

I.T.S Dental College, Hospital and Research Centre
47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING &
UPDATED MEMBER LIST 2017-18

Ref. No. IQAC/ITSDCGN/2017/01

April 20, 2017

IQAC Member list for IQAC meetings 2017-18 is listed below:

1. Chairperson- Dr. AkshayBhargav
2. IQAC Coordinator- Dr. SachitAnandArora
3. Teachers:
 - Dr. MousumiGoswami
 - Dr. Siddharth Gupta
 - Dr. A K Chandna
 - Dr. RohitKochhar
 - Dr. Vishwas Bhatia
 - Dr. HeenaGohil
 - Dr. G K Thapliyal
 - Dr. Bhuvan Deep Gupta
 - Dr. Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, MrShailesh
5. Student representative: Adeeba Ali, AnmolKhanna
6. Management representative: Mr. Vijay Sharma
7. Alumni: DrRishipal
8. Community Representative: Mr Shiv Shankar Gautam (Camp Incharge- Kasna Jail)
9. Employer/ Industrialist: MrSohilChaddha
10. External Experts: Dr Devi CharanShetty

The 1st quarterly **IQAC** meeting for 2017-18 will be conducted on **1st May, 2017** (Monday) 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 March, 2017, Wednesday).
2. Academic planning for BDS 2017 batch.
3. Review of academic planning for MDS 2017 batch.
4. Staff leaves management.
5. Review of support staff availability.
6. Call for proposal for extramural research grant under SERB Scheme.
7. Students Saturday cultural activity to be organized regularly.

8. Daily feedback of patients to be recorded
9. OPD planning during summer vacations.
10. Clinical review of all departments.
11. Any other matter with permission of chair.



[Dr. Sachit Anand Arora]
IQAC Coordinator

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, 2017

Location: Board Room

Date: May 1, 2017 (Monday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Akshay Bhargava
2. IQAC Coordinator- Dr. Sachit Anand Arora
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. A K Chandna
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr G K Thapliyal
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Anmol Khanna
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Community Representative: Mr Shiv Shankar Gautam (Camp Incharge- Kasna Jail)
9. Employer/ Industrialist: Mr Sohil Chaddha

Non- attendees : Adeeba Ali, Dr Heena Gohil, Dr Devi Charan shetty

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st March, 2017, Wednesday).
2. Academic planning for BDS 2017 batch.
3. Review of academic planning for MDS 2017 batch.
4. Staff leaves management.
5. Review of support staff availability.
6. Call for proposal for extramural research grant under SERB Scheme.
7. Students Saturday cultural activity to be organized regularly.
8. Daily feedback of patients to be recorded
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10. Clinical review of all departments.
11. Any other matter with permission of chair.

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Issues Raised

1. Director PG Studies Dr Akshay Bhargava assumed the role of chirperson of IQAC meetings to be held henceforth. He discussed MOM of previous meeting and the actions taken for them.
2. Dr Akshay Bhargava discussed about the academic planning for BDS 2017 Batch. He said that academic calenders and time table to be generated from registrar's office and 1st year teaching schedules to be prepared by concerned HODs and sent to director's office by 15-05-17.
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. Dr Akshay Bhargava said that faculty & staff cannot take unplanned leave unless it is an emergency. The same to be audited by HR and monthly report to be shared with director office.
5. Regarding the issue of Support Staff Availability, Mr Vijay Sharma said that support staff needs to report 30 minutes before doctors and keep instruments and materials ready in OPD and clinics. Also, dept. computer operator & reception staff to alternate with each other for lunch. Reception cannot be left unmanned.
6. Director Principal called for proposals for extramural research grant under SERB Scheme. She said that the funding scheme is open till 3rd July, 2017. Interested faculty members can submit proposal in area of life science.
7. Student nominees proposed that there should be Saturday cultural activity for students regularly. This will uplift the spirits of students and maintain their enthusiasm.
8. Dr Akshay Bhargava emphasized the importance of recording daily feedback of patients. He said that such feedbacks help in improving overall quality of treatment.
9. Dr Akshay Bhargava 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 2017 batch.	<ol style="list-style-type: none">1. Record books to be printed2. Time Table, academic calendar to be released3. 1st year teaching schedules to be prepared and shared with Director's office	<ol style="list-style-type: none">1. Mr. Jha2. Registrar3. Concerned HODs	15-05-17
2.	Review of academic planning for MDS 2017 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	Dr Mousumi Goswami Registrar	02-05-17 08-05-17

