

## MECHANISM AND ACTIVITIES OF IQAC OF THE INSTITUTION

The IQAC of the institution constitutes the Principal, Head of the departments, readers and the conveners of the various committees. IQAC meetings are held on a quarterly basis. The progress of various activities of respective committees are discussed. Under the academic activities academic calendar, the teaching learning progress, student research, publications, result analysis and achievements are monitored. The patient-centered care with regard to treatments, appointments of patients, infection control and sterilization, OPD statistics are analyzed. Student support extra curricular activities in sports, games and cultural are presented to the committee. Community outreach programs and functioning of satellite clinics are reviewed for betterment of patients. The functioning of the library funds utilization and requirements are presented to the committee.

NAAC Coordinator who is the convener of the committee presents the follow-up actions of the grievance redressal and faculty support. The maintenance and functioning of various equipment are reviewed by the committees. The inventory of the central and departmental stores and the recurring expenditures are analysed every quarterly.

Faculty achievements, on-going research activities and publications are reviewed. Action taken reports of the preceding IQAC meeting are presented and recommendations for the forthcoming month are suggested. Analysis of feedback from the stakeholders (Students, Patients, Parents, Suppliers, Faculties and Alumni) is discussed and necessary actions are initiated if warranted. The progress of activities related to the existing MOUs is analysed.

Various activities like value added courses, faculty development programs, skill enhancement workshops, seminars and quality initiatives are reviewed.



**IQAC COMMITTEE MEMBERS LIST**

**IQAC COMMITTEE MEMBER LIST**

Chairperson-

Dr G S Chandu

Management Representative-

Dr Sunil Singh

IQAC+NAAC steering committee coordinator-

Dr Prashant Jaju

Senior Administrative Representative-

Mr Sandeep Malviya

Faculty Representative 1-

Dr Indra Gupta

Faculty Representative 2-

Dr Nishant Chourasia

Faculty Representative 3-

Dr Arpana Bansal

Nominee from local society-

Mr Aniket Pandey

Nominee from Students-

Mr Kapil Malviya

Nominee from Alumni-

Dr Shweta Parmar

Industrialist-

Mr. Neeraj Makar




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**IQAC Meeting & minutes**

**Date: 13/04/2017**

**Proceedings  
Internal Quality Assurance Cell**

**Agenda:-**

- Action Plan towards enhancement of Quality in the institution for the academic year 2017-18.
- Activities need to be conducted by IQAC during the year 2017-18.
- To encourage faculty member for research and development.
- Review of Infrastructure facilities.
- Introduction of new certificate courses.

The 1<sup>st</sup> Quarter meeting for the year 2017-18 of IQAC was held on 13/4/2017 by 11.00 am at IQAC office.

**IQAC coordinator welcomed all the members present.**

**The following points were discussed in the meeting:**

**Agenda: 1**

- It is decided to implement following activities towards quality enhancement in the institution during 2017-18.
- Increase effective implementation of value added and enrichment courses across all departments and to encourage enrolment of students.
- Initiate activities regarding gender equity, environment, human values and professional ethics.
- Make efforts to get linkages, MOU with institution.
- Initiate Yoga and meditation as value adding for personality development.
- Initiate improvements in physical facilities.





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**IQAC Meeting & minutes**

**Date: 18/08/2017**

**Proceedings**

**Internal Quality Assurance Cell**

**Agenda:-**

- Digitization of Library.
- Proposal for FDP and quality related teaching
- To increase the using ICT Tools
- Review of funds received from various funding agencies

The 2<sup>nd</sup> Quarter meeting for the year 2017-18 of IQAC was held on 18/8/2017 by 03.00 pm at IQAC office.

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen.

Agenda wise review conducted by the Chairman and following is point's discuses and decision taken.

**Agenda 1:**

- It was decided that all the reference books in the library should digitized for easy access within campus after taking due permission from the publisher.

**Agenda 2:**

- It was proposed to conduct a Faculty Development Program (FDP) with special focus on quality – related teaching.

**Agenda 3:**

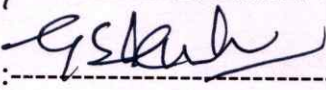
- It is decided to provide training to teaching and non teaching staff regarding use of ICT and LMS and also to make sure that all teaching
- faculty to use ICT for effective teaching with learning management system (LMS) e- learning resources

**Agenda 4:**

Committee suggested to get sponsorship for Research and Extension Activities from other institutions, NGO and government

Meeting concluded with vote of thanks by IQAC coordinator.

Name: G. S. CHANDU

Signature: 

IQAC Coordinator





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**IQAC Meeting & minutes**

**Date: 05/01/2018**

**Proceedings**  
**Internal Quality Assurance Cell**

**Agenda:-**

- Review of faculty position/ permanent/temporary/ guest and visiting faculty.
- Innovative processes adopted by the institution in teaching and learning process
- Review of activities conducted by the committees.

The 3<sup>rd</sup> quarter meeting for the year 2017-18 of IQAC was held on 05/01/2018 by 11.00 am at Board Room of the college.

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC.

**Agenda 1:**

- IQAC reviewed total number of faculty sanctioned and working and also details of faculty working on temporary/guest and visiting:
- It is found that there total 83 faculties in the institution which are working on permanent basis out of which 3 faculties recruited during the year 2016-17:

**Agenda 2:**

**Following are the Innovative processes adopted by the institution in Teaching and Learning:**

- Teaching programme schedules are planned and organized in advance
- Master time table, year wise, subject wise and teacher topic time tables are meticulously prepared for both undergraduates and postgraduates.
- Facilities for specially abled improved, slow and advanced learners identified appropriate remedial actions initiated

**Agenda 3:**

Deans present in the meeting put forth activities conducted by respective committees working under him/her.

Meeting concluded with vote of thanks by IQAC coordinator.

Name: G. S. CHAUDH  
Signature: [Handwritten Signature]  
IQAC Coordinator





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**IQAC Meeting & minutes**

**Date: 14/03/2018**

**Proceedings**

**Internal Quality Assurance Cell**

**Agenda:-**

- Submission and review of Annual Quality Assurance Report for the year 2017-18
- Review of Outcome achieved on Plan of action towards quality enhancement.
- Best Practices adopted.

The 4<sup>th</sup> and final quarter meeting of the year 2017-18 of IQAC was held on 14/03/2018 by 11.00 am at Principal office.

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC.

**Agenda 1:**

- The IQAC have reviewed the total IQAC Report for the year 2017-18 and approval was given to place before the governing council.
- IQAC reviewed IQAC REPORT for 2017-18 and following are the activities conducted by different committees as per the suggestions of IQAC.
- Following are the initiatives taken and activities conducted by the institution during 2017-18.

- No. of Enrichment courses conducted and PBL conducted - 10
- Total number of permanent faculty -78-
- No of state level workshops/seminars attended by faculty 4
- No of National level workshops/seminars attended by faculty --2-----
- No of presentations at state level by faculty --7-----
- No of presentations at national level by faculty --2-----
- Faculty attended as resources persons in the workshop at state level --6-----
- Faculty attended as resources persons in the workshop at national level --2-----
- Total number of actual teaching days during the academic year 2017-18: -----235-----

- 
- Average percentage of students attendance --80%-----
  - BDS Result- total pass percentage is --90.5%-----
  - MDS Result -- total pass percentage is --100%-----
  - Refresher courses - All the faculty were benefitted
  - Orientation programmes - All the faculty were benefitted
  - Research publications through e-journals -----13-----
  - No of conference proceedings were attended. --8-----
  - No of faculty served as experts/chairpersons/resource persons -----34-----
  - No of extension activities conducted --4-----
  - No of text books purchased - 210-----
  - No of Reference books purchased --20-----
  - No of Print Journals purchased --43-
  - E library purchased - Ebesco -----
  - No of computers purchased - -----5-----
  - Total amount spend on infrastructure maintenance -- Rs. ---8,00,000/-
  - No of students enrolled in the institution --83-----
  - No of students from outside state --28----
  - No of SC students --9-----
  - No of ST students --1-----
  - No of OBC students --12-----
  - No of students availed scholarship from govt --29-----
  - No of students availed scholarship from institution --0-----
  - No of grievances heard --0-----

**Agenda 2:**

- IQAC coordinator brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement as follows.

