

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

NOTICE FOR IQAC MEETING &
UPDATED MEMBER LIST 2016-17

Ref. No. IQAC/ITSDCGN/2016/01

April 20, 2016

IQAC Member list for IQAC meetings 2016-17 is listed below:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr Gurjap Singh
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Adeeba Ali, Meenu Parihar
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
10. External Experts: Dr Devi Charan Shetty

The 1st quarterly **IQAC** meeting for 2016-17 has been scheduled for **2nd May, 2016 (Monday)** at **10:30 am** 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 (Feb 1, 2016, Monday).
2. Review of preparation for DCI Inspection.
3. Announcement of inauguration of Institutional research Centre.
4. To hire a full time PhD staff for research centre.
5. Review of clinical audits.

6. To plan for a Centre for imparting clinical skills to students, to prepare a core team and listing modules.
7. To discuss academic program of new PG Batch 2016-19
8. Introduction of Employee management system (EMS).
9. Introduction of Complaint management system (CMS).
10. Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.
11. Student symposium to be organized on 'Future of Dentistry' by dept. of Oral Pathology.
12. Clinical review of all departments.
13. Any other matter with permission of chair.

Kalha
PROF ANMOL S KALHA
M.D.S.
Director PG Studies
[Dr. Anmol S Kalha]
IQAC Coordinator
47. ...
Greater Noida (UP)

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 02, 2016

Location: Board Room

Date: May 2, 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. Siddharth Gupta
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr Gurjap Singh
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Adeeba Ali, Meenu Parihar
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 : Mr Sohil Chaddha, Dr Devi Charan Shetty

Agenda Items:

1. Confirm the minutes of last meeting (Feb 1, 2016, Monday).
2. Review of preparation for DCI Inspection.
3. Announcement of inauguration of Institutional research Centre.
4. To hire a full time PhD staff for research centre.
5. Review of clinical audits.
6. To plan for a Centre for imparting clinical skills to students, to prepare a core team and listing modules.
7. To discuss academic program of new PG Batch 2016-19
8. Introduction of Employee management system (EMS).
9. Introduction of Complaint management system (CMS).
10. Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.
11. Student symposium to be organized on 'Future of Dentistry' by dept. of Oral Pathology.
12. Clinical review of all departments.

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

47, Knowledge Park III, Greater Noida

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 briefed on the planning for the 4th year renewal inspection. He instructed all department heads to complete deficiencies, if any in the documents for inspection.
3. Dr Anmol Kalha said that the inauguration of research centre will be held in June 2016. He said that college authorities will appoint a dedicated PhD faculty for the research Centre at the earliest.
4. Clinical audit team presented the clinical audit report of all departments.
5. Dr Anmol Kalha announced that college authorities are planning to start a Centre for clinical excellence in the College to impart clinical skills to students. He said that college is open to suggestions from all faculty members for the same. Director's office will soon release the list of core team members for the Centre as well as the list of clinical modules to be scheduled.
6. Dr Anmol Kalha instructed all the Heads of Departments to send the academic program of new batch of post graduates to Director's office.
7. Mr Anil Kumar discussed the Employee Management system. He said that all leaves henceforth will be applied on the EMS. All problems regarding this system to be directed to Mr Shishir Chaudhry (IT Incharge)
8. Mr Anil Kumar also discussed about the complaint management system. He said that any complaint to be submitted on CMS and will be responded by the concerned person.
9. Dr Puneet Ahuja stressed on the importance of Mentor-ward system and said that all meetings to be conducted regularly and reports to be submitted.
10. Dr Puneet Ahuja announced that student symposium on 'Future of Dentistry' will be organised by Department of Oral Pathology on 28th July, 2019.
11. Secretary Mr BK Arora said that to avoid any wastage or misuse of material, store audits will be conducted regularly by Store Officer. All departments to submit inventory closing report every 1st day of the month.

