

**I.T.S DENTAL COLLEGE, HOSPITAL AND RESEACH CENTRE  
47, KNOWLEDGE PARK III, GREATER NOIDA**

Minutes of the Meeting

Agenda: Proposed Academic Activity

Chaired by: Vice Chairman – ITS -- The Education Group

Co – Chaired by: Secretary – ITS – The Education Group

Date: 3<sup>rd</sup> March 2020

Time: 2:15 PM to 3:45 PM

**MOM :**

**1. GENERAL POINTS:**

- Mention Charges of Speakers & Other expenses involved
- Mention if the certificate courses applied are assignment based or exam based
- Make one composite program for General Dentistry and the individual modules for Cons/Prosthodontics/Pedo/Perio/Ortho/OMDR/Oral Pathology/Public Health Dentistry/Oral Surgery.
- Start making E-brochures for Webinars/CDEs/Certificate Courses.
- Keep the Study Material ready for the Certificate Courses.
- Search University based courses for faculty/HODs.
- Can search for online courses on Udemy/Dental Care/Coursera/Dawson Academy.
- Try to get MOUs signed with other dental colleges & universities.
- Keep CDEs free for students of our college.
- Focus on the students from other colleges as well for CDEs/Certification Course.
- Webinar/Certification details should be on Website also.

**2. Department of Conservative Dentistry & Endodontics :**

- Change the date of Basic Endodontics Certification course. Make it possibly for April/May.
- Mention the proper details of online courses enrolled i.e. Duration of course, Enrolled Date, Course start date etc.

**3. Department of Prosthodontics :**

- Work on the cost for Certificate courses.

**4. Department of OMDR:**

- Complete the discussion for proposed certificate course on Lasers with Perio Department.
- Foreign speakers or speakers of repute

**5. Department of Pedodontics :**

- Try to do any CDEs for special children
- Pedo faculty can try for some courses for special children.

  
Dr. Sachit Anand Arora  
Principal

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

**I.T.S DENTAL COLLEGE, HOSPITAL AND RESEARCH CENTRE  
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**Minutes of the Meeting**

**Agenda:** Online/Virtual Classrooms

**Chaired by:** Secretary – ITS – The Education Group

**Co – Chaired by:** Principal - ITS Dental College

**Date:** 19<sup>th</sup> March 2020

**Time:** 12:30 PM to 1:30 PM

**Venue:** New Board Room

**MOM:**

1. The Institute is starting with Online /Virtual Classrooms concepts with the undergraduate students across all years.
2. A Live demo was conducted today by Dr. Himanshu Bhutani via **Hangs out meet & Google classrooms** applications.
3. Further on point 2 request you all to download the above mentioned apps on your laptops/I-pads immediately.
4. Each one of you are expected to send the schedule of the classes to be taken by faculty per se for next 15 days by EOD tomorrow i.e. 20<sup>th</sup> March 2020.
5. APO Office & Coordinators will draft a roaster after receiving the schedule & send the final print of the roaster to the faculty & students alike.
6. A step by step know how of working on **Hangs out meet & Google classrooms** apps shall be shared by the IT Team by 11 AM tomorrow.
7. Initial Couple of Online Classrooms would be taken by Dr. Himanshu Bhutani & Dr. Amit Gupta and each faculty & HODs shall be a part of the learning process to get use to the process of online classrooms.
8. We intent to start the Online Classrooms positively by 23rd March 2020 i.e. Monday.

P.S:- for any help & support please reach out to:

1. Dr. Himanshu Bhutani (Reader, Oral Surgery)  
Email: - [dr.himanshu@its.edu.in](mailto:dr.himanshu@its.edu.in)
2. Mr. Prasana Mohanty (IT Manager)  
Email: - [itmanager.gn@its.edu.in](mailto:itmanager.gn@its.edu.in)
3. Ms. Beena (Principal Office)  
Email:- [prinoff.dntl.gn@its.edu.in](mailto:prinoff.dntl.gn@its.edu.in)



**Dr. Sachit Anand Arora**  
Principal  
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**I.T.S DENTAL COLLEGE, HOSPITAL AND RESEACH CENTRE  
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**Minutes of the Meeting**