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• Increase effective implementation of value added and enrichment courses across all departments and to encourage enrolment of students.</li><li>• Initiate activities regarding gender equity, environment, human values and professional ethics.</li><li>• Make efforts for linkages, MOU with institution.</li><li>• Initiate Yoga and meditation as value adding for personality development.</li><li>• Initiate improvements in physical facilities.</li></ul>	<ul style="list-style-type: none"><li>• All departments have designed and implemented value added enrichment courses in their department and all students are encouraged to enroll for such courses.</li><li>• Activities are initiated as per the plan.</li><li>• Continuous efforts are under way.</li><li>• Yoga teacher is appointed and intensive actions are in place to integrate yoga at appropriate level.</li><li>• This is ongoing activity all through the year, maintenance of entire campus, buildings, library, IT and sports facilities are in place.</li></ul>

**Agenda 3:**

- It is accepted in the committee “Improving faculty research and publications”, and “Best Teacher Award for excelling in teaching at Rishiraj College of Dental Science and research centre”, as Two best practices for this current year

Meeting concluded with vote of thanks by IQAC coordinator.

Name: C. S. CHAND

Signature: C. S. Chand  
IQAC Coordinator





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**IQAC Meeting & minutes**

**Date: 16/04/2018**

**Proceedings  
Internal Quality Assurance Cell**

**Agenda:-**

- Activities to be conducted by IQAC during the year 2018-19
- Review of Curricular Aspects
- Review of Teaching-Learning and Evaluation
- Review of Research, Innovation and Extension
- Best Practices to be adopted during the year 2018-19

The 1<sup>st</sup> quarter meeting for the year 2018-19 of IQAC was held on 16/04/2018 by 3.30 pm at IQAC office.

**IQAC Coordinator welcomed all the members present in the meeting.**

After due discussion as per agenda, the following resolutions were made.

**Agenda1:-**

- It was decided to carryout following activities towards quality enhancement of the institution during 2018-19.
- To conduct value adding activities in all the departments for both UG and PG.
- To collect feedback, analyze and place the report before governing council and take action as per directions Governing Council
- To integrate environment, ethics gender and values in to curriculum
- To intensify slow and advance learners and mentorship mechanisms
- Monitor and improve specially ambled facilities in the campus
- Initiate student centric teaching and learning methods
- Initiate innovative teaching and learning process
- Intensify extension and environmental activities
- Monitor student support services IT and library

- Under Curricular Aspects decided to start at least 2 to 3 new courses/programs and 10 interdisciplinary programs
- Chairman informed the members present to conduct Value Added Courses in all the departments.
- Decided to Collect Feedback from all stakeholders before the end 2<sup>nd</sup> quarter
- Initiate to start choice based credit system at all department.

#### **Agenda 3:-**

- During the current year—245(No.of ) students are admitted to the institution, out of which -----01-- students are SC, --01---- are ST and ---12-- belong to OBC category.
- ----36-(No.of students) students studying in the institution are from other states and ---43- are from the local area.
- Chairperson advised to identify Slow Learners and Advanced Learners as need.
- It was ascertained that out of total -----53-(No.of faculty) faculties all are using ICT, for effective teaching with LMS.
- Chairman advised Grievance redressal Committee to initiate enlisting and resolving the grievances of stakeholders immediately.

#### **Agenda 4:-**

- Resolved to give incentives to teachers receiving awards
- Resolved to provide seed money to the faculty for conducting research.
- Informed to get grants for research projects sponsored by Non-Govt sources.
- Informed to advise faculties to publish more number of research papers in approved journals.
- Resolved to keep separate budget for training teachers and students in undertaking consultancy.
- Resolved to have more linkages and MOU with institutions of National/International repute for exchange of clinical training / internships/ project work/student faculty exchange/collaborative research projects etc.
- Resolved to conduct more number of extension activities involving outreach activities and through NSS.
- Decided to create awareness on IPR through conducting lectures, distribution of pamphlets and also to conduct seminars on research methodology

**Agenda 5:-**

- Committee decided to implement the following Best Practices in the institution for the Current Academic Year.
- Participation of students and faculty in National Conference
- Encourage students to do poster/paper presentations at various conventions/conferences.

As there was no other matter to discuss the meeting was concluded with vote of thanks by IQAC coordinator.

Name: G. S. CHAND

Signature: [Handwritten Signature]

IQAC Coordinator





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**IQAC Meeting & minutes**

**Date: 16/07/2018**

**Proceedings**  
**Internal Quality Assurance Cell**

**Agenda:-**

- Review of Infrastructure and Learning Resources
- Review of Student Support and Progression

The 2<sup>nd</sup> quarter meeting for the year 2018-19 of IQAC was held on 16/07/2018 by 04.00 pm at IQAC office.

**IQAC Chairman welcomed all the members present in the meeting.**

**Agenda1:-**

- Members agreed upon purchase of 3 new equipments for the year 2018-19.
- Decided to purchase additional text Books, Reference Books, CD and Videos as per the requirement of HOD's, will be finalize in the next meeting
- After detail discussion it was agreed to incur expenditure of approximately 6 lakhs on following items during the current year
  - a. ICT
  - b. Campus Infrastructure and facilities
  - c. Equipments
  - d. Any others
  - e. Committee suggested conduct regular training programs for teachers and non-teaching staff on networking, LMS, ICT etc.
  - f. Review of computerization of administration and library is done thoroughly and IT department is informed to send proposal for any additional work to be conducted in computerization and automation.



**Agenda2:-**

- Number of students admitted under different categories was reviewed.
- Decided to motivate students to participate in sports and cultural activities at state/national/international level.
- Decided to facilitate students to avail scholarships from different Government departments

**As there was no other matter to discuss the meeting was concluded with vote of thanks by IQAC coordinator.**

Name: G. S. CHANDU

Signature: G. S. Chandu  
IQAC Coordinator





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**IQAC Meeting & minutes**

**Date: 15/11/2018**

**Proceedings**  
**Internal Quality Assurance Cell**

**Agenda:**

- Review of the governance, leadership and management.
- Review of the institutional values and best practices for this academic year.

The 3<sup>rd</sup> quarter meeting for the year 2018-19 of IQAC held on 15/11/2018 by 03.00PM at- IQAC office.

**IQAC Chairman welcomed all the members present in the meeting.**

**Agenda 1:-**

- Discussed regarding implementation of e-governance in areas of planning and development, administration, finance and accounts, students admission & support and Examination.
- IT department of the institution manages e- governances implementation – if any support /updating is required advised to bring it notice of the IQAC for needful.
- Decided to organize professional /administrative training programs 2 each for teaching and non-teaching staff during current year.
- Decided to depute more number of faculties to conference/workshops with financial support from the institution and to encourage teachers to attend orientation programs, short-terms courses and refresher course.
- Accounts departments is informed to conduct regular internal audit department wise and at institutional level. For the expenditure incurred for the previous

- Decided to go for ISO Certification during the current year.

**Agenda2:-**

- Decided to for green audit.
- Contribution to environmental awareness and protection by the institution is reviewed following are contribution made
  - a. Energy conservation
  - b. Water conservation
  - c. Use of renewable energy
  - d. Installation of sewage treatment
- Decided to make campus plastic free and office paperless and plant more numbers of trees.
- Review was done regarding about providing safety and security, counseling and common room available in the institution.
- Decided to celebrate birth and death anniversaries of great Indian personalities and to organize national festival in the institution without fail.

**As there was no other matter to discuss the meeting was concluded with vote of thanks by IQAC coordinator.**

Name:----- G. S. CHANDU-----

Signature:----- [Handwritten Signature]-----  
IQAC Coordinator



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**IQAC Meeting & minutes**

**Date: 12/02/2019**

**Proceedings**  
**Internal Quality Assurance Cell**

**Agenda:**

- Submission and review of Annual Quality Assurance Report for the year 2018-19
- Review of Outcome achieved on plan of action towards quality enhancement

The 4<sup>th</sup> and final quarter meeting for the year 2018-19 of IQAC held on 12/02/2019 by 03.30 PM at principal office.

