

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of 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, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

GURU NANAK INSTITUTE OF
PHARMACEUTICAL SCIENCE
AND TECHNOLOGY

1.2 Address Line 1

157/F Nilgunj Road

Address Line 2

Panihati, Sodepore

City/Town

Kolkata – 700 114

State

West Bengal

Pin Code

700 114

Institution e-mail address

info.gnipst@jisgroup.org

Contact Nos.

033-25231247

Name of the Head of the Institution:

Dr. Abhijit Sengupta

Tel. No. with STD Code:

033-25231247

Mobile:

9433035582

Name of the IQAC Co-ordinator:

Dr. Lopamudra Datta

Mobile:

9830083549

IQAC e-mail address:

info.gnipst@jisgroup.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN23260

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

F.19.26/EC(SC-13)/DO/2016/22.1 dated
17th March, 2016

1.5 Website address:

www.gnipst-pc.ac.in

Web-link of the AQAR:

http://gnipst-pc.ac.in/aqar.php

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.70	2016	05 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

31/07/2014

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ N.A. _____ (DD/MM/YYYY)4
 ii. AQAR _____ N.A. _____ (DD/MM/YYYY)
 iii. AQAR _____ N.A. _____ (DD/MM/YYYY)
 iv. AQAR _____ N.A. _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

PHARMACY

1.12 Name of the Affiliating University (for the Colleges)

Maulana Abul Kalam Azad University Of Technology (MAKAUT) . Formerly known as West Bengal University of Technology

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities {Please refer to Annexure 1}

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

{Please refer to Annexure 2}

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

{Please refer to Annexure 3A, 3B and 3C}

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

{Please refer to Annexure 4 and 5}

(ii) Themes

1. INTERNATIONAL CONFERENCE ON “GLOBAL ADVANCEMENT ON PHARMACEUTICAL RESEARCH AND START UP “ held on 22nd October, 2016.
2. STATE LEVEL CONFERENCE ON “ SCIENCE AWARENESS LECTURE PROGRAM” held on 30th August, 2016.

2.14 Significant Activities and contributions made by IQAC

IQAC evolve mechanisms and procedures to improve the academic and administrative performance of the institution by:

- Preparing Annual Quality Assurance Report
- Preparing Quality Benchmark
- Following up various programs with impact and outcome
- Ensuring Quality in syllabus reforms and examination process by following up through BOS.
- Disseminating information on various quality parameters of outcome based education.
- Introducing innovative methods of teaching, learning and evaluation
- Following up Value addition Centres and programs
- Ensure standardization by regular global events (Viz. International Seminar in 2016 and State level seminar in 2016)
- Invoked inter-departmental audit.

Enhance the quality of the existing programmes provided by the college such as:

- Introduced Speaker’s Corner, a platform for idea sharing for students and faculty members.
- The entrepreneurship development cell of the institute is constantly motivating the students to innovate and move towards forming startups.
- The revisional remedial classes are open to all interested students particularly the weaker students..
- Strengthened the existing mentorship programme.

- Training and placement cell provides training on Communication, Aptitude and Technical skill development to the students.
- Procurement indentations are completely online.
- The faculty members have their own institutional email ids.
- Promoting various Sports & Cultural activities through Student Life Centre activities.

For Institutional management capacity enhancement

- Governance development Plan in place
- Governance self review is done periodically

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

ACTION TAKEN REPORT OF 2016-17

Criterion	Plan of Action	Achievements
Infrastructure	Construction of new Seminar Hall	A new seminar hall with a seating capacity of 250, fitted with an LCD projector, ACs has been inaugurated.
Infrastructure	Installation of lift	Lift has been installed.
Infrastructure	Up gradation of the computer Lab	New machines of higher configuration has been installed in the computer lab.
Research	Encouraging the teachers towards applying for research projects.	<ul style="list-style-type: none"> • The faculty members have applied for AICTE RPS and DST swarnajayanti schemes. • Dr. Swati Chakraborty received a research grant from _____
Research	Encouragement of the faculty members to attend national and international seminars.	The faculty members of the institution have attended a number of national and international conference.
Teaching and Learning	Improvement of class room facilities	The class rooms are being converted into smart class rooms. Indent for LCD projectors have been placed.
Teaching and Learning	To organise an international conference	An international conference titled “Global advancement in pharmaceutical research and stratups” was organized by the institute.
Teaching and Learning	Introduction of value added courses	Introduction of a certificate course on “Pharmaceutical Instrumental Analysis” in collaboration with Clinical Research Centre, Jadavpur University

