

**MINUTES OF IQAC MEETING**  
**JANUARY 2021**



**GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.**



No. GDCH/01/2021

Govt. Dental College and Hospital,

Ahmedabad-16

Date: 1/1/2021

## **CIRCULAR**

In view of NAAC preparation, GDCHA needs Internal Quality Assurance Cell (IQAC) to ensure continuous quality enhancement. Meeting has been scheduled on 4<sup>th</sup> January 2021 (Monday), at 11:00 am in conference room for formation of the same.

All department heads are requested to be present for the same.

The agenda for the meeting is:-

- Formation of IQAC
- Appointing IQAC coordinator/ Director
- Discuss functions of IQAC
- Discuss role of IQAC co-ordinator
- Decide frequency of IQAC meetings per annum
- Formation of various subcommittees
- Review Covid 19 protocols
- Planning for Covid 19 vaccination program for the employees of GDCHA
- Planning of CDE programs, academic programs for all departments
- Any other matter with permission of chair
- Review actions taken in GDC in last quarter
- Any other matter with the permission of the Chair

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC CO-ordinator
- IQAC members
- AO GDCH
- AHA



## MINUTES OF MEETING

**LOCATION:** Conference room

**DATE:** 4 January 2021

**TIME:** 11:00 am

### **AGENDA 1: Formation of IQAC**

Dr. Girish Parmar, Dean and Additional Director, Dental started the meeting, giving briefing about importance of IQAC committee in the institute and its role in continuous quality enhancement in college. Also, he explained about the importance of IQAC coordinator.

### **AGENDA 2: Appointing IQAC coordinator/ director**

The entire chair agreed upon as Dr. Girish Parmar to be IQAC chair-person, Dr. Shikha Kanodia as IQAC director and Dr. Sima Odedra as IQAC coordinator. IQAC committee was formed then after, which included key representatives from both academic and administrative cells. Other members included are experienced alumni, student, parent and even an industrialist.

### **AGENDA 3: Discuss functions of IQAC**

Functions of IQAC were discussed by Dr. Sima Odedra of which, key points are listed below:

- Monitoring academic, administrative and clinical functions of college
- Monitoring activities of various sub committees
- Setting quality benchmarks with consistent work.
- Creating parameters to reach academic as well as non-academic learning goals.
- Coordinates and disseminates information on various quality related activities of the institution.
- Creating student-centric teaching-learning environment.
- Promoting research activities

### **AGENDA 4: Discuss role of IQAC co-ordinator**

IQAC Co-ordinator, coordinates all activities of the cell and helps in the preparation of AQAR.

### **AGENDA 5: Decide frequency of IQAC meetings per annum**

Frequencies of IQAC meetings were discussed and unanimously the frequency was decided to be quarterly

### **AGENDA 6: Formation of various sub-committees under IQAC**

Various sub-committees to be formed were discussed including Dental Education Unit, Curriculum Committee, Mentorship Committee, Placement Cell Committee, Information Technology Cell, etc. Existing committees and new committees formed should be circulated to all departments



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



**AGENDA 7: Discuss Covid 19 protocols**

COVID-19 protocols were discussed. New strategies to curb COVID-19 and protection of students and faculties were discussed. SOPs of all treatments were reviewed and necessary changes were made according to current scenario of COVID-19.

**AGENDA 8: Planning for Covid 19 vaccination program for the employees of GDCHA.**

Planning for Covid 19 vaccination program for the employees of GDCHA was done and vaccination centre was decided to be at our institute. All staff was encouraged to take vaccination.

**AGENDA 9: Planning of CDE programs, academic programs for all departments.**

Department heads were told to decide CDE for their respective specialties and review it in the next meeting.

**AGENDA 10: Any other matter with permission of chair**

Regular maintenance of all registers as per NABH and NAAC requirements and their review to be held in every IQAC meeting.

Actions for Staff profile maintenance in every department to be taken by faculty members of respective departments.

Clinical review of all departments was taken and discussion was held for their improvement.

To provide continuous guidance and counseling to students for their academic and non-academic activities.

**AGENDA 11: Discussion regarding organizing a National Level Conference**

Permission was granted for Pedo-vicron- A National level conference to be conducted by Department of Pedodontics on 21-24 January 2021 for PG students and faculty members. Another named Pedorare from 25-28 April 2021 also to be arranged by Department of Pedodontia.

**AGENDA 12: Planning a seminar as a part of Intellectual Property Rights**

It was planned on Geographic Indications(trademark) on 16-01-2021 by Dr. Sujal Parker at lecture hall 1 for all PGs. A webinar on 5-2-2022 by Mrs.Ujjwal Singh on IPR awareness by NIPAM to be attended by faculties and PG students.

**AGENDA 13: Arranging Parents-Teacher Meeting for all UG students**

It was planned to be arranged on 12-01-2021 in various lecture halls of the institute.

**AGENDA 14: Planning of trip to Govt. Spine Institute**

As dentistry is ergonomically sensitive branch and postural problems faced by students a trip was planned to Spine institute to be supervised by Dr. Parth Pandya for second year students.



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



#### **AGENDA 15: Planning of Curriculum committee and its functions**

It was decided that now onwards newly formed Curriculum committee will look after timely conduction of internal exams of students. Also it will take Curriculum feedback and update SOPs for the same.