**Agenda:** Review of Activities – Academic/Administration/Operations

**Chaired by:** Mr. B. K. Arora – Secretary - ITS Education Group

**Attendees:** Dr. Sachit Anand Arora (Principal), Mr. Vijay Sharma (Director-Admin) & Mr. Ashutosh (Head - Operations)

**Date:** 15<sup>th</sup> April 2020

**Time:** 12:30 PM

**Venue/Platform:** Zoom App

**MOM:**

1. Whether the Course for online classes has been scheduled as per the original plan.
2. Principal to send mails to Faculty and HODs who are not attending academic activities.
3. Check the feasibility for conduction of Online Examination & expedite according.
4. CPC to be conducted online.
5. Webinars to be conducted online.
6. Share the excel sheet with Faculty & ask the faculty for Online Courses.
7. Library Dissertation for 1<sup>st</sup> Year.



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Principal**

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**Minutes of the Meeting**

**Agenda:**Online/Virtual Classrooms Attendance

**Chaired by:**Dr. SachitAnand Arora – Principal - ITS Dental College

**Attendees:**Dr. Kumar Saurav, Dr. Rajeshwari Gore, Dr. HeenaGohil, Mr. Shailesh, Mr. Mohsin,  
Ms. Grace.

**Date:** 30<sup>th</sup> March 2020

**Time:** 2:45 PM to 3:05 PM

**Venue:** Hangs Out Meet

**MOM:**

1. As the attendance of students is happening through biometrics so the students would be marked absent by APO and later on the APO office would mark them present.
2. `Students can check the attendance report tomorrow at 10:00 AM.
3. If any further issues would occur then the students can send what's app to their respective coordinators individually.
4. Everyone to audit the online classrooms on regular basis.

**Dr. Sachit Anand Arora**  
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# **I.T.S DENTAL COLLEGE, HOSPITAL & RESEARCH CENTRE** **GREATER NOIDA**

**Academic Review Meeting – 9<sup>th</sup> June 2020**

**Chaired By:** Mr. B. K. Arora Sir – Secretary, I.T. S. Group

**Co- Chaired by:**

Dr. Sachit Anand Arora, Principal

Attendees: Dr. Vertika Gupta, Dr. Naveen, Dr. Heena Gohil, Dr. Rajeshwari Gore, Dr. Madhvi

**Main Points:**

1. To send the reports of Assignments in following format :

S.No	Assignment Name	Sent On	Completion Date for Students	Total No of Students	Total No. of Students shared the assignments	Total No. of Students not shared the assignments
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Kindly note to ask the students who have not sent the assignments on time to complete & send the same. Share the absent students list with Principal Office.

2. List of Practicals/Demo to be conducted. Format is mentioned below:

S.No	List of Practicals to be conducted	Mode of Demo		
		Live Demo	Recorded Video	Online PPT

3. Detailed Mapping of the students based on Question, & Segment them into Groups Followed by Tutorials
4. List of Students performed well and under performed in Online Examinations.
5. Viva-Voice schedule to be prepared by Principal Office

  
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Principal

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

47, Knowledge Park – III, Greater Noida

Online Academic Review Meeting

Minutes of the meeting

Dates : 3<sup>rd</sup> & 4<sup>th</sup> July, 2020

Mode : Google Hangs Out meet

Chaired by : Principal – Dr. Sachit Anand Arora

Attendees : Faculty In charges of 3<sup>rd</sup> Year , 4<sup>th</sup> Year & Micro biology

General Instructions :

- All Incharges to discuss the question papers with the students for exam going subjects.\
- To send the list of top 10 & bottom 10 students ( Kindly ignore if sent )
- To Share Question banks of the respective subjects.
- We would conduct Viva Voce for students in Non – exam going subjects.
- To send the Recorded videos of the Online academic presentation held in google drive with Cc to Principal

Sno.	Dept./ Year Faculty	Issues/ Discussion	Points Discussed / Action	Action to be taken/Remarks
1.	Micro/2 <sup>nd</sup> Year/Dr. Kunal Madhav	<ul style="list-style-type: none"><li>• Classes Held – No Lockdown/Lockdown</li><li>• Online Exam</li><li>• Assignments</li></ul>	Total = 64 N. Lockdown= 64/52 Course Covered = 80%  Lockdown = Same as above  Total of 97/ 96 Appeared . 80 Passed , 16 Failed  4	Session from 6 <sup>th</sup> Jan – 7 <sup>th</sup> Nov.  To give more assignments
2.	DADH/1 <sup>ST</sup> Year / Dr. Amit Gupta	<ul style="list-style-type: none"><li>• Classes Held – No Lockdown/Lockdown</li></ul>	Total= 123 N. Lockdown 99/123 ( 80 % of	To increase the number of assignments.



