



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

## NOTICE FOR IQAC MEETING

Ref. No.: **Ref.No. IQAC/BDCH/Meet/08**

Date: 28.06.2018

The 1<sup>st</sup> quarterly **IQAC** meeting for 2018-19 will be conducted on 9<sup>th</sup> July 2018 (Monday) at **10: 00 AM in Conference Room**

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 (4<sup>th</sup> June 2018)
2. Academic planning for BDS 2018 Batch
3. Review of academic planning for MDS 2018 batch.
4. To work towards making the practical/clinical examination of undergraduate students more objective so as to eliminate any form of bias
5. OPD planning during summer vacations.
6. Clinical review of all departments.
7. Any other matter with permission of the chair.

  
Dr. Rishabh Kapila

IQAC Coordinator

CC to

- Secretary
- Principal
- IQAC Members



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

## MINUTES OF IQAC MEETING HELD ON 9<sup>th</sup> July 2018

**Location:** Conference Room

**Date:** 09.07.2018

**Time:** 10:00 AM

### **Attendees:**

- |                              |                     |
|------------------------------|---------------------|
| 1. Chairperson               | Dr. Ajay Chhabra    |
| 2. IQAC Coordinator          | Dr. Rishabh Kapila  |
| 3. Teachers:                 |                     |
| • Dr. Gurnam Singh           |                     |
| • Dr. Nisha Garg             |                     |
| • Dr. Avninder Kaur          |                     |
| • Dr. Manjit Kumar           |                     |
| • Dr. Sanjay Mittal          |                     |
| • Dr. Baljeet Singh          |                     |
| 4. Management Representative | Mr. R. K. Gupta     |
| 5. Student representative    | Vanshish Sankhyan   |
| 6. Employer                  | Mr. Vikram Bhojia   |
| 7. Alumni                    | Dr. Nishat Sankhyan |
| 8. Industrialist             | Mr. Vikas Bhojia    |
| 9. Local Society             | Mrs. Gauri Chadha   |

**Apology of absence:** Mr. J. J. Lall

### **Agenda Items:**

1. Confirm the minutes of last meeting (4<sup>th</sup> June 2018)
2. Academic planning for BDS 2018 Batch
3. Review of academic planning for MDS 2018 batch.
4. To work towards making the practical/clinical examination of undergraduate students more objective so as to eliminate any form of bias
5. OPD planning during summer vacations.
6. Clinical review of all departments.
7. Any other matter with permission of the chair.

### **Issues Raised**

1. Dr. Ajay Chhabra discussed minutes and actions of the previous meeting.
2. Dr. Ajay Chhabra discussed about the academic planning for BDS 2018 Batch. He said that the academic calendar and time table to be generated from Principal's office.



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

3. PG coordinator Dr. Baljeet Singh said that the department wise academic schedules have been reviewed by his office and will be submitted to Principal office for perusal and approval. The same will be circulated to faculty and students.
4. Dr. Rishabh Kapila said that the practical/clinical examination of undergraduate students should be made more objective so as to eliminate any form of bias.
5. Dr. Ajay Chhabra said that in lieu of increased OPD during summer Vacation, departments of Orthodontics and Pedodontics to plan for material requirements and staff availability accordingly.

Action	Issue Summary	Detailed Action	Owner
1	Academic planning for BDS 2018 Batch	1. Record books to be printed 2. Time Table, academic calendar to be prepared. 3. 1 <sup>st</sup> year teaching schedules to be prepared	Principal office
2	Review of academic planning for MDS 2018 batch	Department wise academic schedules to be submitted to Principal office for perusal and approval.	Dr. Baljeet Singh
3	To work towards making the practical/clinical examination of undergraduate students more objective so as to eliminate any form of bias	Dr. Rishabh Kapila to prepare SOP for introducing pattern for undergraduate clinical/practical examination and share the same with Principal office.	Dr. Rishabh Kapila
4	OPD planning during summer vacations	Departments of Orthodontics and Pedodontics to plan for material requirements and staff availability accordingly.	
5	Clinical review of all departments	HOD – Orthodontics to plan for material requirements for heavy OPD in summer months. HOD – Prosthodontics – to share monthly crown dispatch receive report. HOD – Conservative Dentistry: to share average time taken to finish RCTs report for the patients. HOD – Oral Surgery: to plan	HODs





# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

		execution of day care cases. HOD – Pedodontics: to plan for material requirements for heavy OPD in summer months. HOD – Periodontics: to encourage PG students to do implant cases. HOD – PHD: to share monthly work done at satellite centers. HOD – OMR: to check maintenance of radiological equipment.	
--	--	--	--

