

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

47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING & UPDATED MEMBER LIST 2020-21

Ref. No. IQAC/ITSDCGN/2020-21/01

June 10, 2020

IQAC Member list for IQAC meetings 2020-21 is listed below:

1. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre))
2. Employer/ Industrialist: Mr. Sohil Chadha (Vice Chairman, ITS- The Education Group)
3. Management representative: Mr. B K Arora (Secretary, ITS- The Education Group)
4. Faculty:
 - Dr. Mousumi Goswami (Professor and Head, Pedodontics)
 - Dr. Rohit Kochhar (Professor and Head, Endodontics)
 - Dr. Shivjot (Professor and Head, Periodontics)
 - Dr Anil Miglani (Professor and Head, Orthodontics)
 - Dr. Manisha Lakhanpal (Professor and Head, OMR)
 - Dr Puneet Khurana (Professor and Head, Prosthodontics)
 - Dr. Ashish Sharma (Professor and Head, Oral Surgery)
 - Dr. Heena Gohil (Professor and Head, Anatomy)
 - Dr Bhuvan Deep Gupta (Professor and Head, PHD)
 - Dr Monika Mehndiratta (Professor and Head, Oral Pathology)
 - Dr Kartika (Reader, Department of Prosthodontics)
5. IQAC Coordinator- Dr. Anshul Singla (Professor, Department of Orthodontics)
6. Administrative/ technical Staff: Mr Vijay Sharma (Director Administration), Mr Jha (Head Librarian)
7. Alumni: Dr Reenu , Dr Shikha
8. Student representative: Eva Jain

The 1st quarterly IQAC meeting for 2020-21 will be conducted on **15th June, 2020** (Monday) at **10:30am** in **New Boardroom**.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 3rd Feb, 2020).
2. Sterilization and disinfection protocol during covid times.
3. Review of online academic curriculum being followed for undergraduate and postgraduate students
4. Renewal of MOU with Saveetha University
5. Final University Exam of MDS 3rd year
6. Any other matter with permission of 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
47, Knowledge Park -III, Gr. Noida (U.P.)

MINUTES OF IQAC MEETING HELD ON JUNE 15, 2020

Location: New Board Room

Date: June 15, 2020 (Monday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
2. Management representative: Mr. B K Arora (Secretary, ITS- The Education Group)
3. Faculty:
 - Dr. Mousumi Goswami (Professor and Head, Pedodontics)
 - Dr Anil Miglani (Professor and Head, Orthodontics)
 - Dr. Manisha Lakhanpal (Professor and Head, OMR)
 - Dr Puneet Khurana (Professor and Head, Prosthodontics)
 - Dr. Ashish Sharma (Professor and Head, Oral Surgery)
 - Dr. Heena Gohil (Professor and Head, Anatomy)
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 - Dr Monika Mehndiratta (Professor and Head, Oral Pathology)
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5. Administrative/ technical Staff: Mr Vijay Sharma (Director Administration), Mr Jha (Head Librarian)
6. Alumni: Dr Reenu , Dr Shikha

Agenda Items:

1. Confirm the minutes of last meeting (held on 3rd Feb, 2020).
2. Sterilization and disinfection protocol during covid times.
3. Review of online academic curriculum being followed for undergraduate and postgraduate students
4. Renewal of MOU with Saveetha University
5. Final University Exam of MDS 3rd year
6. Any other matter with permission of chair.

Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr Sachit Anand Arora said that the college is following all the precautions and measures needed during Covid times. DCAs and support staff have been trained regarding disinfection and sterilization procedures to be followed before and in between each patient. No doctor is working on the patient without PPE kit which are provided by the college.
3. Dr Sachit Anand Arora congratulated everyone on following online academic curriculum successfully. Dr Rohit mentioned that the webinars organised by the institute have been quite informative.


Dr. Sachit Anand Arora
Principal
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4. Dr Anshul Singla mentioned that the MOU with Saveetha University needs renewal. Dr Sachit told everyone that the renewal process is in process and will be done by next month.
5. Dr Mousumi said that the MDS 3rd year students should be apprised about the upcoming university exams. The dates will be intimated by university soon. The format of practical examination needs to be decided by HODs and discussed with Principal.
6. Mr B K Arora enquired about the pre- clinical exercises of undergraduates. He said that material requirements of students need to be couriered to them from college.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Sterilization and disinfection protocol	Sterilization and disinfection protocol followed during covid times to be audited	Principal office	25-06-20
2.	Renewal of MOU with Saveetha University	Renewal of MOU with Saveetha University	Principal Office	15-07-20
3.	University practical exam of MDS 3 rd year	Format for University practical exam of MDS 3 rd year to be discussed with PG coordinator	HOD	24-06-20
4.	Pre- clinical exercise of undergraduates	Material requirements of students need to be couriered to them from college.	Registrar	25-06-20


[Dr. Anshul Singla]
IQAC Coordinator


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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2020-21/02

Sep 10, 2020

The 2nd quarterly **IQAC** meeting for 2020-21 will be conducted on **24th Sep, 2020** (Thursday) at **2:00 pm** in **New Boardroom**.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting.
2. To plan quality initiatives for the year 2020-21.
3. To plan for establishing incubation centre in the institute.
4. To plan for upcoming NAAC inspection for 2nd cycle of accreditation.
5. To promote research activities in the college.
6. Any other matter with permission of the chair.