		<ul style="list-style-type: none"> <li>• Online Exam</li> <li>• Assignments</li> </ul>	<p>course ) Lockdown = 101/123 ( 82% of Course covered</p> <p>96/99 Students Appeared . 80 Passed , 16 Failed</p> <p>3</p>	Live Practical Demos Incorporated in the Schedule
3.		<b>3<sup>rd</sup> Year Exam Going Subjects</b>		
4.	G. Medicine/3 <sup>rd</sup> Year / Dr. Sumol	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exam</li> </ul>	<p>Total= 32 N. Lockdown =20 ( 63%) Lockdown =28(88% Course)</p> <p>Total of 89/91 Appeared , 2 Absent</p>	<p>Assignments to be Given .</p> <p>Discuss the Question paper with the students.</p>
5.	G. Surgery /3 <sup>rd</sup> Year/Dr. Pankaj Sharma	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exam</li> </ul>	<p>Total = 32 N. Lockdown =12/32 Lockdown 32/20 63% ( Course)</p> <p>91/91 Appeared; 48 passed in Theory</p>	To discuss the question paper.
4.	Oral Pathology /3 <sup>rd</sup> Year /Dr. Monica	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exam</li> </ul>	<p>Total =120 N. Lockdown =69/120 57% ( Course) Lockdown =77/120 64% ( Course)</p> <p>90/91 Appeared. 65 Passed /25 Failed. 1 did not appear</p>	Revision/Discussion of the exam question paper

		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	20 Assignments given	
		<b>Non – Exam Going Final year subjects – Taught in 3<sup>rd</sup> Year</b>		
5.	Oral Surgery /3 <sup>rd</sup> Year /Dr. Himanshu	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total =23. N.Lockdown= 15/23 65% Course Lockdown = 18/23 78% of course Covered	
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	8 Assignments	
6.	Ortho/3 <sup>rd</sup> Year/Dr. Amrita	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 21 N. Lockdown = 11/21 ( 52% Course) Lockdown=13/21(62% Course Covered)	Recorded Demo will be taken in the month of July.  Date of demo already fixed in the roster.
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	9	
7.	Pedo/3 <sup>rd</sup> Year / Dr. Aditya Saxena	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 19 N. Lockdown 16/19 ( 84% Course Lockdown 19/19( 100% Course Covered)	
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	5 Assignments	
8	Perio/3 <sup>rd</sup> Year/Dr. Rupali	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 18 N. Lockdown 12/18 ( 66% Course ) Lockdown 16/18 ( 88% of course Covered )	
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	6	
9.	Prosth /3 <sup>rd</sup> Year/ Dr. Kartika	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total =27 N. Lockdown 15/27 ( 56% Course ) Lockdown = 21/27 (	Increase the Assignments



			78% of course Covered )	
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	3	
10.	OMDR /3 <sup>rd</sup> Year/ Dr. Gaytri	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 28 N. Lockdown =14/28 ( 50% Course) Lockdown = 17/28 ( 61% Course Covered )	
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	8	
11.	Cons/3 <sup>rd</sup> Year / Dr. Ruchika	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 33 N. Lockdown = 16/33 ( 49% ) Lockdown = 16/33	Number of classes to be increased after 15 <sup>th</sup> July.
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	Total = 8	
		<b>Exam Going Subjects – Final Year</b>		
1.	Cons /4 <sup>th</sup> Year / Dr. Sonal	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total Classes = 50 N. Lockdown = 34/50 ( 68% Course) Lockdown = 38/50 ( 76% Course Covered )	To Give more assignments.  Demo classes already placed in the roster
		<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	3	
		<ul style="list-style-type: none"> <li>• Online Exams</li> </ul>	30 /30 students Appeared. 29 Passed , 1 Failed	
2.	OMDR/4 <sup>TH</sup> Year / Dr. Siddharth	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total Classes = 31 N. Lockdown = 16/31 ( 52 % Course ) Lockdown = 24/31 ( 78% of the Course Covered )	To Discuss the question Paper.
		<ul style="list-style-type: none"> <li>• Online Exams</li> </ul>	30/30 Appeared.	

