

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING & UPDATED MEMBER LIST 2018-19

Ref. No. IQAC/ITSDCGN/2018/01

April 20, 2018

IQAC Member list for IQAC meetings 2018-19 is listed below:


1. Chair person- Dr Sachit Anand Arora
2. IQAC Coordinator- Dr. Anshul Singla
3. Teachers:
 - Dr G K Thapliyal
 - Dr. Mousumi Goswami
 - Dr Shivjot
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr. Heena Gohil
 - Dr Bhuvan Deep Gupta
 - Dr Monika Mehndiratta
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Aman Khurana
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Employer/ Industrialist: Mr. Sohil Chadha

The 1st quarterly IQAC meeting for 2018-19 will be conducted on **1st May, 2018 (Tuesday) at 10:30am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st Feb, 2018).
2. Academic planning for BDS 2018 batch.
3. Review of academic planning for MDS 2018 batch.
4. HR one to completely replace EMS
5. To review the progress on purchase of digital cephalometric tracing software.
6. To review the preparations for State of Art Simulation Lab
7. To review the present feedback system of the college.
8. To work towards making the practical/ clinical examination of undergraduate students more objective so as to eliminate any form of bias
9. OPD planning during summer vacations.


Dr. Sachit Anand Arora
Principal
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Hospital & Research Centre
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10. Clinical review of all departments.
11. Any other matter with permission of chair.



[Dr. Anshul Singla]
IQAC Coordinator

CC:
Chairman
Vice Chairman
Secretary
Principal
IQAC Members



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MINUTES OF IQAC MEETING HELD ON MAY 1, 2018

Location: Board Room

Date: May 1, 2018 (Tuesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr. Sachit Anand Arora
2. IQAC Coordinator- Dr. Anshul Singla
3. Teachers:
 - Dr. G K Thapliyal
 - Dr. Mousumi Goswami
 - Dr. Shivjot
 - Dr. Rohit Kochhar
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr. Vishwas Bhatia
 - Dr. Bhuvan Deep Gupta
 - Dr. Monika Mehndiratta
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Aman Khurana
6. Management representative: Mr. Vijay Sharma

Non- attendees : Dr. Rishipal, Dr. Heena Gohil, Mr Sohil Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st Feb, 2018, Wednesday).
2. Academic planning for BDS 2018 batch.
3. Review of academic planning for MDS 2018 batch.
4. HR one to completely replace EMS
5. To review the progress on purchase of digital cephalometric tracing software.
6. To review the preparations for State of Art Simulation Lab
7. To review the present feedback system of the college.
8. To work towards making the practical/ clinical examination of undergraduate students more objective so as to eliminate any form of bias
9. OPD planning during summer vacations.
10. Clinical review of all departments.
11. Any other matter with permission of chair.

Issues Raised

1. Dr Sachit Anand Arora assumed the role of chairperson of IQAC meetings to be held henceforth. He discussed MOM of previous meeting and the actions taken for them.
2. Dr Arora discussed about the academic planning for BDS 2018 Batch. He said that academic calenders and time table to be generated from registrar's office and sent to Principal's office by 15-05-18.



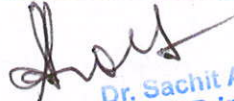
Dr. Sachit Anand Arora
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3. PG coordinator Dr Mousumi Goswami said that department wise academic schedules have been reviewed by her office and will be submitted to Director's office for perusal and approval. Registrar's office will then circulate the schedules to faculty and students.
4. Mr Vijay Sharma said that a new software HRone has been introduced for HR related work and would completely replace EMS within a week's time. Required training for the software would be provided to the faculty.
5. Dr Arora checked on the progress of purchase of new digital Cephalometric software by the Department of Orthodontics. Dr Anshul Singla said that they are in the process of shortlisting the best software for their department.
6. Dr Sachit Anand Arora checked on the progress in establishment of Simulation Centre. Mr Vijay Sharma apprised him that the Simulation centre will be ready by August 2018
7. Dr Arora proposed that the present feedback system of the institution needs to be revised and the opinion of alumnis and employers to be included for improvement in curriculum and teaching learning activities
8. Dr Arora said that the practical/ clinical examination of undergraduate students should be made more objective so as to eliminate any form of bias. Dr Shivjot proposed introduction of Objective Structured Clinical Examination Pattern (OSCE) for undergraduate clinical subjects and Objective Structured Practical Examination Pattern (OSPE) for undergraduate practical subjects.
9. Dr Sachit Anand Arora said that in lieu of increased OPD during summer vacations, departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Academic planning for BDS 2018 batch.	<ol style="list-style-type: none"> 1. Record books to be printed 2. Time Table, academic calendar to be released 3. 1st year teaching schedules to be prepared and shared with Director's office 	<ol style="list-style-type: none"> 1. Mr. Jha 2. Registrar 3. Concerned HODs 	15-05-18
2.	Review of academic planning for MDS 2018 batch	Department wise academic schedules to be submitted to Director's office for perusal and approval. Registrar's office will then circulate the schedules to faculty and students.	Dr. Mousumi Goswami Registrar	02-05-18 08-05-18
3.	HR one to completely replace EMS	HR department to organize training sessions for faculty and staff for HRone	HR	07-05-18
4.	To review the progress on purchase of digital cephalometric tracing software.	Department of Orthodontics to prepare a consolidated report of cephalometric softwares explored and the tentative cost of each	HOD Orthodontics	05-05-18
5.	To review the present feedback	Feedback system to be more organised.	Dr. Monica Mehndiratta	08-05-18