Teaching and Learning	To organize a workshop for 10+2 students	An workshop was organized by the institute to inform 10+2 students about prospect of pharmacy as a career.
Teaching and Learning	Finishing School	The final year and pre final year students of the institute attended a finishing school training program, that enables them to know about the current status in industry, academia and research institutions.
Governance	To convert the campus to an eco friendly campus	The institute has a plastic free and smoke free campus. Plantation drives are carried out throughout the year.
Governance	Departmental meetings to be conducted at regular intervals.	The DAC, AC, BOS meetings are conducted regularly in the stipulated time intervals.
Governance	Conducting Academic audit.	Academic audit is conducted at the end of each semester.

Please refer to the Academic Calendar of the institute as **Annexure 6.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Internal academic audit and other documents were placed in front of the IQAC. The representatives of IQAC have discussed with the other members of BOG about AQAR in BOG meetings. The action taken report reflects the same as is provided in **Annexure 7**.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03		03	
UG	01		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01	01	01
Others				
Total	04	01	04	01

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☒ Manual ☐ Co-operating schools (for PEI) ☐

* Annexure 7.a. : Sample Feedback Form

* Annexure 7.b. : Analysis of Feedback from stakeholders.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The institute is under the aegis of Maulana Abul Kalam Azad University of Technology (MAKAUT), formerly known as West Bengal University of Technology. The revision/ update of the syllabus is completely under the purview of the university. However based on the feedback obtained from the employers, alumni and industries, newer relevant topics are incorporated as beyond the syllabus topics after approval of institutional BOS.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	31	3	6	

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	43	02	43
Presented papers		02	
Resource Persons	01		01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching Learning Process and co-curricular Activities

- ✓ Online Tests are held on a regular basis.
- ✓ NPTEL Centre has been established.
- ✓ The Spoken tutorials are launched and coordinated by IIT Bombay.

Skill Development and Communication Initiative

- ✓ National digital library membership has been taken by the institute and its students and faculty members.
- ✓ Value addition Centers has been established to boost both the domain knowledge, skills and encouraging innovation.

Research and Innovation

- ✓ The faculty members have applied for research projects from Regulatory Bodies (like AICTE-RPS, UGC minor project, DST Swarnajayanti Scheme)
- ✓ Seven workable patents were filed and expected to be commercialized after patents are granted
- ✓ A value added certificate program titled “Pharmaceutical Instrumental Analysis” is to be introduced from this year..

2.7 Total No. of actual teaching days

during this academic year

184

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Online multiple choice
questions

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

NA

2.10 Average percentage of attendance of students

91

2.11 Course/Programme wise distribution of pass percentage : 2016-17

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Pharm.	120	NA	85%	15%		
M.Pharm. (Pharmaceutical Chemistry)	01	NA	100%	---	---	100%
M.Pharm. (Pharmacology)	13	NA	100%	---	---	100%
M.Pharm. (Pharmaceutics)	03	NA	100%	---	---	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- ✓ Course-coverage is monitored by the HODs and is reported back to the Principal. Wherever, a deviation is observed, the HOD seeks clarification from the faculty member concerned.
- ✓ Revisional remedial class is arranged for interested students specially the weaker students. The evaluation procedure for both theory and lab exams are kept transparent. The teacher issues answer scripts of the periodical tests to students and internal lab examinations with his / her comments. Discrepancies reported by any student are verified and necessary action is taken before the marks statement is finalized. When a student feels dissatisfied with marks allotted, he / she may seek the intervention of the HOD. If the problem still remains unaddressed, then the student may bring it to the attention of the principal.
- ✓ The mentoring programme and Continuous evaluation system continuously with regular academic process.
- ✓ First year students are given Hand Book containing:
Academic Calendar, Class & Examination Schedules, Syllabus etc

The following information is given at the college website and Notice Boards,

1. Statement of Vision and Mission
2. Rules and regulations
3. Anti Ragging Declarations and college facilities against ragging

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	41
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	6
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	30
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	0	04	-
Technical Staff	12	0	01	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Enhancement of R&D and institutional consultancy activities:

Number of research projects by the faculty individually, jointly and collaboratively. Expected outcome of such projects

- ✓ Submission of maximum no. of projects to the funding authorities throughout the year with a projected plan along with budget.
- ✓ Signing of MOUs with reputed Industry and academia and emphasis to be given on solving industry related problems.
- ✓ Mini-projects/Innovative experiments need to be introduced at each of UG level practical course with an objective to nurture the innovative mindset of the students and produce future generation researchers. Critical thinking questions and pretest questions are added in practical manuals to nurture scientific mindset in students.
- ✓ Interdisciplinary post graduate projects will be encouraged.
- ✓ Annual R&D bulletins are published to highlight achievements in various sectors of research and development .

