

MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON JUN 8, 2015

Location: Principal Office

Date: Jun 8, 2015 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Sachit Anand Arora
 - Dr. Anju
 - Dr. Amrita
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. To review academic activity schedules for BDS and MDS batches and to check if they are being followed in departments.
2. List of teachers for teachers training workshop to be prepared.
3. Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.
4. Tracking monthly attendance of undergraduate and postgraduate students.
5. Interdepartmental course and trainings to be conducted.
6. Student feedback to be taken and analysed

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring that academic activity schedules for BDS and MDS are being followed in departments.	PG in charge of all departments	15-06-15
2.	List of teachers for teachers training workshop to be prepared.	Principal' office	15-06-15
3.	Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.	Mentors and coordinators	-
4.	Tracking monthly attendance of undergraduate and postgraduate students.	UG and PG Coordinator	-
5.	Interdepartmental course and trainings to be conducted.	Head of the departments	-
6.	Student feedback to be taken and analysed	Principal Office	-


Dr Puneet Ahuja
Principal

DR. PUNEET AHUJA
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Greater Noida (U.P.)

MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON SEP 7, 2015

Location: Principal Office

Date: Sep 7, 2015 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr Sachit Anand Arora
 - Dr. Amrita
 - Dr. Anju
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. To conduct institutional screening committee meeting to screen synopsis of MDS 2015-18 batch.
2. To prepare academic calendar, time table, teaching schedule of BDS 2015 batch (10th Batch)
3. Plan for increasing student usage of library services and availability of more reference books for PG Students.
4. Analysis of internal assessment result of BDS Batches
5. Improvement awards for BDS students
6. Plagiarism check before thesis submission
7. PG 1st year preclinical work status.
8. To call parents of students with <75% attendance and < 50% marks in internal exams
9. Basic Life Support Course to be organised by Dept. Of Oral Surgery.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	To conduct institutional screening committee meeting to screen synopsis of MDS 2015-18 batch.	Principal Office	10-09-15
2.	To prepare academic calendar, time table, teaching schedule of BDS 2015 batch (10 th Batch)	APO and subject incharges	14-09-15
3.	Students to be motivated for increasing student usage of library services and availability of more reference books for PG Students. Requirement to be raised from departments.	HODs	14-09-15
4.	Analysis of internal assessment result of BDS Batches	UG Coordinators	19-09-15
5.	Improvement awards for BDS students to be finalised	APO	10-09-15
6.	Plagiarism check to be done before thesis submission	Director Principal office	-
7.	PG 1 st year preclinical work status to be checked and updated	PG in charge of all departments	22-09-16


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8.	Synopsis submission by 1 st year PGs	HODs	05-09-16
9.	To call parents of students with <75% attendance and < 50% marks in internal exams	UG Coordinator	19-09-16
10.	Basic Life Support Course to be organised	HOD Oral Surgery	19-09-16


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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON DEC 7, 2015

Location: Principal Office

Date: Dec 7, 2015 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Sachit Anand Arora
 - Dr. Amrita
 - Dr. Anju
 - Dr. Upasna

Agenda Items:

1. Attendance of BDS and MDS students to be tracked.
2. To send mail to students about their attendance shortage on quarterly basis
3. Review of quota completion status of BDS students.
4. To analyse the action taken report on student feedbacks
5. Feedback to be taken from new 2nd, 3rd and 4th year BDS batches.
6. Clinical module schedule for BDS 1st year.
7. BLS Course to be organised

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Attendance of BDS and MDS students to be tracked.	Coordinators	15-12-15
2.	To send mail to students about their attendance shortage on quarterly basis	UG Coordinators	-
3.	Review of quota completion status of BDS students.	Subjectwise faculty incharge	19-12-15
4.	To analyse the action taken report on student feedbacks	Principal Office	20-12-15
5.	To take feedback from new 2 nd , 3 rd and 4 th year BDS batches.	Principal Office	7-01-16
6.	To share the clinical module schedule for 1 st year BDS batch	APO	27-12-15
7.	To organise BLS course	HOD Oral Surgery	15-12-15