Dr. Sachit Anand Arora
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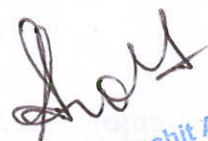
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	system of the college.	Feedbacks from alumnis and employers added. Data regarding the same to be shared with Principal's office		
6.	To work towards making the practical/ clinical examination of undergraduate students more objective so as to eliminate any form of bias	Dr Shivjot to prepare SOP for introducing OSCE/ OSPE pattern for undergraduate clinical/ practical examination and share the same with Principal's office.	Dr Shivjot	05-05-18
7.	OPD planning during summer vacations.	Departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly	Respective HODs	08-05-18
8.	Clinical review of all departments.	HOD- Orthodontics to plan for material requirements for heavy OPD in summer months. HOD-Prosthodontics – to share monthly crown dispatch receive report. HOD – Conservative Dentistry: to share average time taken to finish RCTS report for the patients. HOD Oral Surgery: to plan tie ups with cancer care hospitals for perepheral postings undertaken by PG students HOD Pedodontics- to plan for material requirements for heavy OPD in summer months. HOD Perio- to encourage PG students to do implant cases. HOD –PHD- to share monthly report of work done at satellite centers. HOD- OMR to start free card facility for person accompanying the patient	HODs	To be reviewed in next meeting



(Dr. Anshul Singla)
IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2018/02

July 20, 2018

The 2nd quarterly IQAC meeting for 2018-19 will be conducted on **1st August, 2018** (Wednesday) at **10:30am** in **Boardroom**.

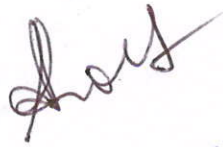
All department representatives are requested to be prepared with department review presentation.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st May, 2018).
2. Review of preparations for IOS PG convention 2019.
3. Final review of preparation for BDS 2018 batch.
4. Introduction of separate charges for ECHS patients on ORION.
5. Faculty to follow rules for academic leave
6. Biometric registration to be done in examination hall by faculty and students
7. Zoho expenses to be introduced for submission and approval of bills (related to day to day expenses) online.
8. Re-emphasize on plagiarism check before thesis submission
9. Review of PG preclinical work status.
10. Clinical review of all departments.
11. Any other matter with permission of chair.


[Dr. Anshul Singla]
IQAC Coordinator

CC:
Chairman
Vice Chairman
Secretary
Principal
IQAC Members


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MINUTES OF IQAC MEETING HELD ON AUGUST 1, 2018

Location: Board Room

Date: August 1, 2018 (Wednesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Sachit Anand Arora
2. IQAC Coordinator- Dr. Anshul Singla
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr Shivjot
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr. Heena Gohil
 - Dr Bhuvan Deep Gupta
 - Dr Monica Mehndiratta
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Aman Khurana
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal


Non attendees: Dr. Thapliyal, Mr Sohil Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st May, 2018, Tuesday).
2. Review of preparations for IOS PG convention 2019.
3. Final review of preparation for BDS 2018 batch.
4. Introduction of separate charges for ECHS patients on ORION.
5. Faculty to follow rules for academic leave
6. Biometric registration to be done in examination hall by faculty and students
7. Zoho expenses to be introduced for submission and approval of bills (related to day to day expenses) online.
8. Re-emphasize on plagiarism check before thesis submission
9. Review of PG preclinical work status.
10. Clinical review of all departments.
11. Any other matter with permission of chair.

Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.



Dr. Sachit Anand Arora
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2. Dr Arora enquired about the ongoing preparations regarding upcoming IOS PG convention in Feb 2019 from Dr Anil Miglani. Dr Miglani responded that the work is in progress and the number of registrations are increasing.
3. Dr Sachit said that the academic planning for the upcoming BDS batch needs to be reviewed by concerned HODs and should undergo final corrections if required.
4. Dr Sachit informed everyone that separate treatment charges have been introduced for ECHS patients on ORION. All such Treatments have ECHS as suffix in them. These treatments are to be chosen while dealing with ECHS cases.
5. Dr Sachit instructed everyone to follow rules while applying for academic leaves. Academic Leave must be applied for atleast 15 days prior for any national conference/PG Convention, Regional/local Conference, workshop or CDE Program, B.D.S./M.D.S. examination. Proof of attendance of the conference/examination must be submitted to the HR Department immediately on return from the leave. Not more than 50% of the faculty members of the department will be permitted to take leave to attend any conference/examination at any given time.
6. Dr Sachit also informed everyone that all faculty members who are assigned duty as Invigilators have to register their thumb, 15 minutes prior to commencement of examination on Biometric machine installed at Examination Hall. Also each and every student should register their thumb while entering and leaving the examination hall.
7. Dr Sachit informed everyone that zoho expenses have been implemented for submission and approval of bills (related to day to day expenses) online. IDs have been provided to persons who regularly takes imprest for submission of bill online. Others can submit the bill through a common id which shall be communicated through a separate mail.
8. Dr Sachit Anand Arora said that PG thesis to be strictly checked for plagiarism before submission and student wise report to be submitted to Director's office.
9. Dr Mousumi Goswami instructed all HODs to ensure that pre-clinical work of postgraduates 1st year is completed as per timelines. Students can enter clinics only after pre-clinical clearance is received from HOD.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Review of preparations for IOS PG convention 2019.	The preparations and no. Of registered candidates to be updated every 15 days to Principal's office.	Dr. Anil Miglani	Aug 16, 2018
2.	Final review of preparation for BDS 2018 batch.	Minute to minute orientation day schedule to be shared	APO	16-08-18
3.	Introduction of separate charges for ECHS patients on ORION.	To convey the information to concerned workforce at OPD & PG Clinics. The ECHS Clerk to be reached for specific ECHS related queries	HODs Mr. Lokesh (ECHS clerk)	07-08-18
4.	Faculty to follow rules	Mail to be sent to all faculty regarding rules for academic	HR	10-08-18



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	for academic leave	leave.		
5.	Biometric registration to be done in examination hall by faculty and students	Mail to be sent to all faculty regarding biometric registration to be done in examination hall by faculty and students	Registrar	07-08-18
6.	Zoho expenses to be introduced for submission and approval of bills	Mail to be sent to all employees regarding implementation of Zoho expenses.	Accounts Head	07-08-18
7.	Re-emphasize on plagiarism check before thesis submission	Student wise plagiarism report to be submitted to director office	All HODs	01-09-18
8.	Clinical review of all departments.	HOD presentation reviewed by Dr Sachit Anand Arora. HOD- Orthodontics to motivate patients for new techniques like aligners. HOD-Prosthodontics – to keep a track of time taken to finish the cases in department by UG and PG students. HOD – Conservative Dentistry: to share monthly report on single sitting RCTs done by dept. HOD Oral Surgery: to submit a report of number of impactions done in last 6 months. HOD Pedodontics- to conduct laser training for new department faculty and PG students HOD Perio- senior faculty to motivate patients for periodontal surgeries HOD –PHD- to share monthly report of ECHS patients. HOD- OMDR to promote newer esthetic procedures like PRP for hair and skin rejuvenation.	HODs	To be reviewed in next meeting


[Dr. Anshul Singla]
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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2018/03

October 22, 2018

The 3rd quarterly IQAC meeting for 2018-19 will be conducted on **1st November, 2018** (Thursday) at **10:30am** in **Boardroom**.

