

ANNEXURE - I

Minutes of the 5th IQAC Meeting of

DR. B. C. ROY COLLEGE OF PHARMACY & AHS, DURGAPUR

Held on 13-12-2024 at the BR of BCRCP

Members Present:

1. Prof. Samir Kumar Samanta, Chairman, IQAC
2. Prof. Shyamsree SS Manna
3. Prof. Santanu Chakraborty
4. Dr. Souvik Basak
5. Mr. Shobhan Bose
6. Dr. Ujjwal Sahoo
7. Dr. Amit Kumar Halder
8. Dr. Falguni Patra
9. Mrs. Rituparna Chaki Ghosh
10. Mr. Sagar Sengupta
11. Mr. Prasun Moitra
12. Dr. Partha Pal
13. Mr. Anik Mukhopadhyay
14. Prof. Saikat Maitra
15. Mr. Ramesh Lall
16. Mr. Subhendu Sinha Chowdhury
17. Mr. Sudip Choudhury
18. Prof. Subhabrata Ray, Coordinator, IQAC

Members Absent:

1. Dr. Sumanta Kumar Ghosh


The Chairman greeted the Hon'ble Members and asked the Coordinator to introduce the new members as well as the existing members to the house. The Coordinator introduced Prof. Saikat Maitra, Mr. Sudip Choudhury and Mr. Anik Mukhopadhyay to the house along with introduction of the existing members.


Agendum 1: The minutes of the 4th IQAC meeting was placed for confirmation.

Resolution: The members unanimously confirmed the minutes.

Agendum 2: The Action Taken Report (ATR) of the 4th IQAC meeting was placed by the Coordinator. The action taken against the suggestions put forward by the Hon'ble members were as follows:

Item No.	Suggestions in 4 th IQAC meeting	Action Taken
2 (a)	Mr. Lall pointed out that Feedback on the FIP should be obtained, which was duly noted.	An FIP and SIP was conducted from 16-02-2024 to 23-02-2024 at the APC Roy Seminar Hall of the College. Feedback of the participants of the FIP & SIP was tabled in Annexure I(a).



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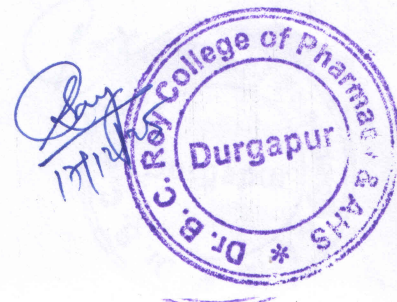

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Item No.	Suggestions in 4 th IQAC meeting	Action Taken
3	Pending Result Analysis	The result analysis for AY 2022-23, that was pending due to delay in publication of review results by the University. The pending results of AY2022-23 as well as the recently completed AY2023-24 was tabled under Agendum 8(a) .
4	Ms. Disha Das, Student representative opined that the college might consider further improvement of the Instrumental facilities.	The Principal already reported in the earlier meeting that procurement of new instrument and equipment were in process. The items procured during the last and the current financial year (so far) was tabled under Annexure – I(b) .
4	Mr. Bappaditya Chatterjee, Parent representative, raised the question of resuming the Industrial tour, on which Prof. Samanta informed that the necessary planning for this year's industrial tour is underway.	(a) The D. Pharm students were taken to a daylong Industrial Tour of Gluconate Health Ltd., Kolkata as part of their curricular requirement. (b) For UG Pharmacy, an Industrial Tour in Sikkim industrial belt was scheduled in Dec 2023. However, partially due to the irregular and hectic University schedule of CAs, lack of sufficient holidays between the semesters and waning student interests in the matter, the plan could not be materialized. The College authorities will visit the Sikkim in January 2025 to strengthen the Industry-Institution tie-ups for further improving employment, training and tour potentials.
4	<ul style="list-style-type: none"> In this context, Mr. Lall and Mr. Sinha Chowdhury emphasized the need for grooming regarding what the students want to do in their career path. Mr. Sinha Chowdhury, then suggested that B. Pharm students should be primarily motivated for industrial jobs. 	A revamped grooming protocol has been planned and is in the process of implementation that involves utilization of resource persons from industry, in house faculty and TPO for skill enhancement and industry orientation of the students. The detailed protocol was discussed under Agendum 6(d) .

Discussion: Some more suggestions were put forward by the Hon'ble members.