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MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON MARCH 7, 2016

Location: Principal Office

Date: March 7, 2016 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr Sachit Anand Arora
 - Dr. Mousumi Goswami
 - Dr. Anju Aggarwal
 - Dr. Amrita Puri
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. To review quota completion of undergraduates and postgraduates.
2. Ensuring preparation for university exams of final year postgraduates.
3. Tracking attendance of all the undergraduates and postgraduates.
4. To analyse action taken report of feedbacks of undergraduate students.
5. Value added programs to be conducted by departments. Plans to be shared.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	To review quota completion of undergraduates and postgraduates.	UG and PG incharges	14-03-16
2.	Ensuring preparation for university exams of final year postgraduates.	PG Incharges	21-03-16
3.	Tracking attendance of all the undergraduates and to send mails to the students with less attendance on quarterly basis.	UG Coordinators	-
4.	To analyse action taken report of feedbacks of undergraduate students.	Principal Office	13-03-16
5.	Value added programs to be conducted by departments. Plans to be shared.	HODs	14-03-16


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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON JUN 7, 2016

Location: Principal Office

Date: Jun 7, 2016 (Tuesday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monica
 - Dr. Anju
 - Dr. Monika
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Ensuring that academic activity schedules for MDS 2016 batch are being followed in departments.
2. Record books, Time Table, academic calendar, teaching schedules of upcoming batch of 1st year undergraduates to be checked.
3. Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.
4. Promoting research activities in the new research lab by faculty and students
5. Review of preparations for upcoming internal assessment examinations for 1st and 2nd year postgraduates
6. Tracking monthly attendance of undergraduate and postgraduate students.
7. Interdepartmental course and trainings to be conducted.
8. Student feedback to be taken and analysed

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2017 batch are being followed in departments.	PG in charge of all departments	14-06-16
2.	Record books, Time Table, academic calendar, teaching schedules of upcoming batch of 1 st year undergraduates to be checked.	Principal' office	14-06-16
3.	Regular conduct of Mentor ward meetings and sharing of reports with respective year co-ordinator.	Mentors and coordinators	-
4.	Promoting research activities in	Research coordinator	-

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	departments.		
5.	Review of preparations for upcoming internal assessment examinations for 1 st and 2 nd year postgraduates. Question papers to be prepared.	PG incharge	14-06-16
6.	Practice management sessions to be organised for interns	Principal office	28-06-16
7.	Tracking monthly attendance of undergraduate and postgraduate students.	UG and PG Coordinator	-
8.	Interdepartmental course and trainings to be conducted.	Head of the departments	-
9.	Student feedback to be taken and analysed	Principal Office	-


Dr Puneet Ahuja

Principal

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MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON SEP 12, 2016

Location: Principal Office

Date: Sep12, 2016 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr Sachit Anand Arora
 - Dr. Monica
 - Dr. Anju
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Analysis of internal assessment result of BDS Batches
2. Improvement awards for BDS students
3. Plagiarism check before thesis submission
4. PG 1st year preclinical work status.
5. Synopsis submission by 1st year PGs
6. To call parents of students with <75% attendance and < 50% marks in internal exams
7. Basic Life Support Course to be organised by Dept. Of Oral Surgery.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Analysis of internal assessment result of BDS Batches	UG Coordinators	19-09-16
2.	Improvement awards for BDS students to be finalised	APO	28-09-16
3.	Plagiarism check to be done before thesis submission	Director Principal office	-
4.	PG 1 st year preclinical work status to be checked and updated	PG in charge of all departments	22-09-16
5.	Synopsis submission by 1 st year PGs	HODs	05-09-16
6.	To call parents of students with <75% attendance and < 50% marks in internal exams	UG Coordinator	19-09-16
7.	Basic Life Support Course to be organised	HOD Oral Surgery	19-09-16


