



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/12

June 27, 2019

The 1st quarterly IQAC meeting for 2019-20 will be conducted on 8th July, 2019 (Monday) at
10: 00 AM in Conference Room

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 3rd June, 2019)
2. To plan quality initiatives for the year 2019-20.
3. Academic planning for BDS 2019 batch
4. Review of academic planning for MDS 2019 batch
5. To review the planning for organizing dental camps.
6. OPD planning during summer vacations.
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 JULY 8, 2019

Location: Conference Room

Date: 08.07.2019

Time: 10:00 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 | |
| 4. Management Representative | Mr. R. K. Gupta |
| 5. Administrative / technical Staff | Mr Shakti Kumar |
| 6. Student representative | Ritika Sharda |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Local Society | Mrs. Gauri Chadha |
| 10. Industrialist | Mr. Vikas Bhojia |

Apology of Absence: Dr. Avninder Kaur

Agenda Items:

1. Confirm the minutes of last meeting (held on 3rd June, 2019)
2. To plan quality initiatives for the year 2019-20.
3. Academic planning for BDS 2019 batch
4. Review of academic planning for MDS 2019 batch
5. To review the planning for organizing dental camps.
6. OPD planning during summer vacations.
7. Any other matter with permission of chair.

Issued Raised

1. Dr. Tarun Kalra discussed minutes of previous meeting and the actions taken for them.
2. Dr. Geeta Kalra assumed the charge of IQAC coordinator.
3. Dr. Tarun Kalra discussed about the quality initiatives to be taken during this year. He said that quality team should forward suggestions to the Principal's office regarding quality workshops and webinars to be organized



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4. Dr. Kalra discussed about the academic planning for BDS 2019 Batch. He said that academic calendars and time table to be generated from Principal office by 20.07.2019.
5. PG coordinator Dr. Baljeet Singh said that department wise academic schedules have been reviewed by his office and will be submitted to Principal office for perusal and approval.
6. Dr. Geeta Kalra said that in lieu of increased OPD during summer vacations, departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly

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.	Academic planning for BDS 2019 batch	1.Record books to be printed 2.Time Table, academic calendar to be released	Principal Office
3.	Review of academic planning for MDS 2019 batch	Department wise academic schedules to be submitted to Principal's office for perusal and approval.	Dr. Baljeet Singh
4.	OPD planning during summer vacations.	Departments of orthodontics and pedodontics to plan for material requirements and staff availability accordingly	Respective HODs

Dr. Geeta Kalra
IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/13

October 25, 2019

The 2nd quarterly IQAC meeting for 2019-20 will be conducted on 4th November, 2019 (Monday) at 10:00am in Conference Room.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 8th July, 2019).
2. Final review of preparation for BDS 2019 batch.
3. Re-emphasize on plagiarism check before thesis submission
4. MDS academic activities and clinic attendance on I cloud
5. Review of preparations for workshop on research methodology being organized by Dept. of Public Health Dentistry.
6. 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 NOVEMBER 4, 2019

Location: Conference Room

Date: 04.11.2019

Time: 10:00 AM

Attendees:

- | | |
|-------------------------------------|---------------------|
| 1. Chairperson | Dr. Tarun Kalra |
| 2. IQAC Coordinator | Dr. Geeta Kalra |
| 3. Teachers: | |
| • Dr. Nisha Garg | |
| • Dr. Manjit Kumar | |
| • Dr. Avninder Kaur | |
| • Dr. Sanjay Mittal | |
| • Dr. Baljeet Singh | |
| • Dr. Deepti Garg | |
| • Dr. Karandeep Singh Arora | |
| 4. Management Representative | Mr. R. K. Gupta |
| 5. Administrative / technical Staff | Mr Shakti Kumar |
| 6. Employer | Mr. Vikram Bhojia |
| 7. Alumni | Dr. Nishat Sankhyan |
| 8. Local Society | Mrs. Gauri Chadha |
| 9. Industrialist | Mr. Vikas Bhojia |

Apology of Absence: Ritika Sharda

Agenda Items:

1. Confirm the minutes of last meeting (held on 8th July, 2019).
2. Final review of preparation for BDS 2019 batch.
3. Re-emphasize on plagiarism check before thesis submission
4. MDS academic activities and clinic attendance on I cloud
5. Review of preparations for workshop on research methodology being organized by Dept. of Public Health Dentistry.
6. Any other matter with permission of chair.

