granted:**

1. Chairman, Panihati Municipality
2. Dr. Sumana Chatterjee, Faculty
3. 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 28<sup>th</sup> May, 2015.

The IQAC discussed and considered the minutes of the last meeting held on 28<sup>th</sup> May, 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 28<sup>th</sup> May, 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>AGENDA 1</p> <p>To confirm and approve the minutes of the last IQAC meeting</p>	<p>The draft minutes of the meeting held on 30<sup>th</sup> January, 2015 was confirmed.</p>	<p>NOTED</p>
<p>AGENDA 2</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>AGENDA 3</p> <p>To report on the NAAC – SSR submission</p>	<p>The IQAC members noted with satisfaction that the NAAC-SSR has already been submitted on 18 May, 2015.</p>	<p>NOTED</p>
<p>AGENDA 4</p> <p>To invite suggestions for improvement of placement of students</p>	<p>The members of the IQAC observed and appreciated that the institute organizes Finishing School for the final year students and suggested that more such training programs and workshops may be organized to improve the placement of students.</p>	<p>Initiatives to organize Finishing school for the next year has already been started.</p>
<p>AGENDA 5</p> <p>To review on the continuous evaluation system of the students</p>	<p>It was reported to IQAC that the institute has already started a methodology for continuous evaluation of students through weekly online tests of students. The IQAC members suggested to include more number of questions in the online tests and that the questions are of different difficulty levels.</p>	<p>The compositions of questions for internal assessment have been redesigned confirming the degree of difficulty of each question in concurrence with Blooms Taxonomy. Each questions is also mapped with the Course Outcome.</p>
<p>AGENDA 6</p> <p>Application of innovative</p>	<p>The IQAC members observed with satisfaction that the institute includes every semester some</p>	





experimental learning	<p>innovative experiments in the respective laboratory manuals.</p> <p>Appreciating the existing efforts the IQAC also suggested that the students may be directly involved in designing innovative experiments based on the university curriculum and recent developments in a particular subject.</p>	<p>The matter is discussed in Academic Council and as per the instructions all the teachers have been instructed to take action with immediate effect.</p>
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### Agenda 3: Organization of Faculty Development Programme (FDP)

Based on the past experience, a thorough discussion has been made regarding the conduct of Faculty Development Programme (FDP). As suggested by the Chairman-IQAC, at least 3-5 external experts having vast experience on the subject be invited. The faculty coordinators are to be requested to forward the name of experts and their specific specialization. The IQAC Cell will coordinate the FDP Programme and decide / finalize the list of experts to be invited for the purpose. Arising out of discussion, it is resolved to focus on the following aspects while conducting the FDP - 2015.

- i. Pedagogy Learning (Course Outcome aspect)
- ii. Cutting edge Technology
- iii. Domain Knowledge

*Resolution* :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.

### Agenda 4: Improvement of research activities

The members of discussed various issues with a view to improve the quality of research output in the university.

The Committee member proposed that the Institute should consider additional information and evidence in the area of Research and Consultancy focusing in particular on:

- the research agenda of the Institute;
- research conducted by individual faculty members and their publications identifying them under various categories such as peer reviewed journal articles, etc.;
- research grants received from internal and external agencies;
- functioning of incubation center for research and manufacturing
- Involvement of students in research activities and publications by students



*Resolution* : 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.

#### **Agenda 5: To suggest upon extension-cum-social interface activities**

*Resolution* : The IQAC members discussed the issue at length. The members suggested that extension-cum-social activities of an educational institute can be observed under

- A.) Academic, and
- B.) Community & Commercial

A.) Academic may include activities such as:

- a) Policy research having social implications.
- b) Extension activities; lecturer/workshop/seminar/conference/related to social issues.

B.) Community & Commercial may include:

1. Extension services to the society for specific needs like community hygiene.
2. Establishing liaison between society & educational institutions and their resources & assets, both material and expertise so as to increase frequent exchange of knowledge and capacities for mutual supplementation and enrichment.
3. Making all educational programmes & activities progressively relevant and meaningful to society through collaboration with intellectual and social resources.
4. Ours being a Science & Technology institute, one can think of other issues, such as imparting knowledge with regard to
  - a) Preserving the seasonal vegetables & fruits etc.
  - b) Water purification and plantation.
  - c) Medicinal plants along with how to save oneself from certain diseases-improves health.

#### **Agenda 6: Accreditation and Related Matters**

*Resolution* : The IQAC members discussed the issue at length. The members suggested that

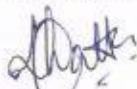
- a) That the Chairman, IQAC, in consultation with the Coordinator, should develop a plan and arrange briefings in the next few weeks before the end of December to brief their faculty and staff on NAAC related matters for the forthcoming NAAC visit.
- b) That the Chairman, IQAC, in consultation with the Coordinator, should plan a mock inspection for the purpose of self-evaluation on the basis of the assessment criteria given by NAAC and that the services of external experts might be useful for conducting the mock inspection.



- c) That the Institute's Offices and the Departments should focus on documentation and keep a record of all the academic and non-academic activities of the institute for the purpose of accreditations and other visits by regulatory bodies;

The chair of the meeting expressed his gratitude to all the members for their active participation and suggestions, and instructed the co-ordinator of the IQAC to initiate steps to implement the decisions of the meeting.

The meeting ended with vote of thanks to the chair.



Coordinator

