



BHOJIA DENTAL COLLEGE & HOSPITAL

BUDH (BADDI), TEH. NALAGARH, DISTT. SOLAN (HP) PIN 173205

Ph. (01795) 244721, 246921

NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/16

July 06, 2020

The 1st quarterly IQAC meeting for 2020-21 will be conducted on 13th July, 2020 (Monday) at 10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the last minutes of last meeting (held on 8th June, 2020)
2. To plan quality initiatives for the year 2020-21.
3. Review of online classes/ curriculum for BDS /MDS students.
4. Planning of OPD in COVID times.
5. To review implementation of COVID Protocols.
6. Duties for TRIAGE Area.
7. Sterilization and disinfection protocol during COVID times.
8. To encourage staff to do more online teaching programs.
9. To organize inter and intra institutional webinars.
10. Any other matter with permission of chair.


Dr. Geeta Kalra
IQAC Coordinator

CC:

Secretary
Principal
IQAC Members



BHOJIA DENTAL COLLEGE & HOSPITAL

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MINUTES OF IQAC MEETING HELD ON 13TH JULY 2020

Online Meeting was arranged on ZOOM platform

Date: 13.07.2020

Time: 10:30 am

Attendees:

- | | |
|--------------------------------------|---------------------|
| 1. Chairperson | Dr Tarun Kalra |
| 2. IQAC Coordinator | Dr Geeta Kalra |
| 3. Teachers: | |
| • Dr .Nisha Garg | |
| • Dr. Manjit kumar | |
| • Dr. Sanjay Mittal | |
| • Dr. Baljeet Singh | |
| • Dr. Deepti Garg | |
| • Dr. Avninder Kaur | |
| 4. Management representative | Mrs. Vanita Bhojia |
| 5. Administrative / technical staff. | Mr. Shakti Kumar |
| 6. Student representative | Dr. Sahil Thakur |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Local society. | Mrs. Gauri Chadha |
| 10. Industrialist | Mr. Vikram Bhojia |

AGENDA ITEMS :

11. Confirm the last minutes of last meeting (held on 8th June, 2020)
12. To plan quality initiatives for the year 2020-21.
13. Review of online classes/ curriculum for BDS /MDS students.
14. Planning of OPD in COVID times.
15. To review implementation of COVID Protocols.
16. Duties for TRIAGE Area.
17. Sterilization and disinfection protocol during COVID times.
18. To encourage staff to do more online teaching programs.
19. To organize inter and intra institutional webinars.
20. Any other matter with permission of chair.

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr Geeta Kalra reviewed the current COVID Protocols and sterilization and disinfection protocols in the institute.



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3. Dr. Tarun Kalra discussed about the quality initiatives to be taken this year. He said that the quality team should forward suggestions to the principal's office regarding webinars and organizations of various online academic lectures by prolific speakers.
4. Dr. Avninder discussed the ongoing online classes for BDS batches. Online tests and assignments are to be submitted via email.
5. PG Coordinator Dr. Baljeet Singh said that online seminars for PG Students will be continued for all departments.
6. Faculty was encouraged to do more online teaching programs that provide certificate for more effective teaching during this time.
7. Inter and intra institutional webinars to be organized.

Action	Issue summary	Detailed Action	Owner
1.	Quality initiative to be taken	Plan for quality initiatives to be taken during the year	Dr. Manjit Kumar
2.	Review of online classes /seminars for BDS /MDS students	Online tests and assignments to be taken via mail. Viva voce for practical taken online	Principal Office
3.	COVID Protocols	New by state COVID guidelines were discussed for implementation in the institute	Dr. Geeta Kalra
4.	Sterilization and disinfection during COVID	Modification in the sterilization and disinfection protocol of the institute according to new state guidelines was sought	Dr. Geeta Kalra
5.	TRIAGE duties	Schedule for TRIAGE duties to be made and duties assigned on rotation basis.	Dr. Baljeet Singh
6.	Organization of webinars	Inter and intra institutional webinars to be organized.	Dr. Avninder Kaur
7.	Online teaching programs	Faculty was encouraged to do more of certificate teaching programs online for effective teaching.	Principal office
8.	Feedback report of BDS/MDS students	All the HOD's were asked to prepare feedback report of performance of both MDS/BDS students in online tests/assignments/seminars.	Principal office