Issued Raised

1. Dr. Tarun Kalra discussed minutes and actions of the previous meeting.
2. Dr. Geeta Kalra discussed about the academic planning for the upcoming BDS batch. She said it needs to be reviewed by concerned HODs and should undergo final correction if required.
3. Dr. Baljeet Singh said that PG thesis to be strictly checked for plagiarism before submission and student wise report to be submitted to Principal's office.



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4. Dr Kalra said that the MDS attendance henceforth would be strictly monitored. The Biometric attendance for the PGs will be strictly done on Bio-metric Punch Machine, wherein they need to Punch between 9:00 AM- 09:15 AM.
5. Dr Sanjay Mittal enquired about the preparations for workshop on research methodology being organized by Dept. of Public Health Dentistry. Dr. Geeta said that the preparations are almost complete for the same.

Action	Issue Summary	Detailed Action	Owner
1.	Final review of preparation for BDS 2018 batch.	Minute to minute orientation day schedule to be shared	All concerned HOD's
2.	Re-emphasize on plagiarism check before thesis submission	Student wise plagiarism report to be submitted to Principal office	Dr. Baljeet Singh


Dr. Geeta Kalra
IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/14

January 23, 2020

The 3rd quarterly IQAC meeting for 2019-20 will be conducted on 3rd February, 2020(Monday) at 10:00 am in Conference Room.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on 4th November, 2019)
2. Review of U.G syllabus & quota completion status
3. Events and activities for next calendar year
4. Clinical review of all departments.
5. 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 FEBRUARY 3, 2020

Location: Conference Room

Date: 03.02.2020

Time: 10:00 AM

Attendees:

- | | |
|-------------------------------------|---------------------|
| 1. Chairperson | Dr. Tarun Kalra |
| 2. IQAC Coordinator | Dr. Geeta Kalra |
| 3. Teachers: | |
| • Dr. Nisha Garg | |
| • Dr. Manjit Kumar | |
| • Dr. Avninder Kaur | |
| • Dr. Sanjay Mittal | |
| • Dr. Baljeet Singh | |
| • Dr. Deepti Garg | |
| • Dr. Karandeep Singh Arora | |
| 4. Management Representative | Mr. R. K. Gupta |
| 5. Administrative / technical Staff | Mr Shakti Kumar |
| 6. Student representative | Ritika Sharda |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Industrialist | Mr. Vikas Bhojia |

Apology of Absence: Mrs. Gauri Chadha

Agenda Items:

1. Confirm the minutes of last meeting (held on 4th November, 2019)
2. Review of U.G syllabus & quota completion status
3. Events and activities for next calendar year
4. Clinical review of all departments.
5. Any other matter with permission of chair.

Issued Raised

1. Dr Tarun Karlra discussed minutes and actions of the previous meeting.
2. Dr. Geeta Kalra said that the Internal Quality Assurance Report needs to be submitted on time. After which, the IQAC team also has to submit Self Study Report for the last five years of institute. The team members should collectively start working so that the work is completed on time.
3. Dr Tarun Kalra said that students who have not completed requisite quota will be reposted in concerned departments.
4. Dr Tarun Karla directed IQAC coordinator to prepare annual schedule for college events and activities and get the list approved by Principal's office.



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Action	Issue Summary	Detailed Action	Owner
1.	Review of U.G syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota	Concerned HOD's
2.	Events and activities for next calendar year	Prepare annual schedule for college events and activities.	IQAC coordinator

Dr. Geeta Kalra
IQAC Coordinator



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NOTICE FOR IQAC MEETING

Ref. No. IQAC/BDCH/Meet/15

May 28, 2020

The 4th quarterly IQAC meeting for 2019-20 will be conducted on 8th June 2020 (Monday) at 10:00 am via ZOOM app.