- Taking the cue from the "Mentoring module" of the FIP feedback, Mr. Subhendu Sinha Chowdhury suggested that external Industry Experts might be hired from UG first year onwards, who would mentor and hand-hold the students from first to final years. He opined that if monthly interactions of the Industry Expert with the students are arranged, it will help in bridging the gap between academia and industry. He further indicated that this will not be stressing the institute budget as approx. Rs. 5-6k per month will be needed to implement the hiring.
- Mr. Lall queried whether in the grooming process, Career Counseling is done or not. Mr. Shobhan Bose informed that Industry personnel as well as in-house faculty are employed for the Counseling process. The Coordinator informed the members that the revamped grooming process have been placed under Agendum 6(a) for discussion.
- Prof. Saikat Maitra informed the members that UGC has already notified the hiring of Professor of Practice (10% of the sanctioned faculty posts) to address the Industry – Academia gap existing in higher education in India in line with NEP 2020. The Principal informed that PCI does not


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have any such provisions for Professor of Practice and hence have to hire over and above the current faculty strength required to fulfill PCI norms. Prof. Maitra opined that this practice of hiring Professor of Practice might help in acquiring higher grades in NAAC and NBA. Further, he informed that industry personnel may be helpful to inculcate the culture of entrepreneurship in the students. The Principal informed that the college is regularly arranging seminars and interaction programs wherein industry personnel are invited.

- (d) Dr. Partha Pal suggested that Visiting Professors from multiple specializations may be selected from Industry to address the said gap in different segments of employment.
- (e) Regarding the Industrial Tour, Mr. Subhendu Sinha Chowdhury suggested that UG students may be taken to USFDA and WHO-GMP approved plants in WB, such as Fresenius Kabi, Kalyani and Albert David, Kolkata, for one-day tours for giving them a first-hand experience of the inner workings of the industry. Prof. Maitra suggested the Principal that the college should take help from Mr. Sinha Chowdhury for arranging such industrial tours in future. All members supported his suggestion and urged this action to be taken in future.

Resolution: All members expressed their satisfaction and accepted the ATR against suggestions of the 4th IQAC meeting. Based on further discussion it was resolved to keep a separate annual budget of Rs. 50,000/- as remuneration for industry expert / Visiting Faculty from the next financial year.

Agendum 3: The Annual Academic Audit (AAA; AY 2023-24) was placed and discussed in the meeting.

Resolution: The members expressed their satisfaction and unanimously accepted the report.

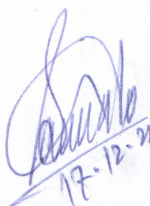
Agendum 4: The Coordinator tabled the New Proposed binary format of the AAA for discussion among members. On query by the Principal, Dr. Falguni Patra, explained the format and indicated the need of the binary format for the ensuing transition of the Accreditation system from Revised Accreditation Framework (RAF) to Binary Accreditation Framework (BAF).

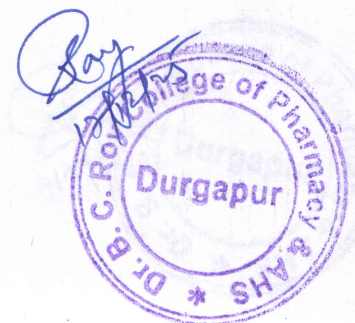
Prof. Saikat Maitra suggested that to make the Audit process more useful, the Institute may consider converting some parameters from binary (yes/no format) to scale format so that the granularity in the responses could be more productive in identifying the gaps, if any, in the academic and administrative process. It was further discussed among members to revamp the Administrative Audit process and format, to which all expressed their desire for Prof. Saikat Maitra to further guide the Institute in framing a revamped Administrative Audit Framework.

Resolution: After thorough discussion, all members unanimously accepted the Proposed AAA format provisionally with the scope of converting some parameters from binary to a scale system.

Agendum 5: The coordinator placed the progress of submission of 2nd AQAR to the house. Prof. Saikat Maitra pointed out that Criteria 6 was lagging behind a bit in progress and requested the Principal to accelerate the same.

Resolution: All members expressed their satisfaction.


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Agendum 6: The Coordinator apprised the members regarding the various Quality Initiatives taken up through the IQAC and various committees of the College.

- (a) The Coordinator placed the outcomes of the two add-on courses conducted by the college in AY 2023-24 (on Biostatistics & DoE and Python & AI/ML) to which the members expressed satisfaction.

Mr. Sinha Chowdhury suggested that the Python – AI/ML course should be continued to UG III and IV for better job prospects.

Prof. Saikat Maitra suggested that the Python & AI/ML add-on course may be split up into two separate courses – one on Python alone and another on Applications of Python (including AI/ML) and provided to UG III & IV students. He also stressed the need of learning Python for all – both students and Faculty to cope with the ever changing need of the industry and education. He further suggested that the College should contemplate conducting FDPs on Python, AI/ML, Generative AI, Big Data and Data Analytics for up-skilling the Faculty, who would then be able to percolate the same to the student community.

