

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

47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2021-22/01

10th June, 2021

The IQAC meeting will be conducted on 17th June 2021 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Review of UG Quota (January till date)
2. To conduct faculty feedback
3. Review of CDE programme
4. Review and update treatment names and steps on Orion
5. Strategizing data collection for NAAC.
6. Any other matter with permission of the chair.



[Dr. Anshul Singla]
IQAC Coordinator

CC:
Chairman
Vice Chairman
Secretary
Principal
IQAC Members



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

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

47, Knowledge Park III, Greater Noida

MINUTES OF IQAC MEETING HELD ON 17TH JUNE, 2021

Location: New Board Room

Date: 17th June, 2021

Time: 12:30 pm Onwards

Attendees:

1. Hon'ble Vice Chairman- Mr Sohil Chadha
2. Hon'ble Secretary- Mr. B K Arora
3. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
4. Director Administration: Mr Vijay Sharma
5. IQAC Coordinator- Dr. Anshul Singla (Prof. & HOD, Orthodontics)
6. Faculty:
 - Dr. Mousumi Goswami (Prof. & HOD, Pedodontics)
 - Dr. Rohit Kochhar (Prof. & HOD, Endodontics)
 - Dr. Ashish Sharma (Prof. & HOD, Oral Surgery)
 - Dr Puneet Khurana (Prof. & HOD, Prosthodontics)
 - Dr. Manisha Lakhanpal (Prof. & HOD, OMR)
 - Dr. Rupali Kalsi (Prof. & HOD, Periodontics)
 - Dr. Vikram Arora (Incharge, PHD)

Agenda Items:

1. Review of UG Quota (January till date)
2. To conduct faculty feedback
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5. Strategizing data collection for NAAC.
6. Any other matter with permission of the chair.


Dr. Sachit Anand Arora
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Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting
2. Dr sachit Anand Arora said that the academic planning for the upcoming BDS batch needs to be reviewed by concerned HODs and should undergo final corrections if required.
3. Dr Sachit Anand Arora 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.
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. 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 in charge.
6. 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.
7. 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.	Review of U.G. Quota (January till date)	-All the concerned department heads to send report of quota completion by UG students to Director's office. -To compile Dept. wise treatment where quota has not been met -student lagging behind to be called by coordinator to director's office.	Concerned HOD's UG 3 rd & 4 th year coordinator	16-07-2021 23-07-2021
2.	To conduct faculty feedback	-Questionnaire for faculty feedback to be shared by Director's office with APO. -APO to conduct year wise faculty wise feedback based on questionnaire shared by director office.	Director office APO	08-07-21 16-07-21
3.	Review & update treatment names	-Treatment names & steps to be reviewed by director office	Director's office	07-07-21

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	and steps on ORION	-Changes to be made on ORION by Dr Tushar	Dr Tushar	16-07-21
4.	Staff orientation session by HR to be shared as a regular practice.	Orientation session report to be shared by HR with Director's office at the end of every month.	HR	With immediate effect
5.	Clinical review of all departments	<p>HOD presentation reviewed by Director Principal.</p> <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 6months.</p> <p>HOD Pedodontics- to conduct laser training for new department faculty and PG students.</p> <p>HOD Perio- senior faculty to motivate patient for periodontal surgeries.</p> <p>HOD PHD- to share monthly report of ECHS patient.</p> <p>HOD OMDR- to maximize primary CBCT referrals and track secondary referrals.</p>	HODs	To be reviewed in next meeting.



[Dr. AnshulSingla]

IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2021-22/02

1st Sep, 2021

The IQAC meeting will be conducted on 9th Sep 2021 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 17th June ,2021)
2. Guidelines for MDS examinations
3. Review of UG syllabus & quota completion status
4. Events & activities for next calendar year
5. Clinical review of all departments
6. Any other matter with permission of the chair.


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MINUTES OF IQAC MEETING HELD ON 9th Sep, 2021

Location: New Board Room

Date: 9th Sep, 2021

Time: 12:30 pm Onwards

Attendees:

1. Hon'ble Vice Chairman- Mr Sohil Chadha
2. Hon'ble Secretary- Mr. B K Arora
3. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
4. Director Administration: Mr Vijay Sharma
5. IQAC Coordinator- Dr. Anshul Singla (Prof. & HOD, Orthodontics)
6. Faculty:
 - Dr. Mousumi Goswami (Prof. & HOD, Pedodontics)
 - Dr. Rohit Kochhar (Prof. & HOD, Endodontics)
 - Dr. Ashish Sharma (Prof. & HOD, Oral Surgery)
 - Dr Puneet Khurana (Prof. & HOD, Prosthodontics)
 - Dr. Manisha Lakhanpal (Prof. & HOD, OMR)
 - Dr. Rupali Kalsi (Prof. & HOD, Periodontics)
 - Dr. Vikram Arora (Incharge, PHD)

Agenda Items:

1. Confirm the minutes of last meeting (held on 17th June, 2021)
2. Guidelines for MDS examinations
3. Review of UG syllabus & quota completion status
4. Events & activities for next calendar year
5. Clinical review of all departments
6. Any other matter with permission of the chair.