#### **AGENDA 16: Planning Inter-Departmental Seminars**

It was decided to be arranged on 23-01-2021 by Department of Oral Surgery on "Mucormycosis". Another on 20-02-2021 by Department of Periodontics on "Interdisciplinary approach for Implant placement"

#### **AGENDA 17: Devising Program/course outcome and graduate attributes and methods for assessment for students**

Same was done and circulated in all departments

#### **AGENDA 18: Arranging training for Hospital Infection Control**

It was arranged on 21-01-2021 by Dr. Harekrishna as per NABH protocols

#### **AGENDA 19: Formation Of DEU and planning Program for faculties**

Dr. Shantanu was made chairperson and other members of DEU were discussed. It was decided that now on Dental Education Unit will plan all faculty development programs. CDE to be planned in Jan. 2021.

#### **AGENDA 20: Arranging a self-development program for students**

Webinar to be arranged on 18-02-2021 by Dr. Parth Pandya on "How to be calm during pandemic"

#### **AGENDA 21: Deciding on Ethical Meeting**

It was decided to be on 13-03-2021

#### **AGENDA 22: Induction training programme for newly joined staff**

It was planned to be organized on 23-03-2021

#### **AGENDA 23: Discussion about "Innovation And Incubation Centre" for research activities in new G+7 building**

The same was discussed and decided to start with immediate effect to promote research activities within the institute.

#### **DECISIONS**

Discussions on all the above agendas were done and the following dates were decided for the respective programs.

- Internal Quality Assurance Cell formed
- Coordinator and Director for IQAC decided



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



**GOVERNMENT DENTAL COLLEGE AND  
HOSPITAL, AHMEDABAD.**



- Functions of IQAC discussed.
- Role of IQAC coordinator discussed.
- Review of covid -19 guidelines to be followed strictly by students.
- Existing and new committees to be circulated in all departments.
- Planning vaccination centre at our institute for staff and students.
- Regular maintenance of all registers as per NABH and NAAC requirements.
- Staff profile maintenance in every department.
- To put emphasis on the team work for NAAC preparations.
- CDE programs to be conducted for faculty as well as student development.
- Clinical reviews taken and steps for improvement decided.
- Actions taken in last quarter reviewed.

<b>Program to be conducted</b>	<b>Date Of Program</b>
Pedo-vicron- A National level conference	21-24 January 2021
Pedorare	25-28 April 2021
Seminar on Intellectual Property Rights	16-01-2021
Parents-Teacher Meeting for all UG students	12-01-2021
Planning of trip to Govt. Spine Institute	12-01-2021
Planning Inter-Departmental Seminars	23-01-2021, 20-02-2021
Training for Hospital Infection Control	21-01-2021
Registration for session on IPR by NIPAM	5-2-2022
Arranging a self-development program for students	18-02-2021
Ethical Meeting	13-03-2021
Induction training program for newly joined staff	23-03-2021

**ACTIONS TAKEN IN LAST QUARTER (October- January 2020)**

1. Formation Of IQAC was discussed in Council Council Committee(Circular No. DCH/70/2020)
2. Submission of Preclinic work and dissertation topic of 1<sup>st</sup> year PG was done.
3. Circular regarding covid duty of Part 1 P.G. students in oral diagnosis department 08/10/2020.
4. Online submission of annual work done of class 1 and class 2 dental surgeons.
5. 1<sup>st</sup> internal examination of final year 20/11/2020-25/11/2020
6. Conduction of practical exam of final year.
7. Covid duty was arranged in S.V.P. hospital for P.G. students.
8. Submission of annual indent requirement for the department.
9. A CDE program on Intellectual Property Rights was organized on 12-10-2021



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



GOVERNMENT DENTAL COLLEGE AND  
HOSPITAL, AHMEDABAD.



10. Webinar on “Employability skill development” on 09-10-2020
11. Webinar on “Language and communication skill” on 10-10-2020
12. Webinar on “Career advancements and guidance” on 18-12-2020
13. Orientation program for Interns on 27-10-2022
14. A value added course on Biostatistics and Research Methodology was conducted from 03-11-2020 to 01-12-2020
15. Course on “Forensic Odontology” on 04-01-2021 to 18-01-2020
16. Meeting for Code of Conduct Committee members was held on 28-12-2020
17. Inter-Department Seminar on 17-10-2020
18. Value Added Course on Hospital Infection Control on 18-11 and 19-11
19. Arranging online webinar for students on 18-12-2020
20. Field Trip to BJMC Anatomy Museum on 24-12-2020

**IQAC**  
Chairperson

**IQAC**  
Director

**IQAC Co-Ordinator**



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



IQAC- Meeting  
Govt. Dental College & Hospital Ahmedabad  
Date: 04/01/2021



Sr No.	Name	Designation	Department	Sign
1.	Dr Girish Parmar	Chairperson	Dean.	
2.	Dr Shilpa Kumbhar	Director	Cms & Endo	
3.	Dr. Sima Qadeer	Co-ordinator	Oral Pathology	
4.	Dr Janki Shah	Member	PHD	
5.	Dr. Pankaj. Shah	member	Prosthodontic	
6.	Dr. Falguni Mehta	Member	Orthodontics	
7.	Dr. Shantaram	Member	Periodontics	
8.	Dr. Sonal Anilji	Member	OMFS	
9.	Dr. Geetha Akhtar	Member	Endo.	
10.	Dr. Meeta Bhaswar	Member	Perio.	
11.	Dr. Jigna Shah	Member	OMR	
12.	Prakash chandhari	AS.	Office	
13.	Santosh Nair	Member	AHA	
14.	Husate Parvatiya	Student Member	Endo	
15.	Suryanshaya Pida Patil	parent member	-	
16.	Priyanka Shekhawat	student member.	-	
17.	Nishit Agrawal	Student Member	-	
18.				
19.				
20.				



