

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 : 09/05/2018 at 2:30 pm

Notice No : Gn/Admn/18/185


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 Richi Burman – Mid Level Faculty (Reader , Oral & Maxillofacial Surgery)
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. Ms Trisha Banerjee – Student Representative

Members Absent :

1. Dr Jayanta Ghosal – Nominee from Industry (Consultant Paediatrician)
2. Mr Jyoti Banerjee – Nominee from Society (St Xaviers Institution , Panihati , Kolkata)
3. Mrs Sukanya Chakraborty – Nominee from Parent


Coordinator
Internal Quality Assurance Cell

PROCEEDINGS

Agenda No 2.00 : Introduction to the Meeting

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

Agenda No 2.01 : Confirmation of the Minutes of the Last Meeting.

Notes & Discussion : The minute of the previous meeting were circulated. As no comments were received , the same may be confirmed by the cell

Resolution : The minutes of the previous meeting is confirmed as approved.

Agenda No 2.02 : Presentation on the New TPIA System

Notes & Discussion : The TPIA (Teaching Performance Improvisation and Assessment System) being devised by the team led by Dr Richi Burman made a presentation of the proposals before the cell. The members gave their inputs on the grading key , objective assessment sheets and the improvisation section. Discussion ensued regarding uniformity in objective sheets and the lesson plan. Dr Ray proposed keep aggregate scores instead of average score for clinical assessment , as number of patients treated also should be considered.

Resolution : The proposals were noted by Dr Burman and it was emphasized by the cell that the system with its associated books should be ready by July. Presentation to the curriculum committee is planned in their august meeting.

Agenda No 2.03 : Initiatives for Quality Enhancement for Next Quarter

Notes & Discussion : The coordinator opened the discussion for quality initiatives planned for next quarter.

Resolution : The cell resolved to approve the following topics and their respective program incharges –

1. Structured and Integrated Mentoring System – Dr Richi Burman (DEU)
2. Systematic Reviews & Writing Meta-Analysis in Research – Prod Dr Paromita Mazumdar
3. Best Practices in Institutes – Dr Preeti Goel

The chairperson instructed the coordinator that the DentXpert , Gender and Soft Skills course should be reviewed by the IQAC for improvisation. The coordinator agreed to consult the program incharges in this matter.

Agenda No 2.04 : Presentation on NAAC Guidelines and Committees

Notes & Discussion : The chairperson briefed the cell that Dr Preeti Goel had made the presentation regarding NAAC guidelines and procedures to the Curriculum Committee last month. Inputs from Mrs Sila Singh Ghosh were shared with the members and her acceptance of mentorship for NAAC was informed to all members. The committee composition of all committees were discussed for compliance with UGC regulations. It was noted that Representative from DCI and WBUHS should be included in the BOG and composition of Anti Ragging Committee needed more statutory external members.

Resolution : The proposals were accepted. Dr Baisakhi Banerjee was requested to draft the composition of all committees as per UGC guidelines and report to the Principal in a week. The cultural committee will henceforth be renamed as Extension Activity Committee.

Agenda No 2.05 : Survey on Strengths & Weakness of Institute

Notes & Discussion : The Chairperson circulated the results of a 10 point survey on the strengths , weakness , opportunities and challenges of the institute done amongst all stakeholders of the institute. Mr Simarpreet Singh proposed that the vision and mission of the institute be revised with the new strategies and ideas emerging from the institutional academicians. The members discussed the matter at length.

Resolution : The cell resolved that the chairperson draft the discussed vision , mission and 5 year strategic plan as a comprehensive document and present to the board for approval in the September meeting. The chairperson entrusted Dr Prasenjit to lead the team and finalise the draft plan.

Agenda No 2.06 : Review of Feedback Forms

Notes & Discussion : The existing feedback system developed by the Feedback Committee were circulated to the cell by Dr Baisakhi Banerjee. The cell modified the student feedback form and suggested feedback to be also taken from distinguished academicians and professionals of organizations employing our students. Dr Richi Burman proposed that the feedback from the TPIA system being formulated , be directly monitored by the cell in addition to the HoDs.

Resolution : The proposals were accepted by the cell and suggestions forwarded to Feedback Committee for implementation.

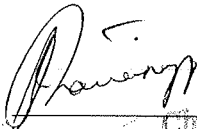
Agenda No 2.07 : Vote of Thanks


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 09/05/2018 vide circular Gn/Admn/18/185


Chairperson
Internal Quality Assurance Cell
Principal, GNIDSR
GNIDSR
IQAC Chairperson


Coordinator
Internal Quality Assurance Cell
GNIDSR