



INTERNAL QUALITY ASSURANCE CELL (IQAC) Surendera Dental College & Research Institute

H. H. Garden Power House Road Sri Ganganagar, Rajasthan- 335001

Phone: 0154-2440072, 2443412, 2440071 Email: sdcri@sgi.org.in

No.SDC&RI-IQAC-23/78-82

Dated: 08-09-2023

The minutes of IQAC meeting held on 06-09-2023 are as follows;

S. no.	Agenda	Resolution
1.	Review of last IQAC meet	Brief of last meeting was done to the new faculty .All the points were reviewed .Employee feedback forms to be filled soon.
2.	Review of committees	Done and conveyed to all faculty members. Additionally, two new committees formed- girls hostel and boys hostel committee. Updated notice of new IQAC committee to be circulated
3.	Review of API	Discussed
4.	New Faculty induction	New faculty induction forms to be handed over to Dr. Anjali and NABH coordinator signatures to be added in the form.
5.	Internal assessment formula	Average of 3 internal assessment marks and 2 assignments(to be given to the students in the form of MOOC course, ppt presentation or test).
6.	Planning of Alumni Meet and convocation	Alumni meet and convocation will be held on 27 th January. Forms will be created by Dr.Ankit till 15 th September.
7.	Incubation centre	Set of lectures will be given by Dr Rajni ma'am for the students; following which competition on new ideas will be held to generate some potential ideas for intellectual property .Good potential ideas can be sponsored by BOM and external grants.
8.	SSR preparation	Last date to submit the merged data for 21-22-23 is 20 th September; following which the IQAC Core committee will check the received data.
9.	Press release of the events	This will be dealt by Suraj Sir who will in turn coordinate with Mr. Sumesh Sharma who works for all the newspapers.
10.	BDS & MDS PO CO	Workshop on CO PO will be conducted by curriculum committee shortly followed by a test.



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11.	Review of value added courses	Dept of Oral Medicine and Radiology will organize value added course on CBCT in Dentistry.
12.	Blog Post ,Video lectures	Last date to submit a set of 7-8 lectures of 5-10 mins each is 6 th October.
13.	Patient feedback update	Feedback is being taken from the patients in all the Depts and reviewed and quarterly report is being forwarded to Dr. Rajni.
14.	Best students' update	Depts are choosing the best PG student and intern every month. Additionally, from now onwards 3 best students in terms of discipline and cleanliness from both Girls and Boys hostels will be selected.
15.	QR Code usage	Depts were motivated to increase the usage of QR code provided in the Depts.
16.	Maintenance Audit	All the HODs were informed to make a list of non functional equipments and equipments requiring updation in the Dept and forward it to Suraj Sir.
17.	Marks ,assignments and attendance upload	All the Depts have to ensure that all these things are updated on ERP regularly.
18.	Feedback form on curriculum	Dr. Suruchi will create a feedback form on curriculum including CO PO for the students.
19.	Work on Copyrights and patents	AICTE and KAPILA schemes informed to the staff members and motivated to apply for intellectual property.
20.	Hostel maintenance	Mess incharge to be instructed to not allow plates outside the mess and waste food bin to be kept at each floor, by hostel committee.
21.	Curriculum update	All the HODs informed to send monthly update of curriculum to the DP and quarterly update to curriculum committee.
22.	Profile update	All the staff members were informed to update their profile on Google scholar and Research Gate.
23.	Movie night	Movie night followed by dinner will be organized for the students in future
24.	Member outsource for Research cell	All the HODs have to give two names from their speciality for the Research cell to review the research methodology in the studies by 14 th September.
25.	Hostel committee	To make SOP of the committee, Make hostel floor incharge, organize a hostel visit day, mess



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		quality check, waste food bins, best room and movie nights.
26.	Financial documents	Mr Narender arora is required to provide Financial reports in prescribed format
27.	Sports	Student council sports head is instructed to organize competition for one sport per month at a inter departmental level
28.	Fresher's event	Decided to be held on 4 th Nov

sd/
(Dr. Sandeep Kumar)
Chairperson

Copy, for information and necessary action, is forwarded to the following;

1. Board of Management
2. Director Principal
3. All faculty members
4. Notice Boards

Surendera Dental College & Research Institute, Sri Ganganagar. (Raj.)