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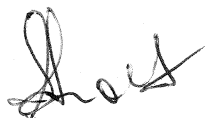
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		faculty and students.		
3.	Staff leaves management	Leaves of faculty and staff to be audited by HR and monthly report to be shared with Director's office	HR	By 7 th of every month
4.	Support staff availability	<ol style="list-style-type: none"> 1. Dept. Computer operator & reception staff to alternate with each other for lunch. Reception cannot be left unmanned. 2. Staff timing to be changed, must report 30 minutes before doctor 	Concerned HODs HR	Immediate effect 08-05-17
5.	Proposals for extramural research grant under SERB Scheme	HODs to motivate MDS staff to submit proposals for extramural research grant under SERB Scheme open only till 3 rd July, 2017	HODs	01-06-17
6.	Saturday cultural activity for students	Saturday cultural activity to be organised for students regularly. Schedule to be submitted to Principal's Office.	Cultural Incharge	08-05-17
7.	Daily feedback of patients	Atleast 10 patient feedbacks to be collected from departments daily. HODs to ensure.	Dept. Clerk	Immediate effect
8.	OPD planning during summer vacations	Departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly	Respective HODs	08-05-17
9.	Clinical review of all departments.	<p>HOD presentation reviewed by Director Principal.</p> <p>HOD- Orthodontics to refer Ortho patients to perio department for scaling.</p> <p>HOD-Prosthodontics – to share monthly crown dispatch receive report.</p> <p>HOD – Conservative Dentistry: to share deviations from monthly consumption trend.</p> <p>HOD Oral Surgery: to plan tie ups with cancer care hospitals</p>	HODs	To be reviewed in next meeting

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47, Knowledge Park III, Greater Noida

		<p>for perepheral postings undertaken by PG students</p> <p>HOD Pedodontics- to share monthly report of camp patients visiting the department.</p> <p>HOD Perio- to encourage PG students to do implant cases.</p> <p>HOD –PHD- to share monthly report of work done at satellite centers.</p> <p>HOD- OMR to start free card facility for person accompanying the patient</p>		
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Dr Sachit Anand Arora
IQAC Coordinator

I.T.S Dental College, Hospital and Research Centre
47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2017/02

July 21, 2017

The 2nd quarterly **IQAC** meeting for 2017-18 will be conducted on **1st August, 2017** (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 May, 2017, Monday).
2. Final review of preparation for BDS 2017 batch.
3. Review of UG quota (January till date)
4. To conduct faculty feedback
5. Re-emphasize on plagiarism check before thesis submission
6. Review of PG preclinical work status.
7. Review & update treatment names and steps on Orion
8. Express card patient's waiting room
9. Planning for 23rd IOS PG Convention to be held in February 2019.
10. Review of CDE Programmes.
11. Clinical review of all departments.
12. Any other matter with permission of chair.



[Dr. Sachit Anand Arora]
IQAC Coordinator

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 AUGUST 1, 2017

Location: Board Room

Date: August 1, 2017 (Tuesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Akshay Bhargava
2. IQAC Coordinator- Dr. Sachit Anand Arora
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. A K Chandna
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr G K Thapliyal
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar
5. Student representative: Adeeba Ali, Anmol Khanna
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. External Experts: Dr Devi Charan Shetty

Non attendees: Mr Shailesh, Mr Sohil Chaddha, Mr Shiv Shankar Gautam

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st May, 2017, Monday).
2. Final review of preparation for BDS 2017 batch.
3. Review of UG quota (January till date)
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10. Review of CDE Programmes.
11. Clinical review of all departments.
12. Any other matter with permission of chair.

