

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

NOTICE FOR IQAC MEETING & UPDATED MEMBER LIST 2015-16

Ref. No. IQAC/ITSDCGN/2015/01

April 20, 2015

IQAC Member list for IQAC meetings 2015-16 is listed below:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr Achint Garg
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Veena Walia
 - Dr. Bhuvan Deep Gupta
 - Dr Amit Jayna
 - Dr S S Pandey
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Tushar Sharma
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Rishipal, Dr Mansi Punjabi
8. Employer/ Industrialist: Mr Sohil Chadha
9. External Experts:
 - Dr Devi Charan Shetty
 - Dr Sonali Taneja

The 1st quarterly IQAC meeting for 2015-16 has been scheduled for **4th May, 2015** (Monday) 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 Feb 2, 2015).
2. Review of camp for Surgical repair of cleft cases under 'Operation Smile Train' conducted from 26-02-15 to 05-03-15.
3. To review schedule prepared for Clinical Orientation Program for undergraduate students.
4. To set guidelines for grant of academic leave to faculty
5. To set guidelines for faculty appointed as Council's inspectors/ DCI inspectors.

6. Master Class for postgraduate students
7. To Plan for centralized research centre for the college.
8. Review of proposals received for Teacher's Training Workshop.
9. To review fulfillments of academic and clinical requirements for PG 2014 Batch.
10. To review fulfillments of academic and clinical requirements for PG 2012 Batch.
11. To review pedagogical practices and incorporate best practices in UG and PG curriculum.
12. Career counseling for interns and outgoing students.
13. Monthly audit of material consumption.
14. To introduce OSCE (Objective Structured Clinical Examination) to test clinical skill performance of students
15. Clinical review of all departments.
16. Any other matter with permission of chair.

PROF ANMOL S. KALHA
M.D.S.

Anmol S. Kalha

Director - P.G. Studies
P.S. Dental College
Hospital & Research Centre
47 Knowledge Park-III
Greater Noida (U.P.)

[Dr. Anmol S Kalha]
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 4, 2015

Location: Board Room

Date: May 4, 2015 (Monday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Achint Garg
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Veena Walia
 - Dr. Bhuvan Deep Gupta
 - Dr Amit Jayna
 - Dr S S Pandey
4. Administrative/ technical Staff: Mr. Anil Kumar
5. Student representative: Tushar Sharma
6. Management representative: Mr. B K Arora, Mr. Vijay Sharma
7. Alumni: Dr. Rishipal, Dr. Mansi Punjabi
8. External Experts:
 - Dr. Devi Charan Shetty
 - Dr. Sonali Taneja

Non- Attendees: Mr. Sohil Chaddha, Mr. Shallesh

Agenda Items:

1. Confirm the minutes of last meeting (held on Feb 2, 2015).
2. Review of camp for Surgical repair of cleft cases under 'Operation Smile Train' conducted from 26-02-15 to 05-03-15.
3. To review schedule prepared for Clinical Orientation Program for undergraduate students.
4. To set guidelines for grant of academic leave to faculty
5. To set guidelines for faculty appointed as Council's inspectors/ DCI inspectors.
6. Master Class for postgraduate students
7. To Plan for centralized research centre for the college.
8. Review of proposals received for Teacher's Training Workshop.
9. To review fulfillments of academic and clinical requirements for PG 2014 Batch.
10. To review fulfillments of academic and clinical requirements for PG 2012 Batch.

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11. To review pedagogical practices and incorporate best practices in UG and PG curriculum.
12. Career counseling for interns and outgoing students.
13. Monthly audit of material consumption.
14. To introduce OSCE (Objective Structured Clinical Examination) to test clinical skill performance of students
15. Clinical review of all departments.
16. Any other matter with permission of chair.