**MINUTES OF IQAC MEETING**

**APRIL 2021**



**GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.**



No. DCH/37/2021

Office of Dean

Govt. Dental College and Hospital,  
Ahmedabad-16

Date: 26/03/2021

**CIRCULAR**

**IQAC Meeting**

Quarterly Internal Quality Assurance Cell meeting has been scheduled on 3<sup>rd</sup> April 2021 (Saturday), at 11am at Conference room.

All committee members, department representatives and various committee representatives are requested to be present with review for the period of January to March 2021.

The agenda for the meeting are:-

- Clinical review of department concerned with surge in COVID cases.
- Planning of online CDE program.
- Academic review of departments.
- Strict implementation rules for covid-19 precautions.
- Review of Vaccination Centre
- Planning of PG exams as per Covid -19 guidelines.
- Plan for feedback from various stake-holders.
- To review actions taken for last quarter.
- Review regarding progress of NAAC Accreditation
- Any other matter with the permission of the Chair

Dean  
Govt. Dental College & Hospital,  
Ahmedabad

IQAC Co-Ordinator  
Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC members
- AHA
- AO



## MINUTES OF MEETING

**LOCATION:** Conference room

**DATE:** 3 April 2021

**TIME:** 11:00 am

### **AGENDA 1: Clinical review of department.**

Due to surge of COVID-19 patients, only emergency treatment was to be provided in each department. Infection control to be strictly followed along with bio-medical waste policy to reduce exposure of COVID to students and employees.

### **AGENDA 2: Planning of virtual conference**

Virtual conference named Pedo-rare was proposed by Department of Pedodontics to be conducted on 25-28 April 2021 for PG students and faculty members and it was approved.

### **AGENDA 3: Academic review of departments.**

Discussion of conducting 2nd internal examination of final year was done and exam was decided to be taken online from 19/04/2021-23/04/2021. It was also decided to take online lectures for all the UG students till there is decrease in COVID cases. Also, PG Journal Club and Seminar to be taken online.

### **AGENDA 4: Implement rules for covid-19 precautions.**

All patients visiting GDC to be assessed for temperature, SpO<sub>2</sub>, proper COVID history before treatment. All treatments were done using strict COVID protocols and Personal Protective Barriers.

Due to increase in Mucormycosis cases, Mucormycosis ward was established in the GDC with coordination of ENT, ophthalmology department and dental hospital. Oral and maxillofacial department was told to manage the ward and take necessary actions in response to surging cases of Mucormycosis.

### **AGENDA 5: Review of Vaccination Centre**

Proper functioning of vaccination centre was reviewed. Percentage of employees and students who were fully vaccinated was reviewed.

### **AGENDA 6: Planning of PG exams as per Covid -19 guidelines**

PG exams are to be conducted in the following month, so protocol for conducting the examination according to the COVID guidelines was established and all the department heads were instructed to conduct examination like-wise.

### **AGENDA 7: To review actions taken for last quarter.**

4 copies of dissertation of final year P.G. students in student section were submitted



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



according to prior orders. Ethical meeting was conducted on 13/03/2021.

Interdepartmental seminar was held on 23rd January by department of oral and maxillofacial surgery on Mucormycosis.

#### **AGENDA 8: Review regarding progress of NAAC Accreditation**

Various Policies such as Water and Energy conservation policy, Library policy, Maintenance Policy, etc. were reviewed. Periodic meetings were planned for updates. Feedback from various stakeholders – Patients, Employee, Students and Parents was decided to be conducted by IQAC on various parameter for quality improvement measures.

#### **AGENDA 9: Arranging meeting for “International Cell Committee”**

It was decided to be conducted on 20-05-2021

#### **AGENDA 10: Arranging meeting for “Prevention of sexual harassment committee”**

It was decided to be conducted on 02-06-2021

#### **AGENDA 11: To arrange training program for Control A Management Software**

It was decided to be arranged on 27-05-2021 at Central Library, GDC

#### **AGENDA 12: To arrange two day online workshop by IQAC**

It was decided to conduct online workshop on 4<sup>th</sup> and 5<sup>th</sup> June 2021 on NAAC Sensitization.

#### **AGENDA 13: To arrange a Women Sensitization Program**

It was decided to be organized on 18-06-2021 by Dr. Kajal Patel on Menstrual Hygiene

#### **AGENDA 14: To make arrangements for Yoga Day 2021**

It was decided to arrange online Yoga Day celebration on 21-06-2021 via zoom meeting

#### **AGENDA 15: Arranging Parents Teacher Meeting of UG students**

It was planned on 30-06-2021 for first BDS students

#### **AGENDA 16: To arrange Fire Safety Mock Training for all employees**

It was decided to be arranged on 24 and 25-06-2021

### **DECISIONS**

Discussions on all the above agendas were done and the following dates were decided for the respective programs.

- Review of infection protocol was done.
- Strict implementation of Covid -19 guidelines.
- Planning for conducting 2nd internal examination for final year.
- Decisions regarding duty in Mucormycosis ward.
- Covid -19 rotation duty of interns and P.G. students arranged.



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



- To do provision for extra mucormycosis wards and OTs in the campus.
- Doctors and staff nurse allocation for proper functioning of vaccination centre.
- Various policies for NAAC Accreditation were reviewed.

