



# BENGAL SCHOOL OF TECHNOLOGY

Approved by Pharmacy Council of India, New Delhi

Affiliated to: Maulana Abul Kalam Azad University of Technology (MAKAUT) (Formerly known as West Bengal University of Technology) & West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD)

Accredited by NAAC with "A" Grade, Accredited by NBA for B. Pharm

Sugandha, Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly-712 102, West Bengal

Estd: 2006

Date: 17.01.2025

## **BST Internal Quality Assurance Cell (IQAC):**

Institutional level IQAC of BST is constituted to develop a system for conscious, consistent and catalytic improvement in the overall performance of the Institution aiming towards realization of Goals of Quality Enhancement and sustenance with a backdrop of concept of internalization and institutionalization of quality enhancement initiatives so as to make quality a visible component in all sectors, ensuring an unwavering commitment for adopting quality culture.

### **Composition of IQAC**

Sl. No	Position	Name	Designation	IQAC Status
1.	Head of the Institution	Dr. P. Suresh	Principal	Chairman
2.	Management Representative	Mr. Dilip K. Mondal	CEO SEDCO	Member
3.	IQAC Coordinator	Dr. Paramita Dey	Professor	Coordinator
4.	NAAC SC Coordinator	Dr. Saumya Das	Assoc. Professor	Co-Coordinator
5.	Chief Mentor	Dr. Sudip K. Kar	Assoc. Professor	Member
6.	Faculty	Mr. Biswanath Ghosh	Assoc. Professor	Member
7.	Co-ordinator NAAC Criteria I (CA)	Dr. Dharmajit Pattanayak	Assoc. Professor	Member
8.	Co-ordinator NAAC Criteria II (TLE)	Dr. Atanu Chatterjee	Assoc. Professor	Member
9.	Co-ordinator NAAC Criteria III (RIE)	Mrs. Sangita Banerjee	Asst. Professor	Member
10	Co-ordinator NAAC Criteria IV (ILR)	Dr. Raja Majumder	Asst. Professor	Member
11	Co-ordinator NAAC Criteria V (SSP)	Dr. Sasmita Dash	Asst. Professor	Member
12	Co-ordinator NAAC Criteria VI (GLM)	Dr. Suchandra Goswami	Professor	Member
13	Co-ordinator NAAC Criteria VII (IVBP)	Mrs. Rituparna Das	Asst. Professor	Member
14	Distinguished Educationist	Dr. Debashis Sur	Professr & HOD, Burdwan University	Member
15	Industry Nominee	Dr. Shyamal Kumar Ghosh	General Manager EMCEE Pharmaceuticals	Member
16	Nominee from Local Society	Mr. Sudip Kumar Roy	General Secreatry, Chuchura Sramajivi Swastha Prakalpa	Member
17	Office Administration	Mr. Subinoy Bag	Accountant	Member



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18	Librarian	Mr. Rakesh Shaw	Librarian	Member
19	Alumni	Mr. Shaibal Chandra	Asst. Professor	Member
20	Student Representative	1. Anushmita Ghosh 2. Ms. Srija Das	M Pharm 2 <sup>nd</sup> yr B Pharm 4 <sup>th</sup> yr	Member

## Constitution:

IQAC meets once in a quarter (Four times in a year).

- Quorum of the meeting shall be two-third of the total number of members.
- IQAC coordinator shall convene and conduct the meeting and record the minutes for needful perusal.
- The Agenda, Minutes and ATR (Action Taken Report) are to be documented with official signatures and maintained electronically in a retrievable manner and hard copy format.

## Roles and Responsibilities:

- IQAC evolve mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Initiate measures for the development and application of quality benchmarks and form new normal in the given system.
- Prepare a roadmap with parameters or various academic and administrative activities of the Institution
- Facilitating the creation of a Learner Centric Environment
- Obtaining feedback from all stakeholders on quality related Institutional activities and analyzing the same for necessary quality improvement wherever needed
- Dissemination of information on various quality parameters to all stakeholders
- Organize workshops, seminars, FDP, conferences, alumni meeting at periodic interval
- Adopt Good Documentation Practices for a systematic and effective manner of all the programmes in proper sequence in hard and soft copy for quality improvement
- Co-ordinate all quality related activities of the institution including adaption and dissemination of Best Practices
- Maintenance of proper database of the Institution with zero defect for the purpose of maintaining /enhancing the institutional quality
- Establish procedure for periodic conduct of Internal and External Quality Audits both academic and administrative activities and for its effective follow-up
- Identify the gaps in the curricular system and initiate remedial measures to bridge the gap
- Initiate measures for introduction of Value added/Add-on programmes and prerequisite courses as may be required
- Preparation and submission of Annual Reports
- Measures to adopt e-governance for paperless administration and sustainability.
- Measures to improve concept of Clean and Green Facility inside the campus.
- Initiate all measures for the holistic quality enhancement in all institutional activities.
- Celebrate international and national commemorative days for the benefit of all stakeholders.