**IQAC Coordinator welcome all the members present in the meeting.**

**Agenda 1:-**

The IQAC reviewed the total Annual IQAC report for the year 2018-19 and approval was given to place before the Governing Council.

Following are the initiatives taken and activities conducted by the institution during 2018-19

- No. of Enrichment courses conducted and PBL conducted - -----18-----
  - Total number of permanent faculty - --77-----
  - No of state level workshops/seminars attended by faculty ----6-----
  - No of National level workshops/seminars attended by faculty -0-----
  - No of presentations at state level by faculty - -----4-----
  - No of presentations at national level by faculty - ---1-----
  - Faculty attended as resources persons in the workshop at state level - ----15--
  - Faculty attended as resources persons in the workshop at national level - --1-----
  - Total number of actual teaching days during the academic year 2018-19: ----230-----
- 
- Average percentage of students attendance - ---87%-----
  - BDS Result- total pass percentage is - -67.3%-----
  - MDS Result – total pass percentage is – ---100%-----
  - Initiatives undertaken towards faculty development number of programs conducted and number of faculty benefitted.
  - Research publications through e-journals ----15-----
  - No of conference proceedings were attended. - -----3-----
  - No of faculty served as experts/chairpersons/resource persons ----15-----
  - Total budget sanctioned for research by management – Rs. ----25,000/
  - Total budget sanctioned for research through funding agencies – -0
  - No of patents received -----0----
  - No of extension activities conducted – -----6-----
  - No of text books purchased – ---251-----
  - No of Reference books purchased – ---15-----
  - No of Print Journals purchased – -44--
  - No of computers purchased - -----03----
  - Total amount spend on infrastructure maintenance – Rs. ----18,00,000/-
  - No of students enrolled in the institution – -----79-----
  - No of students from outside state – ----36-----
  - No of students from international – ---0-----
  - No of SC students - -----1--
  - No of ST students - ----1-----
  - No of OBC students -- ----12-----
  - No of students availed scholarship from govt – -----45-----
  - No of students availed scholarship from institution – -0-----
  - No of grievances heard – -----1-----
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum imprecation, teacher quality analyzed

and report submitted to governing council.

- Committee observed that financial audit has been conducted regularly.
- Committee also observed that Alumni of the institution is active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities.

### **Agenda2:-**

IQAC coordinator brought to the notice of the committee about the important activities conducted in the Institution during current year

### **Value added activities conducted**

- Department of Prosthodontics organized CDE programme on Smile design
- Orthomantra was organized by Department of Orthodontics

### **Celebrate important days in the calendar year.**

- International oral maxillofacial surgery day was celebrated on 13<sup>th</sup> Feb 2018
- Republic day was celebrated on 26<sup>th</sup> Jan 2018 in the presence of the management
- Anti tobacco day was celebrated on 31<sup>st</sup> May 2018 in JP hospital.
- Independence Day was celebrated on 15<sup>th</sup> Aug 2018 in presence of Dr Anupam Chouksey
- Teachers day was celebrated on 5<sup>th</sup> Sept 2018
- Pedodontics department celebrated Children's Day

### **Revision of treatment charges**

- Patient treatment charges were revised keeping in mind the escalating costs and to ensure better treatment to the patients.
- However, this was done after taking inputs from all the stakeholders so that patients would not be unduly burdened.

**As there was no other matter to discuss the meeting was concluded with vote of thanks by IQAC coordinator.**

Name: G. S. CHANDU

Signature: [Handwritten Signature]

IQAC Coordinator



## **IQAC Meeting & minutes**

**Date: 12/04/2019**

### **Proceedings**

#### **Internal Quality Assurance Cell**

#### **Agenda:-**

- Reconstitution of IQAC 2019-20
- Plan of Action for the academic year 2019-20
- Identification of Slow Learners and Advanced Learners

The 1<sup>st</sup> quarter meeting for the year 2019-20 of IQAC was held on - 12/4/2019 by 11.00 am at principal office.

IQAC coordinator welcomed Chairman and all the members present.

#### **The following points were discussed in the meeting:**

- The restructured composition of IQAC was presented.
- The functions and role of IQAC in sustaining the quality of the academic programmes of the Institution was highlighted.
- Plan of Action for the academic year was devised and the measures to be taken were presented.
- To sustain quality, Concept Level test for first year students to be given in order to analyze their strengths and weakness.
  - a. It is decided to implement following activities towards quality enhancement in the institution during 2019-20.
  - b. Identify implement and evaluate student centric methods in teaching learning process.
  - c. To identify slow and advanced learners in all subjects of UG programs and initiate remedial drill.
  - d. To intensify outgoing students, placement/progression to higher education mechanism

- e. Establish method of analysis of results of student pass percentage in all the subjects and use it for improving the performance of the program output.
- f. To maintain transparency and effective mechanism for internal assessment examination and resolve any such grievances.

Chairman IQAC informed the entire Associate. Dean's to present Activity Report of the Committees working under him/her in the next meeting.

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: G.S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: [Signature]  
IQAC Chairperson





## IQAC Meeting & minutes

Date: -08/07/2019

### Proceedings Internal Quality Assurance Cell

#### Agenda:-

- Research and Development Activities
- Student Feedback Forms
- Academic and Administrative Audit
- Review of Activities conducted by Committees
- Best Practices to be adopted during the Academic Year.

The 2<sup>nd</sup> quarter meeting for the year 2019-20 of IQAC was held on 08/7/2019 by 11.00 am at IQAC office.

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen.

Agenda wise review conducted by the Chairman and following is points discussed

- It was unanimously agreed to enhance Research & Development activities by motivating teacher quality improvement, in encouraging the research based work culture and in recommending student centric core projects.
- IQAC recommended that R&D department introduce incentives for publications in high impact factor journals at regular intervals.
- It is suggested that Head of the departments should utilize the information from the student feedback form for improving courses and infrastructure. And it was also requested to send the summary

of the findings to IQAC.

- Decision was taken in IQAC to conduct Academic and Administrative Audits in each department on various quality parameters every year.
- Committee reviewed activities conducted by different committees during first quarter.
- It is accepted in the committee "Student Mentorship Programme & Improving Teaching and Learning Process" are two best practices for this current year.

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: G.S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: [Signature]  
IQAC Chairperson



## IQAC Meeting & minutes

Date: 19/12/2019

### Proceedings Internal Quality Assurance Cell

#### **Agenda:-**

- Collection of feedback forms from stakeholders and analysis of the forms collected
- Preparatory measures for IQAC symposium
- Result analysis and Affirmative Action plan
- Review of Outcome achieved on Plan of action towards quality enhancement.

The 3<sup>rd</sup> quarter meeting for the year 2019-20 of IQAC was held on 19/12/2019 by 11.00 am at IQAC office.

At the outset IQA coordinator welcomed the Hon'ble Chairman and members of IQAC.

