



BENGAL SCHOOL TECHNOLOGY

Estd. by Supreme Educational Development and Charitable Organization (SEDCO)

Recognised by UGC & included u/s 2(f) of UGC Act 1956

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 (WBST&VE&SD)

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

Strategic planning & deployment

Bengal School of Technology, Sugandha, Chinsurah, Hooghly is one of the leading institutes of its kind in the rural belt of district Hooghly with state-of-the-art infrastructure facilities. It was established in the year 2006 by Supreme Educational Development and Charitable Organization (SEDCO) with a vision to generate competent, skilled human resources in the field of Pharmacy to meet the clarion call of health for all.

The institute follows the best practice of Institutional Governance through a team work. Essential committees are constituted which function meticulously on the pertinent aspect of the issues and submit the recommendations/cause of action to the administrative authorities.

Strategic plan for the growth and development of the institute is achieved by the way of defining the short-term goals, intermediate goals and long-term goals, defining the broad areas of vision and mission with the active participation by both genders (male/female staff), with a crystal clear objective of achieving the outcome-based educational approach of vision and mission of the institute as a continuous process soliciting the active participation of teaching staff of management, head of the institution, teaching faculty, non-teaching staff and students, alumni, and other stakeholders of the institute with a holistic approach of good governance.

Glimpses of participative process of administration through various committees is furnished hereunder in a bird's-eye view.

Programme Committee:

As mandated by Pharmacy Council of India in the educational regulation framed by PCI Dr. Sasmita Dash acts as the Chairperson of the committee. The committee consists of chairperson, members of the faculty, and student representatives of each class. The committee meets twice in a semester. The committee is vested with various roles and responsibilities as follows:

- Prepare time-tables in accordance with the scheme of instructions, scheme of examination and according to the calendar as framed by the regulatory bodies and affiliating University
- The committee reviews periodically the progress of class work and the coverage of syllabus
- It monitors day to day classwork, reviews the record of attendance of the students in theory and practical classes as maintained by the concerned faculty for the respective course.
- Discusses the problems concerning the curriculum, syllabus and conduct of classes
- Collects all verbal feedback from the student members of programme committee from each class and analyses the same against daily class conductance report of the faculty and initiates need-based counselling to the said faculty or to students for better understanding
- The committee also takes part in identifying and monitoring the slow-learners with need based care and guidance with a focus on teaching-learning pedagogy for the academic quality of the institution.

Examination committee:

- The examination committee is constituted for effective monitoring of all examination-related activities of the institution. The committee meets twice in a semester or as needed. The various roles and responsibilities are outlined belows:


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The committee prepares the academic calendar which includes date of commencement of classes, date of continuous assessments in theory and practical, dates of uploading of marks in the University portal, etc.

- Issue guidelines and monitors the pattern of question paper for continuous assessment examinations with a focus on bloom's taxonomy
- Prepares the plan for arranging examination logistics
- Tag the faculty members for each subject for uploading of marks in the portal
- Conduct of examination system under CCTV surveillance
- Prepare guidelines for the smooth planning of practice school
- Prepare guidelines for structure of the project work report, for UG and for the thesis work of PG programmes
- Monitors CO & PO mapping and other examination documentation
- Regular monitoring of University examination system and keep the institution updated about the current requirements/notices/guidelines/instructions issued by the University from time to time and comply the same successfully
- Monitor the Digital evaluation system of the University by the tagged faculty
- Monitor the process of registration of the UG and PG students under the affiliating University and follow-up of the same.
- Monitor the process of enrolment of the UG and PG students under the affiliating University and follow-up of the same
- Monitor the process of examination form fill-up for UG and PG for submission to the University.
- Monitor the process of registration, enrolment, examination form fill-up in respect of D. Pharm students under the purview of State Council.
- Conduct the theory examination for the odd and even semester of MAKAUT at the college center under CCTV surveillance and make it accessible by the University authorities, as per notification issued by the examining authorities.
- Receive the marksheets and certificates of the candidates for the examination held by MAKAUT from the examination authorities of MAKAUT for distribution to students.
- Monitor the process of digital evaluation of University manuscripts by tagged faculty for timely completion of digital evaluation.
- Prepare result analysis and present the same in graphical representation for a quick review.
- Issue notification for commencement of examination and setting of question paper for the continuous examination of theory and practical.
- Plan for making proper sitting arrangements in the hall.
- Prepare guidelines and format for submission of lesson plan by the faculty

Planning and Monitoring board:

The planning and monitoring board constitutes members from teaching and frontline management is vested with the unique responsibility of planning and monitoring of activities to be intune with the vision and mission of the institute. The committee identifies the essential roles and responsibilities of institution for compliance of norms and standards laid down by statutory bodies, regulating bodies, affiliating University and such other bodies as applicable. It prepares the strategic plan by way of presenting a clear and projected concept of framing and adhering to the various goals of the institute within a time frame.

- Train the persons with hand-holding support for understanding the strategic plan of the institute and the ways and means of approaching the target and achieving the set goals.
- Plan for preparing a DPR with financial commitment for various extension programmes for both horizontal and vertical growth of institutions.
- Transfer plans for mobilization of financial resources for financial viability.

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- It also reviews the infrastructural development activities of the institution.

Anti Ragging Committee:

In accordance to the UGC guidelines and landmark judgement of Hon'ble Supreme Court of India to curb the menace of ragging an institutional antiragging committee is constituted involving the frontline management, HOI, faculty, non-teaching staff, civil administration, local police, journalist, NGO, parent representative, students and inmates of boys and girls hostel, and hostel superintendants.