Issues Raised

1. Director PG Studies Dr. Anmol Kalha apprised the minutes of meeting of the last HOD meeting and briefed about the action taken on the assigned tasks.
2. Head- Oral Surgery presented a report on camp held for Surgical repair of cleft cases under 'Operation Smile Train' conducted from 26-02-15 to 05-03-15. he mentioned that 90 cases of cleft lip and palate were surgically operated successfully and kept under follow up. Dr. Anmol Kalha and team congratulated oral surgery department for the same and said that such camps should be organised in future also.
3. Principal Dr. Puneet Ahuja emphasized the need for clinical orientation programme for undergraduate students and said that such programmes should be conducted seriously by faculty members.
4. Dr. Puneet Ahuja proposed guidelines for grant of academic leave to faculty as well as guidelines for faculty appointed as Council's inspectors/ DCI Inspectors.
5. Dr. Anmol Kalha discussed the need for master class for postgraduate students. He said that such classes create interest in speciality and encourage learning experience at conceptual level.
6. Dr. Anmol Kalha said that there is a need for Centralized Research Centre in the College to conduct in house research programs. He said that all the department heads should submit a list of equipments needed for the research purposes of their department to Director's office.
7. Dr. Anmol Kalha announced that Teacher's training workshop will be conducted in the college to enhance teaching skills of faculty. Dates and list of faculty attending the same will be intimated soon.
8. Dr. Anmol Kalha instructed all HODs to submit report of fulfillments of academic and clinical requirements for PG 2014 and PG 2012 Batch to Director's office by May 11, 2014.
9. A career counselling session to be planned for interns and outgoing students to give them a broad perspective of available career options.
10. Monthly audits of material consumption to be conducted in each and every department and report to be submitted to administrator. Schedule for monthly audits to be released 15 days in advance.
11. OSCE to be introduced for undergraduate students in medical subjects initially. This will help them in better understanding and improvement of their clinical skills. All medical faculties to send a plan for the same to Director's office by 15-05-15
12. All Department representatives showcased their departmental functioning through presentation

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Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Master class for postgraduate students	Scheduling master class by all HODs and senior faculty for higher level teaching	Director's Office	15-05-15
2.	Clinical orientation programme	-To be followed strictly - Roster of MDS staff of dept. responsible for conduct of program to be shared with Principal's office	All HODs	07-05-15
3.	Guidelines for grant of academic leave to faculty	Application forwarded 10 days prior to exam to be sanctioned by secretary. Notice to be released	Director's Office	20-05-15
4.	Guidelines for faculty appointed as Council's inspectors/ DCI Inspectors	To maintain secrecy and confidentiality while applying leave Leave considered only for day of inspection Notice to be released	Director's Office	20-05-15
5.	To Plan for centralized research centre for the college.	all the department heads should submit a list of equipments needed for the research purposes of their department to Director's office.	HODs	20-05-15
6.	Teacher's Training Workshop.	Dates and list of faculty attending to be intimated	Director's office	15-06-15
7.	To review fulfillments of academic and clinical requirements for PG 2014 and PG 2012 Batch.	to submit report of fulfillments of academic and clinical requirements for PG 2014 and PG 2012 Batch to Director's office	HODs	11-05-15
8.	Career counseling for interns and outgoing students.	Counselling session to be organised	Principal's office	11-05-15
9.	Monthly audit of material consumption.	1. Annual schedule for monthly audits to be released. 2. report to be submitted to administrator	Store In-charge	11-05-15
10.	To introduce OSCE (Objective Structured Clinical Examination) to test clinical	All medical faculties to send a plan for the same to Director's office	Medical Faculties	15-05-15

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	skill performance of students.			
11.	Clinical review of all departments	<p>Department presentation reviewed by Director PG Studies and Principal.</p> <p>Orthodontics- to follow the cases of cleft lip and palate operated in camp for cleft repair held from 26-02-15 to 05-03-15</p> <p>Prosthodontics- to audit and evaluate the time taken by students to complete one full case of removable and fixed prosthesis.</p> <p>Conservative Dentistry- to reduce delay between appointments.</p> <p>Oral Surgery- to organise a workshop for Basic Life Support for postgraduate students of all departments.</p> <p>Pedodontics- to prepare a list of equipments and infrastructure required for conscious sedation clinic</p> <p>Perio- to focus on patients requiring bone graft surgeries.</p> <p>PHD- To send regular reports of comprehensive clinic and dental camps to Principal's office.</p> <p>OMR- To refer all patients under 15 years of age to pedodontics department first.</p>	HODs	To be reviewed in next meeting

PROF ANMOL S. KALHA
M.D.S.