#### **The following points were discussed in the meeting:**

- It is decided to collect Structured Feedback from stakeholders – Students, Teachers, Employers, Alumni and Parents department wise. At institutional level all the forms are to be consolidated at the level of lead internal assessor and report to be generated and submit the report to the appropriate authority.
- It is suggested that feedback about the question paper from the students could be taken up at the end of the test.
- Quality related seminars to create awareness among the faculty members through IQAC were initiated. Guest speakers to be invited were finalized.
- Result analysis various academic courses is assessed and the Staff members having 65% result were asked to meet Principal and Examination committee for further remedial action. HOD's were requested to conduct special classes for the failure.
- IQAC coordinator brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement as follows:

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Identify implement and evaluate student centric methods in teaching learning process.</li>   <li>• To identify slow and advanced learners in all subjects of UG programs and initiate remedial drill.</li>   <li>• To intensify outgoing students, placement/progression to higher education mechanism</li>   <li>• Establish method of analysis of results of student pass percentage in all the subjects and use it for improving the performance of the program output.</li>   <li>• To maintain transparency and effective mechanism for internal assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students centric methods are effectively implemented in all the subjects which includes self learning methods, group discussion, learning by observing, assisting and by doing Internet and ICT facilities including WI-FI are strongly encouraged.</li>   <li>• Committee for slow and advanced learners constituted as initiated effective measures for the same.</li>   <li>• The institution has constituted placement and competitive examination cell which provides appropriate training to outgoing students for skill up gradation and knowledge enhancement and makes them more employable. Similar efforts are made for the students to perform better in competitive examination</li>   <li>• The institution has established unique methods of result analysis by which the performance ranking of the subjects are arrived at and underperforming subjects are focused for improvement</li>   <li>• Necessary efforts and mechanism are established to resolve such grievances.</li> </ul>

Name: G.S. CHANDU  
 Sign: [Signature]  
 IQAC Coordinator

Name: [Signature]  
 IQAC Chairperson



## IQAC Meeting & minutes

Date: 10/02/2020

### Proceedings Internal Quality Assurance Cell

#### Agenda:-

- Review of Annual Quality Assurance Report for the year 2019-20
- Review of Alumni Activities

The 4<sup>th</sup> and final quarter meeting of the year 2019-20 of IQAC was held on 10/2/2020 by 03.00 pm at IQAC office

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC.

#### **The following points were discussed in the meeting**

- The IQAC have reviewed the total IQAC Report for the year 2019-20 and approval was given to place before the governing council.
- IQAC reviewed IQAC REPORT for 2019-20 and following are the activities Conducted by different committees as per the suggestions of IQAC.

#### ➤ **Following are the initiatives taken and activities conducted by the institution during 2019-20**

- No. of Enrichment courses conducted and PBL conducted - ---14-----
- Total number of permanent faculty - 77
- No of state level workshops/seminars attended by faculty ---01-----
- No of National level workshops/seminars attended by faculty ---01-----
- No of presentations at state level by faculty - -----2-----
- No of paper presented at national level by faculty - -----0-----
- Faculty attended as resources persons in the workshop at state level - 6
- Faculty attended as resources persons in the workshop at national level - ---0-----
- Total number of actual teaching days during the academic year 19-20: -242-
- Average percentage of students attendance - ---80%-
- BDS Result- total pass percentage is - ---88%-----

- MDS Result – total pass percentage is – --100%-----
- Research publications through e-journals ----19-----
- No of conference proceedings were attended. - ----02-----
- No of faculty served as experts/chairpersons/resource persons :28
- Total budget sanctioned for research by management – Rs. -50000/--
- Total budget sanctioned for research through funding agencies – -----0-----
- No of patents received -----0-----
- No of faculty received awards at national level----0-----
- No of faculty received awards at state level- -----3-----
- No of extension activities conducted – -----07----
- No of text books purchased – ----387-----
- No of Reference books purchased – --20--
- No of Print Journals purchased --20 ---
- No of computers purchased - --03-----
- Total amount spend on infrastructure maintenance – Rs. ----25,00,000/-
- No of students enrolled in the institution ---113-----
- No of students from outside state – ----49---
- No of students from international – ---0--
- No of SC students ----7-----
- No of ST students – -----5-----
- No of OBC students – ----18---
- No of students availed scholarship from govt – -----55'----
- No of grievances heard ----44----
- No of students admitted for NEET training: 05
  
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Committee also observed that Alumni of the institution are active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities.

Name: G.S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: [Signature]  
IQAC Chairperson



## IQAC Meeting & minutes

Date: 24/09/2020

### Proceedings

#### Internal Quality Assurance Cell

#### Agenda:-

- ↓ Review of Curricular Aspects
- ↓ Teaching Learning and Evaluation
- ↓ Action Plan for 2020-21

The 1<sup>st</sup> quarterly meeting for the year 2020-21 of IQAC held on 24/9/2020 by 11.00 am at –IQAC office.

IQAC coordinator welcomed Chairman and all the members present.

At the outset the Chairperson appreciated all the members for their team work for their active participation in making the NAAC related documents which will help us in obtaining a good grade by NAAC and they also opined the same spirit should be continue in coming years in terms of keeping good quality at all level of teaching and learning.

#### Agenda 1:-

- Decision was taken to monitor effective implementation of curriculum in all programs & courses. To keep relevant records for same.
- It is decided to start at least two New Value Added Courses in all the departments.
- Chairman instructed the Feedback committee chairman to collect feedback from students, alumni, parents and teachers regarding teaching learning process during the quarter and present report in next meeting.



Gan

**Agenda 2:-**

- Activities conducted and progress under teaching learning and evaluation was reviewed and following are the decisions taken.
- There are --53--- students from other states and -64---- from nearby location. out of total ----- students. ?
- As per govt policy --11- SC, -5- ST, and ---19- OBC students are admitted during the year 2020-21. Chairman advised to admit different diversified students also.
- It is decided to provide training to all faculties regarding using ICT for effective teaching with Learning Management Systems (LMS) and E- learning resources systems.
- It is decided to assess Slow Learners and Advanced Learners after admission and to organize special programs and remedial courses and allotment of Mentors.
- Chairman requested faculty to have Innovation and Creativity in Teaching and Learning.
- Faculty position and qualification was reviewed and it is decided to fill up all the vacant posts and to have more number of faculties with PhD Degree.
- Working of Examination Grievance Committee was reviewed. It is found that no such grievances received in the past.

**Agenda 3:-**

It is decided to implement following activities towards quality enhancement in the institution during 2020-21.

- To enhance gender equity , environment, citizenship role
- To enhance student centric methods in teaching learning process
- To initiate Teacher and student performance monitoring mechanism
- Effective and efficient feedback system ,outcome from this is used for system improvement
- To implement rigorously decentralization, participative discussion in governance.

Chairman IQAC informed the entire Associate. Dean's to present Activity Report of the Committees working under Him/her in the next meeting.

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: G.S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: -Dr \_\_\_\_\_  
IQAC Chairperson



## **IQAC Meeting & minutes**

**Date: 11/01/2021**

### Proceedings

Internal Quality Assurance Cell

### **Agenda:-**

- Review of Research, Innovations and Extension Activities
- Infrastructure and Learning Resource
- Activities conducted by different of Committees
- Best Practices to be adopted

The 2<sup>nd</sup> Quarter meeting for the year 2020-21 of IQAC was held on 11/01/2021 by 11.00 AM at principal office.

At the outset IQAC Co-coordinator welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen.

Agenda wise review conducted by the Chairman and following points discussed and decisions taken.

### **Agenda 1:-**

- Chairman IQAC suggested getting sponsored research projects by NGO, industries, corporate houses, international bodies, endowments etc...
- It is decided to hold 3 to 4 workshops/ seminars on Intellectual Property Rights.
- Chairman IQAC suggested providing Name of faculties who receives State/International awards so as to enable the institution to provide incentives to such faculties.
- It was suggested by the IQAC Chairman to conduct Extension Activities that

sensitizes students to social issues and holistic development, and report in the next meeting.

It was also decided to conduct Outreach program during next two quarters in collaboration with NSS/NCC.

**Agenda 2:-**

- Review was conducted regarding availability of facilities for teaching learning – classrooms, laboratories and computer equipments.
- Chairman IQAC instructed to initiate action to connect all classrooms with Wi-Fi/LAN.
- It is decided to allocate sufficient budget for infrastructure augmentation.
- Review conducted regarding availability of reference books, journals for the use of students and staffs in the library department wise, chief librarian is informed to take indent from all HOD's regarding requirements of text books, reference books and journals.

**Agenda 3:-**

- All head of departments are presents in the meeting put forth activities conducted by respective committees working under him/her.