The agenda of this meeting is as follows:

1. Confirm the minutes of last meeting (held on February 3, 2020)
2. Organizing webinars and workshops for students and faculty.
3. Sterilization and disinfection of hospital and college buildings pertaining to COVID-19 protocol
4. Update on online classes
5. Update on RT-PCR requirements.
6. Conduct of MDS examination June 2020
7. Academic Planning for upcoming M.D.S 2020 batch
8. Review of academic activities & clinical work progress of P.G students
9. Any other matter with permission of chair.

Dr. Geeta Kalra
IQAC Coordinator

CC:

Secretary
Principal
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MINUTES OF IQAC MEETING HELD ON JUNE 8, 2020

Location: ZOOM app

Date: 08.06.2020

Time: 10:00 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. Avninder Kaur | |
| • Dr. Baljeet Singh | |
| • Dr. Deepti Garg | |
| • Dr. Karandeep Singh Arora | |
| 4. Management Representative | Mr. R. K. Gupta |
| 5. Administrative / technical Staff | Mr Shakti Kumar |
| 6. Student representative | Ritika Sharda |
| 7. Employer | Mr. Vikram Bhojia |
| 8. Alumni | Dr. Nishat Sankhyan |
| 9. Local Society | Mrs. Gauri Chadha |
| 10. Industrialist | Mr. Vikas Bhojia |

Apology of absence: Nil

Agenda Items:

1. Confirm the minutes of last meeting (held on February 3, 2020)
2. Organizing webinars and workshops for students and faculty.
3. Sterilization and disinfection of hospital and college buildings pertaining to COVID-19 protocol
4. Update on online classes
5. Update on RT-PCR requirements.
6. Conduct of MDS examination June 2020
7. Academic Planning for upcoming M.D.S 2020 batch
8. Review of academic activities & clinical work progress of P.G students
9. Any other matter with permission of chair.

Issued Raised

1. Dr Tarun Kalra discussed minutes and actions of the previous meeting
2. Dr Geeta Kalra appreciated the IQAC team for working tirelessly for the NAAC related work in this time of pandemic.



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3. Dr Tarun Kalra discussed that webinar and workshop should be regularly organized for upgradation of knowledge of students and faculty. He said that each department should submit a calendar for the webinar and workshops to be organized from the end.
4. Dr. Tarun Kalra asked all the HOD's regarding the adoption of online mode for classes.
5. Dr. Kalra asked Dr. Manjit Kumar to go through the RT-PCR requirements before reopening of dental hospital post lockdown.
6. Dr. Kalra asked Dr. Karandeep to go through the guidelines for conducting MDS theory examination in June 2020.
7. Dr Baljeet Singh said that preparations need to be done for upcoming MDS 2020 batch. All HODs were asked to prepare teaching schedules & review clinical quota requirements for the same.
8. Progress of academic activities & clinical work of P.G students was reviewed.

Action	Issue Summary	Detailed Action	Owner
1.	Organizing webinars and workshops for students and faculty	Submit a calendar for the webinars and workshops to be organized	HODs
2.	Sterilization and disinfection	Sterilization of hospital and college premises	Mr. Blabir
3.	Online Classes	Planning for online classes	All HODs
4.	RT-PCR requirements	Requirements studies before opening of dental hospital post lockdown	Dr. Manjit Kumar
5.	Conducting MDS examination June 2020	COVID-19 protocol for conducting MDS examination and preparing examination hall and arranging passes	Dr. Karandeep Singh Arora
6.	Planning for upcoming MDS 2020 batch	Teaching schedules and clinical quota requirements to be reviewed by HOD's and report to be sent to Principal's office.	HODs concerned
7.	Progress of academic activities & clinical work of P.G students (start of session to 31 st Jan)	Submit a record of student wise academic and clinical activity status	Dr. Baljeet Singh

Dr. Geeta Kalra
IQAC Coordinator