Dr. Sachit Anand Arora
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Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting
2. 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.
3. Dr Sachit said that students who have not completed requisite quota will be reposted in concerned departments.
4. Dr Sachit Anand Arora directed registrar office to prepare annual schedule for college events and activities and get the list approved by principal's office.
5. HODs of all clinical departments were asked to incorporate live demonstrations in UG & PG teaching.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed action</u>	<u>Owner</u>	<u>ETA</u>
1.	Guidelines for MDS examination	The examination to be strictly conducted on university pattern and question papers to be shared 1 week in advance	Concerned HOD's	NA
2.	Review of U.G syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota	Registrar	23-09-21
3.	Events and Activities for next calendar year	Prepare annual schedule for college events and activities.	Registrar's office	27-09-21
4.	Clinical review of all departments	HOD presentation reviewed by Director Principal. HOD- Orthodontics to ensure that cases running for more than 2years in the department are finished on priority basis. HOD- Prosthodontics to introduce latest treatment modalities in the department. HOD-Conservative Dentistry to increase the number of single	HODs	To be reviewed in next meeting.

Dr. Sachit Anand Arora
Principal

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

IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2021-22/03

6th Dec, 2021

The IQAC meeting will be conducted on 14th Dec, 2021 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 9th Sep,2021)
2. Meeting agenda for all NABH committees
3. Drug formulary preparation
4. Incorporation of videos, concept maps & game based activities for all theory topics
5. Review CSSD working for dental hospital
6. Review of academic activities & clinical work progress of PG students
7. Clinical review of all departments
8. Any other matter with permission of chair


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MINUTES OF IQAC MEETING HELD ON 14th DEC, 2021

Location: New Board Room

Date: 14th Dec, 2021

Time: 2:30 pm Onwards

Attendees:

1. Hon'ble Vice Chairman- Mr Sohil Chadha
2. Hon'ble Secretary- Mr. B K Arora
3. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
4. Director Administration: Mr Vijay Sharma
5. IQAC Coordinator- Dr. Anshul Singla (Prof. & HOD, Orthodontics)
6. Faculty:
 - Dr. Mousumi Goswami (Prof. & HOD, Pedodontics)
 - Dr. Rohit Kochhar (Prof. & HOD, Endodontics)
 - Dr. Ashish Sharma (Prof. & HOD, Oral Surgery)
 - Dr Puneet Khurana (Prof. & HOD, Prosthodontics)
 - Dr. Manisha Lakhanpal (Prof. & HOD, OMR)
 - Dr. Rupali Kalsi (Prof. & HOD, Periodontics)
 - Dr. Vikram Arora (Incharge, PHD)

Agenda Items:

1. Confirm the minutes of last meeting (held on 9th Sep, 2021)
2. Meeting agenda for all NABH committees
3. Drug formulary preparation
4. Incorporation of videos, concept maps & game based activities for all theory topics
5. Review CSSD working for dental hospital
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7. Clinical review of all departments
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. Members of NABH committees were announced. Meeting frequency was decided and 1st meeting agenda points were discussed.
3. Mr Vijay Sharma Informed that CSSD is working fine for dental hospital.
4. Regarding the drug formulary preparation, Dr Sachit Anand arora informed everyone that pharmacy & therapeutics is working on preparation & implementation of hospital formulary.
5. All HODs were asked to incorporate videos, concept maps & games based activities for all theory topics and share detailed teaching schedule.
6. All HODs were asked to prepare teaching schedule & review clinical Quota requirements for upcoming M.D.S batch.
7. 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.	NABH committees meeting	NABH committees: meeting notices	Director office	21-12-21
2.	Drug formulary preparation	To review drug formulary prepared by pharmacy & therapeutics committee	Director office	29-12-21
3.	Incorporation videos, concept maps & games based activities for all theory topics	-All depts. To finalize videos & games based activities for each topic of the subjects being taught. -concept map software to be finalized by dean UG	Concerned HODs Dean UG	30-12-21 21-12-21
4.	Progress of academic activities & clinical work of P.G students	-Submit a record of student wise academic activities status. -Submit clinical work done status of PG student from ORION.	HODs	22-12-21
5.	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	HODs	To be reviewed in next meeting.

