

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 : 06/11/2019 at 2:30 pm

Notice No : Gn/Admn/19/610

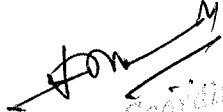
Venue : Board Room , 5th Floor , GNIDSR

Members Present :

1. Prof Dr J. Bhattacharyya – Principal (Chairperson)
2. Prof Dr Amit Ray – Senior Faculty (HoD , Oral & Maxillofacial Surgery)
3. Prof Dr Paromita Mazumdar - Senior Faculty (HoD , Conservative Dentistry & Endodontics)
4. Prof Dr Soumitra Ghosh – Senior Faculty cum Hospital Superintendent (IQAC Coordinator)
5. Prof Dr Prosenjit Banerjee - Senior Faculty (Professor , Orthodontics)
6. Prof Dr Preeti Goel – Mid Level Faculty (Professor , Prosthodontics)
7. Prof Dr Richi Burman – Mid Level Faculty (Professor , Oral & Maxillofacial Surgery)
8. Dr Manish Jha – Entry Level Faculty (Senior Lecturer , Orthodontics)
9. Dr Baisakhi Banerjee – Senior Administrative Officer , GNIDSR
10. Mr Jyoti Banerjee – Nominee from Society (St Xaviers Institution , Panihati , Kolkata)
11. Mr. Rana Ghosh – Administrative Head , GNIDSR
12. Dr Kasturi Mukherjee – Nominee from Alumni (Consultant Orthodontist)
13. Mrs Sukanya Chakraborty – Nominee from Parents

Members Absent :

1. Mr Simarpreet Singh – Nominee from Narula Education Trust (Director JIS Group)
2. Dr Debadeep Chakravarty - Nominee Employer (Consultant Maxillofacial Surgeon , Peerless Hospital)
3. Dr Jayanta Ghosal – Nominee from Industry (Consultant Paediatrician)
4. Ms Trisha Banerjee – Student Representative


Coordinator
Internal Quality Assurance Cell
GNIDSR

PROCEEDINGS

Agenda No 8.00 : Introduction to the Meeting

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

Agenda No 8.01 : 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 8.02 : Review of TPIA Scores & Academic Performance of 2018-19 session

Notes & Discussion : Dr Rahul presented the quarterly review of the TPIA scores and briefed the cell that the scores were majorly above 12 and 8 respectively for lecture teaching and clinical demonstration. As per IQAC demand the analysis of the individual parameter revealed that the points which scored least amongst students were – Rewarded Pupil Effort and Changed the Pace of the Lecture by Shifting Emphasis. The points were discussed in length.

Resolution : The members resolved that the faculties should interact in a more friendlier approach and use quiz and reward more often in their lessons. Dr Burman was requested to follow up the matter and ensure the HoDs are made aware of this feedback.

Agenda No 8.03 : 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. Intellectual Property Rights – Dr Paromita Mazumdar
2. Good Pharmaceutical Practices – Dr Jayanta Bhattacharrya
3. Medical Documentation & Hospital Management Softwares – Dr Kaushik Dutta
4. Institutional Autonomy & its Benefits – Dr Preeti Goel

Agenda No 8.04 : Review of IMU Observership Program 2019

Notes & Discussion : The chairperson congratulated the members about the conduct of the successful completion of the first international student observership program done by GNIDSR students. Dr Burman

elaborated the experience of the students and the academic and logistic inputs were shared with the members. The spectrum of academic activities done by the students were discussed. The chairperson highlighted that the practice called “ Reflexion Sessions ” and Problem Based Labs were notably beneficial to the students and should be inculcated in our institute.

Resolution : The members lauded the proposal and requested Prof Dr Burman to brief the HoDs about these sessions and activities. The cell resolved that the chairperson should write to the Dean of IMU about faculty or postgraduate visits for research.

Agenda No 8.05 : Discussion on Progress in documentation for SSR

Notes & Discussion : The respective criteria incharges presented the progress of the documentation in their respective clauses, The major bottlenecks and queries were noted. Inputs from Mrs Sila Singh were taken over phone on matters related to Criteria 6. Prof Burman emphasized that coordination from office staff has to be enhanced and he and his team needs access to all the old records , certificate files and proceeds file to enlist all the activities for last 5 years. Dr Manish briefed the progress on collection of Alumni Data and NEET rank cards and appointment letters. He emphasized that further help and coordination with alumni was needed to attain all the past 5 years documents.

Resolution : The chairperson and coordinator suggested that each criteria incharge to present update on his criteria’s progress and best practices in his/her criteria in the next meeting. Two office staffs were designated to work full time with the criteria incharges on this matter. Dr Baisakhi was requested to ensure compliance.

Agenda No 8.06 : Review of Orientation Day Structure

Notes & Discussion : The proceeding of the orientation day was reviewed by the IQAC. The chairperson proposed following the MCI pattern of orientation with addition of topics like team working , stress management , biomedical waste disposal and social responsibilities. The program was discussed to occur over a 3-5 day period in parts , accompanied with a virtual campus tour.

Resolution : The proposal was accepted. Prof Dr Paromita Mazumdar was entrusted with making the program proceed for the orientation program for the next academic session (2020-21)

Agenda No 8.07 : Ethical Committee Registration


Notes & Discussion : Prof Dr Mazumdar briefed that the progress in registration of the institutional ethical committee has been significant and Dr Shibendu Biswas has successfully processed our application to CDSCO. She also briefed that the R & D committee is in pursuit of IPR attorney , Mr Meghdut Bhattacharyya for regular IPR sessions for our postgraduates.

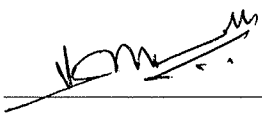
Resolution : The Cell noted the findings and requested Dr Mazumdar to follow the matter.

Minutes Recorded by : Dr Baisakhi Banerjee

Minutes Drafted by : Dr Preeti Goel

Annexed : Signature Sheet dated 06/11/2019 vide circular Gn/Admn/19/610


Chairperson
Internal Quality Assurance Cell
GNIDSR
Principal, GNIDSR
IQAC Chairperson


IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
GNIDSR