

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

47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING & UPDATED MEMBER LIST 2019-20

Ref. No. IQAC/ITSDCGN/2019-20/01

April 20, 2019

IQAC Member list for IQAC meetings 2019-20 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 Chhina
 - 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, Mr. K.K Jha
5. Student representative: Shikha
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Employer/ Industrialist: Mr. Sohil Chadha

The 1st quarterly IQAC meeting for 2019-20 will be conducted on 1st May, 2019 (Wednesday) at 10:30am in Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st Feb, 2019).
2. To plan quality initiatives for the year 2019-20.
3. Academic planning for BDS 2019 batch.
4. Review of academic planning for MDS 2019 batch.
5. To review the planning for organizing dental camps.
6. To work towards introducing pain clinic in the institute
7. To review preparations for the CDE on photography to be organized by Department of orthodontics.


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

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8. OPD planning during summer vacations.
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 (I.T.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 MAY 1, 2019

Location: Board Room

Date: May 1, 2019 (Wednesday)

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 Chhina
 - Dr. Rohit Kochhar
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr. Vishwas Bhatia
 - Dr. Bhuvan Deep Gupta
 - Dr. Heena Gohil
4. Administrative/ technical Staff: Mr Shailesh, Mr. K.K Jha
5. Student representative: Shikha
6. Management representative: Mr. Vijay Sharma

Non- attendees: Dr. Rishipal, Mr Sohil Chadha, Dr. Monica Mehndiratta

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st Feb, 2019).
2. To plan quality initiatives for the year 2019-20.
3. Academic planning for BDS 2019 batch.
4. Review of academic planning for MDS 2019 batch.
5. To review the planning for organizing dental camps.
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8. OPD planning during summer vacations.
9. Any other matter with permission of chair.

Dr. Sachit Anand Arora
Principal
I.T.S. Dental College,
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Issues Raised

1. Dr. Sachit Anand Arora discussed MOM of previous meeting and the actions taken for them.

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2. Dr. Arora discussed about the quality initiatives to be taken during the year. He said that quality team should forward suggestions to the Principal's office regarding quality workshops and webinars to be organized.
3. Dr. Arora discussed about the academic planning for BDS 2019 Batch. He said that academic calenders and time table to be generated from registrar's office and sent to Principal's office by 15-05-19.
4. 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.
5. Dr. Sachit Anand Arora informed everyone that the college is in the process of signing MOU with Amar Ujala. As per the agreement with Amar Ujala, team of Dental Doctors and Physicians from I.T.S Dental College, Greater Noida will conduct Free Health Check-up Camps in Noida's RWA Societies/Schools/Companies. The basic treatment at camp includes partial cleaning, removal of mobile teeth and small initial fillings for the patients in our mobile dental van. For any further treatment, patients will be referred to the college.
6. Dr. Sachit Anand Arora informed everyone that the college is planning to open Pain Clinic in the Department of Oral Medicine and Radiology. Dr. Arora asked Dr. Manisha to submit the plan in a week.
7. Dr. Sachit Anand Arora asked Dr. Anshul to review preparations for the CDE on photography to be held on 21st May
8. 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.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Quality Initiatives to be taken	Plan for quality initiatives to be taken during the year	Dr Megha Breja	10-05-19
2.	Academic planning for BDS 2019 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 Principal's office 	<ol style="list-style-type: none"> 1. Mr. Jha 2. Registrar 3. Concerned HODs 	15-05-19
3.	Review of academic planning for MDS 2019 batch	Department wise academic schedules to be submitted to Principal's office for perusal and approval. Registrar's office will then circulate the schedules to faculty and students.	Dr. Mousumi Goswami Registrar	05-05-19 10-05-19
4.	Planning of camps under MOU with Amar Ujala	To plan the camps to be organized under MOU with Amar Ujala Foundation	Dr Bhuvan Deep Gupta (HOD, PHD)	15-05-19
5.	Planning for Pain	Detailed plan required	Dr. Sachit Anand Arora Principal I.T.S. Dental College, Hospital & Research Centre 47, Knowledge Park III, Greater Noida	HOD OMR

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	Clinic.			15-05-19
6.	CDE on photography on 21 st May, 2019	To review the preparations for CDE on photography	HOD Orthodontics	08-05-19
7	OPD planning during summer vacations.	Departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly	Respective HODs	08-05-19

(Dr. Anshul Singla)
IQAC Coordinator

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2019-20/02

July 20, 2019

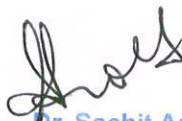
The 2nd quarterly IQAC meeting for 2019-20 will be conducted on 1st August, 2019 (Thursday) at 10:30am in Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st May, 2019).
2. Review of preparations for Pedovibes 2019.
3. Activation of Central Sterile Services Department
4. Final review of preparation for BDS 2019 batch.
5. Re-emphasize on plagiarism check before thesis submission
6. OPAC services introduced in the library
7. MDS academic activities and clinic attendance on I cloud
8. Review of preparations for workshop on research methodology being organized by Dept. of Pedodontics.
9. Planning for Occlusion 2019 to be organized in October.
10. Any other matter with permission of chair.