Action#	Issue Summary	Detailed Action	Owner	ETA
1.	Review of preparation for DCI Inspection	Department heads to complete documents for inspection	All HODs	15-05-16
2.	Academic program of new PG Batch 2016-19	Weekly and quarterly academic program with faculty responsible to be submitted	PG Incharges	15-05-16
3.	Employee Management system and Complaint management system	Faculty training for EMS and CMS to be organised	Mr Shishir Chaudhry (IT Incharge)	10-06-16
4.	Mentor-ward system	All meetings to be conducted	All Mentors	

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

47, Knowledge Park III, Greater Noida

		regularly by respective mentors and report to be submitted within 3 days of conducting meeting		
5.	Store audits	Store audits to be conducted regularly and report to be submitted	Mr K K Sharma (Store Officer)	
6.	To plan for a Centre for imparting clinical skills to students	To release the list of core team members for the Centre as well as the list of clinical modules to be scheduled.	Director's office	30-05-16
7.	Research Centre	To appoint a dedicated PhD faculty for the research Centre	HR Dept.	30-05-16
8.	Clinical review of all departments	HOD presentation reviewed by Director PG Studies and Principal. HOD- To review the number of cases of lingual orthodontics and aligners running in the department HOD-Prosthodontics to review TAT for crown cementation. HOD – Conservative Dentistry to give exposure to interns for current treatment modalities. HOD Oral Surgery to start using surgical safety check list for all operative cases. HOD Pedodontics- to present a data reflecting conversion of school camp patients for treatment in department OPD. Community department.	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.)
Kalha
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/2016/02

July 20, 2016

The 2nd quarterly IQAC meeting has been scheduled for **1st August, 2016** (Monday) at **10:30 am** 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 2nd May, 2016, Monday).
2. To plan for Occlusion 2017: Committee and various events.
3. To plan for academic program of upcoming 1st year BDS Batch
4. Basic Life Support training for faculty and postgraduates by Dept. of Oral surgery.
5. Review of Departmental research studies.
6. Awareness about college to be made by the use of social media
7. Professional dress code for male and female employees of institution
8. Dept. of periodontics to prepare detailed plan for upcoming conference.
9. Review of training modules to be conducted by Centre of clinical skills.
10. To discuss the event plan put forward by sports and cultural committee.
11. Review of student performance in internal examination as put forward by academic review activity.
12. Clinical review of all departments.
13. Any other matter with permission of chair.

PROF ANMOL S. KALHA
W.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

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

47, Knowledge Park III, Greater Noida

MINUTES OF IQAC MEETING HELD ON AUGUST 1, 2016

Location: Board Room

Date: August 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. Siddharth Gupta
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr Gurjap Singh
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Anil Kumar
5. Student representative: Adeeba Ali
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts: Dr Devi Charan Shetty

Non- attendees: Mr Shailesh, Meenu Parihar, Mr Shiv Shankar Gautam

Agenda Items:

1. Confirm the minutes of last meeting (held on 2nd May, 2016, Monday).
2. To plan for Occlusion 2017: Committee and various events.
3. To plan for academic program of upcoming 1st year BDS Batch
4. Basic Life Support training for faculty and postgraduates by Dept. of Oral surgery.
5. Review of Departmental research studies.
6. Awareness about college to be made by the use of social media
7. Professional dress code for male and female employees of institution
8. Dept. of periodontics to prepare detailed plan for upcoming conference.
9. Review of training modules to be conducted by Centre of Clinical Excellence.
10. To discuss the event plan put forward by sports and cultural committee.
11. Review of student performance in internal examination as put forward by academic review activity.
12. Clinical review of all departments.
13. 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. 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 Puneet Ahuja announced that Intercollege fest 'Occlusion 2017' will be organised in the college by the end of Feb 2017. He said that a core team of Occlusion will be finalised from Principal's office and the same will decide on various committees and events.
3. Dr Anmol Kalha also discussed about the importance of Basic life Support Certification for all faculty and postgraduates working in clinic. He said that the same needs to be conducted in our institution.
4. Dr Puneet Ahuja discussed about the new batch joining BDS and their orientation program. He instructed all UG incharges to send academic program for the BDS Batch.
Student representatives mentioned about the Fresher's party to be organised for the new batch.
5. Dr Anmol Kalha instructed all Department representatives to send the present status of research work going on in the departments.
6. Dr Sachitanand Arora discussed about the dress code to be followed about the male and female employees of the institution. He said that the clothes should preserve the respect and dignity of the profession.
7. Mr Sohil Chaddha talked about the importance of social media like Facebook to spread awareness about college.
8. Dr Sachitanand Arora discussed about the Laser Conference being organised by Dept. of Periodontics in the month of December 2016. He said that faculty will be allocated responsibilities for successful completion of the event.
9. Dr Anmol Kalha put forward the schedule of clinical modules decided by the core team of Center for Clinical Excellence. He reviewed it with the IQAC members and included the suggestions.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Intercollege fest 'Occlusion 2017'	To finalise core team, committees and various events	Principal's Office	30-08-16
2.	Basic life Support Certification	To be organised in institution for all faculty and postgraduates and date to be conveyed	HOD-Oral Surgery	10-08-16
3.	BDS Orientation Program and fresher's party	Faculty to be allocated responsibilities	Principal	15-08-16