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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON DEC 12, 2016

Location: Principal Office

Date: Dec 12, 2016 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Sachit Anand Arora
 - Dr. Monica
 - Dr. Anju
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Managing Oral implantology centre by Dept. Of Prosthodontics, Periodontics and Oral Surgery on rotational basis.
2. Review of quota completion status of BDS students.
3. To send mail to students about their attendance shortage on quarterly basis
4. To analyse the action taken report on student feedbacks
5. Feedback to be taken from new 2nd, 3rd and 4th year BDS batches.
6. Clinical module schedule for BDS 1st year.
7. To organise a course on CBCT.
8. Oral implantology module preparations by Department of Prosthodontics to be analysed.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Oral implantology centre to be managed by Dept. Of Prosthodontics, Periodontics and Oral Surgery on rotational basis. Schedule to be finalised.	Principal Office	15-12-16
2.	Review of quota completion status of BDS students.	Subjectwise faculty incharge	19-12-16
3.	To send mail to students about their attendance shortage on quarterly basis	UG Coordinators	-
4.	To analyse the action taken report on student feedbacks	Principal Office	20-12-16
5.	Feedback forms to be prepared and approved to take feedback from new 2 nd , 3 rd and 4 th year BDS batches.	Principal Office	27-12-16
6.	Preclinical record books of PG 1 st year students to be checked to ensure completion of	PG coordinator	27-12-16


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	preclinical work.		
7.	To share the clinical module schedule for 1 st year BDS batch	APO	27-12-16
8.	Department of Prosthodontics to share planning for Oral implantology module	HOD Prosthodontics	14-12-16
9.	To organise a course in CBCT	HOD OMR	10-01-17


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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON MARCH 6, 2017

Location: Principal Office

Date: March 6, 2017 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr Sachit Anand Arora
 - Dr. Mousumi Goswami
 - Dr. Anju Aggarwal
 - Dr. Amrita Puri
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Ensuring preparation for university exams of final year postgraduates.
2. Tracking attendance of all the undergraduates and postgraduates.
3. Preparations to be checked for Laser and regenerative Periodontic Module to be conducted
4. To analyse action taken report of feedbacks of undergraduate students.
5. Tobacco Cessation workshop to be held in PHD department.
6. To discuss the preparations for Course on Clinical Implantology to be held in Prosthodontics department.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring preparation for university exams of final year postgraduates.	PG Incharges	20-03-17
2.	Tracking attendance of all the undergraduates and to send mails to the students with less attendance on quarterly basis.	UG Coordinators	-
3.	Preparations to be checked for Laser and regenerative Periodontic Module to be conducted	HOD Periodontics	10-03-17
4.	To analyse action taken report of feedbacks of undergraduate students.	Principal Office	13-03-17
5.	To check preparedness for Tobacco Cessation workshop to be held in PHD department.	HOD PHD	13-03-17
6.	To check the preparations for Course on Clinical Implantology to be held in Prosthodontics department.	HOD Prostho	22-03-17


Dr Puneet Ahuja
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MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON JUN 4, 2017

Location: Principal Office

Date: Jun5, 2017 (Monday)

Time: 10:30 am

Attendees:


1. Chairperson- Dr Puneet Ahuja
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monica
 - Dr. Anju
 - Dr. Vineet Gupta
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2017 batch are being followed in departments.
2. Record books, Time Table, academic calendar, teaching schedules of upcoming batch of 1st year undergraduates to be checked.
3. Promoting research activities in departments
4. Review of preparations for upcoming internal assessment examinations for 1st and 2nd year postgraduates
5. Practice management sessions to be organised for interns
6. Tracking monthly attendance of undergraduate and postgraduate students.
7. Interdepartmental course and trainings to be conducted.
8. Student feedback to be taken and analysed