Dr Geeta Kalra

IQAC Coordinator



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Ph. (01795) 244721, 246921

NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/17

November 02, 2020

The 1st quarterly IQAC meeting for 2020-21 will be conducted on 10th November, 2020 (Tuesday) at 10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the last minutes of last meeting (held on 13th July, 2020)
2. To review coverage of syllabus of BDS batch.
3. Review of student performance in online tests conducted by respective departments.
4. To review implementation of COVID Protocols.
5. To review thesis and library dissertation status of PG Students.
6. To review inter and intra departmental seminars and journals presented by PG students.
7. Any other matter with permission of chair.

Dr. Geeta Kalra
IQAC Coordinator

CC:

Secretary

Principal

IQAC Members



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MINUTES OF IQAC MEETING HELD ON 10TH NOV, 2020 Ph. (01795) 244721, 246921

Location Conference Room

Date: 10.11.2020

Time: 10:30 am

Attendees:

- | | |
|--------------------------------------|---------------------|
| 1. Chairperson | Dr. Tarun Kalra |
| 2. IQAC Coordinator | Dr. Geeta Kalra |
| 3. Teachers: | |
| • Dr. Nisha Garg | |
| • Dr. Manjit kumar | |
| • Dr. Sanjay Mittal | |
| • Dr. Baljeet Singh | |
| • Dr. Deepti Garg | |
| • Dr. Avninder Kaur | |
| 4. Management representative | Mrs. Vinita Bhojia |
| 5. Administrative / technical staff. | Mr. Shakti Kumar |
| 6. Student representative | Dr. Sahil Thakur |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Local society. | Mrs. Gauri Chadha |
| 10. Industrialist | Mr. Vikram Bhojia |

AGENDA ITEMS:

1. Confirm the last minutes of last meeting (held on 13th July, 2020)
2. To review coverage of syllabus of BDS batch.
3. Review of student performance in online tests conducted by respective departments.
4. To review implementation of COVID Protocols.
5. To review thesis and library dissertation status of PG Students.
6. To review inter and intra departmental seminars and journals presented by PG students.
7. To review feedback form of stakeholders (Student, Alumni, Professional, Employers, and Faculty).
8. Any other matter with permission of chair.

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr. Geeta Kalra reviewed the current COVID Protocols in the institute.
3. Dr. Tarun Kalra discussed about the quality initiatives to be taken this year. In view of frequent lockdowns in the country, newer methods of online teaching were sought.



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4. Dr. Deepti discussed the ongoing online classes for BDS batches. Online tests and assignments are to be submitted via email. Ph. (01795) 244721, 246921
5. PG Coordinator Dr. Baljeet Singh said that online seminars for PG Students will be continued for all departments and review of the same should be done by HOD's.
6. Performance feedback of BDS and MDS students was sought by respective HOD's.
7. Feedback forms will be prepared of stakeholders (Student, Alumni, Professional, employers, and faculty).

Action	Issue summary	Detailed Action	Owner
1.	Quality initiative to be taken	Plan for quality initiatives to be taken during the year	Dr. Manjit Kumar
2.	Review of syllabus coverage for BDS batch	Year wise status of syllabus coverage was submitted	Principal Office
3.	COVID Protocols	New by state COVID guidelines were discussed for implementation in the institute	Dr. Geeta Kalra
4.	Review of Thesis and Library Dissertation status	Department wise status of Thesis of third year students and library dissertation of Second year was submitted.	Dr. Baljeet Singh
5.	To review newer techniques for digital classes	Newer techniques for online teaching were sought.	Dr. Geeta Kalra
6.	To review interdepartmental seminars and journals by PG students	Performance review of online seminar and journals presented by PG students was sought from respective HOD's	Dr. Deepti Garg
7.	Review performance of BDS students	Performance review of BDS students in online test and assignments was sought from HOD's	Dr. Baljeet Singh
8.	To review feedback forms	Feedback forms are prepared by IQAC and circulated to the heads of the institution for further corrections and modifications.	Dr. Avninder Kaur

Dr. Geeta Kalra

IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/18

March 01, 2021

The 1st quarterly IQAC meeting for 2020-21 will be conducted on 09th March, 2021 (Tuesday) at 10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the last minutes of last meeting (held on 10th NOV, 2020)
2. To review new state COVID protocols.
3. To discuss requirements of material for preclinical exercises.
4. Encouraging staff for publication.
5. Review of thesis/library dissertation of MDS students.
6. To discuss the modification of feedback forms of all the stake holders (Students, Alumni, Professional, Employer and Faculty)
7. Any other matter with permission of the chairperson.