**Agenda 4:-**

- It is accepted in the committee “Improving faculty research and publications”, and “Best Teacher Award for excelling in teaching at Rishiraj College of Dental Science & Research Centre ” , as Two best practices for this current year

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: G. S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: Dr Indra Gupta  
-----  
IQAC Chairperson



## **IQAC Meeting & minutes**

**Date: 12/04/2021**

### **Proceedings** Internal Quality Assurance Cell

#### **Agenda:-**

- Review of Student Support Activities of the Institution.
- Welfare measure for Teaching and Non- Teaching Staff
- Auditing of the institutional expenditure
- Activities under Institutional Values

The 3<sup>rd</sup> Quarter meeting for the year 2020-21 of IQAC was held on 12/04/2021 by 11.00 AM at IQAC office.

At the outset IQAC Co-coordinator welcomed the Hon'ble Chairman and members of IQAC.

#### **Agenda 1:-**

- In the meeting review was held regarding number of students getting scholarship from govt and institution. Advised to apply for scholarship to concerned govt dept through eligible students. And it was also decided to provide scholarship to needy students from institution budget.
- Review on progress achieved under capability enhancement schemes, Vocational Education and Training Program was held.
- It is decided to guide interested students for competitive examinations and career counseling to needy students.
- IQAC Chairman suggested keeping records of student proceeding to higher education and students' opted different career.

#### **Agenda 2:-**

- Welfare programs available in the institution for teaching and non- teaching staff was reviewed and observed that there sufficient programs. IQAC Chair man advised to keep record of teaching and non-teaching staff availing these benefits and also to give awareness among staff and students regarding availability of programs for their welfare.
- Review conducted on number of faculty development programs conducted by the

institution and also programs attended by the faculty outside the institution conducted by other agencies. It was decided to give more thrust on this issue during the year 2020-21.

- It was also decided to have more number of quality initiatives by IQAC for promotion quality culture in the institution during the year 2020-21.

**Agenda 3:-**

- Committees felt happy regarding conducting of audit by internal and external agencies in the institution at regular intervals. Account section was advised to attend to the observations made in the Audit and provide compliance.

**Agenda4:-**

- Committee members agreed to organize more number of gender equity promotion programs.
- To have Waste management, Rain Harvesting system in the institution.
- To make campus plastic free and Paperless office.
- It is decided to celebrate all national festival in the institution during the year 2020-21.

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: G. S. CHANDU  
Sign: [Signature]  
IQAC Coordinator

Name: Dr Indra Gupta  
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IQAC Chairperson





## IQAC Meeting & minutes

Date: 12/07/2021

### Proceedings Internal Quality Assurance Cell

#### Agenda:-

- Review of Progress made under Action Plan
- Review of Annual Quality Assurance Report for the year 2020-21

The 4<sup>th</sup> and final Quarter meeting of the year 2020-21 of IQAC was held on 12/07/2021 by 11.00 am at IQAC office.

At the outset IQAC Co-coordinator welcomed the Hon'ble Chairman and members of IQAC.

#### Agenda 1:-

- IQAC coordinator brought to the notice of the committee the outcome achieved on the action plan chalked out by the IQAC in the beginning of the year towards quality enhancement as follows:

Plan of Action	Achievements
To enhance gender equity , environment, citizenship role	Activities initiated to meet the objectives
To enhance student centric methods in teaching learning process	Value added courses, problem based learning, group discussion, effective use of internet learning initiated
To initiate Teacher and student performance monitoring mechanism	Feedback systems, CPA cards initiated
Effective and efficient feedback system ,outcome from this is used for system improvement	Feedback recommendations are implemented
To implement rigorously decentralization participative discussion in governance	IQAC ,established and implemented

## Agenda 2:-

- The IQAC have reviewed the total IQAC Report for the year 2019-20 & 2020-21 and approval was given to place before the governing council.
- IQAC reviewed IQAC for 2020-21 and following are the activities conducted by different committees as per the suggestions of IQAC.

### Following are the initiatives taken and activities conducted by the institution during 2020-21

- No. of Enrichment courses conducted and PBL conducted - ---12-----
- Total number of permanent faculty - ----104---
  
- No of state level workshops/seminars attended by faculty -----7----
- No of National level workshops/seminars attended by faculty -- -05-----
- No of paper presented at state level by faculty ---0-----
- No of paper presented at national level by faculty - ----0-----
- Faculty attended as resources persons in the workshop at state level - -4-----
- Faculty attended as resources persons in the workshop at national level - 0-----
- Total number of actual teaching days during the academic year 2020-21: 238
- Average percentage of students attendance -- -80%-----
- BDS Result- total pass percentage is -- ---60.4%-----
- MDS Result – total pass percentage is – ---100%-----
- Refresher courses - All the faculty were benefitted
- Research publications through e-journals -----18-----
- No of conference proceedings were attended. - ----05-----
- Total budget sanctioned for research by management – Rs. ----25000/-----
- Total budget sanctioned for research through funding agencies – ----20000/-----
- No of patents received -----0---
- No of faculty received awards at national level|-----0-----
- No of faculty received awards at state level|-----1-----
- No of extension activities conducted – ----4-----
- No of text books purchased – ----188-----
- No of Reference books purchased -- ----10-----
- No of Print Journals purchased - 68---
- E LIBRARY=- DVL -----
- No of computers purchased - ----05-----
- Total amount spend on infrastructure maintenance – Rs. ----50,00,000/-----
- No of students enrolled in the institution – ---117-----
- No of students from outside state – --53-----
- No of students from international – 0-----
- No of SC students – ---11-----
- No of ST students – -----5-----

- No of students enrolled for NEET training-05
- No of OBC students – -----19-----
- No of students availed scholarship from govt – ----76-----
- No of students availed scholarship from institution – ---0-----
- No of grievances heard – -----15-----
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
- Committee observed that financial audit has been conducted regularly.
- Committee also observed that Alumni of the institution are active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities.

**Meeting concluded with vote of thanks by IQAC coordinator.**

Name: -----

Sign: -----

**IQAC Coordinator**

Name: Dr Indra Gupta

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**IQAC, Chairperson**





**Date: -6/9/2021**

**Minutes of IQAC Meeting**

Minutes of the IQAC Meeting held on 6-/ 9/ 2021 between 2.00 PM to 4.00 PM. at College  
IQAC Chamber

**AGENDA: Final Submission of the IQAC Report**

1	Dr. Indra gupta	- Chairperson
2	Mr. Sunil Singh	- Member of Management
3	Dr. G.S. Chandu	- Coordinator of IQAC
4	Dr.Prashant Jaju	- Steering Committee Naac Coordinator
5	Dr Nishant Chourasia-	Member of IQAC
6	Dr. Sasidhar Singaraju	-Member of IQAC
7	Dr. Arpana Bansal	- Member of IQAC
8	Mr Sandeep Malviya- senior administrative representative	

A power point presentation was made with reference to the Criteria's' of NAAC  
Another presentation also was made for the subject pertaining to the Online Submission of the  
"Students Satisfaction Survey"

The members offered their valuable suggestion and deletion of certain points for Final  
Submission of the AQAR report.

The meeting concluded with a Vote of Thanks

Dr.Indra Gupta

Head of the NAAC



RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Date: 6/9/2021

**Minutes of IQAC Meeting**

Minutes of the Meeting held from July to September between 2.00 PM to 4.00 PM at College Council Hall.

**AGENDA: Sensitization & Development Strategy for facing the upcoming NAAC Inspection.**

Chairperson- Dr. -Indra Gupta. In his absence Dr. GS Chandu-chaired the sessions.

Administrative Members HODs' of Clinical & Non Clinical Departments on rotation basis, MRD ,Nursing Team, Camp Coordinators, Medical Officers of Lab , Blood bank, Patients Coordinators on a daily basis

Infrastructure Team, IT , Library, MEU,HR & Finance Team, Medical Officers in charge to attend the discussions pertaining to the Agenda applicable for that particular day

It is also contemplated that the Physical Inspection of clinical & Non Clinical Department must be done by the Administrators as Teams in the Morning Sessions. Steps taken to identify the gaps that if arise and rectification of the same. Some of the gaps identified still remaining pending. Hence these issues must be addressed.

The Dean reiterated the points pertaining to the various guidelines of DCI and sustained follow up action for Clinical Departments & Community Medicine Departments.