Research papers publication

- ✓ Motivating the faculty members to publish their research work in good impact factor journals.
- ✓ Involving PG students in the process of publication.
- ✓

Organization of in house seminar conferences

- ✓ 1 international and a state level seminar has been organized by the institute in 2016-17..
- ✓ The R&D committee has taken initiatives to organize at least one International Conference per annum.

Patenting of R&D work

- ✓ The institution has applied for seven patents in the academic year 2016-17.
- ✓ More patent proposals are to be filed in this session based on the research findings.
- ✓ R&D cell may organize one workshop on issues related to patenting; which will highlight the entire process of patenting, R&D achievements and related rules.

State of the art Computer aided drug designing software

- ✓ Procurement of more quality R&D centric software packages to modernize the computer aided drug design lab.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	-	02
Outlay in Rs. Lakhs	14.25	18.98 +1.6 = 20.58		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	36			
Outlay in Rs. Lakhs	5.40			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<p>1. Moumita Chowdhury, Abhijit Sengupta, Lopamudra Datta, Sumana Chatterjee. Role of mucilage as pharmaceutical additives and cytoprotective agent; Journal of Innovations in Pharmaceutical and Biological Sciences 2017, Vol 4 (2): 46-52</p> <p>2. Debabrata Ghosh Dastidar, Suvam Ghosh, Sumana Chatterjee. Application of D-optimal mixture design for optimization of production parameters of fast and complete release dexamethasone amorphous solid dispersion tablet 2017, Vol4(1): 07-11</p> <p>3. Swati Chakraborty, Subhayan Dutta, Review on Genetic Regulation, Reduction and resistance mechanism of chromium. <i>International Journal of Multi Disciplinary Research Review</i>, ISSN NO:2395-1877 , 82-87</p> <p>4. Swati Chakraborty, Subhasree Das, The role of Osmotine protein tolerance to biotic and a biotic stress in plants, <i>International Journal of Bioinformatics and Biological Sciences</i>, 2016 Vol 4(1)</p> <p>5. Swati Chakraborty, Khaleda Firdous, A review : Naturally available sources of Chitosan and analysis of Chitosan derivatives for its antimicrobial activity. <i>International Journal of recent scientific research</i>, ISSN NO:09763031K-7356-2016 Vol8(3)</p>		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	<p>1. Swati Chakraborty, Susmita Datta, Production of Bacteriocin from Bio-film producing <i>Pseudomonas</i> sp and its application, "Global Advancement in</p>		

