

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 : 05/02/2020 at 2:30 pm

Notice No : Gn/Admn/20/71

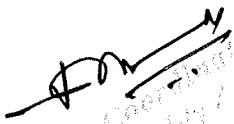
Venue : Board Room , 5th Floor , GNIDSR

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. Prof Dr Preeti Goel – Mid Level Faculty (Professor , Prosthodontics)
8. Prof Dr Richi Burman – Mid Level Faculty (Professor , Oral & Maxillofacial Surgery)
9. Dr Manish Jha – Entry Level Faculty (Senior Lecturer , Orthodontics)
10. Dr Baisakhi Banerjee – Senior Administrative Officer , GNIDSR
11. Ms Trisha Banerjee – Student Representative
12. Mr. Rana Ghosh – Administrative Head , GNIDSR
13. Dr Debadeep Chakravarty - Nominee Employer (Consultant Maxillofacial Surgeon , Peerless Hospital)
14. Dr Kasturi Mukherjee – Nominee from Alumni (Consultant Orthodontist)

Members Absent :

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


Coordinator
Internal Quality Assurance Cell
GNIDSR

PROCEEDINGS

Agenda No 9.00 : Introduction to the Meeting

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

Agenda No 9.01 : 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 9.02 : Creation of Advanced Pre-Clinical & Simulation Labs

Notes & Discussion : The chairperson opened the discussion for review on preclinical labs and existing facilities for simulation / laboratory based training. Mr Simarpreet Singh proposed using the additional spaces in the old block to form an international standards simulation labs. Prof Dr Paromita proposed that the existing preclinical labs be upgraded initially followed by construction of the new facility.

Resolution : The cell resolved that a list of advanced simulation equipment and software's be made by the DEU and thereafter its implementation can be done in a phasewise manner. Mr Rana Ghosh was requested to demarcate a 3000 square feet area in Old Anatomy Building for this purpose.

Agenda No 9.03 : Criteria Wise Presentation for SSR

Notes & Discussion : The criteria wise progress was discussed by all coordinators making presentations for their relevant clauses. Format of documentation was discussed and weblinking formats were finalized. Dr Baisakhi was requested to make a list of all the pending data criteria wise and give update to the cell in the next meeting.

Resolution : The cell resolved that as per existing preparations , keeping a tentative date of Oct 2020 for filing of IIQA would be feasible. The chairperson was requested to brief all the faculties and students about this tentative deadline. Certain policy documents were required which needed board approval.

Agenda No 9.04 : Usage of Swayam Portal

Notes & Discussion : The cell reviewed the enrollment of faculties in swayam portal. The enrollment as per administrative staff needed to be increased substantially.

Resolution : The cell proposed that enrollment in one Swayam Course per faculty per academic year shall be mandated as essential.

Agenda No 9.05 : Review of Alumni Cell Activities

Notes & Discussion : The Alumni Activities were reviewed by the cell. The activities for last 3 years were checked. The cell recommended interaction with distinguished academicians and alumni to booster the contribution of the alumni to the mother institute. Book Donation was found to have scope of much improvement. The alumni association did not have a database of members in established employee pools. Registration of Alumni was still pending due to procedural matters.

Resolution : The members resolved that the alumni association should conduct seminars with distinguished alumni every quarterly and registration of the alumni association should be pursued by the chairperson with the trust. Dr Kasturi was requested to make a information bank of members in every employee pool , to help future students gain access to better job opportunities.

Agenda No 9.06 : Student Scholarships & Faculty Welfare

Notes & Discussion : The coordinator informed the members that the institute was scoring low in Clause 5.9.9 due to minimal student scholarships schemes. Mr Rana Ghosh expressed that health care institutions have minimal control over these aspects due to government guidelines. The Principal proposed approaching state authorities for Kanyashri Scholarship Scheme and offering scholarship to meritorious students and on examination fees for Swayam courses in prospective. Dr Baisakhi briefed the members that soon all the faculties and non teaching staff will be offered group mediclaim at very low premium rates due to the tie up with a group mediclaim provider. The members seeked clarity from the administrative officer if rules for maternity leave are being followed as per government guidelines.

Resolution : The cell praised the proposal for scholarships and future implementation was welcomed. The members expressed that welfare measures like EPF and ESI should be scrutinized for end user delivery of benefits by administration regularly.

Agenda No 9.07 : Principals Interactive Sessions with Students

Notes & Discussion : The Principal highlighted that he has started direct interactive sessions with students of some batches and ensuring to cover all batches of BDS by March. The main goal of the interactions was to have a ice breaking session and direct feedback from students to him about matters ranging from academics to extracurricular activities. The students were encouraged to talk freely about any grievance issues which are generic and not personal in nature. The first such endeavor was highly successful.

Resolution : The IQAC lauded the effort and proposed this to be done annually and student feedback can be clubbed with this exercise.

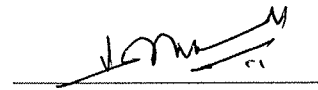
Minutes Recorded by : Dr Baisakhi Banerjee

Minutes Drafted by : Dr Preeti Goel

Annexed : Signature Sheet dated 05/02/2020 vide circular Gn/Admn/20/71



Principal, GNIDSR
IQAC Chairperson
Internal Quality Assurance Cell
GNIDSR



IQAC Coordinator
Internal Quality Assurance Cell
GNIDSR