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

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4.	BDS Academic program	To send academic program to Principal's office	UG Incharges	15-08-16
5.	Research Work	To share present status of research work going on in departments to Director's office	HODs	10-08-16
6.	Dress code	To be notified to all faculty	Principal	10-08-16
7.	Awareness about college on social media	Facebook page to be created and liked by all employees and students	IT dept.	10-08-16
8.	Laser Conference	Faculty to be allocated responsibilities	Dr Sachit	15-08-16
9.	Clinical modules by Center for Clinical Excellence	To circulate the final list of clinical modules being conducted by Center for Clinical Excellence among faculty and students	Director's office	15-08-16
10.	Clinical review of all departments	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to distribute PG faculty (Faculty as Consultant)	HODs	To be reviewed in next meeting

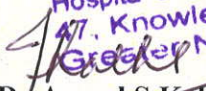
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		<p>HOD- Prosthodontics to optimize time period between completion of endo- treatment and crown delivery (post referral from endo department) HOD – Conservative Dentistry to give more exposure to composites at undergraduate level. HOD Oral Surgery to auditasepsis and infection control practices in OPD and OT. HOD Pedodontics- to conduct a workshop for undergraduates on behaviour modification techniques</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
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/2016/03

October 20, 2016

The 3rd quarterly IQAC meeting has been scheduled for **1st November, 2016** (Tuesday) at **10:30 am** 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, 2016, Monday).
2. Rotational responsibilities for Centre of Implantology 2017
3. Objective Performance appraisals of faculty to be based on KPIs
4. Rules for reimbursement of conference expense to faculty for attending specialty conference in a year
5. Review of preparation for Occlusion 2017.
6. Introduction of Evening Clinic.
7. Dedicated time slot for handling faculty complaints and grievances by HR Dept.
8. Different payment modalities like cards and Paytm started in the college for patients' convenience.
9. Recreational activities for students and faculty residing in college campus
10. Clinical review of all departments.
11. Any other matter with permission of chair.

PROF ANMOL S. KALHA
M.D.S.

Director - P.G. Studies
I.T.S. Dental College

[Dr. Anmol S. Kalha]
IQAC Coordinator
Knowledge Park-III
Greater Noida (U.P.)

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, 2016

Location: Board Room

Date: November 1, 2016 (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. Siddharth Gupta
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Gurjap Singh
 - Dr Bhuvan Deep Gupta
 - Dr Vertika Gupta
4. Administrative/ technical Staff: Mr Shailesh
5. Student representative: Adeeba Ali, Meenu Parihar
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Community Representative: Mr Shiv Shankar Gautam (Camp Incharge – Kasna Jail)
9. External Experts: Dr Devi Charan Shetty

