

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

47, Knowledge Park III, Greater Noida

NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2022-23/04

2nd Mar, 2023


IQAC meeting will be conducted on 9th March, 2023 at 2:30 pm in New Boardroom.

The agenda of the meeting is as follows:

Agenda Items:

1. Confirm the minutes of last meeting (held on 8th Dec,2022)
2. OPD planning during summer vacation
3. To review the present feedback system of the college
4. Review of academic activities & clinical work progress of PG students
5. Clinical review of all departments
6. Any other matter with permission of chair


[Dr. Anshul Singla]
IQAC Coordinator


Dr. Sachin Arora
Principal
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

47, Knowledge Park III, Greater Noida

MINUTES OF IQAC MEETING HELD ON 9th MARCH, 2023

Location: New Board Room

Date: 9th Mar, 2023

Time: 2:30 pm Onwards

Attendees:


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

Agenda Items:

1. Confirm the minutes of last meeting (held on 8th Dec,2022)
2. OPD planning during summer vacation
3. To review the present feedback system of the college
4. Review of academic activities & clinical work progress of PG students
5. Clinical review of all departments
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 in lieu of increased OPD during summer vacations, departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly.



Dr. Sachit Anand Arora
Principal
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3. Dr Sachit Anand Arora proposed that the present feedback system of the institution needs to be revised and the opinion of alumni's and employers to be included for improvement in curriculum and teaching learning activities.
4. All HODs were asked to prepare teaching schedule & review clinical Quota requirements for upcoming M.D.S batch.
5. Progress of academic activities & clinical work of P.G students was reviewed.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed action</u>	<u>Owner</u>	<u>ETA</u>
1.	OPD planning during summer vacation	Department of orthodontics and Pedodontics to plan for material requirements and staff availability accordingly.	Respective HODs	20-03-23
2.	To review the present feedback system of the college	Feedback system to be more organized. Feedback from alumnis and employers added. Data regarding the same to be shared with Principal's office	Dr Monica Mehndiratta	21-03-23
4.	Progress of academic activities & clinical work of P.G students	-Submit a record of student wise academic activities status. -Submit clinical work done status of PG student from ORION.	HODs	20-03-23
5.	Clinical review of all departments	HOD presentation reviewed by Director Principal. HOD- Orthodontics to ensure that a case is not transferred twice to a PG student. 2 nd transfer if required must be to a faculty. HOD- Prosthodontics to ensure assistant by interns in implant surgeries. HOD-Conservative Dentistry to ensure that open cases not	HODs	To be reviewed in next meeting.


 Dr. Sachit Anand Arora
 Principal
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		<p>reporting since 90days are called by dept. clerk. Seek closure.</p> <p>HOD- Oral Surgery – to ensure that no student is given an extraction case without clearing the viva.</p> <p>HOD Pedodontics- reviews the quota for exam going UG batch and ensure optimal exposure.</p> <p>HOD Perio- to ensure assistance by interns in laser surgery.</p> <p>HOD PHD- to prepare promotional print material for camp patients.</p> <p>HOD OMDR- working of Orofacial pain clinic in the dept.</p>		
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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2022-23/03

1st Dec, 2022

IQAC meeting will be conducted on 8th Dec, 2022 at 12:30 pm in New Boardroom.

The agenda of the meeting is as follows:

1. Confirm the minutes of last meeting (held on Sep 1,2022)
2. Review the program details of Clinmasters
3. Events & activities for next calendar year
4. Review of UG syllabus & quota completion status
5. Clinical review of all departments
6. Any other matter with permission of the chair.

[Dr. Anshul Singla]
IQAC Coordinator

Dr. Sachin Hand Ayora
Principal
I.T.S. Dental College,
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MINUTES OF IQAC MEETING HELD ON 8th DEC, 2022

Location: New Board Room

Date: 8th Dec , 2022

Time: 12:30 pm Onwards

Attendees:

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

Agenda Items:

1. Confirm the minutes of last meeting (held on 1st Sep,2022)
2. Review the program details of Clinmasters
3. Events & activities for next calendar year
3. Review of UG syllabus & quota completion status
5. Clinical review of all departments
6. Any other matter with permission of the chair.

Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting
2. Dr Sachit Anand Arora put forward the Detail of upcoming workshop on 'Smile Makeover' to be organized by Clinmasters and requested all the members to encourage the students to attend the same.



