

# 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: 03.02.2021 at 2:30 pm

Notice No: Gn/Admn/20/045A


Venue: Board Room , 5<sup>th</sup> Floor , GNIDSR

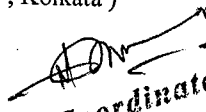
Members Present:

1. Prof Dr J. Bhattacharyya – Principal ( Chairperson )
2. Mr Simarpreet Singh – Nominee from Narula Education Trust ( Director JIS Group )
3. Prof Dr Paromita Mazumdar - Senior Faculty ( HoD , Conservative Dentistry & Endodontics )
4. Prof Dr Amit Ray – Senior Faculty ( HoD , Oral & Maxillofacial Surgery )
5. Prof Dr Soumitra Ghosh – Senior Faculty cum Hospital Superintendent ( IQAC Coordinator )
6. Prof Dr Preeti Goel – Mid Level Faculty (Professor , Prosthodontics )
7. Prof Dr Richi Burman – Mid Level Faculty ( Professor , Oral & Maxillofacial Surgery )
8. Dr Saurav Maji – Entry Level Faculty ( Senior Lecturer , Prosthodontics )
9. Dr Manish Jha – Entry Level Faculty ( Senior Lecturer , Prosthodontics )
10. Dr Baisakhi Banerjee – Senior Administrative Officer , GNIDSR
11. Ms Trisha Banerjee – Student Representative
12. Dr Debadeep Chakravarty - Nominee Employer ( Consultant Maxillofacial Surgeon , Peerless Hospital )
13. Dr Kasturi Mukherjee – Nominee from Alumni ( Consultant Orthodontist )

Members Absent:

1. Mrs Sukanya Chakraborty – Nominee from Parents
2. Mr. Rana Ghosh – Administrative Head , GNIDSR
3. Dr Jayanta Ghosal – Nominee from Industry ( Consultant Paediatrician )
4. Mr Jyoti Banerjee – Nominee from Society ( St Xavier's Institution , Panihati , Kolkata )

  
Chairperson  
Internal Quality Assurance Cell  
GNIDSR

  
Coordinator  
Internal Quality Assurance Cell  
GNIDSR

## PROCEEDINGS

### **Agenda No 12.00 : Introduction to the Meeting**

The IQAC Coordinator welcomed all members to the 13<sup>th</sup> IQAC Meeting. The Chairperson started the deliberations as the quorum was achieved.

### **Agenda No 12.01 : Confirmation of the Minutes of the Last Meeting.**

Notes & Discussion : The summary of the minute of the previous meeting were read out. 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 12.02 : To Review the Actions Taken on Resolutions of Last Meeting**

Notes & Discussion : The actions taken on the resolutions taken in the last meeting were read out.

Resolution : The progress on the resolutions taken in last meeting was noted by all members.

### **Agenda No 12.03 : Preparation of NAAC SSR and Submission**

Notes & Discussion : The Chairperson briefed the members that SSR compilation has gained momentum with involvement of HoDs and Senior Professors as Criteria Incharges. Dr S Maji presented the Criteria Wise update of progress and the problem areas. Mr Simarpreet Singh suggested a criteria-wise presentation of data along with IQAC Coordinators of JISE and GNIPST so that better understanding of certain contentious areas can be attained.

Resolution : The members noted the information. The Steering Team Coordinator Dr Richi Burman proposed that the Institute would be able to file for IIQA in March – April period considering the present status. The committee decided 16<sup>th</sup> Feb 2021 for conducting the said meeting with other IQAC Coordinators.

### **Agenda No 12.04 : Review of E-Governance & Criteria Based Data Recording System**

Notes & Discussion : Mr Simarpreet Singh suggested that to overcome the problem of data retrieval at the times of SSR and NIRF submission , the institute goes for extensive automation of systems and data entry be made mostly digital. Dr Mazumdar reiterated that we can start by making a compiled list of data required at faculty and institute level for quality improvement. Dr Burman on behalf of DEU proposed to make a Faculty Performance Record Manual which would encompass all criteria wise parameters and serve for data entry and faculty appraisal. The Manual would eventually lead the way for an extensive HR portal for data entry of all staff members.

Annexed : Signature Sheet dated 03/02/2021 vide circular Gn/Admn/21/




Principal , GNIDSR

IQAC Chairperson

**Chairperson**

**Internal Quality Assurance Cell  
GNIDSR**



IQAC Coordinator

**Coordinator**

**Internal Quality Assurance Cell  
GNIDSR**