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

47, Knowledge Park III, Greater Noida

Issues Raised

1. Dr Akshay Bhargava discussed minutes and actions of the previous meeting.
2. Dr Akshay Bhargava said that the academic planning for the upcoming BDS batch needs to be reviewed by concerned HODs and should undergo final corrections if required. Minute to minute orientation day schedule will be shared by director's office by 16-08-17.
3. Dr Akshay Bhargava discussed the issue of UG quota. He instructed all the concerned department heads to send report of quota completion by UG students to Director's office. Students lagging behind to be called by coordinator in director's office
4. Regarding faculty feedback, Mr Vijay Sharma said that the faculty wise feedback will be collected by APO. Questionnaire to be shared from Director's office for the same.
5. Dr Akshay Bhargava said that PG thesis to be strictly checked for plagiarism before submission and student wise report to be submitted to Director's office.
6. Dr Akshay Bhargava 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.
7. Mr. Vijay Sharma said that ORION needs to be updated on regular basis. Review of treatment names and steps to be done by Director's office and forwarded to ORION incharge Dr. Shubham Shukla for required corrections.
8. Dr A K Chandna, HOD, Dept. of Orthodontics discussed about the 23rd IOS PG Convention. He said that planning for scientific presentations, accommodation, transportation and hotel rooms needs to be done for the convention beforehand as it is going to be extensive work.
9. Mr Vijay Sharma said that separate waiting rooms for express card patients are being planned and area has been earmarked in each department for the same. Heads of clinical departments to forward their requirements for the same.
10. Mr Vijay Sharma informed that HR dept will share joining announcement for any new faculty and staff joining the institution with all the employees and management on the date of joining itself. Also, a brief orientation session for the new joining will be conducted by the HR department.
11. Participation in CDE Programmes was reviewed by Director Office and measures to improve participation were suggested.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Final review of preparation for BDS 2017 batch.	Minute to minute orientation day schedule to be shared by director office.	Director's office	16-08-17
2.	Review of U.G. Quota (January till date)	a. all the concerned department heads to send report of quota completion by UG students to Director's office b. To compile dept. wise treatments where	Concerned HODs Dr Shubham	07-08-17 16-08-17

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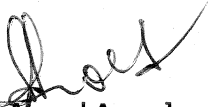
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		<p>quota has not been met</p> <p>b. Students lagging behind to be called by coordinator to director's office</p>	<p>Shukla</p> <p>UG 3rd and 4th year Coordinator</p>	<p>23-08-17</p>
3.	To conduct faculty feedback	<p>1. Questionnaire for faculty feedback to be shared by Director's office with APO</p> <p>2. APO to conduct year wise faculty wise feedback based on questionnaire shared by director office</p>	<p>Director's office</p> <p>APO</p>	<p>08-08-17</p> <p>16-08-17</p>
4.	Re-emphasize on plagiarism check before thesis submission	Student wise plagiarism report to be submitted to director office	All HODs	01-09-17
5.	Review & update treatment names and steps on Orion	<p>a. Treatment names & steps to be reviewed by director office</p> <p>b. Changes to be made on Orion by Dr. ShubhamShukla</p>	<p>Director's office</p> <p>Dr Shubham shukla</p>	<p>07-08-17</p> <p>16-08-17</p>
6.	23 rd IOS PG Convention to be held in February 2019	<p>planning for scientific presentations, accomodation, transportation and hotel rooms</p> <p>Department of Orthodontics, ITS Muradnagar to be involved.</p> <p>Faculty to be alloted work.</p>	HOD Ortho	16-08-17
7.	Express card waiting room	Heads of clinical departments to forward their requirements.	HODs of clinical dept.	10-08-17
8.	Staff orientation session by HR to be started as a regular practice	Orientation session report to be shared by HR with Director's officer at the end of every month	HR	With immediate effect
9.	Clinical review of all departments.	HOD presentation reviewed by Director Principal.	HODs	To be reviewed

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47, Knowledge Park III, Greater Noida

		<p>HOD- Orthodontics to keep a track of time taken to finish fixed ortho cases</p> <p>HOD-Prosthodontics – to review average time taken at each treatment step by UG students and interns.</p> <p>HOD – Conservative Dentistry: to share monthly report on single sitting RCTs done by dept.</p> <p>HOD Oral Surgery: to submit a report of major surgeries done in last 6 months.</p> <p>HOD Pedodontics- to conduct laser training for new department faculty and PG students</p> <p>HOD Perio- senior faculty to motivate patients for periodontal surgeries</p> <p>HOD –PHD- to share monthly report of ECHS patients.</p> <p>HOD- OMDR to maximize primary CBCT referrals and track secondary referrals.</p>		in next meeting
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[Dr. Sachit Anand Arora]

IQAC Coordinator

I.T.S Dental College, Hospital and Research Centre
47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2017/03

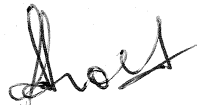
October 24, 2017

The 3rd quarterly **IQAC** meeting for 2017-18 will be conducted on **1st November, 2017** (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 August, 2017).
2. Plan for NABH accreditation for dental hospital
3. Review request for refilling of frequently used materials as required by P.G. students & faculty
4. Guidelines for MDS examination
5. Signages for patients
6. Review of U.G. syllabus & quota completion status
7. Appointment management on Orion
8. Live Demonstrations for clinical work
9. Clinical review of all departments.
10. Any other matter with permission of chair.