Dr. Geeta Kalra
IQAC Coordinator

CC:

Secretary
Principal
IQAC Members

Dr. Nishu Bhatia
Mrs. Gauri Chandra
Mr. Vikram Bhojia



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MINUTES OF IQAC MEETING HELD ON 9TH March, 2021

Location Conference Room

Date: 09.03.2021

Time: 10:30 am

Attendees:

1. Chairperson

Dr. Tarun Kalra

2. IQAC Coordinator

Dr. Geeta Kalra

3. Teachers:

• Dr. Nisha Garg

• Dr. Manjit kumar

• Dr. Sanjay Mittal

• Dr. Baljeet Singh

• Dr. Deepti Garg

• Dr. Avninder Kaur

4. Management representative

Mrs. Vinita Bhojia

5. Administrative / technical staff.

Mr. Shakti Kumar

6. Student representative

Dr. Sahil Thakur

7. Employer

Mr. Vikram Bhojia

8. Alumni

Dr. Nishat Sankhyan

9. Local society

Mrs. Gauri Chadha

10. Industrialist

Mr. Vikram Bhojia

AGENDA ITEMS:

1. Confirm the last minutes of last meeting (held on 10th NOV, 2020)
2. To review new state COVID protocols.
3. To discuss requirements of material for preclinical exercises.
4. Encouraging staff for publication.
5. Review of thesis/library dissertation of MDS students.
6. Any other matter with permission of the chairperson.
7. To discuss the modifications of feedback forms of all the stakeholders (Student, Alumni, Professional, Employers, and Faculty).

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr. Geeta Kalra reviewed the current state COVID protocols.
3. Dr. Tarun kalra discussed the treatment protocols followed in Clinics in times of COVID.
4. Dr. Deepti enquired about the Pre-clinical exercises of BDS 3rd and final year students.
5. PG Coordinator Dr. Baljeet Singh encouraged faculty for publication.



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6. Review status of thesis and library dissertation of MDS students. Ph. (01795) 244721, 246921
 7. Dr. Avninderdiscussed the modifications raised by all the head of the institutions

Action	Issue summary	Detailed Action	Owner
1.	Quality initiative to be taken	Plan for quality initiatives to be taken during the year	Dr.Manjit Kumar
2.	To review progress of thesis and library dissertation of MDS students.	Progress of thesis and library dissertation of MDS students was sought from respective HOD's.	Principal Office
3.	COVID Protocols	New by state COVID guidelines were discussed for implementation in the institute	Dr.Geeta Kalra
4.	Encouraging staff for publishing in indexed journals	Dr. Baljeet encouraged faculty to do more research activities and publish in journals of repute	Dr. Baljeet Singh
5.	Pre-clinical exercises for third and final year	Material requirement for pre-clinical exercises was submitted	Dr. Deepti Garg
6.	Feedback forms were modified by IQAC	Feedback from stake holders (Student, Alumni, Professional, Employers, and Faculty) were discussed and modified.	Dr. Avninder Kaur

Dr. Geeta Kalra

IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/19

June 28, 2021

The 1st quarterly IQAC meeting for 2020-21 will be conducted on 05th July, 2021 (Monday) at 10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the last minutes of last meeting (held on 9th March, 2021)
2. Confirm preparedness for University inspection.
3. To discuss action plan to increase OPD.
4. Review of academic report of BDS/ MDS students.
5. To circulate feedback form to all the stakeholder


Dr. Geeta Kalra
IQAC Coordinator

CC:

Secretary
Principal
IQAC Members

Mrs. Anshu Bhojia
Mr. Gauri Chaudhary
Dr. Nishant Sankhwar
Mrs. Gauri Chaudhary
Mr. Vikram Bhojia

FOR NEWSTREET

1. Confirm the last minutes of last meeting (held on 09th March, 2021)
2. Confirm preparedness for University inspection.
3. To discuss action plan to increase OPD.
4. Review of academic report of BDS/ MDS students.
5. To circulate feedback form to all the stakeholders by all the heads of the institution

Noted

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for the same.
2. Dr. Geeta Kalra reviewed the current status of COVID protocol.
3. Dr. Tarun Kalra discussed the action plan to increase OPD in the institute.
4. Dr. Tarun Kalra ensured that all the feedback forms were properly distributed and duly filled by all the stakeholders.