[Dr. Anshul Singla]
IQAC Coordinator

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Chairman

Vice Chairman

Secretary

Principal

IQAC Members

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MINUTES OF IQAC MEETING HELD ON SEP 24, 2020

Location: New Board Room

Date: Sep 24th, 2020 (Thursday)

Time: 02:00 pm

Attendees:

1. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre))
2. Management representative: Mr. B K Arora (Secretary, ITS- The Education Group)
3. Faculty:
 - Dr. Rohit Kochhar (Professor and Head, Endodontics)
 - Dr Anil Miglani (Professor and Head, Orthodontics)
 - Dr. Manisha Lakhanpal (Professor and Head, OMR)
 - Dr. Ashish Sharma (Professor and Head, Oral Surgery)
 - Dr. Heena Gohil (Professor and Head, Anatomy)
 - Dr Bhuvan Deep Gupta (Professor and Head, PHD)
 - Dr Monika Mehndiratta (Professor and Head, Oral Pathology)
 - Dr Kartika (Reader, Department of Prosthodontics)
5. IQAC Coordinator- Dr. Anshul Singla (Professor, Department of Orthodontics)
6. Administrative/ technical Staff: Mr Jha (Head Librarian)
7. Alumni: Dr Reenu , Dr Shikha

Non- Attendees:

Mr. Sohil Chadha (Vice Chairman, ITS- The Education Group), Dr. Mousumi Goswami (Professor and Head, Pedodontics), Dr. Shivjot (Professor and Head, Periodontics), Dr Puneet Khurana (Professor and Head, Prosthodontics), Mr Vijay Sharma (Director Administration), Eva Jain (Student representative)

Agenda Items:

1. To Plan Quality Initiatives for the year 2020-2021
2. To Plan for establishing the Incubation Centre in the Institute.
3. To Plan for Upcoming NAAC Inspection for 2nd Cycle of Accreditation.
4. To Promote Research Activities in the College.
5. Any Other Matter with the 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 discussed the quality initiatives planned and undertaken for the year 2020-2021. He asked everyone for the suggestions regarding the same. Mr Bhushan mentioned that the Patient complaint software ' Knowlarity' is a very good quality initiative by the institute.
3. Dr Sachit re- emphasized on the importance of incubation centre for an institute. Dr Anshul Singla informed everyone of the facilities and equipments available in the incubation centre in ITS engineering college, Greater Noida with which the institution has a Memorandum of Understanding. The faculty were motivated to visit the incubation centre.
4. Dr Sachit discussed the preparations regarding the Upcoming NAAC Inspection. He apprised everyone that the inspection can happen in a span of 1 month and the preparations should be done accordingly.
5. Dr Sachit Anand Arora congratulated everyone for a good number of publications done in previous year. He motivated everyone to publish even more studies this year in journals of repute.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Quality Initiatives	Plan For the Quality Initiatives for the year 2020-2021	Dr Anshul Singla	30 th Sep,2020
2.	Incubation Centre	Faculties to visit incubation centre	HODs	15 th Oct, 2020
3.	MOU	Signed MoU Copy to be circulated amongst all HODs .	Principal's office	10 th Oct,2020

[Dr. AnshulSingla]
IQAC Coordinator

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2020-21/03

Jan 18, 2021

The 3rd quarterly IQAC meeting for 2020-21 will be conducted on **21st Jan, 2021** (Thursday) at **2:00 pm** in **New Boardroom**.

The agenda of this meeting is as follows:

1. Confirm preparedness for NAAC inspection
2. Documentation for NAAC Inspection to be prepared and audited
3. Updation of latest CV of all faculty by HR department
4. Timeline to be prepared and followed by all criteria incharges
5. Any other matter with permission of the chair.