The observations are plotted out by the Administrators by 5.00 pm and a consolidated Report sent to Management for information and necessary action.

It was also contemplated that the Methodology if found to be fruitful it will be followed after conclusion of the Inspections, as part of Quality sustenance of Rishiraj dental college.

Meeting ended with a vote of thanks by Dr Prashant Jaju

Dr. Indra Gupta  
Head of the NAAC



RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Date:6-/9/2021

**Sensitization & Development Strategy for facing the upcoming NAAC Inspection:**

**ACTION TAKEN REPORT**

Administration	DR PRASHANT JAJU
Academic	DR GS CHANDU
Library	MR SACHIN SHRIVASTAVA
Camp Coordinators in rotation	DR ARPAN SHRIVASTAVA
Research	DR KRITI SHRIVASTAVA
MOU	DR ANKITA GUPTA
Lab services	DR SHASHIDHAR S
Infrastructure	MR SUNIL SINGH
IT Team	MR MUKESH NARULA
Instrumentation	DR SIDDHARTH GUPTA
Purchase	DR SIDDHARTH GUPTA
Staff Quarters, Students, (UGs' & PGs),	MR PRITAM RAJPUT
HR	MR SANDEEP MALVIYA
Support Services	MR SURESH RAI
Patients Coordinators	MR AJAY
Sanitation & CSSD	DR NISHANT CHOURASIA
Students Council, Alumini & PTA	DR SHWETA PARMAR
Co curricular & Extra Curricular Activities	DR AMBIKA SHRIVASTAVA
Finance	MR MAHAMMAD SIDDIQUI
Management Representative	DR SUNIL SINGH

Dr. Indra Gupta  
Head of the NAAC



RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Date: 7/Feb/2022

**Minutes of IQAC Meeting**

Minutes of the IQAC Meeting held on 7.02.2022 between 2.30 PM to 3.30 PM. At IQAC office.

**AGENDA: "Convening a meeting regarding the AQAR format –Manual for Accreditation of Dental College –Part- B 100 Weight ages"**

**The following were present:**

1	Dr. GS CHANDU	- Chairperson
2	Mr. Sunil Singh	- Member of Management
3	Dr. Indra Gupta	- Member of IQAC
4	Dr. Prashant Jaju	- Coordinator of IQAC Coordinator of NAAC
5	Dr. Arpana Bansal	- Member of IQAC
6	Dr. Sasidhar Singaraju	-Member of IQAC
7	Mr Sandeep Malviya- senior administrative representative	

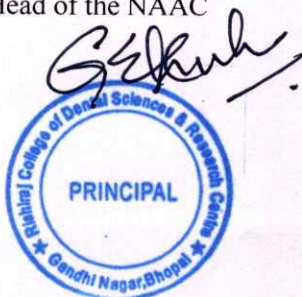
Dr. GS CHANDU, Head Of NAAC ,explained in detail about the part-B 100 Weightages in the Manual for Accreditation of Dental College

The 11 Point action program was explained in detail. Once the details are submitted by the concerned persons, the necessary information will be uploaded on the Website & Web link will be furnished by the Department of IQAC where ever deemed necessary

The tentative Date for Submission of the above particulars was defined as -31/7/22.

The meeting Concluded with a vote of thanks by Dr. Prashant Jaju

Dr. GS Chandu  
Head of the NAAC



RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Date: 07/2/2022

**ACTION TAKEN REPORT**

S.NO	Actionable Points	Responsibility Person	Remarks
1	The range & mean of NEET merit scores/ranks of Students enrolled for the BDS & MDS program during the preceding academic years 2019- 2020& 2021-2022	Dr. Sasidhar Singaraju	Work completed
2	Describe the procedures followed by the College in providing theoretical and practical exposure to quality of care and patient safety issues and practices followed by the teaching hospital	Dr. Nishant Chourasia	Work completed
3	Percentage of fulltime teachers who have acquired additional PG degree /Diploma/Fellowships beyond the eligibility requirements from recognized centre's/universities in India or abroad	Dr. Shweta Parmar	Work completed
4	Describe the objective methods adopted by the College to measure and certify the attainment of clinical competencies by BDS and MDS students/interns as stated in the UG and PG curriculum by the DCI	Dr. Abhishek Kawadkar	Work completed
5	Give a description of the instructional session for Students introduced by the College on the ethical and research committee	Dr. Ashish Sharma	Draft to be finalized
6	Describe the functioning of the Immunization clinic in the Institution as per the quality specifications stated in WHO guidance's and the steps taken to provide students with information on its relevance and operational features	Dr. Samarth Vajpayee	More information sorted
7	Describe the Dental graduate attributes developed by the College and the steps taken to implement and assess the attainment of the same	Dr. Babita Niranjana	Work completed
8	Describe the Faculty Development Programmes organized by the IQAC of the College in the areas of emerging trends during the last 5 years	Dr. Kriti Shrivastava	Details submitted
9	Is the teaching hospital /clinical laboratory accredited by any national accrediting agency	Dr. Garima Nichalani	Report to be given by 30.6.22
10	Describe the policy of the College to provide preventive immunization/post exposure prophylaxis to students teachers and Hospital staff likely to be exposed to communicable diseases during their clinical work in the last five years	Dr. Arpana Shrivastav	Work completed
11	Describe the procedure followed by the Institution for Credentialing clinical faculty to work and take up specific responsibilities for patient care in their specialties in the teaching hospital	Dr. Siddharth Gupta	Draft to be presented in next meeting

Dr. G S Chandu  
Head of the NAAC



RISHIRAJ COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Date:30/06/2022

Minutes of IQAC Meeting

Minutes of the IQAC meeting at IQAC room between 2 PM to 4 PM. The Meeting was chaired by Dr.GS Chandu

**AGENDA:**

1. Informing about the plans charted out at the beginning of the Academic year 2022- 2023.
2. Informing the achievements for the Academic year 2019-2020 & 2020-21.
3. Pending issues to be discussed.
4. Revamping the IQAC committee for the next Academic year 2022-2023.
5. Informing the assigned task for individual members attending the IQAC Meeting with reference to Part A- 900 weightages & Part B-100 weightages.
6. Any other matter for Discussion.

Following members were present for the meeting

1	Dr. GS CHANDU	- Chairperson
2	Mr. Sunil Singh	- Member of Management
3	Dr. Indra Gupta	- Member of IQAC
4	Dr. Prashant Jaju	- Coordinator of IQAC Coordinator of NAAC
5	Dr. Arpana Bansal	- Member of IQAC
6	Dr. Sasidhar Singaraju	-Member of IQAC
7	Dr Nishant Chourasia	Member of IQAC
7	Mr Sandeep Malviya- senior administrative representative	

**Members on Leave: Nil**

**Members absent:**

**The following decisions were taken after due discussion on each point:**

Dr. Prashant P Jaju IQAC Coordinator welcomed the members.

The IQAC Coordinator addressed the members & requested the Administrators to give full support to the NAAC Program, to raise the standards of Higher Education in terms sustenance and enhancement of the quality of education being provided in this Institution.

**1. Informing about the plans charted out at the beginning of the Academic year & the achievements for the Academic year 2019- 2020 & 2020-21.**

A PPT was shared with the members highlighting the achievements during the Academic year in terms of initiation of PG Courses in 13 disciplines, Establishment of Quality Cell, Development of Academic e-Content, More developmental programs for support staff

**–The Pending issues to be resolved were also projected.**

It has to be carried over to the next Academic year 2022-2023.

**2. Revamping the IQAC committee for the next academic year 2022-2023** with addition & deletion of some members.

**3. The Tasks assigned for individual members** attending the IQAC Meeting with Ref. to Part A- 900 weightages & Part B-100 weightages was shown as a PPT Part II.

**Dr. Sunil Singh** was requested to have the e-Governance architecture document in areas of operation.

**Dr. Shasidhar** assured to give all the documents pertaining to quality enhancement Including SOPs' regarding Lab operations.