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

Dr Anmol S Kalha
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/2015/02


July 20, 2015

The 2nd quarterly IQAC meeting for 2015-16 has been scheduled for **3rd August, 2015** (Monday) 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 May 4, 2015).
2. To conduct institutional screening committee meeting to screen synopsis of MDS 2015-18 batch.
3. To prepare academic calendar, time table, teaching schedule of BDS 2015 batch (10th Batch)
4. Plan for centre of Implantology.
5. Plan for increasing student usage of library services and availability of more reference books for PG Students.
6. Discuss infrastructure requirements and support requirement for establishing research centre.
7. To encourage faculty to take up massively open online courses(MOOC)
8. Biometrics to be introduced for attendance
9. Central OPD and library to be centrally airconditioned.
10. To start Clinical Grand rounds for post graduate students
11. Peer review of faculty teaching
12. Clinical review of all departments.
13. Any other matter with permission of chair.


PROF ANMOL S. KALHA
M.D.S.
Director - P.G. Studies
I.T.S. Dental College
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Greater Noida (U.P.)

[Dr. Anmol S Kalha]
IQAC Coordinator

CC:

Chairman

Vice Chairman

Secretary

Principal

IQAC Members

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MINUTES OF IQAC MEETING HELD ON AUG 3, 2015

Location: Board Room

Date: Aug 3, 2015 (Tuesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr Achint Garg
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Veena Walia
 - Dr. Bhuvan Deep Gupta
 - Dr Amit Jayna
 - Dr S S Pandey
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Tushar Sharma
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Rishipal, Dr Mansi Punjabi
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts:
 - Dr Devi Charan Shetty
 - Dr Sonali Taneja

Non- attendees: Nil

Agenda Items:

1. Confirm the minutes of last meeting (held on May 4, 2015).
2. To conduct institutional screening committee meeting to screen synopsis of MDS 2015-18 batch.
3. To prepare academic calendar, time table, teaching schedule of BDS 2015 batch (10th Batch)
4. Plan for centre of Implantology.
5. Plan for increasing student usage of library services and availability of more reference books for PG Students.
6. Discuss infrastructure requirements and support requirement for establishing research centre.
7. To encourage faculty to take up massively open online courses(MOOC)
8. Biometrics to be introduced for attendance
9. Central OPD and library to be centrally airconditioned.
10. To start Clinical Grand rounds for post graduate students
11. Peer review of faculty teaching
12. Clinical review of all departments.

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13. Any other matter with permission of chair.

Issues Raised

1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last meeting and briefed about the action taken on the assigned tasks.
2. Dr Anmol Kalha also discussed about institutional screening committee meeting to be conducted in November 2015 to screen synopsis of MDS 2015-2018 Batch.
3. Dr Puneet Ahuja directed all UG incharges to submit academic calendar, time table, teaching schedule of BDS 2015 batch (10th Batch) to Principals' office by Aug 16, 2015.
4. Dr Anmol Kalha directed Department of Prosthodontics to plan for Centre of Implantology. He said that list of team members, responsibilities and infrastructure required to be forwarded to director's office by Aug 20, 2015.
5. Dr Anmol Kalha directed the library incharge to submit attendance of students in library on monthly basis. Heads to submit list of reference books required for PG students not there in the library.
6. Dr Anmol Kalha said that the proposal regarding infrastructure requirements of research centre has been put forward and will be implemented once it is approved.
7. Dr Puneet Ahuja suggested that faculty should upgrade themselves by taking up online courses from reliable platforms like edX and Coursera.
8. Dr Puneet Ahuja informed everyone that biometrics would be introduced for student attendance in lecture and seminar halls.
9. Mr Vijay Sharma informed everyone that proposal for central air conditioning of OPD and central library has been put forward and will be implemented soon.
10. Dr Anmol Kalha said that henceforth clinical grand rounds will be held for both faculty and postgraduates on monthly basis. Schedule for the same to be forwarded by CPC Incharge.
11. Dr Puneet Ahuja said that peer reviews of faculty teaching to be conducted on a regular basis. Peer review team members to be listed from Principal's office.
12. All Department representatives showcased their departmental functioning through presentation