Sandeep Kumar
(Dr. Sandeep Kumar)
Chairperson
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IQAC Meeting 06-09-2023

S. No.	Name	Designation	Signature
1.	Mr. Suraj Aggarwal	Chairman, BOM	
2.	Mr. Gorav Gupta	Managing Director, BOM	
3.	Mr. Mihir Aggarwal	Trustee, BOM	
4.	Mrs. Rajni Aggarwal	ED, BOM	
5.	Mrs. Nisha Gupta	ED, BOM	
6.	Dr. Sandeep Kumar	Director Principal	
7.	Dr. Rajnish Aggarwal	Prof. Dept. of Prostho	
8.	Dr. Renu Aggarwal	CONS & Endo Prof	
9.	Dr. Eenal Bhambri	Orthodontics	
10.	Dr. Neetu Jindal		
11.	Dr. Manisha Solanki	Prof & Head OMFS	
12.	Dr. Suruchi Juneja	Prof. & Head, Dept. of Endodontics	
13.	Dr. Sandeep Kumar Bains	Prof & Head, oral medicine & Radiology	
14.	Dr. Rajni Aggarwal	Prof & Head, Periodontics	
15.	Dr. Archana		
16.	Dr. Anjali Nayak	Professor, Dept of OMPR	
17.	Dr. Meghanand Nayak	Prof & Head DP	
18.	Dr. Manu Batra	Prof., Dept. of PHD	
19.	Dr. Deeksha Gijwani	Reader, Dept of End	
20.	Dr. Japjee Uppal	SL. Dept. of prostho	
21.	Dr. Ijaz Ahmad Khan	SL. Dept. of Prostho	
22.	Dr. Ankit Bhardwaj	SL, Dept of ortho	

23.	Dr. Hetal D.S.	S.L. Dept. of Pedo	Hetal <u>f</u> acharandani
24.	Dr. Anja Jyoti	S.L. Dept. of Oral Path	Anja.
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No.SDC&RI-IQAC-24/99-103

Dated: 23-02-2024

The minutes of IQAC meeting held on 22-02-2023 are as follows;

S. no.	Agenda	Description
1.	Review of last IQAC meet	Brief of last meeting was done to all the faculty members.
2.	Review of committees	All the committees were reviewed and the activities are being handled properly on schedule.
3.	Problems encountered during AQAR submission	<ul style="list-style-type: none">• Timely event report submissions – All the faculty members were instructed to submit the event report on ERP within 7 days of the event completion. This will be checked by Mr Ranjeet Singh.• Attendance lists (staff and student) – Both the attendance sheets have to be made separately.• Selecting type of event on ERP- selection is to be done carefully.• Staff relieving (doc handover) –whenever any faculty member is relieved, the member next in line has the whole responsibility of all the documents handed over and they have to be double checked by committee head. Dr. Anjali will create a faculty relieving form.
4.	Feedback form analysis	Analysis done and actions to be taken.
5.	Planning of Alumni meet & convocation	Convocation will be held in the month of October'2024
6.	Press release of the events	Press release shall be tried for all the events.
7.	BDS & MDS PO CO	Dr. Suruchi will arrange a workshop on PO and CO for all the faculty members in the month of April.
8.	Record of activities	All the documents related to activities (soft copy) need to be submitted to Mr. Ranjit within 7 days of the event completion.
9.	Blog Post ,Video lectures	Video lectures to be created for new MOOC courses. List of amendments and template for the PPT will be provided by Mr. Mihir Aggarwal.
10.	Patient feedback update	Dr. Rajni is required to analyse the patient feedback reports sent by all the Depts.
11.	Best students' update	Best students are to be updated to Mr. Harsh in the beginning of every month to be put on the website.
12.	College journal indexing and issues	Dr. Rajni will initiate the process soon.



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13.	Maintenance Audit	Audit will be done every quarter and reported to BOM.
14.	Marks and attendance upload	Faculty was instructed to upload the attendance and marks on ERP regularly and they were informed that editing would be possible on the same day only.
15.	Research Cell- ethical committee connections	Research cell should thoroughly check the applications before forwarding to ethical committee.
16.	Yuva fest 2.O (11 th march – 16 th march)	Dr. Sandeep Bains , Dr.Izaz, Dr. Pannu and Mr Jatinder Tyagi will coordinate the event.
17.	Erp events registrations	Faculty should register in time for the events on ERP.
18.	Parent Teacher Meet	PTM would be held after 1 st internal as well as 2 nd internal exams (if student doesn't improve after 1 st PTM). And the mentors should also contact the parents of students absent for PTM.
19.	Measures to increase OPD	Outreach committee was instructed to organize more camps in society and the college bus will be arranged to bring those patients requiring treatments, the very next day.
20.	Guest house maintenance	It was decided to fix one person for guest houses during exam days.
21.	Hostel maintenance	It was decided that DP shall go along with Management and Hostel warden for a surprise round in the hostels every month and best room award for the month shall be given from now onwards.
22.	Canteen/Tuck shop	Canteen/tuck shop shall be opened soon.
23.	Students uniforms	It was decided that 1 st and 2 nd yr shall wear formal college uniform and 3 rd and 4 th year shall wear olive green and brown scrubs respectively.
24.	Beneficiary form	Dr. Anjali will create the form which would be required to be filled by the faculty availing any of the college welfare measures. And all the Depts. Will collect these forms and submit to Dr. Anjali every quarter.