  
Dr. Rishabh Kapila  
IQAC Coordinator



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

## MINUTES OF IQAC MEETING HELD ON 8<sup>th</sup> October 2018

**Location:** Conference Room

**Date:** 08.10.2018

**Time:** 10:00 AM

### **Attendees:**

- |                              |                    |
|------------------------------|--------------------|
| 1. Chairperson               | Dr. Ajay Chhabra   |
| 2. IQAC Coordinator          | Dr. Rishabh Kapila |
| 3. Teachers:                 |                    |
| a. Dr. Gurnam Singh          |                    |
| b. Dr. Nisha Garg            |                    |
| c. Dr. Avninder Kaur         |                    |
| d. Dr. Manjit Kumar          |                    |
| e. Dr. Sanjay Mittal         |                    |
| f. Dr. Baljeet Singh         |                    |
| 4. Management Representative | Mr. R. K. Gupta    |
| 5. Administrative Officer    | Mr. J. J. Lall     |
| 6. Employer                  | Mr. Vikram Bhojia  |
| 7. Industrialist             | Mr. Vikas Bhojia   |
| 8. Local Society             | Mrs. Gauri Chadha  |

**Apology of absence:** Dr. Nishat Sankhyan, Vanshish Sankhyan

### **Agenda Items:**

1. Confirm the minutes of last meeting (09.07.2018)
2. Review of preparations for Cons PG Convention 2019.
3. Final review of preparation for BDS 2018 batch.
4. Faculty to follow rules for academic leaves.
5. Re-emphasize on plagiarism check before thesis submission.
6. Review of PG preclinical work status.
7. Clinical review of all departments.
8. Any other matter with permission of the chair.

### **Issues Raised**

1. Dr. Ajay Chhabra discussed minutes and actions of the previous meeting.
2. Dr. Ajay Chhabra enquired about the ongoing preparations regarding upcoming Cons PG convention in 2019 from Dr. Nisha Garg. Dr. Nisha Garg responded that the work is in progress and the number of registrations are increasing.



# **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/09**

**Date: 25.09.2018**

The 2<sup>nd</sup> quarterly IQAC meeting for 2018-19 will be conducted on 8<sup>th</sup> October 2018 (Monday) at **10: 00 AM in Conference Room**

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 (09.07.2018)
2. Review of preparations for Cons PG Convention 2019.
3. Final review of preparation for BDS 2018 batch.
4. Faculty to follow rules for academic leaves.
5. Re-emphasize on plagiarism check before thesis submission.
6. Review of PG preclinical work status.
7. Clinical review of all departments.
8. Any other matter with permission of the chair.

**Dr. Rishabh Kapila**

**IQAC Coordinator**

CC to

- Secretary
- Principal
- IQAC Members





# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

3. Dr. Rishabh said that the academic planning for the upcoming BDS batch needs to be reviewed by concerned HOD's and should undergo final corrections if required.
4. Dr. Ajay Chhabra instructed everyone to follow rules while applying for academic leaves. Academic leaves must be applied atleast 15 days prior for any national conference/PG convention, Regional/local Conference, workshop CDE Program, BDS/MDS examination. Proof of attendance of the conference/examination must be submitted to the Principal's office immediately on return from the leave. Not more than 50% of the faculty members of the department will be permitted to take leave to attend any conference/examination at the given time.
5. Dr. Baljeet Singh said that PG Thesis to be strictly checked for plagiarism before submission and students wise report to be submitted to Principal's Office.
6. Dr. Baljeet Singh advised all HODs to ensure that preclinical work of postgraduates is complete as per timelines. Students can enter clinics only after preclinical clearance is received from HOD.

Action	Issue Summary	Detailed Action	Owner
1	Review of preparations for Cons PG Convention 2019	The preparations and no. of registered candidates to be updated every 15 days to Principal office	Dr. Nisha Garg
2	Final review of preparation of BDS 2018 Batch	Minute to minute orientation day schedule to be shared	Dr. Rishabh Kapila
3	Faculty to follow rules for academic leave	Message to be sent to all faculty regarding rules of academic leave	Principal's Office
4	Re-emphasize on plagiarism check before thesis submission	Student wise plagiarism report to be submitted to Principal office	Dr. Baljeet Singh
5	Clinical Review of all departments	HOD – Orthodontics: to motivate patients for new techniques like aligners. HOD – Prosthodontics – to keep a track of time taken to finish the cases in department by UG and PG Students. HOD – Conservative Dentistry: to share monthly report on single sitting RCTs done by	All HOD's