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	To conduct institutional screening committee meeting to screen synopsis of MDS 2015-18 batch.	Synopsis of PG 1 st year with presentation to be kept ready by 15-10-15	All HODs	15-10-15
2.	To prepare academic calendar, time table, teaching schedule of BDS 2015 batch (10 th Batch)	To submit academic calendar, time table, teaching schedule of BDS 2015 batch (10 th Batch) to Principals' office by Aug 16, 2015.	All HODs and UG Incharges	16-08-15
3.	Plan for centre of Implantology.	list of team members, responsibilities and infrastructure required to be forwarded to director's office	HOD- Prosthodontics	20-08-15
4.	Plan for increasing student usage of library services and availability of more reference books for PG Students.	library incharge to submit attendance of students in library on monthly basis. Heads to submit list of reference books required for PG students not there in the library	library incharge HODs	12-08-15
5.	To start Clinical Grand	Schedule for the same to be	CPC Incharge	10-08-15

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	Rounds for post graduate students	forwarded by CPC Incharge		
6.	Peer review of faculty teaching	Peer review team members to be listed from Principal's office	Principal's office	10-08-15
7.	Clinical review of all departments	Department presentation reviewed by Director PG Studies and Principal. Orthodontics- to focus on cases requiring occlusal guards. To keep a session with OMR to sensitize them regarding cases requiring occlusal guards. Prosthodontics- to fix the number of visits in which a student should deliver removable prosthesis to a patient. Conservative Dentistry- to display patient education posters in the waiting area. Oral Surgery- to share the details of surgeries done in Surya Hospital with director's office Pedodontics- to plan a course on conscious sedation for training of PG and faculty Perio- to display patient education posters in the waiting area. PHD- To send report of ECHS clinic to Principal's office. OMR- To identify cases requiring occlusal guards and send them to Orthodontics.	HODs	To be reviewed in next meeting

PROF ANMOL S. KALHA
M.D.S.
Director - P.G. Studies
I.T.S. Dental College
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Knowledge Park-III
Greater Noida (U.P.)
Dr Anmol S. Kalha
IQAC Coordinator

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2015/03

October 20, 2015

The 3rd quarterly IQAC meeting has been scheduled for 2nd November, 2015 (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 (3rd Aug, 2015 i.e Monday).
2. CBCT facilities to be started in Oral Medicine department
3. Faculty exchange program to be planned with Tuft's University
4. Faculty availing leaves without planning- matter of serious concern
5. Appraisals to be linked to specific job descriptions prepared for various faculty and staff
6. To review Mentor-ward system
7. Review of student attendance and syllabus coverage for UG batches appearing for university examination.
8. Departmental data for college website
9. Review of plan prepared for centre of implantology with details of required infrastructure and other support.
10. Submission of final research center plan.
11. Clinical review of all departments.
12. Any other matter with permission of chair.

PROF ANMOL S. KALHA
M.D.S.