	<p>Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>2. Swati Chakraborty, Abhishek Sadhu, Review: Relation of Probiotic bacteria with Tumor Cell Lines, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>3. Jeenatara Begum, Hrishav Roy Chowdhury, ZIKA: The Current Global Concern, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>4. Jeenatara Begum, SoumikDey, Phytochemical Profiling of leaves of <i>Brassica botrytis</i>: A review, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>5. Jeenatara Begum, Tamalika Chakraborty, Abhijit Sengupta, Review on recent advancement of current technologies for decolorisation of textile waste water: Perspective for Environmental Biotechnology, “2nd Conference on “World Earth Day”” 22.04.17-24.04.17, JADAVPUR UNIVERSITY.</p> <p>6. Sumana Roy, Sampita Pal, Rudradip Das, Phyto-chemical estimation of <i>Achyranthes aspera</i> for anti-bacterial and anti-fungal activity, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>7. Sumana Roy, Rudradip Das, Sampita Pal Phyto-chemical analysis of flower extract of <i>Ocimum sanctum</i> and</p>		
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	<p>assessment of anti-microbial activity. “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>8. Priyanka Ray, Durjoy Ghosh, Diptarco Singha, Dipankar Kamila, A review on the use of tea made of marigold(<i>Tagetes erecta</i>) flower, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>9. Priyanka Ray, Arpita Ghosal, Use of <i>Mangifera indica</i>: A review, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>10. Tamalika Chakraborty, Bhaskar Singha, Improvement of Production and effectiveness of Penicillin from mold <i>Penicillium</i> sp, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>11. Tamalika Chakraborty, Jeenatara Begum, Abhijit Sengupta, Production of Microbial Fuel cell: A promising technology for Bioenergy and Waste water treatment, “2nd Conference on “World Earth Day”” 22.04.17-24.04.17, JADAVPUR UNIVERSITY.</p> <p>12. Dipanjan Mandal, Dipanjan Ghosh, Sourabh Saha, A Review on Current Scenario of Ebola Virus World Wide, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.</p> <p>13. Dipanjan Mandal, Srija Sur, Soumya Guha, Soumadri Chakraborty, Smaranjeet Banik, Antimicrobial study of <i>Barleria strigosa</i>, “Global Advancement in Pharmaceutical</p>		
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	Research and startup” 22.10.16, GNIPST and IPGA.		
	14. Soumya Bhattacharya, Enakshi Ghosh, EvanaPatra, Formulation and Evaluation of polyherbal antimicrobial cream, “Global Advancement in Pharmaceutical Research and startup” 22.10.16, GNIPST and IPGA.		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		WB DST	18.98	
Minor Projects		UGC	1.6	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

Nil

Chapters in Edited Books

Nil

ii) Without ISBN No.

Nil

3.8 No. of University Departments receiving funds from

UGC-SAP

NA

CAS

NA

DST-FIST

NA

DPE

NA

DBT Scheme/funds

NA

3.9 For colleges

Autonomy

Nil

CPE

Nil

DBT Star Scheme

Nil

INSPIRE

Nil

CE

Nil

Any Other (specify)

Nil

3.10 Revenue generated through consultancy

Rs. 2.17 lakhs

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01		01		
Sponsoring agencies	Guru Nanak Educational Trust		National Academy of Sciences India		

3.12 No. of faculty served as experts, chairpersons or resource persons

03

3.13 No. of collaborations

International

02

National

02

Any other

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :

From Funding agency

Nil

From Management of University/College

28.41

Total

28.41

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	07
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

07

06

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ✓ Special emphasis on Club Activities under Student Life Centre to nurture the inquisitiveness and innovative thinking in students.

- ✓ Different clubs viz. Innovative and scientific modelling Club, Eco Club, Literary and painting Club, cultural club, sports club, photography Club are thriving under Student Life Centre .
- ✓ Various Sports and Cultural events conduction and participation by the students are regularly organised.

Institutional Social Responsibility:

- ✓ The social welfare club organizes visit to Old-age homes and orphanages to make the students aware of their social responsibilities.
- ✓ Garment donation programs are organized in slums of the neighbouring areas.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1acre		Guru Nanak Educational Trust	1acre
Class rooms	8(Class rooms) + 10(tutorial rooms)			8(Class rooms) + 10(tutorial rooms)
Laboratories	18			18
Seminar Halls	01			01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01			01
Value of the equipment purchased during the year (Rs. in Lakhs)	4.5			4.5
Others				

4.2 Computerization of administration and library

- Library has arranged for access to e-journals & books through intranet.
- Library Automation: The integrated library management software (LibSys) has been procured. The preparation of database for books, loose issues of journals (retro-conversion) and membership (or users database) using this software has already being completed. The addition of books and other learning materials are being entered regularly in to the system to make the library database comprehensive and up-to-date. The charging and discharging of books to faculty members and students are being done using this system. This state of the art server increases the database security. As a result, it reduces the chance of system failure leading to loss of data.

- Administration is facilitated through software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	9185		1162		10347	
e-Books						
Journals	16		-		16	
e-Journals	29		-		29	
Digital Database	03				03	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	75	01	20 mbps	Yes	Yes	Yes	Yes	-
Added	35	-	-	-	-			
Total	110	01	20mbps	Yes	Yes	Yes	Yes	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- A 5 day workshop was organised by the institute on “UBUNTU-A safer alternative to WINDOWS”
- A one day workshop was organised by Hash Technologies on online attendance and mentorship through ERP.