*17/10/20*




# **BHOJIA DENTAL COLLEGE & HOSPITAL**

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

Ph. (01795) 244721, 246921

		<p>dept.</p> <p>HOD – Oral Surgery: to submit a report of number of impactions done in last 6 months.</p> <p>HOD – Pedodontics: to conduct training for PG students.</p> <p>HOD – Periodontics: Senior faculty to motivate patients for periodontal surgeries.</p> <p>HOD – PHD: to share monthly report of ESI patients.</p> <p>HOD – OMR: to promote newer esthetic procedures like PRP for hair and skin rejuvenation.</p>	
--	--	---	--

  
Dr. Rishabh Kapila  
IQAC Coordinator





# 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/10

Date: 24.01.2019

The 3<sup>rd</sup> quarterly IQAC meeting for 2018-19 will be conducted on 4<sup>th</sup> February 2019 (Monday) at 10: 00 AM in Conference Room

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 08.10.2018)
2. Final review of preparations for Cons PG Convention 2019.
3. Guidelines for MDS examinations.
4. Review of UG syllabus and quota completion status.
5. Events and activities for next calendar year.
6. Clinical review of all departments.
7. Any other matter with permission of chair.

  
Dr. Rishabh Kapila

IQAC Coordinator

CC to

- Secretary
- Principal
- IQAC Members



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

## MINUTES OF IQAC MEETING HELD ON FEBRUARY 4, 2019

**Location:** Conference Room

**Date:** 02.01.2019

**Time:** 10:00 AM

### **Attendees:**

- |                              |                     |
|------------------------------|---------------------|
| 1. Chairperson               | Dr. Ajay Chhabra    |
| 2. IQAC Coordinator          | Dr. Rishabh Kapila  |
| 3. Teachers:                 |                     |
| a. Dr. Gurnam Singh          |                     |
| b. Dr. Avninder Kaur         |                     |
| c. Dr. Manjit Kumar          |                     |
| d. Dr. Sanjay Mittal         |                     |
| e. Dr. Baljeet Singh         |                     |
| 4. Management Representative | Mr. R. K. Gupta     |
| 5. Administrative Officer    | Mr. J. J. Lall      |
| 6. Employer                  | Mr. Vikram Bhojia   |
| 7. Student Representative    | Vanshish Sankhyan   |
| 8. Alumni                    | Dr. Nishat Sankhyan |
| 9. Industrialist             | Mr. Vikas Bhojia    |

**Apology of absence:** Mrs. Gauri Chadha, Dr. Nisha Garg

### **Agenda Items:**

1. Confirm the minutes of last meeting (held on 08.10.2018)
2. Final review of preparations for Cons PG Convention 2019.
3. Guidelines for MDS examinations.
4. Review of UG syllabus and quota completion status.
5. Events and activities for next calendar year.
6. Clinical review of all departments.
7. Any other matter with permission of chair.

### **Issued Raised**

1. Dr. Ajay Chhabra discussed minutes and actions of the previous meeting.
2. Dr. Rishabh Kapila gave his best wishes to Dr. Ajay Chhabra and Dr. Nisha Garg for the upcoming Cons PG Convention 2019.
3. MDS examination – HODs of all departments were asked to prepare test question papers on university pattern and send a sealed copy of the same to Principal office.
4. Dr. Ajay Chhabra said that students who have not completed requisite quota will be reported in concerned departments.



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

5. Dr. Rishabh Kapila to prepare annual schedule to college events and activities and get the list approved by Principal office.
6. HODs of all clinical departments were asked to incorporate live demonstrations in UG and PG teaching.

Action	Issue Summary	Detailed Action	Owner
1	Final Review of preparations for Cons PG Convention 2019	Any shortcomings in the preparations to be shared with Principal office and to take care of the same.	Principal Office
2	Guidelines for MDS examination	The examination to be strictly conducted on university pattern and question papers to be shared 1 week in advance	Concerned HOD
3	Review of UG syllabus & quota completion status	Clinical posting schedule to be prepared for students who have not completed requisite quota.	Concerned HOD
4	Events and activities for next calendar year	Prepare annual schedule for college events and activities.	Dr. Rishabh Kapila
5	Clinical review of all departments	<p>HOD – Orthodontics: to ensure that cases running for more than 2 years in the department are finished on priority basis.</p> <p>HOD – Prosthodontics – to introduce latest treatment modalities in the department.</p> <p>HOD – Conservative Dentistry: increase the number of single sitting RCTs.</p> <p>HOD – Oral Surgery: to update regarding total implant cases done in last 6 months.</p> <p>HOD – Pedodontics: to give Pulpotomy/pulpotomy and extraction exposure to interns.</p> <p>HOD – Periodontics: to review periodontal surgery cases open since 90 days or more and seek closure.</p> <p>HOD – PHD: to share monthly report of school camps conducted.</p> <p>HOD – OMR: to share the details of OPG's being done in the department.</p>	All HOD's