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2017 batch are being followed in departments.	PG in charge of all departments	12-06-17
2.	Record books, Time Table, academic calendar, teaching schedules of upcoming batch of 1 st year undergraduates to be checked.	Principal' office	12-06-17
3.	Promoting research activities in departments. Departments to be made aware of available research grants	Research coordinator	13-06-17
4.	Review of preparations for upcoming internal assessment examinations for 1 st and 2 nd year postgraduates. Question papaers to be prepared.	PG incharge	11-06-17

5.	Practice management sessions to be organised for interns	Principal office	25-06-17
6.	Tracking monthly attendance of undergraduate and postgraduate students.	UG and PG Coordinator	08-06-17
7.	Interdepartmental course and trainings to be conducted.	Head of the departments	13-06-17
8.	Student feedback to be taken and analysed	Principal Office	17-04-17


Dr Puneet Ahuja
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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON SEP 11, 2017

Location: Director Principal Office

Date: Sep11, 2017 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Akshay Bhargav
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monica
 - Dr. Anju
 - Dr. Vineet Gupta
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Plagiarism check before thesis submission
2. PG 1st year preclinical work status.
3. Analysis of internal assessment result of BDS Batches
4. Improvement awards for BDS students
5. To call parents of students with <75% attendance and < 50% marks in internal exams
6. Faculty and students feedbacks on curriculum planning to be taken and analysed.
7. Basic Life Support Course to be organised by Dept. Of Oral Surgery.
8. Department of Pedodontics to organise a workshop on Conscious sedation and give its plan.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Plagiarism check to be done before thesis submission	Director Principal office	-
2.	PG 1 st year preclinical work status to be checked and updated	PG in charge of all departments	21-09-17
3.	Analysis of internal assessment result of BDS Batches	UG Coordinators	18-09-17
4.	Improvement awards for BDS students to be finalised	APO	27-09-17
5.	To call parents of students with <75% attendance and < 50% marks in internal exams	UG Coordinator	18-09-17
6.	Faculty and students feedbacks on curriculum planning to be taken and analysed.	Principal Office	25-09-17
7.	Basic Life Support Course to be organised	HOD Oral Surgery	18-09-17
8.	Department of Pedodontics to organise a workshop on Conscious sedation and give its plan.	Pedodontics HOD	25-09-17


Dr Akshay Bhargava
Director Principal
Prof. (Dr.) Akshay Bhargava
(Ortho.), AFAAID, DICOI, DWCOI
Director Principal
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MINUTES OF ACADEMIC COMMITTEEMEETING HELD ON DEC 11, 2017

Location: Director Principal Office

Date: Dec11, 2017 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Akshay Bhargav
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monica
 - Dr. Anju
 - Dr. Vineet Gupta
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Review of quota completion status of BDS students.
2. Making curriculum effective by introducing practices like group discussions and role plays.
3. To send mail to students about their attendance shortage on quarterly basis
4. To analyse the action taken report on faculty and student feedbacks
5. Feedback to be taken from new 2nd, 3rd and 4th year BDS batches.
6. Clinical module schedule for BDS 1st year.
7. Oral implantology module preparations by Department of Prosthodontics to be analysed.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Review of quota completion status of BDS students.	Subjectwise faculty incharge	18-12-17
2.	Group discussions and role plays to be included in lectures to make teaching engaging.	Subject incharges of UG Program	-
3.	To send mail to students about their attendance shortage on quarterly basis	UG Coordinators	-
4.	To analyse the action taken report on faculty and student feedbacks	Principal Office	20-12-17
5.	Feedback forms to be prepared and approved to take feedback from new 2 nd , 3 rd and 4 th year BDS batches.	Principal Office	27-12-18
6.	Preclinical record books of PG 1 st year students to be checked to ensure completion of preclinical work.	PG coordinator	27-12-17
7.	To share the clinical module schedule for 1 st year BDS batch	APO	26-12-17
8.	Department of Prosthodontics to share planning for Oral implantology module	HOD Prosthodontics	14-12-17


Dr Akshay Bhargava
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PROF. (DR.) AKSHAY BHARGAVA
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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON MARCH 12, 2018

