

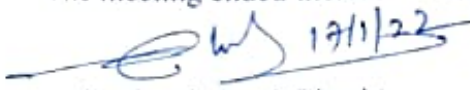
### Minutes of the proceedings of 2nd IQAC Meeting conducted on Zoom online on 15<sup>th</sup> Jan, 2022

The on-line meeting was held in presence of the following members:

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. Prof. (Ms.) SSS Manna, DIC, Pharmacology, BCRCP
6. Dr. Santanu Chakraborty, DIC, Pharmaceutics, BCRCP
7. Dr. Souvik Basak, DIC, Pharm-Chemistry, BCRCP
8. Dr. Abhik Si, Associate Professor, BCRCP
9. Mr. Shobhan Bose, Examination –in Charge, BCRCP
10. Ms. Arpita Mishra, an Alumnus,
11. Ms. Ushmita Mukherji, Student
12. Mr. Sumit Chakraborty, Associate Vice-President, Shyamsel & Power Ltd.
13. Mr. Dilip Kumar Laha, Parent, and
14. Prof. Ashoke K Ghosh, Coordinator, IQAC, BCRCP

Agenda Item & No.	Minutes of the proceedings
<b>I/1, Ratification of the Minutes &amp; ATR of 1<sup>st</sup> IQAC meeting</b>	Prof. Ghosh read out the minutes of the proceedings of 1 <sup>st</sup> IQAC meeting held on 19 <sup>th</sup> March 2021. It was unanimously accepted by the members. Mr. T Bhattacharya, GS, BCREC Society expressed his satisfaction by mentioning the number 17 Agenda of the 1 <sup>st</sup> meeting. And asked to conduct such type of activities more in future where the students of BCRCP take their participation. The ATR also is read and unanimously accepted.
<b>I/2, Report on Submission of Application of IQA</b>	It is informed by the Coordinator, IQAC that the Application of IQA (Internal Information for Quality Assurance) has been submitted to NAAC and they have approved our IQA. Now we are eligible to submit the SSR to NAAC. That too by 23 <sup>rd</sup> of February 2022.
<b>I/3, Preparation of Summary of SSR.</b>	In SSR, we are to produce to NAAC an Executive Summary on each Criterion of 350 words. In our case each criterion is prepared by concerned Group Head and his or her team of faculty members. They have prepared and submitted for concerned future purpose.
<b>I/6, Implementation and strengthening the Academic Audit System.</b>	A policy in form of Format on Academic Auditing has been prepared ( <b>Annexure-I</b> ) and accepted by the members unanimously.
<b>I/4, Miscellaneous</b>	No further question was raised.

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

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

Copy to:

1. Mr. T Bhattacharya, GS of BCREC Society
2. Guard File.





**Action Taken Report of 1<sup>st</sup> IQAC Meeting, Venue: Board Room of BCRCP on 19<sup>th</sup> March '21  
Placed in front of the members during 2<sup>nd</sup> Meeting of IQAC on 15<sup>th</sup> January 2022**

Agenda Item & No.	Minutes of the proceedings
1/3, Next 5 years' Perspective & Strategic planning of BCRCP	A committee has been framed consisting of GS, BCREC Society, Director, Principal, Registrar of BCRCP. They will prepare and produce the Perspective and Strategic Plan within six months.
1/6, Implementation and strengthening the Academic Audit System.	The guidelines prepared and already one Academic Audit has been done on the basis of this guideline. Done after completion of Even Semester examination. Every semester after, this academic audit will be conducted under monitoring of the Principal. For the perusal of the members a copy of the guideline is attached herewith. <b>Annexure-I</b>
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.
1/10, Initiative for e-management through ERP software	Work is going on to improve the matter as discussed.
1/11, The participation of academic and administrative staff in Workshops/Seminars/FDPs etc.	Steps have been taken to improve the awareness amongst the concerned categories.
1/12, Research activities among Faculty Members and in-house software activities to be reviewed: a. Online Examination System, b. Library, c. In-house communication.	IQAC felt that the faculty members must take care to do the Consultancy work with other parties. It may be alleviated by attending the seminars, workshops and conferences with research work by the faculty members. The management already has kept reserve fund for this purpose. Only thing the faculty members must take the initiative in this regard. The message is sent to the faculties and several meetings have been done in this regard. In-house communication system has been strengthen.
1/13, Inculcating the habit of converting the research work into publication & patents into the faculty members and students.	The Research & Project Monitoring Committee has been intimated with the findings of the IQAC. The Committee is striving to get upper hand over the findings and a solution on Patents.
1/15, Start-ups, Entrepreneurship and Students	E-cell in-charge has been intimated to improve the situation, because E-cell of the Institute is looking after the Star-ups and Entrepreneurship.

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



**Dr. B C Roy College of Pharmacy and AHS**  
Six monthly Academic Audit, Session- 2020-21

**Audit Framework & Findings**

1. Date of Audit: \_\_\_\_\_ 2. Period for which the Audit conducted: \_\_\_\_\_

Criteria	Parameters	Verification Report	Suggestions, if any
<b>A. Academic Process Compliance</b>			
<b>1. Curriculum Design.</b>	Whether necessary approvals from BoS/BoF/Academic Council/University are taken for curriculum design.		
	Whether Cos & PSOs defined & Curriculum drawn from PSOs.		
	Credits allotted/distribution is logically done (regulatory & PSOs requirement)		
	No. of courses (subjects) having employability, entrepreneurship & skill development activities.		
	Contents drawn from course outcomes (Cos).		
	Course outcomes attainment and measured.		
	Curriculum matches regulatory framework.		
	College academic calendar developed & aligned to University calendar.		
	Induction for new students planned & conducted.		
	Feedback on syllabus obtained, from students, industry, alumni, faculty, parents and analysed, action taken and uploaded.		
	Induction for faculty & staff planned & conducted.		
	Teaching load & other responsibilities assigned at least 04 weeks (one month) before to start a new semester.		
	Academic review committee meetings held & ATR prepared.		
	Number of notice boards with lock & key for information dissemination to the students.		
	Presentation of work by faculty who have attended workshop/seminar & conferences.		
Are the faculty members citing the work of other colleges under the same university?			

