

Dr. B. C. Roy College of Pharmacy and Allied Health Sciences will be applying for NAAC Accreditation at the earliest as is decided in a meeting held in the first half of the day.

Formation of Quality Assurance Cell (IQAC) is a requirement to enhance the quality of higher education as per the guidelines of NAAC.

Prime task of IQAC will be the development of a system for a consistent and catalytic improvement in overall performance of the college.

A committee with the following members is being constituted as per structure of the NAAC to monitor as well as coordinate the activity of IQAC for a sustained quality development of the college.

1. Chairperson : Prof. Subhabrata Ray, Principal
2. Few Senior Admin Officers : a. Prof. Subrata Chakraborty, Director
b. Mr. Sagar Sengupta (Associate Professor), Registrar
3. Three to Eight Teachers : a. Prof. Shyamshree S S Manna, DIC
b. Dr. Santanu Chakraborty (Associate Professor), DIC
c. Dr. Souvik Basak (Associate Professor), DIC
d. Dr. Avik Si (Associate Professor)
e. Mr. Shobhan Bose, In-charge, Examinations
4. Member from Management : Mr. Tarun Bhattacharya, General Secretary, BCREC
5. One/Two Nominee From Local Society : a. Dr. Ranjit Kumar Chatterjee (Local Society)
b. Ms. Arpita Mishra (Alumni)
c. Ms. Ushmita Mukherjee (Student)
6. One/Two Members from Employers/Industrialists/ Stakeholders : a. Mr. ~~Sajoy~~ Chattaraj, Director, Frank Ross Pharmacy (Employer) [Sajoy]
b. Mr. Sumit Chakraborty, Associate Vice President, Shyamsel & Power Ltd. (Industry Representative)
c. Mr. Dilip Kumar Laha (Parent)
7. One of the Senior Teacher as The Co-ordinator/Director of OI IQAC : Prof. Ashoke Kumar Ghosh



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(Prof. Subrata Chakraborty)
Director

9/3/2021

Kindly, approve

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Approved
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10/3/2021

General Secretary
B. C. Roy College of Pharmacy & Allied Health Sciences
Durbanpur-713206, West Bengal

Minutes of the proceedings of 1st IQAC Meeting in the Board Room of BCRCP on 19th March '21

The following members were present in the Meeting:

1. Mr. T Bhattacharya, GS of BCREC Society,
2. Prof. S Chakraborty, Director, BCRCP
3. Prof. Subhabrata Ray, Principal, BCRCP
4. Mr. Sagar Sengupta, Registrar, BCRCP
5. Dr. Santanu Chakraborty, DIC, Pharmaceutics, BCRCP
6. Prof. (Ms.) SSS Manna, DIC, Pharmacology, BCRCP
7. Dr. Souvik Basak, DIC, Pharm-Chemistry, BCRCP
8. Mr. Shobhan Bose, Examination –in Charge, BCRCP
9. Dr. Abhik Si, Associate Professor, BCRCP
10. Dr. Ranjit Chatterjee, Local Society, Durgapur
11. Mr. Sumit Chakraborty, Associate Vice-President, Shyamsel & Power Ltd.
12. Mr. Dilip Kumar Laha, Parent,
13. Ms. Arpita Mishra, an Alumnus,
14. Ms. Ushmita Mukherji, Student
15. Prof. Ashoke K Ghosh, Coordinator, IQAC, BCRCP

Agenda Item & No.	Minutes of the proceedings
1/1, Introduction of IQAC (Internal Quality Assurance Cell) Members	The members were welcomed by the Principal, Prof. Subhabrata Ray, Chairperson, IQAC and introduced all the members invited in the meeting.
1/2, Establishing IQAC	Director, BCRCP, Prof. Subrata Chakraborty briefed the importance of formation of IQAC. In pursuance of it's Action Plan for performance evaluation, assessment and accreditation by National Assessment and Accreditation Council (NAAC) and quality up-gradation of institution of higher education, NAAC proposes always to establish an Internal Quality Assurance Cell (IQAC) by the Institute as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards achieving the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, IQAC from now onwards, will channelize all efforts and measures towards promoting its holistic academic excellence of the Institute.
1/3, Next 5 years' Perspective & Strategic planning of BCRCP	The IQAC members proposed to have the Perspective Plan of the Institute for the next five (5) years i.e. of 2021-2026. As well as members felt the Institute should have a strategic plan side by side to fulfil the perspective goals.
1/4, Focus on NAAC Accreditation	Prof. Ashoke K Ghosh, Coordinator, IQAC stressed on uplifting the present system and quality more to a sustained outcome based learning and proposed to go for NAAC accreditation to judge ourselves by the parameters set by NAAC. This assessment would facilitate to improve the quality of education in the Institute as a whole. All the members accepted the proposal and nodded for exerting their efforts.
1/5, Reaccreditation of NBA and continuation of participation in NIRF ranking up-gradation	The members raised the voice for maintaining the process to go for reaccreditation by NBA. The B. Pharm program of the Institute is accredited by NBA till the session 2022-23. Prof. Ray informed the house about the NIRF ranking we have got in the last two years

