

MINUTES OF IQAC OF  
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY  
HELD ON 30<sup>th</sup> OF JULY 2016

**Members Present:**

1. Mr. Taranjit Singh, Managing Trustee-Guru Nanak Educational Trust
2. Chairman, Panihati Municipality
3. Mr. Aritra Chatterjee, Alumni member
4. Dr. Lopamudra Datta, Faculty
5. Mr. Jaydip Ray, Faculty
6. Dr. Prerona Saha, Faculty
7. Dr. Asis Bala, Faculty
8. Dr. Sriparna Kundu Sen, Faculty
9. Ms. Avinanda Dey, Student
10. Mr. Indrajit Thakur, Student
11. 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)
2. Dr. Sumana Chatterjee, 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 28<sup>th</sup> April, 2016.**

The IQAC discussed and considered the minutes of the last meeting held on 28<sup>th</sup> April, 2016, 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> April, 2016 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
<b>AGENDA 1</b>		NOTED
<b>To confirm and approve the minutes of the last IQAC meeting</b>	The draft minutes of the meeting held on 27 <sup>th</sup> Jan, 2016 was confirmed.	
<b>AGENDA 2</b>		NOTED
<b>To note and ratify action taken report (ATR) of the last meeting.</b>	Action taken report of the last meeting was discussed in detail by the members present and was approved.	
<b>AGENDA 3</b>		NOTED
<b>To report on the NAAC visit</b>	The IQAC members congratulated the institute for receiving the NAAC accreditation	
<b>AGENDA 4</b>		AQAR is submitted to NAAC and uploaded in website
<b>Preparation of AQAR</b>	The AQAR will be submitted by June 2016	
<b>AGENDA 5</b>		Mock Visit for NBA is scheduled to be conducted by Dr.N.R.Banerjee (Former VC-BESU) and Dr.Indebir Singh (Professor-Department of Pharmacy, Chitkara University) on 5 <sup>th</sup> & 6 <sup>th</sup> Aug'16
<b>To report on the NBA - SAR preparation</b>	The Institute will conduct a mock visit and training program on Outcome Based Education	Training program on Outcome Based Education on 7 <sup>th</sup> Aug'16 by Dr.Indebir Singh
<b>AGENDA 6</b>		Noted
<b>Review of Academic Results</b>	The Committee Reviewed the comparative result analysis report of odd semester results of 2016-17 with 2015-16 and noted the following	





### **Agenda 3: Discussion on preparation for NBA Peer Team visit scheduled**

NBA Coordinator elaborated the following points about the Peer Team Visit:

- 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 NBA Peer Team

### **Agenda 4: To finalize the proposed dates for NBA Peer Team visit**

*Resolution* : The Committee suggested that the Institute should propose a set of dates to NBA for the Peer Team Visit between 16th August to 30th September, 2016 avoiding the examinations season and the semester break

### **Agenda 5: Organization of Faculty Development Programme (FDP)**

The Chairman-IQAC stated publication in high index journal is extremely important and there are plenty of ways to get the research out into the world, from broad-scope open access journals to preprint platforms. But the researcher must be aware of the factors which will enable them to publish in a journal that scores highly in citation-based metrics. However, many researchers aren't aware of the assessment processes at high impact journals.

*Resolution* : Considering this aspect the committee after several discussion decided to organize an One week Faculty Development Programme on "How to publish papers in high impact-factor Journals" from 19<sup>th</sup> September-23<sup>rd</sup> September 2016

### **Agenda 6: To discuss about the development of the medicinal plant garden.**

*Resolution* : The IQAC members suggested to develop the existing medicinal plant garden with inclusion of more number of medicinal plants.

### **Agenda 7: To discuss about the development of the classroom infrastructural facilities.**

The IQAC members discussed about the current facilities available, and suggested to develop smart class rooms equipped with LCD projectors and recording facilities.

*Resolution* : It was resolved to develop smart classrooms.

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.



Dr. Abhijit Sengupta  
Chairman-IQAC



Dr. Lopamudra Datta  
Coordinator- IQAC