Location: Director Principal Office

Date: March 12, 2018 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Akshay Bhargav
2. Members:
 - Dr Sachit Anand Arora
 - Dr. Mousumi Goswami
 - Dr. Monica
 - Dr. Anju Aggarwal
 - Dr. Kumar Saurabh Singh
 - Dr. Bhuvan Deep Gupta

Agenda Items:

1. Ensuring preparation for university exams of final year postgraduates.
2. Tracking attendance of all the undergraduates and postgraduates.
3. To analyse action taken report of feedbacks of undergraduate students.
4. Tobacco Cessation workshop to be organised for interns in PHD department.
5. To start in house preparation for interns for NEET entrance examination.
6. To organise interdepartmental course on latest trends in dentistry like esthetic dentistry and aligner system.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring preparation for university exams of final year postgraduates.	PG Incharges	27-03-18
2.	Tracking attendance of all the undergraduates and to send mails to the students with less attendance on quarterly basis.	UG Coordinators	-
3.	To analyse action taken report of feedbacks of undergraduate students.	Principal Office	19-03-18
4.	Tobacco Cessation workshop to be organised in PHD department. Plan to be shared	HOD PHD	20-03-18
5.	To plan for in house preparation for interns for NEET entrance examination.	Principal Office	25-03-18
6.	To give a plan for interdepartmental course on latest trends in dentistry like esthetic dentistry and aligner system.	HODs	18-03-18


Dr Akshay Bhargava
Director Principal
PROF. (DR.) AKSHAY BHARGAVA
(M.B.S., M.D.S. (Ortho.), AFAAID, DICOI, DWCOI)
Director-Principal
Dental College,
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47, Knowledge Park-III, Greater Noida (U.P.)

MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON JUN 4, 2018

Location: Principal Office

Date: Jun 4, 2018 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Akshay Bhargava
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monika
 - Dr. Anju
 - Dr. Vineet
 - Dr. Bhuvan

Agenda Items:

1. Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2018 batch are being followed in departments.
2. Review of preparations for upcoming internal assessment examinations for undergraduates
3. To identify Slow and advanced learners from the BDS batches and to focus on them accordingly.
4. Tracking monthly attendance of undergraduate and postgraduate students.
5. Interdepartmental course and trainings to be conducted.
6. Analysing action taken report of student feedback.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2018 batch are being followed in departments.	PG in charge of all departments	11-06-18
2.	Review of preparations for upcoming internal assessment examinations for undergraduates	Subject wise faculty incharge of UG	11-06-18
3.	To identify Slow and advanced learners from the BDS batches and to focus on them accordingly.	Subject wise faculty incharge	11-06-18
4.	Tracking monthly attendance of undergraduate and postgraduate students.	UG and PG Coordinator	08-06-18
5.	Interdepartmental course and trainings to be conducted.	Head of the departments	13-06-18
6.	Analysing action taken report of student feedback.	Director Principal Office	17-04-18


Dr Akshay Bhargava
PROF. (DR.) AKSHAY BHARGAVA
MDS (Post-grad), AFAAID, DICOI, DWCOI
Director Principal
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47, Knowledge Park-III, Greater Noida (U.P.)

MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON SEP 10, 2018

Location: Principal Office

Date: Sep 10, 2018 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Sachit Anand Arora
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monika
 - Dr. Anju
 - Dr. Vineet
 - Dr. Bhuvan

Agenda Items:

1. Ensuring preparation of teaching schedules for BDS 2019 batch such that video links are included for all relevant topics.
2. Analysis of internal assessment result of BDS Batches
3. To finalise the students to be awarded Improvement Awards
4. To call parents of students with <75% attendance and < 50% marks in internal exams
5. To review the academic program for Slow and advanced learners from the BDS batches
6. Faculty and alumni feedbacks on curriculum planning to be taken and analysed.
7. To organise a course of Basic Life Support for faculty and post graduate students.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Video links to be included for all relevant topics for all first year undergraduate subjects.	Subject wise faculty incharge of UG first year	-
2.	All postgraduate academic activities to be scored and graded by faculty in charge.	PG in charge of all departments	-
3.	To finalise the students to be awarded Improvement Awards	APO	17-09-18
4.	To call parents of students with <75% attendance and < 50% marks in internal exams	UG Coordinators	27-09-18
5.	To review the academic program for Slow and advanced learners from the BDS batches	UG Coordinator	17-09-18
6.	Faculty and alumni feedbacks on curriculum planning to be taken and analysed.	Principal Office	24-09-18
7.	To organise a course of Basic Life Support for faculty and post graduate students.	HOD Oral Surgery	24-09-18



Dr Sachit Anand Arora

Principal
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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON DEC 17, 2018

Location: Principal Office

Date: Dec 17, 2018 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Sachit Anand Arora

2. Members:

- Dr. Mousumi Goswami
- Dr. Monika
- Dr. Anju
- Dr. Vineet
- Dr. Bhuvan
-

Agenda Items:

1. Ensuring preparation of teaching schedules for BDS 2nd year, 3rd year and 4th year batches such that video links are included for all relevant topics.
2. Making curriculum effective by introducing contemporary pedagogical practices.
3. Preparing the result of 1st internal assessment exam of BDS 1st year students
4. To send mail to students about their attendance shortage on quarterly basis
5. To analyse the action taken report on faculty and alumni feedbacks
6. Feedback to be taken from new 2nd, 3rd and 4th year BDS batches.
7. Preclinical record books of PG 1st year students to be checked to ensure completion of preclinical work.
8. Clinical module schedule for BDS 1st year.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring preparation of teaching schedules for BDS 2 nd year, 3 rd year and 4 th year batches such that video links are included for all relevant topics.	APO, Subjectwise faculty incharge	24-12-18
2.	Group discussions to be included in lectures to make teaching engaging.	Subject incharges of UG Program	-
3.	Preparing the result of 1 st internal assessment exam of BDS 1 st year students	Subjectwise faculty incharge	-
4.	To send mail to students about their attendance shortage on quarterly basis	UG Coordinators	-
5.	To analyse the action taken report on faculty and alumni feedbacks	Principal Office	24-12-18
6.	Feedback forms to be prepared and approved to take feedback from new 2 nd , 3 rd and 4 th year BDS batches.	Principal Office	27-12-18
7.	Preclinical record books of PG 1 st year students to be checked to ensure completion of preclinical work.	PG coordinator	24-12-18

8.	To share the clinical module schedule for 1 st year BDS batch	APO	24-12-18
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Dr Sachit Anand Arora

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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON MARCH 11, 2019

Location: Principal Office

Date: March 11, 2019 (Monday)

Time: 10:30 am


Attendees:

1. Chairperson- Dr Sachit Anand Arora
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monika
 - Dr. Anju
 - Dr. Saurabh
 - Dr. Bhuvan

Agenda Items:

1. Ensuring preparation of teaching schedules for upcoming batch of 1st year postgraduates.
2. Ensuring preparation for university exams of final year postgraduates.
3. Making group discussions a regular part of undergraduate lectures to make the lectures more engaging.
4. Tracking attendance of all the undergraduates.
5. To analyse action taken report of feedbacks of undergraduate students.
6. Tobacco Cessation workshop to be held in PHD department in April 2019.
7. To discuss the preparations for Course on Clinical Implantology to be held in May 2019.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring preparation of teaching schedules for upcoming batch of 1 st year postgraduates.	PG Incharges	1-04-19
2.	Ensuring preparation for university exams of final year postgraduates.	PG Incharges	25-03-19
3.	Group discussions to be included in lectures to make teaching engaging.	Subject incharges of UG Program	-
4.	Tracking attendance of all the undergraduates and to send mails to the students with less attendance on quarterly basis.	UG Coordinators	
5.	To analyse action taken report of feedbacks of undergraduate students.	Principal Office	18-03-19
6.	To check preparedness for Tobacco Cessation workshop to be held in PHD department in April 2019.	HOD PHD	25-04-19
7.	To check the preparations for Course on Clinical Implantology to be held in May 2019.	HOD Prostho	25-04-19