**Dr. Prashant P Jaju** HOD of Oral Medicine and Radiology & IQAC Member assured to report all the academic & non academic activities of the College & of the Dept.,

**Dr. Kshitij Gupta** HOD Orthodontics was requested to outline the landmark events at Hospital & Statistics of OPD last 5 yrs.

The **Chief Librarian** was directed to write a letter to the principal regarding the expiry of the subscription of DVLE. Consortium online journals on date 30/05/2024 for renewal. He was asked to intimate to the principal regarding the expanded e-resources available in the library for intimation to Faculty & Students.

**Mr. Sandeep** Office supervisor was requested to resend the particulars to the IQAC Dept.,

**Dr Ankita** wanted inputs from various Members to be recorded for onward transmission to the Management for effective implementation towards quality culture.

**Dr Arpan** was directed to send all the particulars of the Camps conducted from 01/01/2020 to till date with particulars regarding the Venue , Time, Faculty, No. of Participants , Students & follow up Data.

All the HODs' of various Departments expressed their co operation in sending the relevant Datas.

**Dr. Indra Gupta** suggested that 3 monthly events documentation should be in a Standard Format, submitted across a time frame, so that consolidation would be complete at the end of the Academic year

**Dr G S Chandu** HOD& Prof of Prosthodontics & Crown and Bridge wanted more focus to be laid on matters having more marks in the 900 & 100 weightages.

**Dr. Arpana** wanted appointment of a Committee at Departmental & Administrative level for appraisal of quality enforcement with regards to UG & PG Academic Classes & conduct of Practical's. He/ She emphasized on feedback from Students, Clinicians & patients expectations regarding quality timely services rendered.

**Dr. Ambika Shrivastav** wanted revamping of NSS activities & his active participation in the adopted Villages. He wanted information about arrival of the new Journals in the library, conveyed to all Departments.

**Dr. Nishant Chourasia** wanted up gradation of the Computer Systems, conduct of Orientation workshops in small groups



**Dr. Hema BS** wanted the Data of 60+Project for publication in journals. He emphasized that IPR should be strengthened

**Dr. Prashant P Jaju** Web Co-ordinator wanted all the Members to interact with him for uploading the Website in a timely manner.

**Dr Sunil Singh** expressed her appreciation for the Transport networking System. She contended that a Token System may be introduced in different colours for different category of Staff dining in the Mess.

**Mr. Sandeep Malviya** wanted an exclusive Committee for Environmental sustenance as featured by NAAC.

**Mr. Mohammad Siddiqui** Asst. Finance Manager wanted directions from Management regarding the method of utilization of the Budget allocated under various headings.

**Mr. Sunil Singh** was directed to give particulars about non - functional MOUs' & give details about functional MOUs' & activities.

**Dr. Shasidhar Singaraju** Sports i/c was directed to develop SOPs' for sports, Yoga & Meditation &

Outline activities for the Students in the upcoming Months.

**Mr. Narula** received appreciation for having weeded out hardware & software in the library as required by NAAC & develop a plan of action for integration of IT Technology.

**Mr. MSiddiqui** was requested to give the report of audited statements for the past 5 yrs & the objections cleared as per NAAC weightages format.

**Dr Prashant Jaju IQAC coordinator** thanked the Members for their patient listening & feed backs.

### TASKS ASSIGNED:

S. NO.	ACTIONABLE POINTS	PERSON RESPONSIBLE	TIME FRAME
1	E-Governance architecture document in areas of operation – P&D, Admin, MIS software. Decentralized participatory management & outcomes in Institutional Governance	Dr. Prashant P Jaju HOD, department of Oral Medicine & Radiology Mr Mukesh Narula IT Head	25/07/2022
2	Events leading to quality enhancement, quality initiatives leading to quality culture- strategic plan documents. All achievements leading to Institutional excellence. Minutes of important Meetings held. e-copies of awards- NABH, NABL, NIRF, AISHE Portal. Academic Audit Performance appraisal System, SOPs for College. Documents pertaining to Institutional policy on credentialing of clinical faculty to work & take up specific responsibilities for Pts care in their specialties in the teaching Hospital.	Dr.Arpan Shrivastav HOD, Department of public health dentistry	25/07/2022
3	All academic activities of the Institution, Academic calendar July 2021-2022. Monitoring conduct of internal evaluation, conduct of Exams & Analysis of outcomes, Students Curricular & Co Curricular activities, Grievance Redressal mechanism, Outline the innovative activities of the Microbiology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities –Curricular, Co-Curricular& Extra Curricular	Dr.Nishant Chourasia, Vice principal HOD Oral and Maxillofacial Surgery, IQAC Member	30/06/2022
4	All activities pertaining to DCI, dental Services.	Dr. G S Chandu, Head of DCI	25/07/2022
5	Outlining all landmark events at Hospital leading to quality enhancement, Statistics regarding No. of Pts treated as OP for last 5 yrs	Dr Kriti Shrivastava	25/07/2022
6	Establishment of Alumni, Student activities – Cultural . Inaugural activities report of celebration of Health days &National days with Geo-tagged photos strengthening Students Council , starting NSS activities revamping & Students Club	Dr. Ambika Shrivastav NSS coordinator Dr Shweta Parmar	25/07/2022
7	Complete automation of Lab, Strengthening of software Training Programs, NABL	Dr. Shasidhar Singraju Central Lab Incharge	30/11/2022

	accreditation., SOP for Lab.		
8	Minutes of meetings of College Curriculum Committee., Average % of teachers trained for development & delivery of e-content / e- courses- 5 yrs. FDP program for staffs July 2019 June 2020.	Dr. Indra Gupta MEU Co-ordinator	25/07/2022
9	Lib Software, Archival of manuscripts, e-lib resources, Annual expenditure for the purchase of books including e-journals year- wise during last 5 yrs Details of library usage by teachers, students. Details of learner sessions / library user Programs organized, E-content resources used by teachers, SOP for Library, Complete automation of library. No & Expenditure details for the yrs 2020-2021	Mr. Sachin S - Chief Librarian	25/07/2022
10	Average % of seats filled against seats reserved for various categories. No of seats available year-wise for various programs, No of students enrolled from other States - 5 yrs. Details of University examinations during the last five years. No of final year students who appeared and qualified in each for the last 5 years, No of students benefited by scholarships / free ships / fee waivers by Government / Non- Governmental agencies / Institution year- wise during the last five years. Pass % of students UG & PG 2020-2021. Details of AISHE & NIRF submission 2020- 2021.	Mr. Sandeep Malviya Admin	25/07/2022
11	Overall Communication reg., NAAC between Institution & Management, Placement of IQAC AQAR Format before the Statutory Body	Mr Sunil Singh Management Representative IQAC	30/6/2022
12	Extension & outreach activities carried out in collaboration with industry, GOVT & non-government organizations. other Activities Average percentage of students participating in extension & outreach activities, No of awards , recognition received for extension, outreach activities from government / other recognized bodies - last 5 years, I.S.R.	Dr. Ankita Gupta Camps	25/07/2022

	activities in the neighborhood community in terms of education, environmental issues, health and hygiene awareness & socio- economic development issues carried out by students ,staff- last 5 years. Details of Camps conducted for the year- July 2020-2021		
13	Outlining the innovative activities of the Public health Dept., with special reference to public health dentistry. Inputs on Expansion of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular.	Dr. Arpan Shrivastava HOD & Prof of public health dentistry	30/06/2022
14	Outlining the innovative activities of the Anesthetic Dept. in-terms of Infrastructure, Logistics Faculty.	Dr.Nishant Chourasia, HOD Oral and Maxillofacial Surgery.	25/07/2022
15	Outlining the innovative activities of the Pedodontics Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr. Arpana Bansal HOD & Prof of Paedodontics	25/07/2022
16	No of teachers of the Institution participating in BoS/Academic Council of universities year- wise - last 5 years, Student mentor : mentee ratio, data for the preceding academic years July 2019- June 2020 & July 2020 – June 2021),Average % of fulltime teachers against sanctioned posts - last 5 years, Average% of fulltime teachers with Ph.D. /DM/M Ch/DNB in super specialties / other PG	Dr Babita Niranjana	25/07/2022