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II. Curriculum Transaction	Soft & hard copies of publications of faculty members are available with the Principal's office/Library?		
	Number of new programs added or not.		
	Total number of credits to be taught in the semester is prepared & shared with students by the individual teacher?		
	Internal Assessment components followed as prescribed and feedback shared with students.		
	Are model answers for each CT prepared and displayed on notice boards after the CT is conducted.		
	Student Support: Remedial classes for slow learners		
	Percentage of classes conducted as per the scheduled time table		
	Actual number of days when teaching learning happened		
	Average deviation in total contact hours/course between planned and actuals		
	Parents' Meeting: Evaluation of students' progress		
	Feedback from students, on teaching - Steps taken on Feedback (ATR)		
	<b>Mentor Mentee System</b>		
	# Every student has mentor		
	# Transaction records are maintained		

**(B) Performance/Quality Parameters**

	Percentage and number of faculty members with Ph.D. as the highest qualification		
	% & no. of faculty members registered for Ph.D.		
	No. of Papers/Articles per teacher published in UGC Care List, Scopus, PubMed, WoS, ICI		
	No. of teachers attended FDP/Training/Workshop/Orientation/Induction		
	No. of teachers who developed e-learning content		
	No. of E-learning modules developed		
	No. of new courses added		
	No. of PhD awarded per teacher		
	No. of PhD scholars enrolled per teacher		
	No. of consultancy generated per teacher		
	No. of research projects per teacher		
	i. Applied		

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III. Faculty Profiles	ii. Going on		
	iii. Completed		
	iv. Funding from external agencies {Govt. & Non-govt.}		
	No. of outreach activities per teacher		
	Demand Ratio (Application received vs Sanctioned Strength)		
	Total no. of faculty during the period		
	No. of faculty relieved during the period		
	No. of faculty joined during the period		
	No. of faculty who have completed industry-Immersion program		
	No. of Bridge Courses offered		
	No. of yoga & meditation sessions held		
	Preparatory classes for competitive examinations		
	*KRAs & **PMS of all faculty received on the format		
	Review of PMS completed		
	CBCS implementation status		
	Faculty club in place & get together held		
	Students' attendance on cumulative basis marked on register		
	Any deviation in attendance marked on register from that entered in ERP		
	% of course coverage before End Term/ Annual Exam		
	Conduct of Internal Assessment (whether as per the Academic Calendar)		
	Maintenance of marks register /file by faculty & Examination Section		
	Quality of Internal Assessment /Evaluation of CTs		
	Written feedback shared by showing answer sheets		
	Result of University Exam. (last)(Pass Percentage)		
	Result Analysis prepared and Action Taken on University Exam Result Analysis (last)		
	No. of classrooms & No. of classrooms with ICT		
	No. of laboratories and the status of these laboratories		
	No. of computers for teachers		
	No. of computers for students		
	No. & status of equipment (no. of working)		
Compliance of last audit done for equipment			

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	Status of wi-fi access points		
	Quality of sanitation		
	Quality of drinking water facilities		
	ARC/BoS/BoF/CRC meetings (whether timely held and in accordance with Ordinances)		
	Provision for Project/Field work/internship at UG/PG		
	Whether the curriculum has inclusion for gender, environmental and ethical issues		
	Whether revision /change in course contents made based upon feedback		
	Extent to which lecture plans and outlines are made		
<b>IV. Student Profile &amp; Support</b>	No. of students involved in extra curricular activities		
	No. of industrial tour/study /visits/exhibitions/Internship/Training (Average per batch)		
	Record of students who joined Higher Education/placed/entrepreneurs/joined civil services		
	Use of e-resources in class & outside class		
	No. of activities College /Department do for improvement in teaching – learning quality enhancement? List.		
	MoU signed.		
<b>V. Activities of the College/Department</b>	No. of active collaborations and activities undertaken (details to be annexed)		
	No. of consultancy projects and revenue generated		
	No. of press mentions of the activities (press clippings in records)		
	No. of Guest Lectures organized i. Industry ii. Sr. Academicians		
	No. of conferences /Seminars/Continuing Education Program conducted		
	No. of Extension Activities (Details to be annexed)		
	Interaction with Industry/Research Centres/ Universities		
	Newsletters/Magazines published		
	Placement: i. No. of companies visited during last year ii. No. of companies revisited from		

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	last year		
	iii. % of students placed (No. of students out of actual number of passing out students x 100)		
	iv. Average and highest salary package		
VI. Scholarships	No. of students received scholarships from government bodies		
	No. of students received scholarships from non- government bodies		

**\*SWOT/C Analysis of the College/Department:**

1. Strengths:

2. Weakness:

3. Opportunities:

4. Threats/Challenges:

**\*Best Practices and Innovations of the College/Department**

**\*Future Plans of the College/Department**

**\*Overall Observations & Recommendations**

**\*KRA:** "Key Result Areas" or KRAs, also called "Key Performance Areas" (KPA) refer to general areas of outcomes or outputs for which a role, or a combination of roles, is responsible. These are the areas within the organisation where an individual or group, is logically responsible / accountable for the results.

**\*\*PMS: Performance Management systems** or PMS enables you to track and monitor the performance of individual employees, departments, and the organization overall. These systems are often based on organizational and job specific competencies which need to be obtained for successful job performance.

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