[Dr. Sachit Anand Arora]
IQAC Coordinator

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, 2017

Location: Board Room

Date: November 1, 2017 (Wednesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Akshay Bhargava
2. IQAC Coordinator- Dr. Sachit Anand Arora
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. A K Chandna
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr G K Thapliyal
 - Dr Bhuvan Deep Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Anmol Khanna
6. Management representative: Mr. Vijay Sharma, Mr Ashutosh
7. Community Representative: Mr Shiv Shankar Gautam (Camp Incharge- Kasna Jail)
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts: Dr Devi Charan Shetty

Non Attendees: Adeeba Ali, Dr Rishipal, Dr Vertika Gupta

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st August, 2017).
2. Plan for NABH accreditation for dental hospital
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4. Guidelines for MDS examination
5. Signages for patients
6. Review of U.G. syllabus & quota completion status
7. Appointment management on Orion
8. Live Demonstrations for clinical work
9. Events and activities for next calendar year
10. Clinical review of all departments.
11. Any other matter with permission of chair.

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Issues Raised

1. Dr Akshay Bhargava discussed minutes and actions of the previous meeting.
2. Dr Akshay Bhargava said that NABH accreditation of the college is being planned. Committees required for the same was shared with names of chairpersons and member secretaries for each committee. Names of committee members were sought.
3. Regarding the request for refilling of frequently used materials as required by P.G. students & faculty, Mr Vijay Sharma proposed that for conservative and endodontics department, material kits to be issued to PG students. Faculty-in-charge to audit material usage regularly and report.
4. 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.
5. Dr Shubham Shukla was instructed to review the signage requirement and share updates with Director's office.
6. Dr Akshay Bhargava said that students who have not completed requisite quota will be reposted in concerned departments.
7. Dr Shubham Shukla was asked to audit appointments on ORION on weekly basis and share report with director'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.	Plan for NABH accreditation for dental hospital	Final list of committee members to be circulated	Director's office	08-11-17
2.	Review request for refilling of frequently used materials as required by P.G. students & faculty	Material procurement for kits to be issued to PG students. Faculty-in-charge to audit material usage regularly and report	Director admin Faculty-in-charge (Dr Shaveta Mahajan)	15-11-17
3.	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

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47, Knowledge Park III, Greater Noida

4.	Signage for patients	a. Signage requirement to be reviewed and shared with Director's office	Dr Shubham Shukla	08-11-17
		b. Final list to be shared for preparation of bilingual signage	Director's office	15-11-17
5.	Review of U.G. syllabus & quota completion status	a. Multiple tests and revisions to be conducted for subjects with completed syllabus	Concerned HODs	Immediate effect
		b. Clinical posting schedule to be prepared for students who have not completed requisite quota	Registrar	08-11-17
6.	Appointment management on Orion	Weekly appointment audits on ORION	Dr Shubham Shukla	Immediate effect
7.	Live Demonstrations for clinical work	Live demo on patients to be shown to UG and PG students for any new treatment taught to them. Schedule for the same to be shared with Director's office.	Clinical department HODs	10-11-17
8.	Events and activities for next calendar year	Prepare annual schedule for college events	Registrar's office	10-11-17

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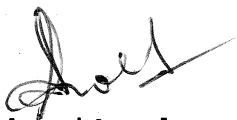
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		and activities. List to be approved by Director's office		
9.	Clinical review of all departments.	HOD presentation reviewed by Director Principal. HOD- Orthodontics to ensure signatures on treatment plan of PG cases. HOD- Prosthodontics – to prepare OPD roster utilizing skills of senior lecturers. HOD – Conservative Dentistry to add crown cutting quota for PG students so as to give complete case exposure HOD Oral Surgery: to refer all major oral surgery cases including implants for CBCT. HOD Pedodontics- to give RCT and extraction exposure to interns HOD Perio- to review periodontal	HODs	To be reviewed in next meeting

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		<p>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 do RBS in department itself and set criteria for the same</p>		
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[Dr. Sachit Anand Arora]

IQAC Coordinator

I.T.S Dental College, Hospital and Research Centre
47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2018/04

Jan 20, 2018

The 4th quarterly **IQAC** meeting for 2017-18 will be conducted on **1st Feb, 2018** (Wednesday) 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, 2017).
2. Meeting Agenda for all NABH committees
3. Budget Planning
4. CSSD planning for dental hospital
5. Drug Formulary Preparation
6. Planning for simulation center
7. Incorporation of videos, concept maps & game based activities for all theory topics
8. To review planning for 23rd IOS PG Convention to be held in February 2019
9. Planning for DCI inspection
10. Academic Planning for upcoming M.D.S. 2018 batch
11. Review of academic activities & clinical work progress of P.G. students
12. Clinical review of all departments.
13. Any other matter with permission of chair.