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

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed action</u>	<u>Owner</u>	<u>ETA</u>
1.	Review the program details of Clinmasters	All the Faculty members to encourage the students to attend the upcoming workshop on 'Smile Makeover' to be organized by Clinmasters	Concerned HOD's	NA
2.	Events and Activities for next calendar year	Prepare annual schedule for college events and activities.	Registrar's office	22-12-22
3.	Review of U.G syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota	Registrar	19-12-22
4.	Clinical review of all departments	HOD presentation reviewed by Director Principal. HOD- Orthodontics to ensure that cases running for more than 2 years in the department are finished on priority basis. HOD- Prosthodontics to introduce latest treatment modalities in the department.	HODs	To be reviewed in next meeting.


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

IQAC Coordinator

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2022-23/02

Sep 1, 2022

The IQAC meeting will be conducted on Sep 1, 2022 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Best practices for the year 2022-23.
2. Introduction of National Education Policy 2020.
3. Regular meeting and minutes of certain committees.
4. Strategizing data collection for NAAC.
5. Any other matter with permission of the chair.


[Dr. Anshul Singla]
IQAC Coordinator

CC:
Chairman
Vice Chairman
Secretary
Principal
IQAC Members


Dr. Sachit Anand Arora
Principal
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MINUTES OF IQAC MEETING HELD ON SEP 1st, 2022

Location: New Board Room

Date: Sep 1st, 2022 (Thursday)

Time: 02:30 pm Onwards

Attendees:

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

Agenda Items:

1. Best practices for the year 2022-23.
2. Regular meeting and minutes of certain committees.
3. Strategizing data collection for NAAC.
4. Introduction of NEP 2020
5. Any other matter with permission of the chair.


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Principal
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<u>S.NO</u>	<u>Points of discussion /Issue/ Suggestion</u>	<u>Action to be taken</u>	<u>Responsible person /Ownership</u>	<u>ETA</u>	<u>Remarks /Status</u>
1.	International student cell	-To constitute International Student Cell. -International institutions to be contacted for MOUs and activities -Student from Abroad need to be participate.	Principal's Office	16 th Sep, 2022	
2.	Google drive link to be updated regularly by faculty -Seminar and conferences attended -Research Publications -Awards and recognitions -FDPs attended	-Leave for attending seminar and conferences will be approved only after uploading the screenshot of google drive entries. -HODs of respective department will be responsible for timely updating Google Excel sheet.	All HODs	-Previous information to be updated immediately. -Forthcoming to be updated routinely	
3.	Articles published in UGC care are considered (SCOPUS, WEB OF SCIENCE, UGC care journals).	Dental related journals to be segregated from the journal list and sent to HODs.	Librarian	6 th Sep,2022	
4.	Activities under MOUs	- All HODs to aim for atleast 1 MOU per year with international/national institutes/universities/ Organisation of repute. - Faculty exchange/	All HODs / Principal's office	15 th Sep, 2022	


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 Principal

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		student exchange/ any other academic activity to be organized under the same.			
5.	E content resources and training	-Faculty to link e content with their lectures and the record to be maintained. - E content training courses to be organized.	Principal Office in liaison with HODs		
6.	Annual training calendar for faculty	Faculty training program including multidisciplinary/ interdepartmental trainings to be scheduled for annual calendar	Principal's Office	9 th Sep, 2022	
7.	Annual training calendar for staff	Annual staff training schedule to be prepared.	Director Admin Office	9 th Sep, 2022	
8.	Best practices 2022 suggested	Best practices suggested for the year 2022- -Posting of interns with PG for Observational Learning -Complaint management system -UG research			
9.	National Education Policy 2020	Under National Education Policy 2020 Academic Bank of Credit and Outcome Based Learning was discussed among committee members and decided to appraise the faculties for the same.			



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ATTENDANCE SHEET FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2022-23/02

1st September, 2022

S.NO	DATE	NAME	DESIGNATION	SIGNATURE
1	02-09-2022	Mr Sohil Chadha	Hon'ble Vice Chairman	Sohil
2	02-09-2022	Mr B.K Arora	Hon'ble Secretary	B.K Arora
3	02-09-2022	Dr Sachit Anand Arora	Chairperson	Sachit
4	02-09-2022	Mr Vijay Sharma	Director Administration	Vijay
5	02-09-2022	Dr Anshul Singla	Member Secretary	Anshul
6	02-09-2022	Dr. Mousumi Goswami	Members Professor & HOD Pedodontics	Mousumi
7	02-09-2022	Dr. Rohit Kochhar	Members Professor & HOD Conservative and endodontic dentistry	Rohit
8	02-09-2022	Dr. Ashish Sharma	Members Professor & HOD Oral and Maxillofacial surgery	Ashish
9	02-09-2022	Dr Puneet Khurana	Members Professor & HOD Prosthodontics	Puneet
10	02-09-2022	Dr. Manisha Lakhanpal	Members Professor & HOD Oral Medicine and Radiology	Manisha
11	02-09-2022	Dr Rupali Kalsi	Members Professor & HOD Periodontics	Rupali
12	02-09-2022	Dr. Heena Gohil	Members Professor & HOD General Anatomy	Heena
13	02-09-2022	Dr Monika Mehndiratta	Members Professor & HOD Oral Pathology	Monika
14	02-09-2022	Dr Vikram Arora	Members Incharge Public Health Dentistry	Vikram
15	02-09-2022	Dr Karishma	Academic Coordinator	Karishma