All department representatives are requested to be prepared with department review presentation.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st August, 2018).
2. Review preparations for IOS PG Convention 2019.
3. Reviewing preparations for NABH accreditation for dental hospital.
4. Reviewing academic restructuring program after MOU with Saveetha University.
5. Guidelines for MDS examination
6. Review of U.G. syllabus & quota completion status
7. Events and activities for next calendar year
8. Clinical review of all departments.
9. Any other matter with permission of chair.

[Dr. Anshul Singla]
IQAC Coordinator

Dr. Sachit Anand Arora
Principal
I.T.S. Dental College,
Hospital & Research Centre
47, Knowledge Park -III, Gr. Noida (U.P.)

CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park III, Greater Noida

MINUTES OF IQAC MEETING HELD ON NOVEMBER 1, 2018

Location: Board Room

Date: November 1, 2018 (Thursday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Sachit Anand Arora
2. IQAC Coordinator- Dr. Anshul Singla
3. Teachers:
 - Dr. G K Thapliyal
 - Dr. Mousumi Goswami
 - Dr Shivjot
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr Bhuvan Deep Gupta
 - Dr Monica Mehndiratta
4. Administrative/ technical Staff: Mr. Shailesh
5. Management representative: Mr. Vijay Sharma
6. Alumni: Dr Rishipal
7. Employer/ Industrialist: Mr. Sohil Chadha

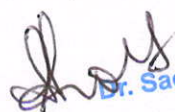
Non Attendees: Dr Vishwas Bhatia, Dr. Heena Gohil, Aman Khurana

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st August, 2018).
2. Review preparations for IOS PG Convention 2019.
3. Reviewing preparations for NABH accreditation for dental hospital.
4. Reviewing academic restructuring program after MOU with Saveetha University.
5. Guidelines for MDS examination
6. Review of U.G. syllabus & quota completion status
7. Events and activities for next calendar year
8. Clinical review of all departments.
9. Any other matter with permission of chair.

Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr Anil Miglani, HOD, Dept. of Orthodontics discussed about the 23rd IOS PG Convention. He said that arrangements for scientific presentations, accommodation, transportation and hotel rooms needs to be reviewed for the convention beforehand as it is going to be extensive work.
3. Dr Sachit Anand Arora said that planning for NABH accreditation of the college needs to be reviewed. Committees to share the status of their preparedness for the inspection.
4. Dr Sachit Anand Arora informed everyone that work for academic restructuring program is in progress as all the departments are in the process of preparing and submitting schedule/


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concept maps/ video links for their subject. The classrooms, lectures Halls, seminar rooms, Labs have been equipped with all the necessitated paraphernalia such as TFT Screens, Real time Video streaming, Projectors etc. He further said that we need to take teaching standards to another level; a level which is in sync with contemporary times and is followed in top notch Dental/Medical schools. This would be achieved only and only by the restructuring which we have imbibed into our curriculum.

5. MDS Examination- HODs of all departments were asked to prepare question papers on university pattern and send a sealed copy of the same to Registrar's office one week in advance.
6. Dr Sachit said that students who have not completed requisite quota will be reposted in concerned departments.
7. Dr Sachit Anand Arora directed Registrar's office to prepare annual schedule for college events and activities and get the list approved by Principal's office.
8. HODs of all clinical departments were asked to incorporate live demonstrations in UG and PG teaching.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Review preparations for IOS PG Convention 2019	To submit a detailed report of the preparations to the Principal's office	Dr. Anil Miglani	07-11-18
2.	Reviewing preparations for NABH accreditation for dental hospital	To submit a detailed report of the preparations to the Principal's office	Dr. Megha Breja	08-11-18
3.	Reviewing academic restructuring program after MOU with Saveetha University	All HODs to prepare and submit schedule/ concept maps/ video links for their subject.	HODs	15-11-18
4.	Guidelines for MDS examination	The examination to be strictly conducted on university pattern and question papers to be shared 1 week in advance	Concerned HODs	NA
5.	Review of U.G. syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota	Registrar	08-11-18
8	Events and activities for next calendar year	Prepare annual schedule for college events and activities.	Registrar's office	10-11-18
9.	Clinical review of all departments.	HOD- Orthodontics to ensure that cases running for more than 2 years in the department are finished on priority basis. HOD-Prosthodontics – to introduce latest treatment modalities in the department. HOD – Conservative Dentistry	HODs	To be reviewed in next meeting


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		<p>increase the number of single sitting RCTs in the department.</p> <p>HOD Oral Surgery: to refer all major oral surgery cases including implants for CBCT.</p> <p>HOD Pedodontics- to give RCT and extraction exposure to interns</p> <p>HOD Perio- to review periodontal surgery cases open since 90 days or more and seek closure.</p> <p>HOD –PHD- to share monthly report of school, Sunday and jail camps.</p> <p>HOD- OMDR to share the details of new procedures like PRP being done in the department.</p>		
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[Dr. Anshul Singla]
IQAC Coordinator

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2019/04


Jan 21, 2019

The 4th quarterly IQAC meeting for 2018-19 will be conducted on **1st Feb, 2019** (Friday) at **10:30am** in **Boardroom**.

