

GURU NANAK INSTITUTE OF DENTAL SCIENCES & RESEARCH

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

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MINUTES OF THE MEETING

Committee Name : Internal Quality Assurance Cell

Date & Time of Meeting : 08/08/2018 at 2:30 pm

Notice No : Gn/Admn/18/362


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
15. Mrs Sukanya Chakraborty – Nominee from Parent

Members Absent :

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


Chairman
Internal Quality Assurance Cell
GNIDSR

PROCEEDINGS

Agenda No 3.00 : Introduction to the Meeting

The chairperson welcomed all members present to the meeting. Leave of absence was granted to the absentees.

Agenda No 3.01 : 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 3.02 : Implementation of TPIA System

Notes & Discussion : The members were briefed that the TPIA system was ready for implementation for 2018-19 session and approved by the curriculum committee. The modified books and feedback sheets will be made available to all the departmental incharges , office and library. Ms Trisha requested one copy of the OAS be given to the CRs for distribution. The cell also proposed that it was essential that the feedback scores of A1 (Lecture Teaching) and B1 (Clinical Teaching) and progress of lesson plan given in the TPIA book be reviewed and monitored by HoDs regularly for this system to succeed.

Resolution : The proposals was accepted and it was resolved that Dr Richi Burman will entrust a team to take inputs of the scores from the departmental incharges and report to the cell every quarterly.

Agenda No 3.03 : Planned 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. Preparing Quality Teaching Material – Dr Richi Burman
2. Regulatory Guidelines for NIRF & NABH accreditation – Prof Dr Amit Ray
3. Outcome & Competency Based Teaching & Assessment – Dr Biswaroop Chandra

The content of the e-learning programs conducted with Hash Technologies was to be reviewed and topics like MOOCs and Learning Management Systems were requested to be added.

Agenda No 3.04 : Collaboration with Foreign Universities

Notes & Discussion : As part of the mission to diversify and include internationality in the institution , a list of probable universities accepting foreign collaborations were proposed by the members and the head of the institution was requested to write to the universities or find suitable resource persons for communication with them.

Resolution : The principal resolved to follow up the list of universities suggested by the cell and more inputs will be taken from external sources as needed.

Agenda No 3.05 : Institutional Website

Notes & Discussion : Dr Preeti Goel proposed that the existing website should have the summary of the grievance system , emergency numbers and complain forms available for all students , parents and faculties. In addition the institutional website should display the program and course outcomes , lesson plan and academic calendar.

Resolution : The cell resolved that in addition to putting the e-learning portal online in the institute's website , the other mentioned details should be made available on the college website.

Agenda No 3:06 : Annual Stakeholders Feedback Report of 2017-18 Session

Notes & Discussion : The Stakeholders Feedback Report of 2017-18 Session was placed before the cell by Dr Baisakhi Banerjee. The feedback collection methodology , reports and inference from the report were discussed in length. The matters relevant to the report were discussed as separate agendas.

Resolution : The cell accepted the report and emphasized that a minimum volume of collection be defined as optimum feedback by the Feedback Committee. .

Agenda No 3.07 : Review of Classrooms & Facilities

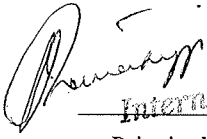
Notes & Discussion : As a part of the feedback the agenda was raised by Dr Soumitra Ghosh. Dr Kasturi Mukherjee proposed that the existing classrooms should be made into digital learning environments as in the foreign universities. Mr Simarpreet Singh emphasized that the cell should find various Smartclass Room Systems available in the market and choose the best one suitable to the institute's learning needs. Dr Ghosh presented the photographs of the existing classrooms and the renovations needed.

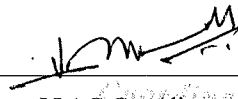
Resolution : The proposals were accepted and forwarded to the BOG for kind consideration.

Minutes Recorded by : Dr Baisakhi Banerjee

Minutes Drafted by : Dr Preeti Goel

Annexed : Signature Sheet dated 08/08/2018 vide circular Gn/Admn/18/362


Chairperson
Internal Quality Assurance Cell
GNIDSR
Principal, GNIDSR
IQAC Chairperson


IQAC Coordinator
Internal Quality Assurance Cell
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