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

[Dr. Anmol S Kalha]
IQAC Coordinator

CC:

Chairman
Vice Chairman
Secretary
Principal
IQAC Members

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MINUTES OF IQAC MEETING HELD ON NOVEMBER 2, 2015

Location: Board Room

Date: Nov 2, 2015 (Monday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr Achint Garg
 - Dr Rohit Kochhar
 - Dr. Sachit Anand Arora
 - Dr Veena Walia
 - Dr. Bhuvan Deep Gupta
 - Dr Amit Jayna
 - Dr S S Pandey
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Tushar Sharma
6. Management representative: Mr B K Arora, Mr. Vijay Sharma
7. Alumni: Dr Rishipal, Dr Mansi Punjabi
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts: Dr Sonali Taneja

Absentees: Dr Devi Charan Shetty

Agenda Items:

1. Confirm the minutes of last meeting (3rd Aug, 2015 i.e Monday).
2. CBCT facilities to be started in Oral Medicine department
3. Faculty exchange program to be planned with Tuft's University
4. Faculty availing leaves without planning- matter of serious concern
5. Appraisals to be linked to specific job descriptions prepared for various faculty and staff
6. To review Mentor-ward system
7. Review of student attendance and syllabus coverage for UG batches appearing for university examination.
8. Departmental data for college website
9. Review of plan prepared for centre of implantology with details of required infrastructure and other support.
10. Submission of final research center plan.
11. Clinical review of all departments.
12. Any other matter with permission of chair.

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Issues Raised

1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last meeting and briefed about the action taken on the assigned tasks.
2. Mr B K Arora informed the attendees regarding starting of CBCT in Oral Medicine department. He informed everyone that CBCT will be inaugurated in the department by the month of February .
3. Dr Anmol Kalha announced about the faculty exchange program with Tuft's University and invited applications from faculty members who are interested in going to Boston for the same in 2016.
4. Dr Anmol Kalha again stressed on the problem on faculty availing unplanned leaves and strictly advised everyone against it to avoid deductions in salary.
5. Dr Anmol Kalha said that appraisals in 2016 to be linked to job descriptions prepared for various faculty and staff.
6. Dr Puneet Ahuja said that faculties who have been assigned responsibility under mentor- ward system should regularly conduct meeting with students and send report to Principal's office within 2 days of the meeting conducted.
7. Dr Puneet Ahuja instructed the department heads to send percentage of syllabus completed for the exam going students and also if they need extra classes to complete the same. Also, the attendance of UG students appearing for university examination to be reviewed in all departments and the list of students with short attendance to be submitted to Principal's office.
8. Dr Puneet Ahuja instructed all the department representatives to send college data for website update regularly to the website incharge every month without delay.
9. Dr Amit Jayna presented the plan for Centre of Implantology along with the team members and infrastructure required. Dr Anmol Kalha asked him to forward the same to director's office for further review.
10. Dr Anmol Kalha presented the final plan for research centre and called for suggestions. He said that this plan will now be implemented.
11. Principal Dr Puneet Ahuja said that Students to be motivated to participate in IDA National Conference- 18-02-16 to 21-02-16 by submitting scientific presentations.
12. Dr Sachitanand Arora talked about structured teaching schedule to be followed in academics. He said that henceforth there will be pre submission of ppt for lecture. All departments will have to follow regularised teaching program. List of topics with names of faculty to be submitted.
13. All Department representatives showcased their departmental functioning through presentation

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	CBCT in Oral Medicine department	<ul style="list-style-type: none">• CBCT machine to be installed in Oral Medicine department.• Staff and faculty to be trained	HOD Oral Medicine	15-01-2016
2.	Faculty availing unplanned leaves	<ul style="list-style-type: none">• Strict guidelines to be followed for leaves.• Action to be taken in case rules regarding leaves are not followed	HR Dept.	15-12-2015
3.	Faculty exchange program	Faculty members who are	All faculty	31-12-15