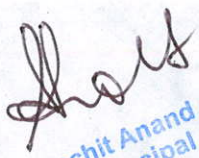
All department heads are requested to be prepared with department review presentation.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on Nov 1, 2018).
2. Final review of preparations for Ortho PG convention
3. Planning for 41st ISPPD National Conference (Pedo convention)
4. Budget Planning
5. Planning for DCI inspection
6. Academic Planning for upcoming M.D.S. 2019 batch
7. Review of academic activities & clinical work progress of P.G. students
8. Clinical review of all departments.
9. Any other matter with permission of chair.


[Dr. Anshul Singla]
IQAC Coordinator

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Vice Chairman
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MINUTES OF IQAC MEETING HELD ON Feb 1, 2019

Location: Board Room

Date: Feb 1, 2019 (Friday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Sachit Anand Arora
2. IQAC Coordinator- Dr. Anshul Singla
3. Teachers:
 - Dr G K Thapliyal
 - Dr. Mousumi Goswami
 - Dr. Shivjot
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr. Vishwas Bhatia
 - Dr. Heena Gohil
 - Dr. Bhuvan Deep Gupta
 - Dr. Monica Mehndiratta
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Aman Khurana
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal

Non- Attendees: Mr Shailesh, Mr Sohil Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on Nov 1, 2018).
2. Final review of preparations for Ortho PG convention
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Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.



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2. Dr Sachit Anand Arora gave his wishes to Dr Miglani for the upcoming IOS PG convention and asked him to finally review all the preparations to take care of shortcomings if any.
3. Dr Sachit Anand Arora congratulated Dr Mousumi for hosting 41st ISPPD conference in November 2019 in the college. He asked her to plan for the conference and submit the report to Principal's office.
4. Budget planning for the next financial year was discussed.
5. Requirements for upcoming DCI inspection were shared. All HODs were asked to prepare documents accordingly.
6. All HODs were asked to prepare teaching schedules & review clinical quota requirements for upcoming M.D.S. 2018 batch.
7. Progress of academic activities & clinical work of P.G. students was reviewed.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Budget for next financial year	Fund requirements for next financial year to be shared with Secretary office	Principal office	8-02-19
2.	Final review of preparations for Ortho PG convention	Any shortcomings in the preparations to be shared with Principal's office and to take care of the same.	Dr. Anil Miglani	05-02-19
3.	Planning for 41 st ISPPD National Conference (Pedo convention)	To plan for the conference and submit the report to Principal's office.	Dr Mousumi Goswami	15-02-19
4.	DCI inspection	Share documentation requirement with all HODs	Registrar	15-02-19
5.	Progress of academic activities & clinical work of P.G. students (start of session to 31 st Jan)	Submit a record of student wise academic and clinical activity status	HODs	15-02-19
6.	Clinical review of all departments.	HOD- Orthodontics to ensure that interns are involved in the department by assisting postgraduates and faculty in fixed cases. HOD-Prosthodontics – to ensure that the waiting time of patients is not more than 15 minutes. HOD – Conservative Dentistry: to ensure that open cases not reporting since 90 days are called by dept. Clerk. Seek closure.	HODs	To be reviewed in next meeting


Dr. Sachit Anand Arora
Principal
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		<p>HOD Oral Surgery: to ensure assistance by interns and final year BDS in cases of impaction by faculty and postgraduates.</p> <p>HOD Pedodontics- review the quota for exam going UG batch and ensure optimal exposure.</p> <p>HOD Perio- to ensure assistance by interns in laser surgeries.</p> <p>HOD –PHD- to prepare promotional print material for camp patients.</p> <p>HOD- OMDR to plan for orofacial pain clinic in the dept.</p>		
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[Dr. Anshul Singla]
IQAC Coordinator



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