[Dr. Sachit Anand Arora]
IQAC Coordinator

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 Feb 1, 2018

Location: Board Room

Date: Feb 1, 2018 (Wednesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Akshay Bhargava
2. IQAC Coordinator- Dr. Sachit Anand Arora
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. A K Chandna
 - Dr. Rohit Kochhar
 - Dr. Abhishek Nagpal
 - Dr Heena Gohil
 - Dr G K Thapliyal
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Adeeba Ali, Anmol Khanna
6. Management representatives: Mr. Vijay Sharma, Mr. Ashutosh
7. Alumni: Dr Rishipal

Non- Attendees: Mr Shiv Shankar Gautam, Mr Sohil Chaddha, Dr Devi Charan Shetty

Agenda Items:

1. Confirm the minutes of last meeting (held on Nov 1, 2017).
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Issues Raised

1. Dr Akshay Bhargava discussed minutes and actions of the previous meeting.
2. Members of NABH committees were announced. Meeting frequency was decided and 1st meeting agenda points were discussed.
3. Budget planning for the next financial year was discussed.
4. Mr. Vijay Sharma informed that CSSD is being planned for dental hospital.
5. Regarding the issue of Drug Formulary preparation, Dr Akshay Bhargava informed everyone that Pharmacy & Therapeutics committee has been formed. Intimation would be sent to members from director office. The committee has to work on preparation of hospital formulary.
6. Mr. Vijay Sharma informed that college has decided to have 2 simulation labs and planning requirements for the same are to be shared with office of director admin.
7. All HODs were asked to incorporate videos, concept maps & game based activities for all theory topics and share detailed teaching schedules.
8. Planning & requirements for 23rd IOS PG Convention was reviewed.
9. Requirements for upcoming DCI inspection were shared. All HODs were asked to prepare documents accordingly.
10. All HODs were asked to prepare teaching schedules & review clinical quota requirements for upcoming M.D.S. 2018 batch.
11. Progress of academic activities & clinical work of P.G. students was reviewed.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Budget for next financial year	Fund requirements for next financial year to be shared with Secretary office	Director office	8-02-18
2.	NABH committees meetings	NABH committees: meeting notices	Director office	8-02-18
3.	CSSD planning for dental hospital	CSSD layout to be submitted Resource requirement to be shared with director admin	Dr Abhishek Nagpal Director office	15-02-18
4.	Drug Formulary Preparation	To review drug formulary prepared by pharmacy & therapeutics committee	Director office	15-02-18
5.	Simulation labs	Simulation lab layout & requirements to be	Dr Abhishek Nagpal	22-02-18

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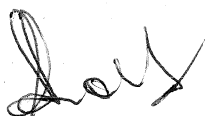
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		shared with director admin		
6.	Incorporation of videos, concept maps & game based activities for all theory topics	a. All depts. To finalize videos & game based activities for each topic of the subject (s) being taught b. Concept map software to be finalized by Dean UG	Concerned HODs Dean UG	22-02-18 15-02-18
7.	DCI inspection	Share documentation requirement with all HODs	Registrar	15-02-18
8.	To review planning for 23 rd IOS PG Convention	Report of planning for 23 rd IOS PG Convention to be shared with office of Director every 15 days.	HOD Orthodontics	Immediate effect
9.	Progress of academic activities & clinical work of P.G. students (start of session to 31 st Jan)	Submit a record of student wise academic activity status Submit clinical work done status of P.G. students from Orion	HODs Dr. Shubham Shukla	15-02-18 8-02-18
10.	Clinical review of all departments.	HOD presentation reviewed by Director Principal. HOD- Orthodontics to ensure that a case is not transferred twice to a PG student. 2 nd transfer if required must be to a faculty. HOD-Prosthodontics – to ensure assistance by interns in implant surgeries. HOD – Conservative	HODs	To be reviewed in next meeting

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		<p>Dentistry: to ensure that open cases not reporting since 90 days are called by dept. Clerk. Seek closure.</p> <p>HOD Oral Surgery: to ensure that no student is given an extraction case without clearing the viva.</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. Sachit Ahand Arora]

IQAC Coordinator