			26 Passed , 4 Failed. 9	Show live recording of X ray Techniques.
3.	Oral Surgery/4 <sup>th</sup> Year/Dr. Gauri	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exam</li> <li>• Assignments</li> </ul>	Total = 26 N. Lockdown 22/26( 86%) Lockdown 26/26 ( 100% Course Covered )  30/30 Appeared 28 Passed & 2 Failed  10	Since the Course is over to take revision classes.  Show You tube videos of Nerve Blocks & Revise other practical demos
4.	Ortho/Dr. Vishal/4 <sup>th</sup> Year	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exams</li> <li>• Assignments</li> </ul>	Total = 33 N. Lockdown= 18/33.  Lockdown = 18/33 ( 54% Course Covered)  29/30 Appeared. 27 Passed , 2 Failed  4	To Discuss the paper with the students.  List of Practical Demos already incorporated in the Schedule
5.	Pedo/4 <sup>th</sup> Year/ Dr. Tanu Nangia	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exams</li> <li>• Assignments</li> </ul>	Total = 23 N. Lockdown = 17/23 ( 74% Course) Lockdown = 23/23 (100 %)  29/30 Students Appeared. 26 Passed, 3 Failed.  8	Revision classes already started .  To add to the list of Practical Demos with You tube links.
6.	Perio/3 <sup>rd</sup> Year/Dr. Kumar	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> </ul>	Total = 34 N. Lockdown 20/34 ( 58% Course)	Show you tube videos of practicals

	Saurav	<ul style="list-style-type: none"> <li>• Online Exams</li> <li>• Assignments</li> </ul>	<p>Lockdown 26/34 ( 77% of course Covered)</p> <p>30/30 Appeared All Passed 7</p>	
7.	PHD/4 <sup>th</sup> Year/ Dr. Rahul Gupta	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Assessments</li> </ul>	<p>Total= 31 N. Lockdown 17/31</p> <p>Lockdown 17/31 ( 55% of course Covered )</p> <p>3</p>	<p>To discuss the question Paper</p> <p>Give more assignments</p>
8.	Prosthodontics/4 <sup>th</sup> Year/ Dr. Aditya	<ul style="list-style-type: none"> <li>• Classes Held – No Lockdown/Lockdown</li> <li>• Online Exams</li> <li>• Assignments</li> </ul>	<p>Total classes = 43 N. Lockdown 26/43 Lockdown = 26/43 ( 60% Course Covered)</p> <p>30/30 Appeared 14 Passed, 16 Failed.</p> <p>2</p>	<ul style="list-style-type: none"> <li>• To discuss question paper again.</li> <li>• Increase the Assignments</li> </ul>

  
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**MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON DEC 29, 2020**

**Location: Principal office**

**Date: December 29, 2020 (Tuesday)**

**Time: 10:30 am**

**Attendees:**

1. Chairperson: Dr. Sachit Anand Arora

2. Members:

- Dr. Mousumi Goswami
- Dr. Heena Gohil
- Dr. Kunal
- Dr. Saurav Kumar
- Dr. Vishwas

**Agenda items**

1. Orientation and teaching schedule for BDS 2020 batch
2. Regularization of physical classes for BDS 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> years
3. Regularization of clinical posting of interns.
4. Publications of postgraduate students
5. Utilization of online library resources
6. Preparation of upcoming NAAC inspection

Action #	Action point	Owner	ETA
1.	Teaching schedule of BDS 2020 batch to be shared with Principal's office. Preparations to be made for upcoming orientation program.	APO Principal's office	4-1-21
2.	Protocol to be put in place for regularizing physical classes of BDS 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year	APO Principal's office Academic	15-1-21

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	students. Mails to be sent.	coordinators for each batch.	
3.	Protocol to be put in place for regularizing clinical postings of interns. Mails to be sent.	APO Principal's office Intern Co-ordinator	15-1-21
4.	HODs to reinforce taking up as well as publication of scientific research by postgraduate students of their departments. Mail to be sent.	Principal's office. HOD	18-1-21
5.	Utilization of library resources, specially available online resources to be encouraged. Mail to be sent.	Principal's office HODs Subject incharges	5-1-21
6.	To check preparations for NAAC inspection by every department. Documents to be shared with Principal's office.	HODs	30-1-21

  
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