	degrees in Health Sciences for recognition as PhD guides.- Last 5 yrs. Teaching experience of fulltime teachers in no of yrs (data for the preceding academic years 2019-2020 & 2020-2021), Fulltime teachers -awards received, recognitions, fellowships for excellence in teaching, student mentoring, scholarships, professional achievements & academic leadership - State, National, International levels From Government / Government recognized agencies / registered professional associations -last five years, Total no of development / administrative training programs non-teaching staff -last 5 years, Performance Appraisal System for non-teaching staff , No of full time Teachers for the year 2020-2021, Feedback from Non -Teaching staff.		
17	Outlining the innovative activities of the oral and maxillofacial surgery, Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular	Dr Nishant Chourasia HOD & Prof of oral and maxillofacial surgery	25/07/2022
18	Outlining the innovative activities of the periodontics and implantology Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular. Administrative steps for appointment of Grief Counselor.	Dr Abhishek Kawadkar HOD & Prof of periodontics and implantology	25/07/2022
19	Outlining the innovative activities of the Community Medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities like interaction with BDU, UHTC, RHTC & other communal activities. MOUs' signed & plans for the upcoming year.	Dr Arpan S HOD & Prof of Orthodontics	25/07/2022
20	Outlining the innovative activities of the prosthodontics and crown & bridges Dept., in-terms of Infrastructure, Logistics Faculty & Students	Dr. G S Chandu HOD & Prof of prosthodontics and crown & bridges	25/07/2022

	activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities.		
28=1	Outlining the innovative activities of the Research Dept., in-terms of Infrastructure and Logistics Faculty & Students activities- collaborative activities with EXTERNAL AGENCIES. Details regarding AQAR format for the year 2019-2020.	Dr. Ashish Sharma Research Co –ordinator	25/07/2022
22	Web-updation of all the activities related to the Institution & special reference to NAAC – IQAC activities	Dr. Garima Nichlani Web Co-ordinator	25/07/2022
23	Report on facilities for alternate sources of energy and energy conservation devices, facilities for management of degradable & non-degradable waste, Water conservation facilities , Green campus initiatives , Disabled-friendly, barrier-free environmental activities. Details of Budget allocation & details for infrastructure augmentation 2020-2021, Expenditure incurred on maintenance of physical facilities. Physical facilities, lift, Ramp/Rails, Rest Rooms for differently abled, SOPs for maintaining & utilizing physical facilities. Quality improvement strategies for development of physical infrastructure, Availability and adequacy of general campus facilities and overall ambience.	Mr. Preetam Rajput Manager Infrastructure	30/11/2022
24	Information about all existing functional MOUs', deletion of Non-existent MOUs', Information about recently added MOUs'.	Mr. H R Shukla Legal Officer	25/07/2022
25	Co-ordinate all Students relative activities & assist with Students Satisfaction Survey, Report on activities related to student welfare, student representation in academic & administrative bodies/committees of the Institution.	Mr. Kapil Malviya Student Representative	30/11/2022
26	Outlining the innovative activities of the Oral medicine Dept., in-terms of Infrastructure, Logistics Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities with EXTERNAL AGENCIES. Proactive steps for establishment of Skill labs & Stimulatory learning.	Dr. Prashant Jaju HOD of oral medicine & radiology	25/07/2022
27	Outlining the innovative activities of the Oral surgery Dept., in-terms of Infrastructure, Logistics	Dr. Samarth Vajpayee	25/07/2022

	Faculty & Students activities – Curricular, Co Curricular& Extra Curricular with special reference to collaborative activities with EXTERNAL AGENCIES.		
28	Average % of teachers awarded national fellowships financial support for advanced studies/collaborative research & conference participation. Budget allocation for the year 2020-2021. Average expenditure incurred on maintenance of physical facilities & academic support facilities. Effective welfare measures for teaching and non-teaching staff, No of teachers provided with financial support to attend conferences/workshops and towards memberships fee of professional bodies. resource mobilization policy and procedures for optimal utilization of resources. Total grants received from government/non-government bodies, individuals, philanthropists year-wise during the last five years .Implementation of e-governance in areas of operation –Finance & Accounts.	Mr. Siddiqui – Finance Manager	25/07/2022
29	Outlining the Mechanism of Administrative audits both Internal & External for the year 2020-2021& also last 5 yrs with mechanism for Settling any audit objections.	Mr. Parotosh M Auditor	25/07/2022
30	Outlining the innovative activities of the Master Health Checkup & Collaborative	Dr Ankita Gupta	25/07/2022

	activities with Government & Non Governmental Agencies		
34	Updating various activities happening on the Campus from July – 2020.	Mr Preetam Rajput I/C Campus life	25/07/2022
35	Outlining the various Student activities in areas of YOGA MEDITATION, SPORTS & Collaboration with external agencies for successful conduct. Institutional facilities for physical , recreational requirements of students & Staff- Sports, Games(Indoor, outdoor), gymnasium, auditorium, YOGA CENTRE ,SOPs' for Sports Centre	Dr. Shasidhar Sports	25/07/2022
36	Outlining the innovative activities of the IT Dept., in-terms of Infrastructure, logistics updating IT facilities & Computer availability for students including Wi-Fi, Upgrading bandwidth of internet connection. SOPs' for IT.	Mr. Narula (IT incharge)	25/07/2022

  
 Dr. CS Chandu  
 Head of NAAC  




➤ **Following are the initiatives taken and activities conducted by the institution during 2021-22 Till 31/7/22**

- No. of Enrichment courses conducted and PBL conducted - ---15-----
  - Total number of permanent faculty - 117
  - No of state level workshops/seminars attended by faculty ---06-----
  - No of National level workshops/seminars attended by faculty --01-----
  - Faculty attended as resources persons in the workshop at state level – 1
  - Faculty attended as resources persons in the workshop at national level - ---0-----
  - Total number of actual teaching days during the academic year 2021-22: --238-
  - Average percentage of students attendance – ---80%-----
  - Research publications through e-journals ----28-----
  - No of conference proceedings were attended. - ----05-----
  - No of faculty served as experts/chairpersons/resource persons :27
  - Total budget sanctioned for research by management – Rs. -----50000/-----
  - Total budget sanctioned for research through funding agencies – -----6000/-----
  - No of patents received -----2-----
  - No of faculty received awards at national level----0-----
  - No of faculty received awards at state level- -----04-----
  - No of extension activities conducted – -----04-----
  - No of Print Journals purchased – -68—
  - E library - DVL
  - No of computers purchased - ---03-----
  - Total amount spend on infrastructure maintenance – Rs. ----30,00,000/-----
  - No of students enrolled in the institution – -----99-----
  - No of students from outside state – ----48-----
  - No of students from international – ---0-----
  - No of SC students – -----6-----
  - No of ST students – ----1-----
  - No of OBC students – ----22-----
  - No of students availed scholarship from govt – ----NOT DECLARED YET'-----
  - No of grievances heard – -----0----
  - No of students enrolled in NEET training: 06
- 
- Feedback from Alumni, Parents, Employers and Students were collected manually on infrastructure, curriculum implementation, teacher quality analyzed and report submitted to governing council.
  - Committee observed that financial audit has been conducted regularly.
  - Committee also observed that Alumni of the institution are active and some of the members contributed financially for the welfare of the institution and many Alumni's participated as resource persons for students activities.

## **IQAC COMMITTEE MEMBER LIST**

Chairperson-	Dr G S Chandu
Management Representative-	Dr Sunil Singh
IQAC+NAAC steering committee coordinator-	Dr Prashant Jaju
Senior Administrative Representative-	Mr Sandeep Malviya
Faculty Representative 1-	Dr Indra Gupta
Faculty Representative 2-	Dr Nishant Chourasia
Faculty Representative 3-	Dr Arpana Bansal
Nominee from local society-	Mr Aniket Pandey
Nominee from Students-	Mr Kapil Malviya
Nominee from Alumni-	Dr Shweta Parmar
Industrialist-	Mr. Neeraj Makar