Mr. Anik Mukhopadhyay, the student representative, opined that now-a-days basic idea on AI/ML is needed for those working on projects involving drug design software.

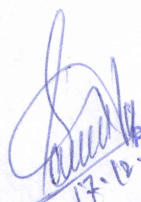
Prof. Shyamshree SS Manna pointed out that under the E-Cell of the College, another Add-on Course on Entrepreneurship is being conducted for UG II students in association with Wadhani Foundation (a part of NEN). Prof. Saikat Maitra opined that utilizing the expertise available with Dr. Partha Pal and Dr. Satyajit Bose, both of whom are associated with the College, the E-Cell should consider arranging programs on Entrepreneurship and apprise the students about successful Case Studies on Start-Ups and businesses.

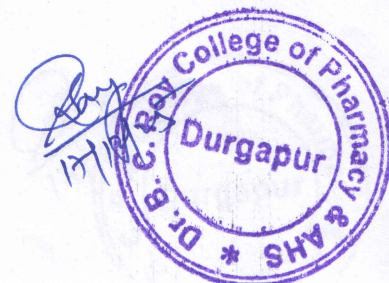
Dr. Partha Pal and Mr. Subhendu Sinha Chowdhury suggested interlinking the efforts of BCRCP with BCREC for introducing effective AI/ML courses.

Three proposed add-on courses on English Communication, Life Skills and Soft Skills was tabled to which Prof. Maitra opined that these may be clubbed together and a new combined course may be contemplated. Mr. Sinha Chowdhury suggested courses on topics such as Cosmetics, Applications of Biomedical Devices, may be introduced keeping in view the industry needs. Principal informed that a course on Pharmacovigilance is under contemplation.

- (b) The members expressed their satisfaction on the Seminars/Workshops/Conferences organized by the college; however, Prof. Maitra opined that FDP number should be increased.
- (c) The members further expressed their highest level of satisfaction to the no. of Publications and Patents emanating from the College.
- (d) The Coordinator apprised the members regarding the revamped grooming protocol adopted by the College from AY2023-24, to which they expressed their satisfaction. However, they stressed on including Industry personnel in the grooming process as discussed under Agendum 2. Prof. Maitra suggested that the College may take help from Mr. Ramesh Lall and Dr. Partha Pal for testing the Corporate Readiness of the students of final year during their grooming process, to which all members unanimously agreed. He further suggested setting up of an Industrial Advisory / Mentor Board to strengthen the grooming process. He remarked that “*network is your net-worth*”.

Resolution: The members expressed their satisfaction to the college initiatives for quality improvement and urged the suggestions to be implemented in a phased manner.


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Agendum 7: The Strategic Plan for the AY 2024-25 was discussed.


- (a) The Coordinator informed the members that a Revised Research Policy has been under active consideration of the BOG of the College, and will be adopted once accepted. On explanation of the salient points of the revised research policy, the members expressed their satisfaction.; Mr. Sinha Chowdhury stressed the need of Faculty taking up Consultancy work, to which the Principal informed that to encourage consultancy work, the revised research policy has made adequate provisions for resource sharing between faculty and the college. Prof. Maitra suggested that the proposed Industrial Advisory Board will be beneficial in creating a network of individuals who will help in not only ensuring placement and training in future but also to bring consultancy work to the college. All members lauded the idea.

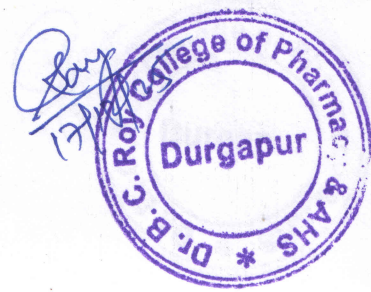
Resolution: An Industrial Advisory Board would be constituted.

- (b) The Coordinator informed the members that a Scholastic Proficiency Test and a Bridge Course has been designed to test the knowledge gap between the +2 level and the PCI curriculum and the Bridge Course would be implemented to reduce the gap identified through the test. Prof. Maitra pointed out that the terminology "Scholastic Proficiency Test" is very broad and the appropriate terminology may be "Knowledge Gap Identification Test (KGIT)" and it was resolved that henceforth, the Scholastic Proficiency Test will be called "Knowledge Gap Identification Test (KGIT)" for the new B. Pharm Entrants. The members were apprised by the Principal that already the syllabi (comprising of Physics, Chemistry, Mathematics and Biology) has been framed. Prof. Maitra and other Members expressed satisfaction, but opined that Computer Application may also be added to the KGIT / Bridge Course Curriculum. In this direction, Prof. Maitra, suggested uploading of Study Materials / Video by Faculty in the College Portal for utilization by the students.