Program to be conducted	Date Of Program
Meeting for "International Cell Committee"	20-05-2021
Meeting for "Prevention of sexual harassment committee"	02-06-2021
Training program for Control A Management Software	27-05-2021
Two day online workshop on NAAC by IQAC of GDCHA	4/5-06-2021
Women Sensitization Program	18-06-2021
Yoga Day 2021	21-06-2021
Parents Teacher Meeting of UG students	30-06-2021

#### ACTIONS TAKEN IN LAST QUARTER ( JANUARY – MARCH 2021)

1. CDE on "Art of Setting a question paper" by Dr. Jigna Shah was organized by Dental Education Unit on 28<sup>th</sup> Jan.2021
2. Submission of 4 copies of dissertation of final year P.G. students in student section.
3. Conduction of ethical meeting was done on 13/03/2021.
4. Interdepartmental seminar was held on 23rd January hosted by department of oral and maxillofacial surgery on Mucormycosis.
5. Virtual conference named Pedo-vircon – A national level conference was conducted on 21-24 January 2021 for PG students and staff members.
6. Seminar on Intellectual Property Rights on 16-01-2021
7. Parents-Teacher Meeting for all UG students on 12-01-2021
8. Trip to Govt. Spine Institute on 12-01-2021
9. Curriculum committee to take feedback instead of college council committee
10. Inter-Departmental Seminars on 23-01-2021 and 20-02-2021
11. Training for Hospital Infection Control on 21-01-2021
12. Conducted session under National Intellectual Property Awareness Mission(NIPAM) on 5-2-2021
13. Self-development program for students on 18-02-2021
14. Induction training program for newly joined staff on 23-03-2021

  
**IQAC**  
Chairperson

  
**IQAC-**  
Director

  
**IQAC Co-Ordinator**



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



**IQAC- Meeting**  
**Govt. Dental College & Hospital Ahmedabad**  
**Date: 03/04/2021**



Sr No.	Name	Designation	Department	Sign
1.	Dr. Ginish Parmar	Chairperson	Dean & Additional Director	
2.	Dr. Shikhe Kanodi	Director	Oral & Endo	
3.	Dr. Sima Odedra	Co-ordinator	Oral Pathology	
4.	Dr. Falguni Mehta	Member	Orthodontia	
5.	Dr. Sonal Anelli	Member	OMFS	
6.	Dr. Greeta Asthan	Member	Endo	
7.	Dr. Pooja Rupa, 21ka	member	Prosthodontic	
8.	Dr. Jigna Shah	Member	OMR	
9.	Dr. Neeta Bhavsar	Member	Periodontics	
10.	Dr. Janki Shah	Member	PHD	
11.	Dr. Shanlain	Member	Orthodontia	
12.	Priyanka Shekawat	Student Member	-	
13.	Santosh Nair	Member	AHA	
14.	Rajesh Chaudhary	A.O.	Office	
15.	Nishit Agarwal	Student member	-	
16.	Harshik Parvathy	Student Member	Endo	
17.	Dr. Bipin Bellur	Member	OS	
18.				
19.				
20.				

**MINUTES OF IQAC MEETING**  
**JULY 2021**



GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.



No. DC11/52/2021

Office of Dean

Govt. Dental College and Hospital,  
Ahmedabad-16

Date: 24/06/2021

**CIRCULAR**  
**IQAC Meeting**

Quarterly Internal Quality Assurance Cell meeting has been scheduled on 3<sup>rd</sup> July 2021 (Saturday), at 11:00 am in conference room.

All committee members, department representatives and various committee representatives are requested to be present with review for the period of April to June 2021.

The agendas for the meeting are:-

- IQAC committee discussion among various heads of committees.
- Covid -19 precautions and arrangements.
- Review of mucormycosis patient management, availability of drugs, duties of PGs and interns in mucormycosis wards.
- Discussion with all staff members regarding NAAC.
- Maintenance of staff profile and log book
- Review of PG practical examination of all departments.
- Rotating COVID duties for Interns and PG Students
- Review of regular maintenance of ICT tools for smart learning.
- Any other matter with the permission of the Chair

Dean

Govt. Dental College & Hospital,  
Ahmedabad

IQAC Co-Ordinator

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC members
- AHA
- AO





## MINUTES OF MEETING

**LOCATION: Conference room**

**DATE: 3 July 2021**

**TIME: 11:00 am**

### **AGENDA 1: IQAC committee discussion among various heads of committees.**

Review of last quarter was done. Each committee in-charge should facilitate smooth communication among each other. Academic Calender for year 2021-22, Add on course on Forensic Odontology and time table for preliminary examination proposed by Curriculum Committee was approved. DEU suggestion for lecture on Curriculum Development by Dr. Geeta Asthana on 30-06-2021 was accepted by all. E-governance policy of GDC by Information Technology cell was approved and decided to be circulated in all departments. Feedback analysis of Parents, Students and Patients taken in June 2021 was done and suggestions such as allotting reading room in girls hostel and managing appointments in Conservative Department so as to decrease waiting time were noted, and necessary steps were taken in that direction.

### **AGENDA 2: Covid -19 precautions and arrangements.**

Training of COVID-19 third wave preparedness to be done on 19-23 July 2021 for all UG and PG students, paramedical and faculty members.

### **AGENDA 3: Review of mucormycosis patient management, availability of drugs, duties of PGs and interns in mucormycosis wards.**

Ministry of Health, Government of Gujarat declared that all cases of Mucormycosis to be reported to the Ministry via proper channel. Review of patient management and antifungal drugs was done. PGs and interns were allotted rotating duties in mucormycosis ward for efficient management. Various patient awareness program for early diagnosis and prompt treatment to be arranged.

### **AGENDA 4: Discussion with all staff members regarding NAAC.**

Criteria of NAAC were discussed and work allotment was done to different committees and their report to be submitted before next meeting. Programs on Role of IQAC in HEI and NAAC awareness to be organized.