4.6 Amount spent on maintenance in lakhs :

i) ICT	---
ii) Campus Infrastructure and facilities	25.71
iii) Equipments	2.5
iv) Others	0.9
Total :	29.11

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Students representative increased in IQAC
- ✓ IQAC instrumental in organising different club activities through Students Life Centre which consists of 08 different clubs.
- ✓ Academic audit is performed by IQAC once in each semester to maintain the quality of teaching learning processes.
- ✓ Internal Quality Assurance Cell formulated the appraisal through stakeholders feedback in assessment of student support.

5.2 Efforts made by the institution for tracking the progression

- ✓ Monitoring and evaluation
- ✓ Mentoring
- ✓ Appraisal
- ✓ Feedback
- ✓ Continuous performance evaluation

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
530	70	---	---

(b) No. of students outside the state

32

(c) No. of international students

Nil

No	%
390	65

Men

Women

No	%
210	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
126					126	126					126

Demand ratio

Dropout % nil

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- ✓ Finishing School Training Programme organised for final year students.
- ✓ Online test conducted regularly to make the students acquainted with the GPAT format.
- ✓ Mentors also counsel the students and provide support for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

138

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	GPAT + PGET = 49

5.6 Details of student counselling and career guidance

- ✓ Students counselling are done through mentorship programme
- ✓ Students counselling for Career guidance via Placement Cell
- ✓ Evaluation Tests for all students conducted in order to measure their gradual improvement in the subjects.
- ✓ Weak students identified and remedial classes conducted for improvement and enhancement of knowledge in the Subject concerned.
- ✓ Revision classes conducted for interested students.
- ✓ Honing skills in Analytical Ability, Reasoning & communication skills for final year students for Campus drives of different companies by training and placement cells.

No. of students benefitted

138

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- The NGO Jabala organised a gender sensitization program titled “Female Infanticide –A social Evil”.
- The institute organized a candle light march themed “Safety of the women at the workplace.”

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- 5 initiatives per year :
1. Visit to orphanage
 2. Visit to old age home
 3. Garment distribution to slums
 4. Celebration of Swachh Bharat Abhiyan
 5. Celebration of Youth Day

5.13 Major grievances of students (if any) redressed: _____NA_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution:

To develop responsible citizens who would be professionally equipped to 'think globally and act locally' and become reformers of society to meet the challenges of future.

Mission of the Institution:

To impart high quality pharmaceutical science, technology and management education to the budding professionals and provide the ambience needed for developing requisite skills to make a mark of excellence in Education, Research, Business , Industry and achieve highest personal standards.

6.2 Does the Institution has a management Information System

Yes. The following activity heads are managed through MIS.

- Accounts and financial works
- Store and material indention and requisition
- Staff biometric attendance and leave approval.
- Library and information services through Libsys

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Since the institute is an affiliated college under Maulana Abul Kalam Azad University of Technology (formerly known as WBUT), curriculum is fixed by the University.
- However, based on the feedbacks obtained from the stakeholders, different beyond the syllabus topics are introduced in the courses.

6.3.2 Teaching and Learning

The existing teaching –learning methodologies were improved an the following methods were adapted.

- Problem based learning.
- Assignment
- Workshop
- Web Based instruction courses

6.3.3 Examination and Evaluation

- In each semester two class tests are conducted.
- For calculation of internal sending marks for theoretical subjects, marks from the class tests online tests and seminars are taken into consideration.
- End semester examinations are conducted twice in a year. One in July-Aug and the other in Nov-Dec.
- University forms a list of competent examiners for evaluation.
- Students can also review their copies through proper channel and procedure.

6.3.4 Research and Development

- Staff members are encouraged to apply for UGC major and minor Research Projects, AICTE -RPS, DST etc..
- The faculty members are also motivated to publish research articles in peer- reviewed journals, apply for patent, attend national and international seminars and share their research findings.
- Students are motivated to opt research based projects in the prefinal and final year which helps to inculcate research aptitude among the students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Recommendations for library includes:

- ✓ Completely digitised library management with help of LIBSYS .
- ✓ Enough reading time beyond official hour.
- ✓ Consistent inclusion of quality Books and Journals from time to time.
- ✓ Enrichment of the e-library segment..
- ✓ Availability of lecture videos and web lecture repositories.
- ✓ Grow reading culture of text and reference books.

Recommendation for infrastructure:

- ✓ Procurement and upgradation of equipments at a regular interval.
- ✓ Keeping focus on modernization and removal of obsolescence
- ✓ Incorporation of equipments/ instruments through research projects RPS etc.