Resolution: Resolved that the Scholastic Proficiency Test would be henceforth renamed as "Knowledge Gap Identification Test (KGIT)" and Computer Application would be a compulsory addition to the existing subjects in the test.

- (c) The plans for resource mobilization were discussed.
- i) The Principal informed the members that the College is under preparation for applying to UGC for Autonomy. The members supported the initiative unanimously.
 - ii) The Coordinator informed that the college has planned to monetize the instrumental infrastructure by offering testing facility to outside parties. The FTIR has been already offered for such facility.
Prof. Maitra advised to upload the facilities under offer and the corresponding Rate Chart for individual testing facility, and also to prepare Literature/Pamphlets for spreading awareness of the facilities being offered.
 - iii) Computer facilities may be utilized for Evening Courses for external students on Computers and AI.
 - iv) The Coordinator informed that once the revised research policy is adopted, Consultancy work by faculties will be encouraged through revenue sharing, on which Prof. Maitra advised to identify the areas of consultancy and Mr. Sinha Chowdhury suggested uploading these areas and services to be offered for consultancy in the website. In this context, Prof. Maitra suggested that Faculty Capacity Building measures should be taken to strengthen the potential for consultancy.


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- v) The Principal informed the members that under the revised research policy, revenue generation may be done through overhead fees for external students opting for PhD under faculty of the college.
- vi) In the context of revenue generation through project funding from govt and non-govt funding agencies, Prof. Maitra suggested applying for Project Grants from ANRF (Anusandhan National Research Foundation).

Resolution: Resolved that once the Revised Research Policy is implemented through the BOG, new avenues for revenue generation would be taken up.

Agendum 8: The Coordinator placed the Result Analysis for AY2022-23 & 2023-24 to which the members expressed their satisfaction. Similarly, the members expressed their satisfaction to the Training & Placement scenario as well Student Satisfaction Survey.

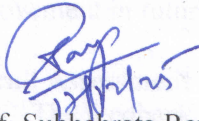
Resolution: Members expressed their satisfaction.

Agendum 9: With the permission of the Chair the following agenda were raised-

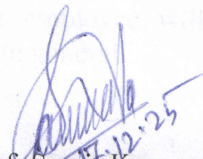
- (a) Mr. Anik Mukhopadhyay, the student representative, raised the question whether the college can opt for Foreign exchange program in Pharmacy. The Chief Advisor to Dr. B. C. Roy Society, Prof. Saikat Maitra, informed that the Society has a Foreign Exchange program with Anglia Ruskin University, UK.
- (b) Dr. Partha Pal approached the Principal for collaboration regarding JCI (Joint Commission International) accreditation of Hospitals for which his organization, The Mission Hospital (TMH), Durgapur has started work. In this context, he mentioned the importance of Pharmacists in clinical roles. He further indicated that the student Pharmacists will be immensely benefitted by getting involved in around 23 different topics that TMH has identified where part-time engagement of students will help them get practical clinical exposure leading to better job opportunity. He handed over a document file to the Principal to further interact in this regard with a composite plan of collaboration. All members expressed their support and opined that such opportunity will be highly beneficial for the Pharmacy graduates.

Resolution: Resolved that the College will collaborate with The Mission Hospital regarding JCI accreditation through involvement of its students.

The meeting ended with thanks to the Chair.



(Prof. Subhabrata Ray)
Coordinator, IQAC



(Prof. Samir Kumar Samanta)
Chairman, IQAC Samir Kumar Samanta
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Annexure – I(a)

Comprehensive Report on Faculty and Staff Induction Program
(16-02-2024 to 23-02-2024)

Introduction

The Faculty Induction Program (FIP) and Staff Induction Program (SIP) are critical components of our college's on boarding process. Therefore, the 7 day long FIP / SIP was conducted from 16-02-2024 to 23-02-2024 for the new faculty and staff. A total of 21 Faculty and 7 Staff members attended the FIP and SIP. There were 8 Modules which were finalized in the last IQAC meeting. One extra module on Examination System was introduced with the objective of acclimatizing the faculty and staff with the examination system of the college. The detailed program schedule followed is given at the end of this report.

At the end of the programs, feedback was collected on each module from all participants. This comprehensive report crystallizes valuable feedback from both faculty and staff regarding various program modules. We analyzed their comments and suggestions to enhance the effectiveness of future induction programs.