### **AGENDA 5: Maintenance of staff profile and log book.**

All staff to be instructed to strictly maintain their work done in log book and maintain their updated profile.

### **AGENDA 6: Review of PG practical examination of all departments.**

Review of all department heads were taken regarding PG exams which were conducted according to the strict COVID guidelines.



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



### **AGENDA 7: Rotating COVID duties for Interns and PG Students**

Also training for COVID -19 3<sup>rd</sup> wave preparedness was planned on 22-07-2021. For proper treatment, rotation Covid -19 duties of interns and P.G. students was planned and necessary schedule was made.

### **AGENDA 8: Review of regular maintenance of ICT tools for smart learning.**

Instructions were given to maintain smart tools for teaching and any issue has to reported to respective committee

### **AGENDA 9: To decide meeting of Anti-ragging committee**

It was decided on 02-07-2021

### **AGENDA 10: Fire safety mock training in institute**

Training for faculties and students to be arranged on 03-06-2021 and for Class IV and security home guard on 06-08-2021

### **AGENDA 11: Training for COVID-19 Third wave preparedness**

It is to be arranged for Interns on 16-07-2021, for faculty on 23-07-2021 and UG students on 19-07 to 22-07-2021. Extra session to be arranged on 28-07-2021 for those who have missed the training.

### **AGENDA 12: Arranging Inter-departmental seminars**

It is to be arranged by Department of Pedodontics on 24-07-2021 on "Nitrous oxide". Another to be arranged by Department of Oral Medicine on 21-08-2021 on "Antibiotics in Immuno-compromised patients" Next one to be arranged by Department of Oral Pathology on 18-09-2021 on "Biopsy". After that, to be arranged by Department of Orthodontia on 16-10-2021 on "Recent Advances in Orthodontics diagnosis"

### **AGENDA 13: Organizing workshop for students**

It is to be organized on 27-07-2021 on "Photography" by Department of Orthodontia

### **AGENDA 14: Approving Program for faculties by DEU and arranging Induction training for newly joined staff**

Induction training for newly joined staff to be arranged on 29-07-2021

### **AGENDA 15: Arranging meeting of grievance committee**

It is to be arranged on 02-09-2021

### **AGENDA 16: Arranging webinar as a part of "Personality and professional development scheme"**

It was decided to be conducted on 31-08-2021 for interns

### **AGENDA 17: Planning a value-added course**

Value added course on Dental Photography was planned by Department of Orthodontia on 07-09 and 8-09 by Dr. Harshik Parekh. Another course on Forensic Odontology was planned





on 05-10 to 18-10-2021 by Dr. Jayshankar Pillai

### AGENDA 18: Orientation Program for UG students

It was planned for third year BDS students on 01-09-2021. For final year students on 21-09-2021

### AGENDA 19: Hepatitis vaccination of all newly joined employees

To be arranged on 13-09-2021

### AGENDA 20: Arranging seminar as part of Language and communication skill development

It was decided on “Bhasha- ek madhyam” on 09-10-2021

### DECISIONS

Discussions on all the above agendas were done and the following dates were decided for the respective programs. A circular for each of the following programs was issued.

- Covid -19 precautions and arrangements.
- Discussion with all staff members regarding NAAC.
- Staff profile and log book maintained in each department.
- Review of mucormycosis patient management, availability of drugs, duties of PGs and interns in mucor wards.
- Review of smooth conduction of PG practical examination of all departments.
- Rotation Covid -19 duties of interns and P.G. students was planned and necessary schedule was made.
- Reviewed regular maintenance of ICT tools for smart learning.
- Approved E-governance policy of GDC by Information Technology cell
- Devising Academic Calender for year 2021-22

Program to be conducted	Date Of Program
Seminar on “Role of IQAC in Quality Initiatives in Higher Education Institutes”	01-07-2021
Meeting of Anti-ragging committee	02-07-2021
Program on Curriculum Development	30-06-2021
Fire safety mock training in institute for Class IV	06-08-2021
Training for COVID-19 Third wave preparedness for Interns	16-07-2021
Training for COVID-19 Third wave preparedness for faculty	23-07-2021
Training for COVID-19 Third wave preparedness for UG students	19-07 to 22-07-2021
Training for COVID-19 Third wave preparedness – Extra session	28-07-2021
Inter-departmental seminars	24-07-2021, 21-08-2021, 18-09-2021, 16-10-2021
Workshop for students	27-07-2021
Induction training for newly joined staff	29-07-2021
Meeting of grievance committee	02-09-2021



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Oedra  
IQAC Co-ordinator



webinar as a part of "Personality and professional development scheme	31-08-2021
Value added course on Dental Photography	07-09 and 08-09
Add on course on Forensic Odontology	05-10 to 18-10-2021
Orientation Program for third BDS students	01-09-2021
Orientation Program for Final BDS students	21-09-2021
Hepatitis vaccination of all newly joined employees	13-09-2021
Seminar as part of Language and communication skill development	09-10-2021