6.3.6 Human Resource Management

Recommendations are as follows:

- ✓ Identify people intended towards teaching, training and learning and to set the benchmark for best performance from them.
- ✓ Implementation of a strong Faculty and Staff development Plan so as to train them strongly in domain knowledge and pedagogical aspects.
- ✓ Identifying people have strong research potential and scholarly attitude and encourage them to attract funding agencies and apply research projects
- ✓ Encourage hosting International and National Conference so as to enhance reputation of the institution.
- ✓ Identifying people with leadership skills.
- ✓ Groom them with administrative responsibilities.
- ✓ Find people with strong co-curricular/ extra-curricular skills and encourage them to organize sports/ social cultural events etc.

6.3.7 Faculty and Staff recruitment

The procedure of faculty and staff recruitment is as follows:

1. Applications are invited for the vacant posts through advertisement in the leading news papers.
2. A selection committee, consisting of external members, interviews the candidate and prepares a panel promising for the fill up of the vacant posts.
3. As per the recommendation of the selection committee, the HR personnel offers the appointment letter to the candidates, for their consent to join in the position they have been selected for.
4. A candidate joining in the institute is kept at probation for 2 years.
5. After successful completion of probation period, an appraisal committee reviews and

6.3.8 Industry Interaction / Collaboration

- ✓ The training and placement cell arranged placement drives from Nestle, Glaxo SmithKline, Cognizant Technology Solutions, Dr. Lal's Path Lab, Apollo Pharmacy etc.
- ✓ The second year UG students were taken in an industrial visit to East India Pharmaceuticals, Dey's Medicals etc.
- ✓ Third year UG students go on a one month summer training to different reputed pharma companies.
- ✓ Final Year UG students are sent on an Industrial tour.

6.3.9 Admission of Students

The first year UG students are admitted through WBJEE, CEE-AMPAI and JEE (Mains) according to the criteria stipulated by the different authorities on a year to year basis.

6.4 Welfare schemes for

Teaching	Soft Loans are provided
Non teaching	Soft loans are provided
Students	<ul style="list-style-type: none">✓ Tuition fees are waived for needy students.✓ Scholarship s are provided to PG students.

6.5 Total corpus fund generated

32.32 lakhs

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES		YES	JIS GROUP
Administrative	YES		YES	JIS GROUP

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The institute is under the aegis of Maulana Abul Kalam Azad University of Technology .The examination reforms are proposed by the University. However, online tests and seminars are conducted by the college to augment the knowledge of the students.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The institute will apply for autonomy.

6.11 Activities and support from the Alumni Association

Activities

- 1) AGM (yearly)
- 2) Alumni meet.
- 3) Friendship Football Match (Alumni vs Current Students)
- 4) Exhibition and Seminar by eminent personality
- 5) Frequent meet through different formal meetings Support
- 6) Technical lectures by Alumni regularly.

6.12 Activities and support from the Parent – Teacher Association

- ✓ Parent are the important stakeholders
- ✓ IQAC holds a meeting annually with the parents to know of their feedback on the courses.

6.13 Development programmes for support staff

Staff development programme frequency enhanced under autonomous framework

- ✓ Sr. Admin staffs are sent in different state for skill up-gradation
- ✓ Technical staffs are provided with SDT
- ✓ Management training programmes are arranged for the staff members.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The initiatives taken by the institution to make the campus eco friendly are -

1. To make the college campus greener by planting more saplings.
2. The campus has been declared as a plastic free zone
3. Initiatives have been taken to keep the campus clean.
4. Botanical name of each plant/tree in the campus has been displayed.
5. Two separate wastage bins are maintained for bio degradable (green color bin) materials and non bio degradable (yellow color bin) materials respectively.
6. Adherence to the E-Waste (Management and Handling) Rules, 2011, as laid down by Ministry of Environment and Forests. E- Waste materials are disposed in collaboration with E-Hullad E-Waste Recycling facility.

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The innovations created mainly to uplift standard in quality of education:

- Mandatory Curriculum content analysis, lesson and session Plan for each courses by the teachers
- Practise outcome based teaching methodologies
- Stress on active, interactive and self learning
- Model based and real-world problem based teaching.

Seven patent applications were filed.