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	with Tuft's University	interested in going to Boston for the same in 2016 to apply	members	
4.	Review of mentor-ward system	To regularly conduct meeting with students and send report to Principal's office within 2 days of the meeting conducted	Mentors	
5.	Review student attendance & syllabus coverage for U.G. batches appearing for university examination.	Attendance of UG students to be reviewed and the list of students with short attendance to be submitted to Principal's office. Also, department heads to send percentage of syllabus completed for the exam going students and also if they need extra classes to complete the same.	HODs	10-11-15
6.	Departmental data for college website	To send college data for website update regularly to the website incharge every month without delay	HODs	
7.	To review plan for Centre of Implantology	To forward the plan to director's office for further review.	HOD- Prosthodontics	03-11-15
8.	IDA National Conference- 18-02-16 to 21-02-16	Meeting and presentation by senior members of IDA Delhi State Branch to motivate students to be organised	Principal	13-01-16
9.	Structured teaching schedule	<ul style="list-style-type: none"> • Pre- submission of ppt one week before. • List of topics and name of faculty to be submitted 	All HODs	15-11-15
10.	Clinical review of all departments	Department presentation reviewed by Director PG Studies and Principal. Orthodontics- to review the number of cases of occlusal guards done in department Prosthodontics- to review the number of appointments by postgraduate students in a case of fixed prosthesis. Conservative Dentistry- working length and post obturation x ray	HODs	To be reviewed in next meeting

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		<p>uploading on orion to be made compulsory. The same to be audited by HOD.</p> <p>Oral Surgery- audit of sterilization and infection control to be done monthly at departmental level</p> <p>Pedodontics- to conduct more number of school camps</p> <p>Perio- to organise a module on lasers</p> <p>PHD- To find out new areas for organising dental camps.</p> <p>OMR- To conduct an inhouse training session for radiology technicians on radiation safety.</p>		
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PROF ANMOL S. KALHA
M.D.S.

Director - P.G. Studies
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Dr Anmol S Kalha
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/2016/04

Jan 19, 2016

The 4th quarterly IQAC meeting has been scheduled for 1st Feb, 2016 (Monday) at 10:30 am 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 November 2, 2015 (Tuesday)).
2. To discuss about asepsis and infection control in department
3. To plan waiting time for heavy OPD in Department of Orthodontics during the time of summer vacation
4. To discuss about new material requirements.
5. Daily feedback of patients to be registered
6. 1st Annual PG Students fest to be organized
7. To plan for 1st Alumni meet in April 2016
8. New PG batch: orientation program and academic activities.
9. Submission and review of 1st draft plan for Centre of Implantology
10. Review of progress of research centre work
11. Incorporation of live demonstrations for theory of clinical topics
12. Budget for next financial year.
13. Clinical review of all departments.
14. Any other matter with permission of chair

PROF ANMOL S. KALHA
M.D.S.

Kalha
Director - P.G. Studies
I.T.S. Dental College
Hospital & Research Centre
47, Knowledge Park III
Greater Noida (U.P.)

[Dr. Anmol S Kalha]
IQAC Coordinator

CC:

Chairman

Vice Chairman

Secretary

Principal

Director Administration

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, 2016

Location: Board Room

Date: Feb 1, 2016 (Monday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr Achint Garg
 - Dr Rohit Kochhar
 - Dr. Sachit Anand Arora
 - Dr Veena Walia
 - Dr. Bhuvan Deep Gupta
 - Dr Amit Jayna
 - Dr Gurjap Singh
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Tushar Sharma
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Mansi Punjabi
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts: Dr Devi Charan Shetty

Non Attendees : Dr Rishipal, Dr Sonali Taneja

Agenda Items:

1. Confirm the minutes of last meeting (held on November 2, 2015 (Tuesday)).
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9. Submission and review of 1st draft plan for Centre of Implantology
10. Review of progress of research centre work
11. Incorporation of live demonstrations for theory of clinical topics
12. Budget for next financial year.