(Dr. Sandeep Kumar)
Chairperson

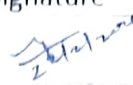


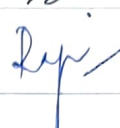
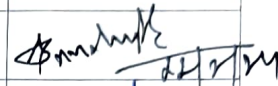
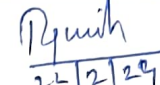
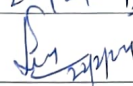
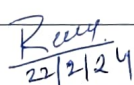
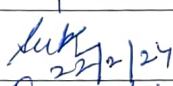
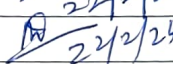
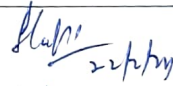

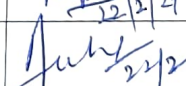
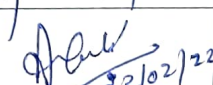
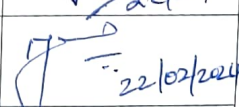

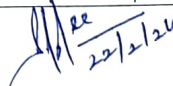
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(Dr. Sandeep Kumar)
Chairperson

IQAC Meeting 22/02/2024

S No.	Name	Designation	Signature
1	Mr. Suraj Aggarwal	Chairman, BOM	
2	Mr. Gorav Gupta	Managing Director, BOM	
3	Mr. Mihir Aggarwal	Trustee, BOM	
4	Mrs. Rajni Aggarwal	ED, BOM	
5	Mrs. Nisha Gupta	ED, BOM	
6	Dr. Sandeep Kumar	DP	
7	Dr. Rajnish Aggarwal	Professor, Prostho	
8	Dr. Eenal Bhambri	Prof. HOD, Ortho	
9	Dr. Neetu Jindal		
10	Dr. Renu Aggarwal	Professor, CONS	
11	Dr. Suruchi Juneja	HOD, Pedodontics	
12	Dr. Manisha Solanki	HOD, OMFS	
13	Dr. Rajni Aggarwal		
14	Dr. Sandeep Bains	HOD, OMR	
15	Dr. Manu Batra	HOD, PHD	
16	Dr. Archana Bhatia	Prof, Perio	
17	Dr. Anjali Nayak	Prof, OMDR	
18	Dr. Meghanand Nayak	HOD, Oral Pathology	
19	Amitoj Kumar Panwar	Biochemistry	
20	Dr. Japjee	Prostho	



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No.SDC&RI-IQAC-24/119-23

Dated: 19-07-2024

The minutes of IQAC meeting held on 18-07-2024 are as follows;

S. No.	Agenda	Description
1.	Review of last IQAC meet	Review of the last minutes of the meeting was done. Faculty exit form and beneficiary forms were reviewed.
2.	Research Cell to notify grants	Research Cell was informed to announce about the grants available , whenever open.
3.	HMIS software	Budget updation has been done and Mr Mihir is co-ordinating with the team.
4.	NAAC event reports updation on erp	Complete updation by the staff is expected before 30.08.24
5.	Internal assessment	Formula will be followed diligently.
6.	Planning of Alumni meet & convocation	Convocation is planned on 21 st Dec'24 for BDS Batches 2010-2016 And MDS Batches 2012-2017.
7.	Press release of the events	Advertisement in Local Newspaper will be given soon.
8.	BDS & MDS PO CO	Mr. Harsh demonstrated about the PO CO application on erp and the faculty was informed to upload the Regular batch 1 st internal marks on the same to have a test run.
9.	Record of activities	Those who had not submitted the record to Mr Ranjit were informed and asked to submit positively by 23.07.24.
10.	Patient feedback update	Patient feedback report was read by Dr. Rajni Aggarwal. Few feedback points were raised amongst which electricity back up, long waiting time were discussed. One patient suggested RGHS scheme option for Govt employees, which will be looked upon by Dr. Sandeep Bains.
11.	Best students' update	The Departments who were not updating the best students record on the website were informed and told to update soon with better resolution photographs. Faculty was informed to take help of College media person for better quality photographs.