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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON JUN 10, 2019

Location: Principal Office

Date: Jun 10, 2019 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Sachit Anand Arora
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monika
 - Dr. Anju
 - Dr. Saurabh
 - Dr. Vishwas

Agenda Items:

1. To ensure that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2019 batch are being followed in departments.
2. To ensure preparations for upcoming DCI inspection and to update the documents required.
3. To ensure preparations for the University examination of MDS Batch 2016-19.
4. Biometric attendance of postgraduate students.
5. Internal assessment exam of PG Batch 2018 and PG Batch 2017.
6. Upcoming internal assessment examinations for undergraduates of 2nd year, 3rd year and 4th year BDS
7. To submit the result of sent up examination 4th year Odd batch
8. To identify Slow and advanced learners from the BDS batches and to focus on them accordingly.
9. To share the clinical module schedule for 1st year BDS batch
10. Analysing action taken report of student feedback.

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring that academic activity schedules (JC, seminar, case presentation and text review) for MDS 2019 batch are being followed in departments.	PG in charge of all departments	-
2.	To check preparations for DCI Inspection by every department. Documents to be shared with Principal's office.	HODs	13-06-19
3.	To check preparations for the University examination of MDS Batch 2016-19 and to share the status with Principal's office	HODs	15-06-19
4.	Biometric attendance of postgraduates to be taken from Reception biometric machine, wherein they need to punch between 8:30 am to 8:45 am. Attendance to be monitored through i cloud.	APO	24-06-19

5.	Internal assessment exam of PG Batch 2018 and PG Batch 2017 to be held in July. Question papers to be submitted from departments. Preparation to be made for practical exam on university pattern.	HODs and PG Incharges	24-06-19
6.	To submit question papers for internal assessment examinations for undergraduates of 2 nd year, 3 rd year and 4 th year BDS. APO to confirm the same.	Subject Incharges and APO	24-06-19
7.	To submit the result of sent up examination 4 th year Odd batch	Subject wise faculty incharge of UG	12-06-19
8.	To identify Slow and advanced learners from the BDS batches and to focus on them accordingly.	Subject wise faculty incharge	-
9.	Analysing action taken report of student feedback.	Principal Office	17-04-19



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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON SEP 10, 2019

Location: Principal Office

Date: Aug 19, 2019 (Monday)

Time: 10:30 am

Attendees:

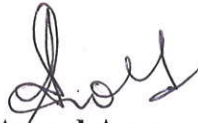
1. Chairperson- Dr Sachit Anand Arora
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Monika
 - Dr. Anju
 - Dr. Saurav
 - Dr. Vishwas

Agenda Items:

1. Ensuring preparation of teaching schedules for BDS 2019 batch
2. To finalise the students to be awarded Improvement Awards
3. To call parents of students with <75% attendance and < 50% marks in internal exams
4. To review the academic program for Slow and advanced learners from the BDS batches
5. Faculty and alumni feedbacks on curriculum planning to be taken and analysed.
6. To organise a course of Basic Life Support for faculty and post graduate students. To encourage students to use library.
7. Attendance report of basic science lectures.
8. Institutional ethical research committee meeting to be organised post synopsis submission
9. BDS 2019 orientation on 27th Aug.
10. LD submission by MDS 2nd Year.
11. Mandatory research work for BDS 2018 batch.
12. Webinars for postgraduates
13. Thesis submission of MDS 2017 batch