  
Dr. Rishabh Kapila  
IQAC Coordinator





# 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/11


Date: 24.05.2019

The 4<sup>th</sup> quarterly IQAC meeting for 2018-19 will be conducted on 3<sup>rd</sup> June 2019 (Monday) at 10: 00 AM in Conference Room

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 04.02.2019)
2. Budget Planning.
3. Planning for DCI Inspection
4. Academic planning for upcoming MDS 2019 Batch
5. Review of academic activities & clinical work progress of PG students/
6. Clinical review of all departments.
7. Any other matter with permission of the chair.

  
Dr. Rishabh Kapila

IQAC Coordinator

CC to

- Secretary
- Principal
- IQAC Members



# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

## MINUTES OF IQAC MEETING HELD ON JUNE 3, 2019

**Location:** Conference Room

**Date:** 03.06.2019

**Time:** 10:00 AM

### **Attendees:**

- |                              |                     |
|------------------------------|---------------------|
| 1. Chairperson               | Dr. Tarun Kalra     |
| 2. IQAC Coordinator          | Dr. Rishabh Kapila  |
| 3. Teachers:                 |                     |
| a. Dr. Gurnam Singh          |                     |
| b. Dr. Nisha Garg            |                     |
| c. Dr. Sanjay Mittal         |                     |
| d. Dr. Manjit Kumar          |                     |
| e. Dr. Baljeet Singh         |                     |
| f. Dr. Avninder Kaur         |                     |
| 4. Management Representative | Mr. R. K. Gupta     |
| 5. Administrative Officer    | Mr. J. J. Lall      |
| 6. Student Representative    | Vanshish Sankhyan   |
| 7. Employer                  | Mr. Vikram Bhojia   |
| 8. Alumni                    | Dr. Nishat Sankhyan |
| 9. Local Society             | Mrs. Gauri Chadha   |

**Apology of absence:** Mr. Vikas Bhojia

### **Agenda Items:**

1. Confirm the minutes of last meeting (held on 04.02.2019)
2. Budget Planning.
3. Planning for DCI Inspection
4. Academic planning for upcoming MDS 2019 Batch
5. Review of academic activities & clinical work progress of PG students/
6. Clinical review of all departments.
7. Any other matter with permission of the chair.

### **Issued Raised**

1. Dr. Tarun Kalra assumed the role of Chairperson of IQAC to be held henceforth He discussed the minutes and actions of the pervious meeting.
2. Budget planning for the next financial year was discussed.
3. Requirements for upcoming DCI inspection were shared. All HODs were asked to prepare documents accordingly.



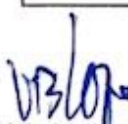
# BHOJIA DENTAL COLLEGE & HOSPITAL

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

Ph. (01795) 244721, 246921

4. All HODs were asked to prepare teaching schedules & review clinical quota requirements for upcoming MDS 2018 batch.
5. Progress of academic activities & clinical work of PG students was reviewed.

Action	Issue Summary	Detailed Action	Owner
1	Budget for next financial year	Fund requirements for next financial year to be shared with Secretary office	Principal Office
2	DCI Inspection	Share documentation requirement with all HOD's	All HODs
3	Progress of academic activities & clinical work of PG students	Submit a record of student wise academic and clinical activity status	HODs concerned
4	Clinical review of all departments	<p>HOD – Orthodontics: to ensure that interns are involved in the department by assisting postgraduate and faculty in fixed cases.</p> <p>HOD – Prosthodontics – to ensure that the waiting time of patients is not more than 15 minutes.</p> <p>HOD – Conservative Dentistry: to ensure that open cases not reporting since 90 days are called by the treating doctor and seek closure.</p> <p>HOD – Oral Surgery: to ensure assistance by interns and final year BDS in cases of impaction by faculty.</p> <p>HOD – Pedodontics: review the quota for exam going UG batch and ensure optimal exposure.</p> <p>HOD – Periodontics: to ensure assistance by interns in laser surgeries.</p> <p>HOD – PHD: to prepare promotional print material for camp patients.</p> <p>HOD – OMR: To plan for orofacial pain clinical in the department.</p>	

  
Dr. Rishabh Kapila  
IQAC Coordinator