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/ITSDCGN/2022-23/01

2nd Jun, 2022

The IQAC meeting will be conducted on 9th June, 2022 at 12:30 pm in New Boardroom.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 10th Mar, 2022)
2. Basic life support training for faculty and post graduates by Dept. of Oral Surgery
3. Review of Departmental research studies
4. Awareness about college to be made by the use of social media
5. Professional dress code for male and female employees of institute
6. Working of placement cell to be discussed
7. To discuss event plan forward by sports and cultural committee
8. Clinical review of all department
9. Any other matter with permission of chair.


[Dr. Anshul Singla]
IQAC Coordinator

CC:
Chairman
Vice Chairman
Secretary
Principal
IQAC Members


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MINUTES OF IQAC MEETING HELD ON 9th JUNE, 2022

Location: New Board Room

Date: 9th June, 2022

Time: 12:30 pm Onwards

Attendees:

1. Hon'ble Vice Chairman- Mr Sohil Chadha
2. Hon'ble Secretary- Mr. B K Arora
3. Chair person- Dr Sachit Anand Arora (Principal, ITS Dental College, Hospital and Research Centre)
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 - Dr. Manisha Lakhanpal (Prof. & HOD, OMR)
 - Dr. Rupali Kalsi (Prof. & HOD, Periodontics)
 - Dr. Vikram Arora (Incharge, PHD)

Agenda Items:

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5. Professional dress code for male and female employees of institute
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7. To discuss event plan forward by sports and cultural committee
8. Clinical review of all department
9. Any other matter with permission of chair.

Dr. Sachit Anand Arora
Principal

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Issues Raised

1. Dr Sachit Anand Arora discussed minutes and actions of the previous meeting.
2. Dr Ashish Sharma discussed about the importance of Basic Life Support Certification for all faculty and post graduates working in clinic. He said that the same needs to be conducted in our institute.
3. Dr Sachit Anand Arora instructed all Department representatives to send the present status of research work going on in the department.
4. Dr Sachit Anand Arora discussed about working of placement cell and asked to submit the list of companies offering placement to principal office.
5. Dr Sachit Anand Arora discussed about the dress code to be followed about the male and female employees in the institute. He said that the cloth should preserve the respect and dignity of the profession.
6. Mr Sohil Chaddha talked about the importance of social media like facebook to spread awareness about the college.

<u>Action#</u>	<u>Issue Summary</u>	<u>Detailed action</u>	<u>Owner</u>	<u>ETA</u>
1.	Basic Life Support Certification	To be organized in the institute for all faculty and post graduates and date to be conveyed	HOD- Oral Surgery	16-06-22
2.	Research work	To share the present status of research work going on in the department to Director's office.	HODs	17-06-22
3.	Dress Code	To be notified to all faculty	Principal	18-06-22
4.	Awareness about college on social media	Facebook page to be created and liked by all employees and students.	IT Depatment	18-06-22
5.	Working of placement cell	To submit the list of companies offering placement to principal office	Dr Amrita Puri	25-06-22
5.	Clinical review of all departments	HOD presentation reviewed by Director Principal. HOD- Orthodontics to	HODs	To be reviewed in next

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		<p>distribute PG Faculty (faculty as consultant)</p> <p>HOD- Prosthodontics to optimize time period between completion of Endo-treatment and crown delivery (post referral from Endo department)</p> <p>HOD-Conservative Dentistry to give more exposure to composite at undergraduate level.</p> <p>HOD- Oral Surgery - to audit asepsis and infection control practices in OPD and OT.</p> <p>HOD Pedodontics- to conduct a workshop for undergraduates on behavior modification techniques.</p> <p>HOD Perio-to focus on patient requiring bone graft surgeries.</p> <p>HOD PHD- to send regular reports of comprehensive clinic and dental camps to Principal's office.</p> <p>HOD OMDR- to refer all patients under 15years of age to Pedodontics department first.</p>		meeting.
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[Dr. Anshul Singla]

IQAC Coordinator



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