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		<p>a faculty.</p> <p>HOD- Prosthodontics to ensure assistant by interns in implant surgeries.</p> <p>HOD-Conservative Dentistry to ensure that open cases not reporting since 90days 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- reviews the quota for exam going UG batch and ensure optimal exposure.</p> <p>HOD Perio- to ensure assistance by interns in laser surgery.</p> <p>HOD PHD- to prepare promotional print material for camp patients.</p> <p>HOD OMDR- working of Orofacial pain clinic in the dept.</p>		
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NOTICE FOR IQAC MEETING


Ref. No. IQAC/ITSDCGN/2021-22/04

3rd Mar, 2022


The IQAC meeting will be conducted on 10th Mar, 2022 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 14th Dec, 2021)
2. Academic planning for BDS batch 2022
3. Review of Academic planning for MDS 2022 batch
4. Functioning of ERP module and Zoho Analytics
5. To review the present feedback system of the college
6. OPD planning during summer vacation
7. Clinical view of all departments
8. Any other matter with permission of chair


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MINUTES OF IQAC MEETING HELD ON 10th MAR, 2022

Location: New Board Room

Date: 10th Mar, 2022

Time: 12:30 pm Onwards

Attendees:

1. Hon'ble Vice Chairman- Mr Sohil Chadha
2. Hon'ble Secretary- Mr. B K Arora
3. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
4. Director Administration: Mr Vijay Sharma
5. IQAC Coordinator- Dr. Anshul Singla (Prof. & HOD , Orthodontics)
6. Faculty:
 - Dr. Mousumi Goswami (Prof. & HOD, Pedodontics)
 - Dr. Rohit Kochhar (Prof. & HOD, Endodontics)
 - Dr. Ashish Sharma (Prof. & HOD, Oral Surgery)
 - Dr Puneet Khurana (Prof. & HOD, Prosthodontics)
 - Dr. Manisha Lakhanpal (Prof. & HOD, OMR)
 - Dr. Rupali Kalsi (Prof. & HOD, Periodontics)
 - Dr. Vikram Arora (Incharge, PHD)

Agenda Items:

1. Confirm the minutes of last meeting (held on 14th Dec ,2021)
2. Academic planning for BDS batch 2022
3. Review of Academic planning for MDS 2022 batch
4. Functioning of ERP module and Zoho Analytics
5. To review the present feedback system of the college
6. OPD planning during summer vacation
7. Clinical view of all departments
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

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2. Dr Sachit Anand Arora discussed about the academic planning for the BDS 2022 Batch. He said That Academic Calendar and time table to be generated from registrar's office and send to principal 's office.
3. PG coordinator Dr Mousumi Goswami said that department wise academic schedule has been reviewed by her office and will be submitted to Director's office for perusal and approval. Register's office will then circulate the schedule to faculty and students.
4. Dr Sachit Anand Arora discussed the functioning of Zoho analytics and ERP Module with HODs and get the response that all faculties are comfortable and working well with these system.
5. Dr Sachit Anand Arora proposed that the present feedback system of the institution needs to be revised and the opinion of alumni's and employers to be included for improvement in curriculum and teaching learning activities.
6. 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.	Academic planning for BDS batch 2022	-Record books to be printed. -Time Table, academic calendar to be released. -1 st year teaching schedule to be prepared and shared with Director's office.	-Mr Jha -Registrar -Concerned HODs	25-03-22
2.	Review of Academic planning for MDS 2022 batch	Department wise academic schedules to be submitted to Director's office for perusal and approval. Register's office will then circulate the schedule to faculty and students.	-Dr Mousumi Goswami -Reistrar	12-03-22 17-03-22
3.	To review the present feedback system of the college	Feedback system to be more organized. Feedback from alumnis and employers added. Data regarding the same to be shared with Principal's office	Dr Monica Mehndiratta	18-03-22
4.	OPD planning during summer vacation	Department of orthodontics and Pedodontics to plan for material requirements and staff availability accordingly.	Respective HODs	17-03-22

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5.	Clinical review of all departments	HOD presentation reviewed by Director Principal. 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 average time taken to finish RCTs report for the patient. HOD- Oral Surgery - to plan tie ups with cancer care hospitals for peripheral postings undertaken by PG students. HOD Pedodontics- to plan for material requirements for heavy OPD in summer months. HOD Perio-to encourage students to do implant cases. HOD PHD- to share monthly report of work done at satellite centers. HOD OMDR- to start free card facility for person accompanying the patient.	HODs	To be reviewed in next meeting.
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[Dr. Anshul Singla]

IQAC Coordinator



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