Program Modules Evaluation

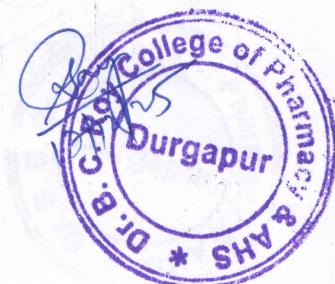
Sl. No.	MODULE	% satisfaction	
		FIP	SIP
1.	College Rules & Regulations, Code of Conduct and Quality Policy	97.89	94.29
2.	Teaching – Learning System including ICT ·Organizational Hierarchy College Infrastructure & Lab Facilities	95.79	88.57
3.	NAAC, NBA - documentation, Online Content, Course Files / FDP & Up-gradation Programs	98.95	88.57
4.	NIRF efforts & Documentation	94.74	85.71
5.	Training & Placement Support Industry – Institution Partnership (MoU, Collaborations, Consultancy)	94.74	91.43
6.	Mentoring System	96.84	91.43
7.	Examination System	97.89	94.29
8.	BCRCP Research Policy	95.79	94.29
9.	Add-On Courses	95.79	91.43
	Overall Average (including Inaugural Session)	96.49	91.11

Overall satisfaction level for both FIP and SIP was higher than 90% implying successful conduction of the program. However, the constructive feedbacks received from the employee will be considered for improvement in future programs in particular and the college protocols in general.

Overall Assessment

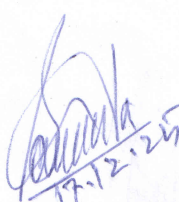
- The feedback highlights both successful modules and areas for improvement.
- We appreciate the active participation of all faculty and staff members.
- Let's continue enhancing our induction programs based on this valuable input!
- It was felt that some additional modules such as Administrative Workflows might be useful addition in future FIP/SIP.

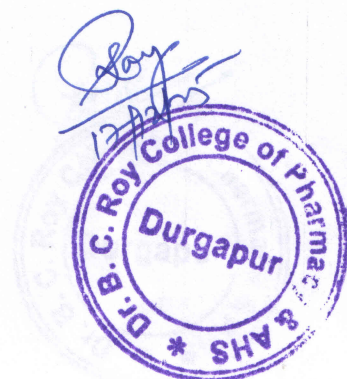

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SCHEDULE OF FIP/SIP (16-02-2024 to 23-02-2024)

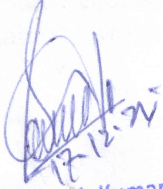
Date	Resource Person	Module (Timing: 2:00 – 5:00 pm)
16-02-2024		<ul style="list-style-type: none"> Inauguration Program
17-02-2024	Mr. Sagar Sengupta, Registrar & Associate Professor, BCRCP	<ul style="list-style-type: none"> College Rules & Regulations, Code of Conduct Quality Policy
19-02-2024	Prof. Samir K Samanta, Principal, BCRCP	<ul style="list-style-type: none"> Teaching – Learning System including ICT Organizational Hierarchy College Infrastructure & Lab Facilities
20-02-2024	Prof. Subhabrata Ray, PIC, BCRCP	<ul style="list-style-type: none"> NAAC, NBA - documentation, Online Content, Course Files FDP & Up-gradation Programs
21-02-2024	Mr. Sagar Sengupta, Registrar & Associate Professor, BCRCP	<ul style="list-style-type: none"> NIRF efforts & Documentation Statutory Requirements – PCI, IAEC, ICC, Anti-ragging, Anti-Discriminatory Cells, etc.
	Dr. Manabendra Dhua, Training Officer & Assistant Professor, BCRCP	<ul style="list-style-type: none"> Training & Placement Support Industry – Institution Partnership (MoU, Collaborations, Consultancy)
22-02-2024	Dr. Abhik Si, Chief Mentor & Associate Professor, BCRCP	<ul style="list-style-type: none"> Mentoring System
	Mr. Shobhan Bose Examination-In-Charge & Asst. Professor, BCRCP	<ul style="list-style-type: none"> Examination system
23-02-2024	Prof. Subhabrata Ray, PIC, BCRCP	<ul style="list-style-type: none"> Research Policy & Incentives, Anti-plagiarism Policy
	Dr. Souvik Basak, Asso. Prof. & DIC, Pharm. Chem., BCRCP	<ul style="list-style-type: none"> Add-On Courses
		<ul style="list-style-type: none"> Feedback Valedictory Program


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Annexure – I(b)

FY	No. of Items Purchased	Amount (₹)
2023-24	33	4,02,212.40
2024-25 (till date)	25	7,08,671.50


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