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13. Clinical review of all departments.
14. Any other matter with permission of chair

Issues Raised

1. Director PG Studies Dr Anmol Kalha apprised the minutes of meeting of the last HOD meeting and briefed about the action taken on the assigned tasks.
2. Dr Sachitanand Arora discussed the need of strict asepsis and infection control in each and every department. He said that one MDS faculty in every department should be incharge of infection control in the department and submit protocol for the same.
3. Dr Anmol Kalha discussed the need for waiting time for heavy OPD in Department of Orthodontics during the time of summer vacation. He said that if waiting time of 15 days to 1 month is planned for the patients then it will be easier to give quality treatment to the patient.
4. Mr B K Arora discussed about the material requirement in all departments and to keep excess material in stock during time of heavy OPD in summer vacation time.
5. Mr B K Arora also emphasized the need for registering daily feedback of patients on a regular basis at department level to maintain quality of the treatment.
6. Dr Anmol Kalha discussed about 1st Annual PG Students fest to be organized on 18th March, 2016. He motivated all the departments to participate in the event's Sports and cultural activity.
7. Dr Puneet Ahuja told everyone about 1st Alumni meet to be organized in April 2016 by the name ' Yaadein'. He said that responsibilities will be allocated to faculties for inviting ex-students and to organize the event.
8. Dr Anmol Kalha said that planning for new batch of PGs to be done in advance. PG orientation program to be planned for the upcoming batch.
9. Dr Anmol Kalha apprised all the member regarding the work progress for Centre of Implantology.
10. Administrator apprised all the members regarding progress of work of research centre
11. Dr Puneet Ahuja suggested that all clinical departments should incorporate live demonstrations for theory of clinical topics in their lectures. This would help the students in better understanding of the topic.
12. Mr B K Arora instructed all the committees to plan their budget for the next financial year and send it for review

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Strict asepsis and infection control	One MDS faculty in every department should be incharge of infection control in the department and submit protocol for the same	All HODs	10-03-16
2.	Waiting time for heavy OPD in Department of	Protocol made for introducing waiting time in	HOD Orthodontics	10-02-16

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	Orthodontics	Department of Orthodontics		
3.	Material requirement in all departments	Excess material to be kept in department during times of heavy OPD load	Store incharges	
4.	Registering daily feedback of patients	Regular feedback registered with department clerk	All HODs	
5.	1 st Annual PG Students fest	Planning of sports and cultural activity for PG fest	Dr Mousumi Goswami	08-02-16
6.	1 st Alumni meet	<ul style="list-style-type: none"> • Planning for the event • Responsibility allocated to faculty • Invitation to be sent to students 	Principal's office	10-02-16
7.	Planning for new batch of PGs	<ul style="list-style-type: none"> • Time Table & Academic calendar to be planned • Academic activity schedule for all depts. to be submitted • PG Orientation program to be planned 	Dr Mousumi Goswami	01-03-16
8.	Incorporation of live demonstrations for theory of clinical topics	To incorporate videos in the lectures and to get them approved from HOD before hand		
9.	Budget planning for next financial year	Committees to plan their budget for the next financial year and send it for review.	Committee incharge	01-03-16
10.	Clinical review of all departments.	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to focus on completing cases with treatment time more than 2 years	HODs	To be reviewed in next meeting

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		<p>HOD-Prosthodontics – postgraduates to assist faculty in implant cases to give them exposure starting from PG 2nd year</p> <p>HOD – Conservative Dentistry: PGs of cons department to work with PGs of perio dept. to address endo- perio lesions.</p> <p>HOD Oral Surgery: to submit a report of peripheral postings undertaken by PG students</p> <p>HOD Pedodontics- treatment planning of ortho cases to be done in collaboration with ortho department</p> <p>HOD Perio- to inculcate interest towards periodontics, interns to assist postgraduates in surgeries.</p> <p>HOD –PHD- to plan visit to PHC and CHC for UG and PG students</p> <p>HOD- OMR to ensure that all the required resources are ready for launch of CBCT</p>		
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PROF ANMOL S. KALHA
M.D.S.

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

Anmol S Kalha
Dr Anmol S Kalha
IQAC Coordinator