[Dr. Anshul Singla]
IQAC Coordinator



Dr. Sachit Anand Arora
Principal
I.T.S. Dental College,
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CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

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MINUTES OF IQAC MEETING HELD ON AUGUST 1, 2019

Location: Board Room

Date: August 1, 2019 (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 Chhina
 - 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, Mr. K.K Jha
5. Student representative: Shikha
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr. Rishipal

Non attendees: Mr. Sohil Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st May, 2019).
2. Review of preparations for Pedovibes 2019.
3. Activation of Central Sterile Services Department
4. Final review of preparation for BDS 2019 batch.
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6. OPAC services introduced in the library


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7. MDS academic activities and clinic attendance on I cloud
8. Review of preparations for workshop on research methodology being organized by Dept. of Pedodontics.
9. Planning for Occlusion 2019 to be organized in October.
10. Any other matter with permission of chair.

Issues Raised

1. Dr. Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr. Arora enquired about the ongoing preparations regarding upcoming Pedo conference Pedovibes in Nov 2019 from Dr Mousumi. Dr Mousumi responded that the work is in progress for the conference.
3. Mr. Vijay Sharma informed everyone that Central Sterile Services Department (CSSD) will be activated from September 2019. The department will be handled by Dr Tushar and DCAs of CSSD will directly report to him.
4. 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.
5. Dr. Sachit Anand Arora said that PG thesis to be strictly checked for plagiarism before submission and student wise report to be submitted to Principal's office.
6. Dr. Arora congratulated Librarian Mr Jha on introduction of OPAC services in the library. Mr Jha informed that all the faculty members have been apprised about the same through mail. He said that this service provides easy search to book by keywords, title, author, barcode, accession number, publishers.
7. Dr. Arora said that the MDS attendance henceforth would be monitored by I cloud. The Bio-metric attendance for the PGs will be taken from Reception Bio-metric Punch Machine, wherein they need to Punch between 08:30 AM – 08:35 AM.
8. Dr. Sachit Anand Arora enquired about the preparations for workshop on research methodology being organized by Dept. of Pedodontics. Dr. Mousumi said that the preparations are almost complete for the same.
9. Dr. Sachit Anand Arora informed everyone that the yearly fest Occlusion 2019 will be organized in Greater Noida campus in October 2019. He said that the core committee for the same should send the plan for the same.



Dr. Sachit Anand Arora
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Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Review of preparations for Pedovibes 2019.	The preparations and no. Of registered candidates to be updated every 15 days to Principal's office.	Dr. Anil Miglani	08-08-19
2.	Activation of CSSD	Mail to be sent to all faculty on activation of CSSD regarding SOP and timings for the same	Principal Office	-
3.	Final review of preparation for BDS 2018 batch.	Minute to minute orientation day schedule to be shared	APO	10-08-19
4.	Re-emphasize on plagiarism check before thesis submission	Student wise plagiarism report to be submitted to director office	All HODs	01-09-19
5.	Planning for Occlusion 2019	Detailed plan to be submitted by core committee	Dr Monica	10-08-19


[Dr. Anshul Singla]
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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2019-20/03

October 21, 2019

The 3rd quarterly IQAC meeting for 2019-20 will be conducted on **1st November, 2019** (Friday) at **10:30am** in **Boardroom**.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 1st August, 2019).
2. Review preparations for Pedovibes 2019.
3. Reviewing preparations for NABH accreditation for dental hospital.
4. Submission of IIOQA and SSR of the institute
5. Audit reports from CSSD
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
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CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

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MINUTES OF IQAC MEETING HELD ON NOVEMBER 1, 2019

Location: Board Room

Date: November 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 Chhina
 - Dr. Manisha Lakhanpal
 - Dr. Rohit Kochhar
 - Dr. Bhuvan Deep Gupta
 - Dr. Monica Mehndiratta
4. Administrative/ technical Staff: Mr. Shailesh, Mr. K.K Jha
5. Management representative: Mr. Vijay Sharma
6. Alumni: Dr. Rishipal
7. Employer/ Industrialist: Mr. Sohil Chadha

Non Attendees: Dr Vishwas Bhatia, Dr. Heena Gohil, Shikha

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st August, 2019).
2. Review preparations for Pedovibes 2019.
3. Reviewing preparations for NABH accreditation for dental hospital.
4. Submission of IIQA and SSR of the institute
5. Audit reports from CSSD
6. Review of U.G. syllabus & quota completion status
7. Events and activities for next calendar year
8. Any other matter with permission of chair.