### ACTIONS TAKEN IN LAST QUARTER (APRIL – JUNE 2021)

1. Extra wards and one extra OT table in GDC were prepared to accommodate more patients by Oral and Maxillofacial Surgery department. Operation Theatres of Government Spine Institute, Institute of Kidney Diseases and Department of Plastic Surgery, BJ Medical College were used for round the clock treatment of increasing Mucormycosis cases. Extra wards were also established in B8 ward of Civil Hospital, spine institute and 1200 bed hospital within Civil Hospital Campus for patient's convenience.
2. PG students from other colleges were arranged for more man-power in mucormycosis wards as well as OT. Staff was deputed from CHC centers and special appointment of ophthalmologist was also done to aid in multi-specialized Mucormycosis treatment.
3. Practical examination conduction of PG students.
4. Circular for rotational duty in Mucormycosis ward.
5. Meeting for "International Cell Committee" on 20-05-2021
6. Meeting for "Prevention of sexual harassment committee" on 02-06-2021
7. Training program for Control A Management Software on 27-05-2021
8. Two day online workshop on NAAC Sensitization by IQAC of institute on 04-06 and 05-06-2021.
9. Women Sensitization Program on 18-06-2021
10. Yoga Day 2021 on 21-06-2021
11. Parents Teacher Meeting of UG students on 30-06-2021

  
**IQAC**  
Chairperson

  
**IQAC**  
Director

  
**IQAC** Co-Ordinator



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



**IQAC- Meeting**  
**Govt. Dental College & Hospital Ahmedabad**  
**Date: 03/07/2021**



Sr No.	Name	Designation	Department	Sign
1.	Dr. Girish Parmar	Chairperson	Dean	
2.	Dr. Sima Odedra	Co-ordinator	Oral Pathology	
3.	Dr. Shilpa Kausik	Director	Cms & Endo	
4.	Dr. Geeta Bhatnagar	Member	Endo	
5.	Dr. Sonal Anandhi	Member	OMFS	
6.	Dr. Neeta Bhavsar	Member	Periodontia.	
7.	Dr. Shantani	Member.	Pododontia	
8.	Dr. Janki Shah	Member	PHD	
9.	Dr. Jignesh	Prof & Head	OML	
10.	Dr. Pooja Mehta	Member	Orthodontics	
11.	Dr. Resham J. Shah	member	Prosthetic	
12.	Nishit Agarwal	Student member	-	
13.	Santosh Nair	Member.	ATIA	
14.	Pooja Chaudhary	A.O.	OAPice	
15.	Priyanka Mehta	Student Member	-	
16.	Vishal Bhatt		OS	
17.	Dr. Bipin Sachdev	Member	OS	
18.	Harshika Parvathi	Student member	Endo	
19.				
20.				

**MINUTES OF IQAC MEETING  
OCTOBER 2021**



**GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.**



No.DCH/35/2021

Office of Dean

Govt. Dental College and Hospital.

Ahmedabad-16

Date: 11/10/2021

**CIRCULAR**  
**IQAC Meeting**

Quarterly Internal Quality Assurance Cell meeting has been scheduled on 16<sup>th</sup> October 2021 (Saturday), at 11 am in conference room.

All department representatives are requested to be prepared with departmental review presentation for the period of July to September 2021.

The agenda for the meeting is :-

- Clinical review of department.
- Planning of CDE program, interdepartmental seminars
- Review patients' feedback.
- Academic review of departments.
- To review actions taken for last quarter.
- Infection control review.
- SSR preparation.
- Individual committees report.
- Identifying grey areas in each criterion.
- Assimilation of needed qualitative and quantitative data.
- Need for weblinks and associate datas for uploading.
- Any other matter with the permission of the Chair

Venue: conference room

Date: 16/10/2021

Time: 11:00 am

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

**IQAC Co-Ordinator**

Govt. Dental College & Hospital.  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC members
- AO
- AHA



## MINUTES OF MEETING

**LOCATION:** Conference room

**DATE:** 16 October 2021

**TIME:** 11:00 am

**The agenda for the meeting was:-**

### **AGENDA 1: Clinical review of departments**

Dr. Girish Parmar, Dean and Additional Director, started the meeting emphasizing the importance of incorporating newer clinical techniques in all departments. Clinical work done and problems faced in all department was reviewed.

### **AGENDA 2: Academic review of departments**

Importance of Objective Structured Clinical Evaluation (OSCE) was discussed by the IQAC Co-ordinator. Permission was granted for training session for the same. Each department was directed to work on it for structured uniform evaluation pattern. Proposed OSCE policy by DEU was approved by all. Training session for PG students and staff on “Dental Operating Microscope” by Department of Conservative dentistry and Endodontics was planned.

### **AGENDA 3: Planning of CDE programs & Interdepartmental seminars**

Review of previous CDE and interdepartmental seminar was done. Next CDE by Prosthodontics and Periodontics Dept., interdepartmental seminar by Orthodontics department were approved. Value added courses on “Biostatistics and Research Methodology” and “Hospital Infection Control” suggested by Curriculum Committee were approved.

### **AGENDA 4: Review feedback of various stakeholders.**

Feedback forms collected from various stakeholders – employees were reviewed. There was suggestion to increase the width of toilet door to let wheel chair go in for handicapped people. Suggestion was accepted and PIU was instructed to do the needful.

### **AGENDA 5: Infection control review.**

Infection control protocol followed by each department was reviewed. Importance was given to follow uniform protocol according to NABH in all departments. All departments were to maintain registers for the same.

### **AGENDA 6: Individual committees report.**

Progress of individual committees was reviewed to find out grey areas for NAAC accreditation process. Each committee incharge was asked to work on it. Sports policy prepared by sports committee was approved by all.

### **AGENDA 7: Identifying grey areas in each criterion.**

Grey areas of each criterion was discussed and suggestions were taken from all the members to work on it. Each representative was asked to give SSR score for self evaluation.



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator





**AGENDA 8: Assimilation of needed qualitative and quantitative data for NAAC.**

Each criterion representative was asked to assimilate qualitative and quantitative data of that criterion for self-evaluation for NAAC accreditation.

**AGENDA 9: To review actions taken for last quarter.**

Actions taken in last quarter were reviewed as per the planning. Importance was stressed on coordinating the collection of data by various committees.

