

DRAFT MINUTES OF DAC OF
GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY
HELD ON 13th JANUARY 2016

Introductory Session

Name of the Institute with complete mailing Address	GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE & TECHNOLOGY, 157/F, Nilgunj Road, Sodepur, Kolkata - 700114
Name of the Convener	Dr. Sumana Chatterjee.
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AGENDA 1

To confirm and approve the minutes of the last Academic Committee (AC) meeting.

The AC considered the minutes of the last meeting held on 4th Nov 2015 a copy of which was circulated to the members. No comments were received in writing.

Resolution: The draft minutes of the meeting held on 4th Nov 2015 was confirmed.

AGENDA 2

To note and ratify action/ follow up pursuant to proceeding (ATR) of the last meeting.

Agenda/ Resolution taken/ action taken report.

Convener presented in detail the action taken report.

Resolution: Action taken report of the last meeting was discussed in detail by the members present and was approved.

AGENDA 3

Discussion on job distribution of each faculty for NAAC visit according to the program schedule of the visit

Resolution: NAAC visit schedule was read in front of the members. Accordingly job distribution for those three days were discussed and finalized with the following points:

- i. All the theory and practical classes will be conducted for those three days with normal schedule only the classes of the coordinator may be rearranged with some other faculty members.
- ii. During the lab visit, corresponding faculty members should be present in the lab.
- iii. Alumni, Guardians and selected students will also be informed about the schedule of the NAAC visit so that they can be present in time.

AGENDA 4

Miscellaneous

Discussion of practical manuals for upcoming semester.

Resolution: Regarding the practical manuals for upcoming even semester, 2016, the house suggested to check whether lab safety measurements, PO, PEO, theory behind the experiments & details of instruments involved are included properly or not. AC also suggested that the faculty members may review the pretest or critical thinking questions and may continue with the same with slight modifications wherever possible and necessary. Doing so, the faculty members were asked to distribute the manual to the students immediately before the start of the practical labs.

The meeting ended with vote of thanks to the chair.

Dr. S.Chatterjee
Convener
Academic Committee