

GURU NANAK INSTITUTE OF DENTAL SCIENCES & RESEARCH

157/F, Nilgunj Road, Panihati, Kolkata – 700 114

Telephone: - 2583-9998/9997/8333

MINUTES OF THE MEETING

Committee Name : Internal Quality Assurance Cell

Date & Time of Meeting : 07/02/2018 at 2:30 pm

Notice No : GNI Admn/18/038


Venue : Board Room , 5th Floor , GNIDSR

Members Present :

1. Prof Dr J. Bhattacharyya – Principal (Chairperson)
2. Mr Simarpreet Singh – Nominee from Narula Education Trust (Director JIS Group)
3. Prof Dr Amit Ray – Senior Faculty (HoD , Oral & Maxillofacial Surgery)
4. Prof Dr Paromita Mazumdar - Senior Faculty (HoD , Conservative Dentistry & Endodontics)
5. Prof Dr Soumitra Ghosh – Senior Faculty cum Hospital Superintendent (IQAC Coordinator)
6. Prof Dr Prasenjit Banerjee - Senior Faculty (Professor , Orthodontics)
7. Dr Preeti Goel – Mid Level Faculty (Reader , Prosthodontics)
8. Dr Riehi Burman – Mid Level Faculty (Reader , Oral & Maxillofacial Surgery) (DEU Incharge)
9. Dr Manish Jha – Entry Level Faculty (Senior Lecturer , Orthodontics)
10. Dr Baisakhi Banerjee – Entry Level Faculty (Senior Lecturer , Biochemistry)
11. Mr. Rana Ghosh – Administrative Head , GNIDSR
12. Dr Kasturi Mukherjee – Nominee from Alumni (Consultant Orthodontist)
13. Dr Debadeep Chakravarty - Nominee Employer (Consultant Maxillofacial Surgeon , Peerless Hospital)
14. Dr Jayanta Ghosal – Nominee from Industry (Consultant Paediatrician)
15. Mr Jyoti Banerjee – Nominee from Society (St Xaviers Institution , Panihati , Kolkata)
16. Ms Trisha Banerjee – Student Representative

Members Absent :

1. Mrs Sukanya Chakraborty – Nominee from Parent


Coordinator
Internal Quality Assurance Cell
GNIDSR

PROCEEDINGS

Agenda No 1.00 : Quoram of Meeting

The chairperson welcomed all members present to the first meeting of the IQAC. Leave of absence was granted to the absentees. After verifying the quoram of the meeting , the chairperson started the meeting.

Agenda No 1.01 : Introduction of All Members

Notes & Discussion : The Chairperson introduced each member to the entire cell. Each member briefed there association with the institute and projected there vision for the institute.

Resolution : The cell members noted the information.

Agenda No 1.02 : Role & Function of the Cell in Quality Enhancement

Notes & Discussion : The members led by the coordinator Prof Dr Soumitra Ghosh discussed the role , the IQAC should play in enhancement of the quality of education provided and research done at the institute. Discussion ensued in length over the aspects demanding quality reviews and inputs.

Resolution : It was resolved that the cell would cover the following mandatory agenda's in its meetings

1. Assessment of Feedback & Actions Taken
2. Optimisation of Existing Institutional Systems (Academic , Infrastructure , Research and Administrative)
3. Planned Programs / Initiatives for Quality Enhancement
4. Criteria-Wise Preparation of Documents for NAAC Accreditation

Agenda No 1.03 : Frequency of Meetings

Notes & Discussion : The members were proposed to meet quarterly in February , May , August and November , preferably the first or second week wednesday.

Resolution : The cell accepted the proposal.

Agenda No 1.04 : Planning for NAAC / NIRF Accreditation

Notes & Discussion : A presentation on NAAC guidelines for affiliated dental colleges was done by Dr Preeti Goel. The members were briefed about the process of accreditation and the manual was shared with all members. The chairperson proposed that similar presentation should be done in the Board of Governors , Curriculum Committee and R & D committee for sensitization of the senior faculty members.

Resolution : The cell accepted the proposals and Dr Goel was entrusted to make the necessary presentations. Mr Simarpreet Singh recommended taking guidance from Mrs Sila Singh Ghosh of IQAC - JIS Kalyani for this matter , as they are accredited with A grade.

Agenda No 1.05 : Initiatives for Quality Enhancement for Next Quarter

Notes & Discussion : Dr Richi Burman (DEU Incharge) informed that the student and faculty e-learning programs scheduled this month have been improvised by the Dental Education Unit. Based on inputs from the Dr P Biswas (Dean , Innovative Learnings , JISCE) the topics of the programs have been modified and demonstration activities increased. The chairperson suggested that a Faculty Induction be taken for newly recruited faculties to orient them with effective teaching methods and institutional methods.

Resolution : The proposal was accepted. Prof Dr S Ghosh was entrusted with formulating a program schedule for the planned induction program.

Agenda No 1.06 : Review of Current Feedback System

Notes & Discussion : Dr Baisakhi Banerjee made a presentation on the feedback system formulated by the Feedback Committee under Prof Dr Samiran Das. The planned feedback forms from various stakeholders were circulated to all members. The methodology for taking inputs from the PTM , Mentor Program and Patients were also briefed to the members.

Resolution : The cell resolved that the functioning of the current feedback system should be clearly defined and time bound. Dr Baisakhi was requested to make a presentation in the next meeting regarding the same.

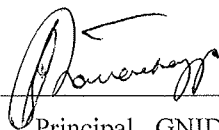
Agenda No 1.07 : Vote of Thanks

Any other agenda with the permission of the chair were discussed. The meeting ended with the vote of thanks to the chair.

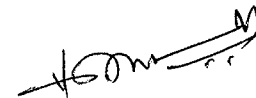
Minutes Recorded by : Dr Baisakhi Banerjee

Minutes Drafted by : Dr Preeti Goel

Annexed : Signature Sheet dated 07/02/2018 vide circular Gn/Admn/18/038



Principal , GNIDSR
IQAC Chairperson



IQAC Coordinator
Internal Quality Assurance Cell
GNIDSR