No.	Name of the stakeholder	Signature
1.	Principal	Signature
2.	Secretary	Signature
3.	IQAC Members	Signature



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MINUTES OF IQAC MEETING HELD ON 5TH July, 2021 Ph. (01795) 244721, 246921

Location Conference Room

Date: 05.07.2021

Time: 10:30 am

Attendees:

1. Chairperson Dr. Tarun Kalra
2. IQAC Coordinator Dr. Geeta Kalra
3. Teachers:
 - Dr. Manjit Kumar
 - Dr. Sanjay Mittal
 - Dr. Nisha Garg
 - Dr. Baljeet Singh
 - Dr. Avninder Kaur
 - Dr. Deepti Garg

4. Management representative Mrs. Vinita Bhojia
5. Administrative / technical staff. Mr. Shakti Kumar
6. Student representative Dr. Sahil Thakur
7. Employer Mr. Vikram Bhojia
8. Alumni Dr. Nishat Sankhyan
9. Local society Mrs. Gauri Chadha
10. Industrialist Mr. Vikram Bhojia

AGENDA ITEMS:

1. Confirm the last minutes of last meeting (held on 19th March, 2021)
2. Confirm preparedness for University inspection.
3. To discuss action plan to increase OPD.
4. Review of academic report of BDS/ MDS students.
5. To circulate feedback form to all the stakeholders by all the heads of the institution.

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr. Geeta Kalra reviewed the current state COVID protocols..
3. Dr. Baljeet discussed the action plan to increase OPD in the institute.
4. Dr. Tarun Kalra ensured that all the feedback forms were properly distributed and duly filled by all the stakeholders.

Action	Issue summary	Detailed Action	Owner
1.	Quality initiative to be taken	Plan for quality initiatives to be taken during the year.	Dr. Manjit Kumar
2.	COVID Protocols	New by state COVID guidelines were	Dr. Geeta



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		discussed for implementation in the institute.	Ph. (01795) 244721, 246921 Kalra
3.	Preparedness of University inspection	All the faculty members were asked to submit their updated CV to the HR department.	Principal office
4.	Action plan for increasing OPD	Proposals to open more satellite centers and organization of dental camps.	Dr. Baljeet Singh
5.	Feedback forms were distributed and submitted to the IQAC by all the stakeholders	Hard copies of feedback forms were taken on 15 th June and were distributed to all the stakeholders on 20 th June. All stakeholders were given 10 days' time to submit their duly filled feedback forms to IQAC.	Principal office

Dr. Geeta Kalra

IQAC Coordinator

[Under the Management of: Bhojia Charitable Trust for Science Research & Social Welfare]
S.C.O. 855, Manimajra, Chandigarh. Ph. 0172-2734521.

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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/20

November 01, 2021

The 1st quarterly IQAC meeting for 2020-21 will be conducted on 08th November, 2021 (Monday) at 10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the last minutes of last meeting (held on 5th July, 2021)
2. Confirm preparedness for NAAC inspection.
3. Documentation for NAAC inspection to be prepared and audited.
4. Updated CV of all faculty to be submitted in HR department.
5. Timeline to be prepared and followed by all criteria incharges.
6. Status of thesis and library dissertation of MDS students.
7. Performance of BDS students for upcoming final exams.
8. Academic curriculum for MDS first year.
9. To analyses and take actions on feedback obtained from stake holders using feedback forms.