**AGENDA 10: Arranging women sensitization program**

It was arranged on 22-10-2021 by Dr. Gunjan Chauhan and 22-12-2021 on Menopause

**AGENDA 11: Induction training program for newly joined staff**

It was planned on 28-10-2021

**AGENDA 12: Training for COVID third wave preparedness**

“ICU exposure training” to be arranged on 30-10-2021

**AGENDA 13: Meeting of Code of Conduct committee**

It was arranged on 02-11-2021

**AGENDA 14: Planning Orientation programs for UGs and PGs**

Orientation programs for interns was planned on 15-11 and for second year students on 18-11

**AGENDA 15: Arranging Parents- Teacher Meeting of UG students**

It was decided to be on 20-12-2021

**AGENDA 16: Program as a part of soft skill development**

It is to be arranged on “Image J analysis” on 17-12-2021

**AGENDA 17: Program as a part of guidance program**

To be arranged on 21-12-2021

**AGENDA 18: Arranging One Day Denture Camp**

To be arranged on 04-01-2022

**DECISIONS**

Discussions on all the above agendas were done and the following dates were decided for the respective programs.

- Periodic meetings planned for NAAC updates.
- Planning for OSCE Orientation program.



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



- To work on suggestions given in feedback by various stakeholder for quality enhancement of GDC.
- Follow infection control protocol according to NABH and maintain related records.
- To do detail analysis of grey areas in all criteria and work on it
- SSR score to be given by each criterion representative.
- Sports policy and policy for OSCE approved

<b>Program to be conducted</b>	<b>Date Of Program</b>
Women sensitization programme	22-10 and 22-12
Value Added course on "Biostatistics and Research Methodology	02-11-2021 to 30-11-2021
Induction training programme for newly joined staff	28-10-2021
Training for COVID third wave preparedness	30-10-2021
Meeting of Code of Conduct committee	02-11-2021
Orientation programs for interns	15-11-2021
Orientation programs for second year students	18-11-2021
Value added course on Hospital Infection Control	29-11 and 30-11
Training session for pg students and staff	25-11-2021
Parents- Teacher Meeting of UG students	20-12-2021
Program as a part of soft skill development	17-12-2021
Program as a part of guidance program	21-12-2021
One Day Denture Camp	04-01-2022
CDE Program for PGs and Staff	12-01-2022

#### **ACTIONS TAKEN IN LAST QUARTER ( JULY – SEPTEMBER 2021)**

1. Preliminary examination conducted for final year from 29/07/2021-03/0/2021.
2. Fire safety demonstration cum training program done on 6<sup>th</sup> August 2021.
3. Celebration Independence Day on 15<sup>th</sup> August 2021
4. Commencement of term of 3<sup>rd</sup> year and final year.
5. Seminar on "Role of IQAC in Quality Initiatives in Higher Education Institutes" on 01-07-2021
6. Meeting of Anti-ragging committee on 02-07-2021
7. Program on Curriculum Development on 30-06-2021
8. Fire safety mock training in institute for Class IV on 06-08-2021
9. Training for COVID-19 Third wave preparedness for Interns on 16-07, for faculty on 23-07-2021, for UG students on 19-07 to 22-07 and extra session on 28-07-2021
10. Inter-departmental seminars on 24-07-2021, 21-08-2021, 18-09-2021 and 16-10-2021
11. Workshop for students on 27-07-2021
12. Induction training for newly joined staff on 29-07-2021
13. Meeting of grievance committee on 02-09-2021
14. Webinar as a part of "Personality and professional development" on 31-08-2021
15. Value added course on Dental Photography on 07-09 and 08-09



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



16. Add on course on Forensic Odontology on 05-10 to 18-10
17. Orientation Program for third BDS students on 01-09-2021 and for final BDS students on 21-09-2021
18. Hepatitis vaccination of all newly joined employees on 13-09-2021
19. Seminar as part of Language and communication skill development on 09-10-2021

**IQAC**  
Chairperson

**IQAC**  
Director

**IQAC** Co-Ordinator





**IQAC- Meeting**  
**Govt. Dental College & Hospital Ahmedabad**  
**Date: 16/10/2021**



Sr No.	Name	Designation	Department	Sign
1.	Dr. Girish Parmar	Chairperson	Dean and Additional Director	
2.	Dr. Sima Odedra	Co-ordinates	Qual Path.	
3.	Dr. Shilpa Kharoli	Director	Cms & Endo	
4.	Dr. Neeta Bhavsar	Member	Pero.	
5.	Dr. Gauri Asthan	Member	Endo	
6.	Dr. Jignasha	Prof + Head	OMK	
7.	Dr. Rupalika	member	prosthetic	
8.	Dr. Falguni	Member	Orthodontics	
9.	Dr. Soval Anshika	Member	OMFS	
10.	Dr. Janvi Shah	Member	PHD	
11.	Dr. Shantani	Member	Pedodontia	
12.	Dr. Dhara	Alumni Member		
13.	Santosh Nair	Member	ATA	
14.	Rajesh chandhosi	A.O.	OFFICE	
15.	Priyanki Meekawat	Student Member	-	
16.	Nishit Agarwal	Student Member	-	
17.	Dr. Sanjay Lagdre	Hostel Committee	Protho	
18.	Dr. Rachana Shah	Cultural Committee	Protho	
19.	Dr. Abhishek Parmar	Sports Committee	Cms & endo	
20.	Hensik Paroudal	Student Member	Endo	

**MINUTES OF IQAC MEETING**  
**JANUARY 2022**



**GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.**



No. DCH  
Office of Dean  
Govt. Dental College and Hospital,  
Ahmedabad-16  
Date: 03 /01/2022

**CIRCULAR**  
**IQAC Meeting**

Quarterly Internal Quality Assurance Cell meeting has been scheduled on 8<sup>th</sup> January, 2022 (Saturday), at 11 am in IQAC room.