Absentees: Dr Heena Gohil, Mr Anil Kumar, Mr Sohil Chaddha

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st August, 2016, Monday).
2. Rotational responsibilities for Centre of Implantology 2017
3. Objective Performance appraisals of faculty to be based on KPIs
4. Rules for reimbursement of conference expense to faculty for attending specialty conference in a year
5. Review of preparation for Occlusion 2017.
6. Introduction of Evening Clinic.
7. Dedicated time slot for handling faculty complaints and grievances by HR Dept.
8. Different payment modalities like cards and Paytm started in the college for patients' convenience.
9. Recreational activities for students and faculty residing in college campus
10. Clinical review of all departments.
11. 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. 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 Anmol Kalha discussed about Rotational responsibilities for Centre of Implantology 2017. He said that wef 01-01-17, responsibility of managing and running implant centre will be shifted to Dept. of OMFS on rotation. This will ensure involvement of both departments in implantology.
3. Mr B K Arora said that henceforth faculty appraisals to be based on Key Performance Indicators (KPI) and Key Result Area (KRA). This will make the system of appraisals more transparent.
4. Dr Puneet Ahuja discussed the result of 1st internal assessment examination for BDS for all departments. He said that students who are below 50 % should be provided individual attention by faculty. Also, Quiz and assignments should be made a part of curriculum to make teaching more effective.
5. Mr B K Arora also mentioned about rules for reimbursement of conference expense to faculty for attending specialty conference in a year. He said that reimbursement will be made only if the faculty is involved in organising committee , chairing a session or making scientific presentation in the conference.
6. Dr Puneet Ahuja reviewed the preparation for Occlusion 2017. He informed everyone that the committees and events have been listed by the core committee members and the same are working on the events. He also asked everyone to get sponsors for the event.
7. Mr B K Arora announced the introduction of evening clinic in the college for the benefit of patients who cannot come during day time for the treatment.
8. Mr B K Arora also said that if any faculty has any query or grievance related to HR dept. then they can directly mail them and HR dept. is bound to resolve the grievance in time failing which the matter can be escalated.
9. Student nominee Dr Rishipal Singh proposed that there should be some fun activities like sports matches with neighbouring colleges or some movie screenings within the college campus to make the college life more fun for hostellers.
10. Mr Anil Kumar informed everyone that card swipe machines have been installed at Central Card Counter, Department of Orthodontics, Conservative and Prosthodontics to facilitate payments by the patients.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Rotational responsibilities for Centre of Implantology 2017	Responsibility to be handed over from department of Prosthodontics to Department of OMFS	HOD Prosthodontics	20-12-16
2.	ITS Centre for Clinical Excellence	Series of workshops to be planned and organised	Director	20-12-16
3.	Result of 1 st internal assessment examination for BDS	List of students below 50% to be prepared in each dept. Assignments to be planned	All HODs and UG Incharges	30-01-17

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

47, Knowledge Park III, Greater Noida

		for the students.		
4.	Faculty appraisals to be based on Key Performance Indicators (KPI) and Key Result Area (KRA).	KPI and KRA forms to be provided to faculty	HR Dept.	15-01-17
5.	Rules for reimbursement of conference expense to faculty	Rules to be notified by HR Dept	HR Dept.	25-12-17
6.	Query or grievance related to HR dept	HR Dept. to provide email id and time to faculty in case of any query or grievance	HR Dept.	15-12-16
7.	Fun activities within the college campus	Sports activities and movie screenings to be planned for students and staff residing in campus	Dr Souvik	01-02-17
8.	Clinical Review of all departments	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to ensure that all the treatment steps as completed are marked as done in ORION HOD-Prosthodontics to present a plan for upgrading the inhouse lab. HOD – Conservative Dentistry to implement policies for mercury hygiene. HOD Oral Surgery to conduct a training for all faculty and PG students on management of medical emergencies in dental practice. HOD Pedodontics- to sensitize all department faculty and PG students for	All HODs	To be reviewed in next meeting

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

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		management of children with special needs.		
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PROF ANMOL S. KALHA
M.D.S.

Director - P.D. Studies
Dental College
Research Centre
K-III
(G.P.)

Anmol S Kalha
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/2017/04

Jan 23, 2017

The 4th quarterly IQAC meeting has been scheduled for **1st February, 2017** (Wednesday) at **10:30 am** 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 November, 2016).
2. Budget for next financial year.
3. Yearly audit review of all departments
4. Schedule of OPD during Occlusion 2017.
5. Preparation for forthcoming MDS University affiliation inspection
6. Laser and regenerative Periodontic Module to be conducted in March 2017
7. To constitute mess audit team, to evaluate working of mess on predefined parameters.
8. To conduct MS Office training for all non-teaching staff.
9. Starting induction program for new joiners
10. Planning for Convocation 2017
11. Planning for White Coat Ceremony 2017
12. Starting Birthday Celebrations in College.
13. Clinical review of all departments.
14. 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.)

A. Kalha
[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 February 1, 2017

Location: Board Room

Date: Feb 1, 2017 (Wednesday)

Time: 10:30 am

Attendees:

1. Chair person- Dr Puneet Ahuja
2. IQAC Coordinator- Dr Anmol S Kalha
3. Teachers:
 - Dr. Mousumi Goswami
 - Dr. Siddharth Gupta
 - Dr. Sachit Anand Arora
 - Dr. Rohit Kochhar
 - Dr Vishwas Bhatia
 - Dr Heena Gohil
 - Dr Gurjap Singh
 - Dr Bhuvan Deep Gupta
4. Administrative/ technical Staff: Mr Anil Kumar, Mr Shailesh
5. Student representative: Meenu Parihar
6. Management representative: Mr. Vijay Sharma
7. Alumni: Dr Rishipal
8. Employer/ Industrialist: Mr Sohil Chaddha
9. External Experts: Dr Devi Charan Shetty

Absentees: Dr Vertika Gupta, Adeeba Ali, Mr Shiv Shankar Gautam

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st November, 2016).
2. Budget for next financial year.
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9. Starting induction program for new joiners
10. Planning for Convocation 2017
11. Planning for White Coat Ceremony 2017
12. Starting Birthday Celebrations in College.
13. Clinical review of all departments.