The committee is vested with the responsibilities complying the requirement of national ragging prevention programme and monitors online submission of affidavits and obtains undertaking and declaration in the prescribed format for prevention of ragging in educational institution to say "NO TO RAGGING". It also ensures compliance with the regulations and any law for the time being in force concerning ragging and to deal an act promptly to the incidence of ragging brought to its notice. It is also vested with the responsibilities to conduct the enquiry for observing a fair and transparent procedure with the principles of natural justice and aftergiving required opportunity to all concerned. It also monitors the activities and performance of anti-ragging squad in prevention and curbing the menace of ragging n educational institution.

Governing body:

The governing body of Bengal School of Technology is constituted as per norms consisting of members of the Supreme Educational Development and Charitable Organization (SEDCO), a charitable trust, nominee of the affiliating University, nominee of The State Government, faculty nominated by principal and the Member Secretary. The principal acts as an Ex-officio Member Secretary who convenes the meetings and takes appropriate measures as per the decision of the body. The Governing body is the apex body, looks after the board activities of academic, administrative, financial, physical infrastructural facilities, intellectual infrastructure, compliance of the norms of the statutory bodies considering the recommendations of finance committee, Planning and Monitoring Board, and such other committees for good institutional practices.

Institutional Animal Ethics Committee:

The institution has constituted an Institutional Animal Ethics Committee duly registered by CCSEA for maintaining animal house for experimentation on animals. The committee is reconstituted and renewed from time to time in accordance with the norms of CCSEA, Ministry of Fisheries, Animal Husbandry and Dairies, Government of India. The committee conducts annual inspection for the animal house facility and conducts meetings in presence of main nominee/link nominee and other members. It examines the experimental protocols submitted by the researchers or PG scholars and examines the protocol on the merit of bonafied scientific justification published by the researcher for its approval or otherwise and further examines the rationality of the number of animals used for the previous projects and matters related thereof.

Internal Quality Assurance Cell (IQAC):

The IQAC is constituted to develop a system of conscious, consistent and catalytic improvement in the overall performance of the institution aiming towards realization of goals of quality enhancement and sustenance with a



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backdrop of internalization and institutionalization of quality enhancement initiative so as to make quality a visible component in all sectors, ensuring an unwavering commitment for adopting quality culture.

Internal Complaint Committee (ICC):

In accordance to the statutory provisions of prevention of women's sexual harassment at workplace (prevention, prohibition and redressal) act 2013 (POSH) act 2013 an internal compliance committee of BST is constituted to handle prime concern of discrimination, harassment and inequality on the issues of gender with a care and caution on the issues related to ICC for a smooth and healthy environment. This is a body which is envisaged to receive complaints on sexual harassment from aggrieved women as well as to enquire into and make recommendations to the employer on the action required pursuant to its enquiry of such complaints made and to ensure that the campus is free from any activities of discrimination, harassment, retaliation, and any form of sexual assault like physical contact and advances, demand or request for sexual favor, making sexually colored remarks, showing pornography and any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

Grievance Redressal Cell:

The committee is vested with the responsibility of receiving grievances and redressal of grievances of the students in appropriate manner, conduct an investigation into the complaint appropriately, maintaining desired confidentiality of all matters with regard to grievance redressal mechanism.

Finance Committee:

Finance committee is constituted with the members of the frontline management, HOI, persons dealing the accounts, which is vested with responsibilities to review the institutional goals and priorities of short term, intermediate and long-term plans and align with the vision and mission. The committee prepares annual budget with proper alignment with the norms of statutory bodies with regard to essential commitments of recurring and non-recurring expenses and vis-à-vis the expected income/financial status of the institution.

In the same line and for meeting the challenges in combined mode the committees like Anti-ragging squad, Mentor-Mentee monitoring committee, students welfare committee, electoral literacy cell, cultural committees, Women's cell (committee for the gender harmonization), Training cell, Career guidance and Placement cell, Food and Hostel Committee, games and Sports Committee, Stores and Purchase Committee, Institutional Innovation cell, Entrepreneurship Development cell, R&D cell are vested with the corresponding responsibilities and documents appropriate measure to be taken by the institute.

The Strategic Plan Development 2025 contains the following goals:

Short-term Goals:

- Need-based augmentation of Institutional infrastructure to provide academic ambience in a clean and green campus
- Adopting good documentation and record keeping practices


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- Constitution of programme committee as mandated by PCI
- Introduction of different programme
- Extension of approval and affiliation by the regulating body and the examination authority
- Strengthening the activities of IQAC
- Institution of academic merit award to the college level toppers in each year and each programme
- Institution of best library user awards for students and faculties for improving library foot-fall.
- Conducting state-level and national level entrance test like NEET and WBJEE at this centre.

Intermediate Goal:

- Recognition by UGC and inclusion under Section 2(F)/12B of UGC act 1956
- Entering into MOU with Pharma industries for training and placement and projects
- Entering into MOU with academic institutions
- MOU with Healthcare Sectors
- Installation of solar panel or alternate source of energy
- Energy conservation measures (URJA BACHAO)
- Book bank
- Maintenance of standards of IAEC-CCSEA

Long-Term Goal:

- Autonomous status by UGC
- Approval as Research centre by affiliating University
- Implementation of ERP in all sectors.

In a nutshell the strategic planning & deployment plays a process of reforming the institutional vision into daily practice ensuring everyone from frontline leadership down to the frontline staff towards attainment of common goals collectively through clear plans, resource alignment and performance tracking with a united approach for preventing good plans from failing in education, due to poor implementation, preparation of a foolproof roadmap and following good governance practices aims at achieving the goals is thus an important component and forms the backbone of institutional growth.

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