



BHOJIA DENTAL COLLEGE & HOSPITAL

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

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 10th 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



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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:

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| 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. Ph. (01795) 244721, 246921

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>Ph. (01795) 244721, 246921</p> <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



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MINUTES OF IQAC MEETING HELD ON 10th March, 2022

Location Conference Room

Date: 10.03.2022

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. Vanita Bhojia

5. Administrative / technical staff. Mrs Nisha

6. Student representative

7. Employer

Mr. Vikram Bhojia

8. Alumni

Dr. Nishat Sankhyan

9. Local society

Mrs. Gauri Chadha

10. Industrialist

Mr. Vikas Bhojia

AGENDA ITEMS:

1. Confirm the progress report of the short comings which were discussed in the last meeting (held on 8th Nov, 2021)
2. Confirm preparedness for DCI inspection.
3. Review of actions initiated based on NAAC peer team observations.
4. To send academic report of BDS/MDS students to their parents
5. Review of Academic and Administrative audit outcomes (if conducted during the period).

Issue Raised

1. Dr. Tarun Kalra regarding the progress report of the academic session.
2. Dr. Deepti discussed the academic performance of BDS/MDS students.
3. Dr Geeta kalra discussed preparedness for DCI inspection.
4. Dr Baljeet discussed the submission of thesis protocol of first year pg students.

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 BDS/MDS students	Principal Office



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		sought from HOD's of all departments.	
3.	Preparedness for DCI inspection.	All the records, documents and pre requisites as per the DCI for particular department was discussed	Dr Geeta Kalra
4.	Preparedness of University inspection	All the faculty members were asked to submit their updated CV to the HR department.	Principal office
5.	Thesis protocol of PG students	HOD's of all the department were asked to discuss thesis protocols to be submitted to atal university	Dr. Baljeet singh

Dr Geeta Kalra

IQAC Coordinator