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Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr Mousumi, HOD, Dept. of Pedodontics discussed about the Pedovibes 2019. She said that arrangements for scientific presentations, accommodation, transportation and hotel rooms have been done and are being reviewed to avoid any last minute glitches. Dr Arora congratulated her for all the hard work and wished her the best for the upcoming conference.

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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 at the earliest.
4. Dr Sachit Anand Arora said that the Internal Quality Assurance Report needs to be submitted on time. After which, the IQAC team also has to submit Self Study Report for the last five years of the institute. The team members should work collectively so that the work is completed on time.
5. Dr Sachit Anand Arora congratulated everyone on the successful functioning of CSSD. He asked Dr Tushar to submit audit reports of CSSD to Principal office and Director Admin on time.
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.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Reviewing preparations for NABH accreditation for dental hospital	To submit a detailed report of the preparations to the Principal's office	Dr. Megha Breja	08-11-19
2.	Submission of IIQA and SSR of the institute	IQAC team to submit IIQA and SSR report to Principal Office for review	Dr. Anshul Singla	15-11-19
3.	Audit reports of CSSD	Timely submission of audit reports	Dr. Tushar	-
4.	Review of U.G. syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota	Registrar	08-11-19
5.	Events and activities for next calendar year	Prepare annual schedule for college events and activities.	Registrar's office	10-11-19



[Dr. Anshul Singla]
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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2019-20/04

Jan 21, 2020

The 4th quarterly IQAC meeting for 2019-20 will be conducted on 3rd Feb, 2020 (Monday) at 10:30am in Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on Nov 1, 2019).
2. Organizing webinars and workshops for students and faculty
3. Sterilization and disinfection audits
4. Budget Planning
5. Academic Planning for upcoming M.D.S. 2020 batch
6. Review of academic activities & clinical work progress of P.G. students
7. 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 Feb 3, 2020

Location: Board Room

Date: Feb 3, 2020 (Monday)

Time: 10:30 am

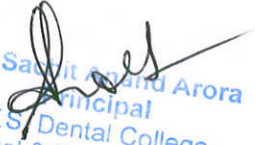
Attendees:

1. Chair person- Dr Sachit Anand Arora
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 - Dr. Mousumi Goswami
 - Dr. Shivjot Chhina
 - 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, Mr. K.K Jha
5. Management representative: Mr. Vijay Sharma
6. Alumni: Dr. Rishipal

Non- Attendees: Shikha, Mr. Sohil Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on Nov 1, 2019).
2. Organizing webinars and workshops for students and faculty
3. Sterilization and disinfection audits
4. Budget Planning
5. Academic Planning for upcoming M.D.S. 2020 batch
6. Review of academic activities & clinical work progress of P.G. students
7. Any other matter with permission of chair.


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Issues Raised

1. Dr. Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr. Sachit congratulated the IQAC team for timely submission of the Self Study Report of the college for the upcoming NAAC inspection. He said that the team should now prepare for the physical inspection of the college.


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3. Dr Sachit Anand Arora discussed that webinars and workshops should be regularly organised for upgradation of knowledge of students and faculty. He said that each department should submit a calendar for the webinars and workshops to be organised from their end.
4. Dr Sachit mentioned that audit reports of CSSD are not being submitted regularly. He said that sterilization and disinfection are backbones of any hospital and need to be done regularly. Audit reports help keep a check on them and need to be submitted on time.
5. Budget planning for the next financial year was discussed.
6. Dr Sachit said that preparations need to be done for upcoming MDS 2020 batch. All HODs were asked to prepare teaching schedules & review clinical quota requirements for the same.
7. Progress of academic activities & clinical work of P.G. students was reviewed.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	NAAC inspection	Review of all the criterias by criteria heads and to submit a report keeping in mind the upcoming NAAC inspection. NAAC coordinator to coordinate.	Dr. Anshul Singla	01-03-20
2.	Organizing webinars and workshops for students and faculty	Submit a calendar for the webinars and workshops to be organised	HODs	15-02-20
3.	Sterilization and disinfection audits	Audit reports to be submitted on time	Dr. Tushar	-
4.	Budget for next financial year	Fund requirements for next financial year to be shared with Secretary office	Principal office	11-02-20
5.	Planning for upcoming MDS 2020 batch	Teaching schedules and clinical quota requirements to be reviewed by HODs and report to be sent to Principal's office. Departmental presentation for orientation day to be submitted.	HODs	20-02-20
6.	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	18-02-20


[Dr. Anshul Singla]
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