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

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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. Mr B K Arora instructed all the committees to plan their budget for the next financial year and send it for review.
3. Dr Puneet Ahuja informed everyone that OPDs will remain suspended during Occlusion 2017 except in Department of Public Health Dentistry for skeletal patient services and Emergencies. Department of Public Health to give OPD schedule for the same.
4. Dr Anmol Kalha discussed the need for preparation for forthcoming MDS University affiliation inspection. He said that all departments should keep their documents and preclinical display of postgraduates ready for the same.
5. Dr Sachit Anand Arora apprised everyone that Laser and Regenerative module is being conducted in March 2017 and the preparations for the same is under progress.
6. Dr Puneet Ahuja said that planning to be started for Convocation ceremony and White Coat Ceremony 2017. Faculty would be allotted responsibilities for the same.
7. Dr Puneet Ahuja apprised everyone that a mess audit team would be constituted to evaluate working of mess. Parameters for the same to be documented.
8. Dr Sachit said that a training workshop in MS Office would be organised for non-teaching staff. Dates and list of attendees would be intimated soon from Principal's office.
9. Dr Sachit also said that new joiners in college need to be apprised of the working of institution. For this, an induction program need to be initiated by HR Dept. wherein, the new joiners will be shown a presentation of the college along with a training in softwares used in the college like ORION.
10. Dr Puneet Ahuja said that as an initiative from HR Dept., birthday celebrations of all employees of the institution will be celebrated on monthly basis. Venue and timings for the same will be conveyed in advance by HR Dept. every month through email.
11. Mr B K Arora discussed that there is a need to keep a check on daily material consumed to avoid wastage of material. He said that consumed material should be entered in orion daily and the print out of voucher to be checked by store incharge.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed Action</u>	<u>Owner</u>	<u>ETA</u>
1.	Budget for next financial year.	All the committees to plan their budget for the next financial year and send it for review.	Committee incharges	01-03-17

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2.	Yearly audit review of all departments			
3.	Schedule of OPD during Occlusion 2017.	OPD Schedule for skeletal patient services and Emergencies	HOD- Public Health Department	15-02- 17
4.	Preparation for forthcoming MDS University affiliation inspection	<ul style="list-style-type: none"> • All documentation to be kept ready in all departments. • HODs to ensure that no faculty avails leave during inspection time except in case of emergency 	All HODs	1-3-17
5.	Laser and regenerative Periodontic Module to be conducted in March 2017	Faculty to be allocated responsibilities	Principal's office	10-03- 17
6.	Mess audit team	<ul style="list-style-type: none"> • To constitute mess audit team • Parameters to evaluate working of mess to be documented 	Principal's Office	15-02- 17
7.	To conduct MS Office training for all non-teaching staff.	Dates and list of attendees to be intimated	Principal's office	15-02- 17
8.	Induction program for new joiners	Induction program to be started for new joiners	HR Dept.	
9.	Planning for Convocation and white coat ceremony 2017	Faculty to be allocated responsibilities	Principal's office	10-03- 17
10.	Starting Birthday Celebrations in College.	Prior mail regarding timing and venue for birthday celebrations to be intimated to faculty and staff	HR Dept.	
11.	Clinical Review of all departments	HOD presentation reviewed by Director PG Studies and Principal. HOD- Orthodontics to finish the cases running for more than 2 years in the department. HOD-Prosthodontics and	All HODs	To be reviewed in next meeting

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		<p>Conservative Dentistry to ensure that the scheduled patients who have not reported are positively rescheduled on ORION by end of the day. HOD Oral Surgery to ensure that biopsies are done for all suspected cases of oral cancer. HOD Pedodontics- to sensitize the patients visiting the department on preventive treatment modalities like Pit and Fissure sealants and Fluoride applications. HOD OMDR – to review CBCT usage and present a plan for increasing referrals. HOD PHD – to sensitize camp patients on ill effects of tobacco.</p>	
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