Dr. Geeta Kalra
IQAC Coordinator

CC: 1. Confirm the last minutes of last meeting (held on 5th July, 2021)

Secretary

Principal

IQAC Members

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the agenda for this.
2. Dr. Geeta Kalra reviewed the current status of COVID protocol.
3. Dr. Geeta Kalra discussed the status of NAAC inspection.
4. Dr. Geeta Kalra discussed the status of MDS students.
5. Preparedness for upcoming BDS university exams.



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MINUTES OF IQAC MEETING HELD ON 8th Nov, 2021 Ph. (01795) 244721, 246921

Location Conference Room

Date: 08.11.2021

Time: 10:30 am

Attendees:

- | | |
|--------------------------------------|---------------------|
| 1. Chairperson | Dr. Tarun Kalra |
| 2. IQAC Coordinator | Dr. Geeta Kalra |
| 3. Teachers: | |
| • Dr. Manjit Kumar | |
| • Dr. Sanjay Mittal | |
| • Dr. Nisha Garg | |
| • Dr. Baljeet Singh | |
| • Dr. Avninder Kaur | |
| • Dr. Deepti Garg | |
| 4. Management representative | Mrs. Vinita Bhojia |
| 5. Administrative / technical staff. | Mr. Shakti Kumar |
| 6. Student representative | Dr. Sahil Thakur |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Local society | Mrs. Gauri Chadha |
| 10. Industrialist | Mr. Vikram Bhojia |

AGENDA ITEMS:

1. Confirm the last minutes of last meeting (held on 5th July, 2021)
2. Confirm preparedness for NAAC inspection.
3. Documentation for NAAC inspection to be prepared and audited.
4. Updated CV of all faculties to be submitted in HR department.
5. Timeline to be prepared and followed by all criteria in charges.
6. Status of thesis and library dissertation of MDS students.
7. Performance of BDS students for upcoming final exams.
8. Academic curriculum for MDS first year.
9. To analyze and take actions on feedback obtained from stakeholders using feedback forms.

Issue Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr. Geeta Kalra reviewed the current state COVID protocols.
3. Confirmation for preparedness for NAAC inspection.
4. Updated documents and all the prerequisites to be checked.
5. Preparedness of upcoming BDS university exams.



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6. Dr. Avninder Kaur discussed and analyzed the issues raised by all the stakeholders in their feedback.

Action	Issue summary	Detailed Action	Owner
1.	Quality initiative to be taken	Plan for quality initiatives to be taken during the year	Dr. Manjit Kumar
2.	To present feedback report of students	Feedback report of students sought from HOD's of all departments	Principal Office
3.	COVID Protocols	Newby state COVID guidelines discussed for implementation in the institute	Dr.Geeta Kalra
4.	Preparedness of NAAC inspection	All the faculty members asked to submit their updated CV	Principal office
5.	Timeline to be prepared for criteria in charges	Criteria in charges given the timeline to complete the pre requisites for their respective criteria	Dr. Baljeet Singh
6.	Review of preparedness for upcoming University BDS exams	All the HOD's reviewed preparation of BDS students for upcoming University exams	Dr.Avninder Kaur
7.	Actions taken on the feedback analysis report	<p>-As per BDS 1st year student feedback report, teachers were instructed to use audio-visual aids in all the subjects and also instructed to give extra time after class to students.</p> <p>-As per BDS 2nd year student feedback report, teachers were advised to discuss the performance of students in home examinations and to solve their problems regarding performance.</p> <p>-As per BDS 3rd year student feedback report, teachers were advised to motivate students to ask questions and clear their doubts.</p> <p>-As per BDS 4th year student feedback report, teachers were instructed to give clear demonstration of all clinical procedures and practical work.</p> <p>-As per MDS 1st year student feedback report, teachers were instructed to</p>	Principal office



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		<p>communicate properly with the students.</p> <ul style="list-style-type: none">-As per MDS 2nd year student feedback report, sufficient materials were provided to the students by the institution.-As per MDS 3rd year student feedback report, teachers/in-charges were instructed to provide proper guidance to students in difficult and special cases.-Library in-charges were instructed to download more e-books, journals and to upgrade the library on routine basis.-Mess in-charges were instructed to improve the food quality and regular updation of menu.-Washroom in-charges were instructed to maintain cleanliness and improve the hygiene.-New Attached washrooms were also constructed by the management.	
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Dr. Geeta Kalra

IQAC Coordinator