[Dr. Anshul Singla]
IQAC Coordinator

CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

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MINUTES OF IQAC MEETING HELD ON JAN 21, 2021


Location: New Board Room

Date: Jan 21, 2021 (Thursday)

Time: 02:00 pm

Attendees:

1. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre))
2. Management representative: Mr. B K Arora (Secretary, ITS- The Education Group)
3. Faculty:
 - Dr. Rohit Kochhar (Professor and Head, Endodontics)
 - Dr. Manisha Lakhanpal (Professor and Head, OMR)
 - Dr. Ashish Sharma (Professor and Head, Oral Surgery)
 - Dr. Heena Gohil (Professor and Head, Anatomy)
 - Dr Bhuvan Deep Gupta (Professor and Head, PHD)
 - Dr Monika Mehndiratta (Professor and Head, Oral Pathology)
 - Dr Kartika (Reader, Department of Prosthodontics)
5. IQAC Coordinator- Dr. Anshul Singla (Professor & Head, Department of Orthodontics)
6. Administrative/ technical Staff: Mr Vijay Sharma
7. Alumni: Dr Shikha


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Agenda Items:


1. Confirm preparedness for NAAC inspection
2. Documentation for NAAC Inspection to be prepared and audited
3. Updation of latest CV of all faculty by HR department
4. Timeline to be prepared and followed by all criteria incharges
5. Any other matter with permission of the chair.

Issues Raised

1. Dr Sachit gave a presentation on the preparedness of institute for NAAC inspection
2. Mr B K Arora emphasized on the importance of timeline for the work to be done and strict adherence to the same.
3. Mr B K Arora mentioned that even if the faculty or criteria incharges have to stay longer than the college time for work, they should do the same and complete NAAC documentation.
4. Dr Sachit told said 'NAAC is the priority' for the institute at present.
5. Mr B K Arora called the HR personnel and directed him to ensure that all the faculty docs are updated in HR Portal.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Timeline for NAAC Work	Timeline to be prepared and shared on whatsapp group	Dr Anshul Singla	22 nd Jan, 2021
2.	Documents to be completed	All documents to be completed by criteria incharges	Criteria incharges	27 th Jan, 2021
3.	HR portal updation	Faculty docs to be updated in HR Portal	HR	30 th Jan, 2021


[Dr. Anshul Singla]
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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2020-21/04

March 01, 2021

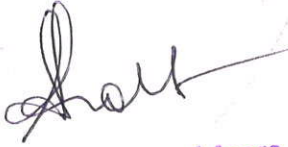
The IQAC meeting will be conducted on **16th March, 2021 at 2:00 pm in New Boardroom.**

The agenda of this meeting is as follows:

1. Analysis of result of 2nd cycle of NAAC Accreditation
2. Preparation required for next NAAC inspection.
3. To discuss points where improvement is required
4. To inform all criteria incharges about the documentation required for further work
5. Any other matter with permission of the chair.


[Dr. Anshul Singla]
IQAC Coordinator

CC:
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Secretary
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MINUTES OF NAAC MEETING HELD ON MARCH 16, 2021

Location: New Board Room

Date: March 16, 2021 (Tuesday)

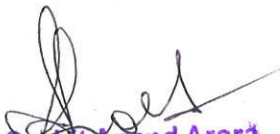
Time: 12:30 pm

Attendees:

1. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre))
2. Management representative: Mr. B K Arora (Secretary, ITS- The Education Group)
3. Faculty:
 - Dr. Rohit Kochhar (Professor and Head, Endodontics)
 - Dr. Mousumi Goswami (Professor and Head, Pedodontics)
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 - Dr. Manisha Lakhanpal (Professor and Head, OMR)
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 - Dr Kartika (Reader, Department of Prosthodontics)
5. IQAC Coordinator- Dr. Anshul Singla (Professor, Department of Orthodontics)
6. Administrative/ technical Staff: Mr Vijay Sharma
7. Alumni: Dr Shikha

Agenda Items:

1. Analysis of result of 2nd cycle of NAAC Accreditation
2. Preparation required for next NAAC inspection.
3. To discuss points where improvement is required
4. To inform all criteria incharges about the documentation required for further work
5. Any other matter with permission of the chair.


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Issues Raised

1. Dr Sachit Anand Arora congratulated everyone for hard work and the successful peer team review conducted by the NAAC inspectors.
2. Mr Vijay Sharma mentioned that all the team members should scrutinize their criteria to list out the documents needed within one week.
3. Dr Anshul Singla presented the result analysis to all the NAAC team members. The presentation included the Criteria wise weightage and also the marks obtained in points and sub points. Points with 0 or 1 weightage were also discussed.
4. Mr Jha was asked to prepare a list of journals enlisted in UGC care.
5. Dr Kartika asked about the study material for NAAC. She was told that a book on Quality improvement in higher education is available in library. Also there are numerous webinars available on you tube for which the links will be posted on the whatsapp group.
6. Dr Mousumi mentioned that faculty should try to attend Faculty Development Programs physically.

Action#	Issue Summary	Owner	ETA
1.	To list the documents required in individual criteria	Criteria incharges	25-03-21
2.	To prepare a list of journals enlisted in UGC care	Mr. K.K. Jha	27-3-17
3.	To post relevant webinar links on whatsapp group	Dr. Anshul Singla	25-03-21
4.	Collaboration required with agencies like Red Cross	Principal Office	-
5.	FDPs from external agencies to be attended by faculty	Principal Office	-


(Dr Anshul Singla)
IQAC Coordinator


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