Research innovations include more interdisciplinary works attract more PG students to research by encouraging them to attend Conferences

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

ACTION TAKEN REPORT OF 2016-17

Criterion	Plan of Action	Achievements
Infrastructure	New Seminar Hall	A new seminar hall with a seating capacity of 250, fitted with an LCD projector, ACs has been inaugurated.
Infrastructure	Installation of lift	Lift has been installed.
Infrastructure	Up gradation of the computer Lab	New machines of higher configuration has been installed in the computer lab.
Research	Encouraging the teachers towards applying for research projects.	<ul style="list-style-type: none"> The faculty members have applied for AICTE RPS and DST swarnajayanti schemes. Dr. Swati Chakraborty received a research grant from _____
Research	Encouragement of the faculty members to attend national and international seminars.	The faculty members of the institution have attended a number of national and international conference.
Teaching and Learning	Improvement of class room facilities	The class rooms are being converted into smart class rooms. Indent for LCD projectors have been placed.
Teaching and Learning	To organise an international conference	An international conference titled “Global advancement in pharmaceutical research and stratups” was organized by the institute.
Teaching and Learning	Introduction of value added courses	Introduction of a certificate course on “ Pharmaceutical Instrumental Analysis ” in collaboration with Clinical Research Centre, Jadavpur University
Teaching and Learning	To organize a workshop for 10+2 students	An workshop was organized by the institute to inform 10+2 students about prospect of pharmacy as a career.
Teaching and Learning	Finishing School	The final year and pre final year students of the institute attended a finishing school training program, that enables them to know about the current status in industry, academia and research institutions.
Governance	To convert the campus to an eco friendly campus	The institute has a plastic free and smoke free campus. Plantation drives are carried out throughout the year.

Governance	Departmental meetings to be conducted at regular intervals.	The DAC, AC, BOS meetings are conducted regularly in the stipulated time intervals.
Governance	Conducting Academic audit.	Academic audit is conducted at the end of each semester.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Two best practices in the Institution are:

- ✓ Mentorship Programme
- ✓ Continuous performance Evaluation

Annexure 8 : Mentorship programme

Annexure 9: Continuous performance Evaluation

7.4 Contribution to environmental awareness / protection

Following are the contribution:

- ✓ Energy conservation
- ✓ Use of renewable energy
- ✓ Water harvesting
- ✓ Plantation
- ✓ Hazardous waste management
- ✓ e-waste management
- ✓ any other

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis is exclusively conducted and taken into consideration during in each annual Plan. The process started during first accreditation in NAAC .

8. Plans of institution for next year

Criterion	Perspective plan
Infrastructure	Development of green house for medicinal plants in addition to the present medicinal plant garden.
Infrastructure	Increment in the number of smart class rooms.
Infrastructure	Installation of energy saving LED lights.
Infrastructure	Complete digitisation of library with LIBSYS
Teaching And	Improve quality of education through NPTEL or other open source softwares.

Learning	
Teaching And Learning	Encouragement of learner centric environment through ICT.
Teaching And Learning	Enhancement of domain knowledge of the faculty and staffs through quality improvement programmes and staff development programs.
Teaching And Learning	Increasing awareness of the faculty members to concept of pedagogy of learner based teaching- learning processes.
Teaching And Learning	Hosting faculty and staff development programs with NITTR to improve the teaching skills.
Research	Encouraging the students and the faculty members through speaker's corner to increase involvement in research activities.
Research	Encouragement towards hosting international and national conferences and symposiums in the institute.
Research	Encouragement to the faculty members to propose newer research projects keeping in terms with the current socioeconomic requirements and apply for project grants.
Research	Encourage the faculty members to take part in national and international seminars and symposiums and share their research findings.
Research	Encouragement to the faculty members to act as reviewers of journals and to publish in peer-reviewed journals.
Research	Encourage for patent filings and IPR.
Research	Encouragement to the doctorate faculty members to go for Post-doctoral research. A committee to be set up to decide on the merit of the application.
Industry	Communicating with the industry for the newer requirements in the curriculum.
Industry	Inclusion of industry personnel in all decision making bodies.
Industry	Take up projects that are relevant to the industry, review UG and PG projects with their relevance to industries.
Industry	Act aggressively to work on more industry sponsored projects or consultancies.
Industry	Escalation of the training programs and industrial tours.
Governance	Reconstitute IQAC and form planning cell for better governance.
Governance	Strengthen the remedial program for weaker students.
Governance	Monitoring outcome based learning .

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