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Teaching schedule for BDS 2019 batch to be shared with Principal's office	APO	24-08-19
2.	To finalise the students to be awarded Improvement Awards	APO	26-08-19
3.	To call parents of students with <75% attendance and < 50% marks in internal exams	UG Coordinators	27-09-19
4.	To review the academic program for Slow and advanced learners from the BDS batches	UG Coordinator	17-09-19
5.	Faculty and alumni feedbacks on curriculum planning to be taken and analysed.	Principal Office	24-09-19
6.	To organise a course of Basic Life Support for faculty and post graduate students and to share dates for the same.	HOD Oral Surgery	27-08-19
7.	Attendance report of basic science lectures to be shared with PG incharges and HODs	APO	20-08-19

8.	Synopsis submitted by MDS 2019 batch to be checked by PG coordinator and institutional ethics committee meeting to be planned	PG Coordinator	27-08-19
9.	Research work to be considered mandatory for UG students and submitted before university examinations. Also they should be encouraged to carry their laptops.	UG Coordinators	-
10.	To check preparations for BDS 2019 Orientation on 27 th August. Orientation feedback to be taken from parents.	Principal Office	24-08-19
11.	Library dissertation from MDS 2018 batch to be submitted by 2 nd Sep for Plagiarism check. Final submission in the first week of October	HODs and PG Incharges	02-09-19
12.	Thesis work to be finalised for MDS 2017 batch and submitted by 2 nd week of Nov.	HODs and PG Incharges	10-11-19
13.	Webinars to be organised for postgraduates as teaching learning methodology	HODs and PG Incharges	-



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MINUTES OF ACADEMIC COMMITTEE MEETING HELD ON DEC 2, 2019

Location: Principal Office

Date: Dec 2, 2019 (Monday)

Time: 10:30 am

Attendees:

1. Chairperson- Dr Sachit Anand Arora
2. Members:
 - Dr. Mousumi Goswami
 - Dr. Heena Gohil
 - Dr. Anju
 - Dr. Saurav
 - Dr. Vishwas

Agenda Items:

1. Teaching schedules for BDS 2nd year, 3rd year and 4th year batches
2. Uploading Teaching schedule, ppt and video link on I cloud
3. Online student satisfaction survey for all the students
4. Tracking student attendance
5. Action taken report on faculty and alumni feedbacks
6. Commencement of Academic Session 2020-21
7. Publication of Scientific articles by MDS 2017 Batch
8. Utilization of Library resources
9. Submission of University Practical Answer sheets by all departments to Principal Office post exam.
10. Clinical module schedule for BDS 1st year Batch
11. CPC schedule for 2020

<u>Action#</u>	<u>Action point</u>	<u>Owner</u>	<u>ETA</u>
1.	Ensuring preparation of teaching schedules for BDS 2 nd year, 3 rd year and 4 th year batches and sharing the same with Principal Office	APO, Subjectwise faculty incharge	24-12-18
2.	SOP for uploading Teaching schedule, ppt and video link on I cloud to be shared with faculty	Registrar	04-01-20
3.	Online student satisfaction survey to be conducted and report to be made.	Principal's office	07-01-20
4.	To send mail to students about their attendance shortage on quarterly basis. PG Attendance to be shared with department heads on monthly basis.	UG Coordinators	04-01-20
5.	To analyse the action taken report on faculty and alumni feedbacks	Principal Office	24-12-20
6.	Commencement of Academic Session 2020-21 from the first week of Jan. Mail to be sent to all departments and students.	Principal Office	20-12-20

7.	Publication of Scientific articles by MDS 2017 Batch to be reinforced by HODs in all departments. Mail to be sent	Principal Office	20-12-20
8.	Utilization of Library resources to be increased by encouraging students. Mail to be sent from Principal Office	HODs, Coordinators and subject incharges	05-01-20
9.	Submission of University Practical Answer sheets by all departments to Principal Office post exam. Mail to be sent from Principal Office	Principal office HODs	15-12-19
10.	To share the clinical module schedule for 1 st year BDS batch	APO	16-12-19
11.	CPC schedule for 2020 to be shared with all departments	Principal Office	13-12-19



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