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12.	College journal indexing and issues	Journal website has been designed by Mr. Harsh .Plagiarism check solution will be given by Dr. Archana and Journal indexing part will be done by Dr.Rajni.
13.	Best hostel room update	Dr. Hetal and Dr Ijaz were informed to announce the best rooms in Girls Hostel and Boys Hostel respectively. Also, they were told to update this to Mr.Harsh regularly.
14.	Hostel food and water problems	It was suggested to have a dress code for the mess workers and mechanise the mess in order to have better hygiene and surprise rounds to check mess food were planned. Uniform for the mess workers will be checked upon by Dr.Hetal, Dr.Julia and Dr.Ijaz
15.	College Website	Website was checked and the departments which needed changes were informed .
16.	CBCT integration in Departments	CBCT has been integrated in all the departments. Staff was motivated to get CBCT done in the required cases. Also, Dr. Anjali was asked to prepare 20% concession pamphlets for referral cases, which will be circulated in local IDA branch.
17.	Documents submission for AQAR	All the documents shall be submitted by 1 st September '2024 in order to timely submit AQAR. The faculty was informed to provide coloured e certificates , wherever possible and scan the documents and refrain from taking pics.
18.	Member of Academic Council/Board of studies	The Faculty was encouraged to get enrolled in Member of Academic Council/Board of studies in various institutions.
19.	DSIR Form	Dr. Archana was informed to co-ordinate with Mr Mihir to fill the DSIR form.
20.	Faculty or family treatment discount record	The record would be available with Mr.Gurjinder at the Reception. All the faculty members were informed to get it filled by 30.07.24 for the last session.
21.	API Form	API forms are to be submitted to the Education Cell by 15.08.24.
22.	MOOC Course	Template has been provided by Mr.Mihir. Video lectures for MOOC Course are to be submitted by 30.08.24.
23.	Blogs	Blog topics were suggested by Mr. Mihir . Faculty was encouraged to provide write ups with clear , high resolution photographs by 15.08.24 to Mr.Harsh for the website.



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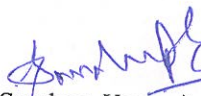
24.	Quality Improvement programme	A webinar is planned on 23.07.23 on Reforms in NAAC accreditation system .The speaker is Mr. Manish Tiwari from LearnQoch company.Dr.Eenal will coordinate with the same.
25.	NABH Accreditation	Dr. Meghanand will act as NABH coordinator from now onwards and will conduct regular meetings with the concerned committee members.
26.	Staff Recognition	A small Staff recognition ceremony was planned by IQAC in which all the faculty members were appreciated and the Departments receiving copyrights and designs were awarded certificates.


(Dr. Sandeep Kumar)
Chairperson






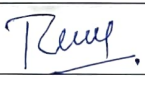

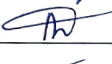


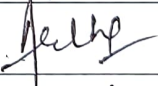
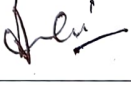
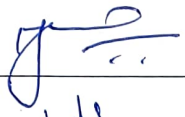

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Surendera Dental College & Research Institute, Sri Ganganagar. (Raj.)


(Dr. Sandeep Kumar)
Chairperson

IQAC Meeting 18-07-2024

S.No.	Name	Designation	Signature
1.	Mr. Suraj Aggarwal	Chairman, BOM	
2.	Mr. Gorav Gupta	Managing Director, BOM	
3.	Mr. Mihir Aggarwal	Trustee, BOM	
4.	Mrs. Rajni Aggarwal	ED, BOM	
5.	Mrs. Nisha Gupta	ED, BOM	
6.	Dr. Sandeep Kumar	DP	
7.	Dr. Rajnish Aggarwal	Professor, Dept of Prosthodontics.	
8.	Dr. Eenal Bhambri	Prof & Head, Dept. of Orthodontics	
9.	Dr. Neetu Jindal		
10.	Dr. Renu Aggarwal	Professor, Dept of Cons & Endo	
11.	Dr. Suruchi Juneja	Prof. & Head, Dept. of Pedodontics	
12.	Dr. Manisha Solanki	Prof. & Head OMFS	
13.	Dr. Rajni Aggarwal	Prof & Head Pedodontics	
14.	Dr. Sandeep Bains		
15.	Dr. Manu Batra	Prof & HOD PHD	
16.	Dr. Archana Bhatia	Prof	
17.	Dr. Anjali Nayak	Prof. (OMR)	
18.	Dr. Meghanand Nayak	Prof & Head OP	
19.	Dr. Hetal D.S.	Asst. Prof. Pedodontics	
20.	Dr. Jyoti	SL. Prostho	