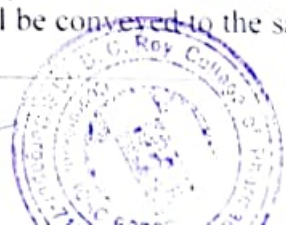
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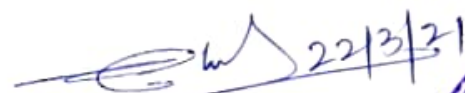
	consecutively and stressed for the continuation of the same with an effort for getting in an upper tier in NIRF ranking.
1/6, Implementation and strengthening the Academic Audit System.	Though different arrangements are present for monitoring the overall academic performance in the Institute, it was emphasised to adapt an Academic Audit System that will be monitored independently by IQAC in future days and report to be submitted to the Head of the Institution. It will be once after each Semester Examination i.e. the first one will be conducted after the ensuing Even Semester Examination of 2020-21.
1/7, Discussion on an effective conduction of Induction-Orientation Programme for the first year students	The IQAC members emphasised on more effective and impactful Induction-Orientation Program for the newly going to be admitted students of 2021-22. It is already conducted every year after the admission process is over when they join with the Institute. Stressed on conducting the same with more organised way as per the requirement of AICTE and affiliating University, MAKAUT.
1/8, Discussion on MOOCs and MAR activities	MOOCs and MAR activities reviewed and to be continued with more impetus to make these programs highly successful.
1/9, Career Guidance of Students	Mr.Sagar Sengupta, Registrar, BCRCP expressed for a need to make the students aware about the career options available. After discussing among the members it was suggested to review the activities of Training Placement Committee that takes care in planning how to guide the students to build up their career time to time.
1/10, Initiative for e-management through ERP software	The Members suggested for effective implementation of E-management in different working areas as Fee Collection, Accounts and Finance, HR, Stores and Purchase. In academic sector like Class Time Table, Assessment, etc may be included for the betterment of the system.
1/11, The participation of academic and administrative staff in Workshops/Seminars/FDPs etc.	Feedbacks from various stake holders were discussed in the meeting and it has been proposed that more and more faculty members should participate in various Workshops and Seminars. Proposed further that they must undergo the FDPs, at least 25% faculty in a semester. Not only faculty members, the administrative and technical staff also would participate in FDP like programs.
1/12, Research activities among Faculty Members and in-house software activities to be reviewed: a.OnlineExamination System, b.Library. c.In-house communication.	The members appreciated the research activities already have been conducted by the faculty members, independently in this Institute as well as some collaborative works. It was felt that in Consultancy part lacuna is present, though Management has kept some incentive system over it. IQAC has proposed to gear up the momentum in research activities along with publications, attending and conducting more research conferences, workshops, seminars etc and consultancy activity also. a. Online Examination System is working well. b. Library is working totally on Automation. c. In-house communication system is to be developed i.e. should be tagged to ERP system.
1/13, Inculcating the habit of converting the research work into publication & patents into the faculty members and students	In a separate agenda IQAC has tried to uphold the necessities of research publications from faculty members and students in UGC listed and indexed peer reviewed journals. A separate committee is looking after the research activity, the members appreciated the matter. It has been observed that the weaker part is Patent part. The members felt more attention to be given in this part and it will be conveyed to the said Committee.

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<p>1/14, Building Industry-Institute relationship</p>	<p>IQAC members expressed concern over building a wide scale relationship in between the Institute and Industries of various types of Pharmacy related. Efforts from the Institute side required to organize programs and take measures with the industry people to get industry ready students. It is also required to strengthen the Industry-Institute Cell that has been proposed.</p>
<p>1/15, Start-ups, Entrepreneurship and Students</p>	<p>IQAC is in view to ask the E-cell of BCRCP for taking initiative to conduct seminars on Entrepreneurship to encourage the students to start-up their own businesses.</p>
<p>1/16, Operation of Janausadhi Shop, a noble drive by the Institute</p>	<p>The Institute has opened its own Pradhanmantri Janausadhi Shop in its campus area that is accessible by the general people of surrounding area. All the members appreciated the initiative taken by BCRCP with a huge applaud.</p>
<p>1/17, Social Activities of NSS wing: a.Organizing Blood Donation Camps. b.Plantation Programme time to time. c.Various awareness programs, especially on Covid 19.</p>	<p>The IQAC team has noted that the NSS wing of the college has conducted various social activity programs in efficient manners round the year and those are a) Blood donation camps; b) Plantation programs time to time; c) Awareness programs on Covid 19, etc. The pace at which these programs were operating has lost its speed during the lockdown period unfortunately.</p>
<p>1/18, Environmental corrections: a. Utilization of Solar Energy. b. Energy conservation. c. Waste Management. d. Rainwater harvesting. e. Clean-India Campaign (Swach Bharat).</p>	<p>It is noted by IQAC that the Institute has taken certain good steps for keeping the Ecological balance in good form, in turn those will not produce negative impact on natural resource and environmental pollutions. Those are as follows: Utilization of solar energy by installing solar panels on the roof top of the Institute. The liquid and solid waste including the e-waste are either treated first then drain edged or handed over to the agency for treatment into their plants outside the campus after a MOU agreement in between them and the Institute. Rain water harvesting system is present in the campus. The campus is declared as Plastic Free Campus. All stake holders wish to participate in the Clean-India Campaign (Swach Bharat) round the year through time to time with their small efforts.</p>
<p>1/19, Miscellaneous.</p>	<p>It was asked by the Chair, if there was any further item that could be discussed. No item was raised.</p>

The meeting ended thereafter with vote of thanks to the Chair.

 22/3/21

(Prof. Ashoke K Ghosh)
 Coordinator/IQAC/BCRCP



Copy to:

1. Mr. T Bhattacharya, GS of BCREC Society.
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