

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 : 07/11/2018 at 2:30 pm

Notice No : Gn/Admn/18/602

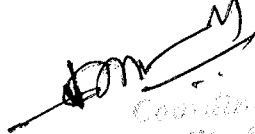
Venue : Board Room , 5th Floor , GNIDSR

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 Prosenjit 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 Debadeep Chakravarty - Nominee Employer (Consultant Maxillofacial Surgeon , Peerless Hospital)
13. Dr Jayanta Ghosal – Nominee from Industry (Consultant Paediatrician)
14. Mr Jyoti Banerjee – Nominee from Society (St Xaviers Institution , Panihati , Kolkata)
15. Mrs Sukanya Chakraborty – Nominee from Parent

Members Absent :

1. Dr Kasturi Mukherjee – Nominee from Alumni (Consultant Orthodontist)
2. Ms Trisha Banerjee – Student Representative


Coordinator
Internal Quality Assurance Cell
GNIDSR

PROCEEDINGS

Agenda No 4.00 : Introduction to the Meeting

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

Agenda No 4.01 : 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 4.02 : Review of Internal Examinations & Feedback

Notes & Discussion : The cell discussed the mechanism in place for reviewing the examination process. The examination policy of 2016 was reviewed and inputs from members were taken. Dr Debadeep suggested enhancing use of OSCE and OSPE , problem based questions in the examination , which would be more relevant in clinical practice. Prof Mazumdar proposed that the feedback on examination process may be taken separately by IQAC.

Resolution : The proposals were accepted and Prof Dr Mazumdar was entrusted with taking the feedback on internal examination process in December and present the results to the members in the next meeting.

Agenda No 4.03 : Preparing Documents for NAAC Self Study Report

Notes & Discussion : The Coordinator opened the discussion for preparing documents for the NAAC – SSR. The members discussed various options and strategies for collecting documents in such a large scale. The collection of certificates , data for courses and programs done and participation proofs were the primary work to start preparation for SSR.

Resolution : The cell resolved to appoint the following seven faculties as team leaders in preparing specific documents criteria wise –

- ❖ Criteria 1 – Dr Richi Burman
- ❖ Criteria 2 - Dr Richi Burman
- ❖ Criteria 3 – Dr Paromita Mazumdar
- ❖ Criteria 4 – Dr Preeti Goel
- ❖ Criteria 5 – Dr Manish Jha
- ❖ Criteria 6 – Prof Dr Jayanta Bhattacharyya

- ❖ Criteria 7 – Prof Dr Soumitra Ghosh
- ❖ Criteria 8 – Dr Baisakhi Banerjee

Agenda No 4.04 : Review of Undergraduate Enrichment Courses

Notes & Discussion : Dr Prosenjit presented the rough proceeds of the currently enrolled five to six courses conducted yearly as per academic calendar. The members discussed the pattern and proceeds of the major four courses (research , infection control , e-learning and basic life support). The members stressed that demonstration and exercises should be the focus areas in these courses. Dr Burman mentioned to the cell that the enrichment courses and programs of the institute be renamed as per nomenclature used in UGC and NAAC manual. Terminology like Value Added Course , Professional Development Programs and Faculty Development Programs may be used henceforth.

Resolution : The cell noted the information . Dr Prosenjit was requested to pursue with the incharges how they can improvise with demonstration exercises in their courses. Dr Baisakhi to ensure that the incharges name the programs as per correct nomenclature when submitting the proceeds in the office.

Agenda No 4.05 : Collaboration with IMU , Kuala Lumpur

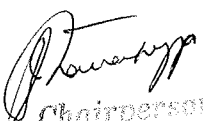
Notes & Discussion : The chairperson congratulated all members than the initial talks with Dr Pravin Patil had materialized and the MoU has been successful. The scope of the MoU in student and faculty exchange was briefed to all members.


Resolution : The cell gave its inputs on the first exchange program and proposed that the international students cell monitor each step of the exchange process. The course outline was demanded by the members and suggested physical inspection.

Minutes Recorded by : Dr Baisakhi Banerjee

Minutes Drafted by : Dr Preeti Goel

Annexed : Signature Sheet dated 07/11/2018 vide circular Gn/Admn/18/602


Chairperson
Internal Quality Assurance Cell
GNIDSR
Principal , GNIDSR
IQAC Chairperson


IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
GNIDSR