All IQAC members, department representatives and representatives of various committees are requested to be present with their activities for the period of October to December 2021.

The agenda for the meeting is :-

- Clinical review of department.
- Planning of CDE program, interdepartmental seminars
- Review patients' feedback.
- Academic review of departments.
- To review actions taken for last quarter.
- Infection control review.
- SSR preparation.
- Individual committees report.
- Identifying grey areas in each criterion.
- Assimilation of needed qualitative and quantitative data.
- Need for weblinks and associate datas for uploading.
- Any other matter with the permission of the Chair

Venue: IQAC room

Date: 08/01/2022

Time: 11:00 am

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

**IQAC Co-Ordinator**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC members
- AIIA
- AO



## MINUTES OF MEETING

LOCATION: IQAC room

DATE: 8<sup>th</sup> January 2022

TIME: 11:00 am

### **AGENDA 1: Clinical review of department.**

All the department heads made a presentation regarding update in their respective departments. COVID third wave protocols were told to be implemented. Strict infection control instructed to be maintained.

### **AGENDA 2: Arranging precaution dose vaccination for all employees and students**

Ministry of Health, Government of India has announced precaution dose for those health care workers whose second dose time period has exceeded 9 months. Precaution doses were instructed to be given to all eligible employees and students in the campus.

### **AGENDA 3: Review COVID protocols**

Due to surging cases of Omicron variant, all the protocols were reviewed and strict instructions were given to follow them. Symptomatic employees and students should isolate themselves for 1 week.

### **AGENDA 4: Academic review of departments.**

OSCE orientation program was conducted on 17 December 2021. CDE program on Research Methodology and Biostatistics was carried out for PG students and faculty members on 24<sup>th</sup>

December 2021 by Dr. Harshwardhan Chaudhary. Planning for PG mock examination by respective departments. Planning for internal examination of Final year UG students.

### **AGENDA 5: SSR preparation for NAAC**

The self study report has to be submitted for NAAC which involves collection of data from all the committee representatives.

### **AGENDA 6: Preparation for NABH inspection**

NABH inspection is expected and all protocols established for patient treatment, sterilization, waste management, etc should be followed and records should be updated.



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



**AGENDA 7: Need for web-links and associate data for uploading.**

To upload data on website, all the associate data were planned to be linked with respective web-links and to be verified by the committee members.

**AGENDA 8: To review actions taken for last quarter.**

Review was taken regarding feedback from various stake holders for quality enhancement of GDC. Review of SSR score which has to be given by each criteria representative. Woman sensitization program was conducted on 22<sup>nd</sup> December 2021. Organ Donation Awareness Program was held on 18<sup>th</sup> November 2021. CDE programs and interdepartmental seminars conducted in last quarter were reviewed. CDE planning by Periodontics Dept. and Orthodontics Dept. was reviewed.

**AGENDA 9: Approving exam time tables and CDE programs by Curriculum Committee**

First internal time table for final year and second year and second internal for third year BDS approved. Seminar on "Hard and soft tissue considerations in Periodontics" on 11-01-2022 was approved. CDE program for students and staff on "Dolphin software" on 07-03-2022 was approved.

**AGENDA 10: Approving programs planned by DEU**

Induction training programme for newly joined staff was approved on 03-02-2022. CDE for faculties on the topic "Teaching-Learning and Evaluation" on 14-03-2022 was approved. Orientation program for First year UG was approved to be conducted on 21-03-2022

**AGENDA 11: Registration of Intellectual Property Seminar by NIPAM**

All staff members and PG students were encouraged to register for IPR awareness by NIPAM.

**AGENDA 12: Meeting regarding Procurement of Instruments and Equipments through GEM**

It was decided for all HODs to meet every Wednesday 2:30 pm for the same.

**AGENDA 13: To prepare for NABH Surveillance Assessment Review**

All HOD were requested to update, check and confirm all NABH protocols are strictly followed.

**AGENDA 14: Arranging Medical health check-up for all the employees**

To be arranged on 07-03 to 30-03



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kauodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator





### **AGENDA 15: Women's Day Celebration**

As a part of celebration, a lecture and performance by Dr. Suprava Mishra to be arranged on 08-03-2022. Women Welfare Cell was revised.

### **AGENDA 16: Hepatittis-B Vaccination for newly joined employees**

To be arranged on 01-04-2022

### **AGENDA 17: Arranging One Day Denture Camp**

To be arranged on 01-04-2022 by Department of Prosthodontia.

### **DECISIONS**

Discussions on all the above agendas were done and the following dates were decided for the respective programs. A circular for each of the following programs was issued

<b>Program to be conducted</b>	<b>DATE OF PROGRAM</b>
Seminar on "Hard and soft tissue considerations in Periodontics	11-01-2022
Induction training programme for newly joined staff	03-02-2022
Hospital Infection Control Training	09-02-2022
To arrange CDE for faculties	14-03-2022
Arranging CDE program for students and staff	07-03-2022
Arranging Medical health check-up for all the employees	08-03-2022 07-03 to 30-
Women's Day Celebration	08-03-2022
Orientation program for First year UG	21-03-2022
Hepatittis-B Vaccination for newly joined employees	01-04-2022
One Day Denture Camp	01-04-2022
Women Welfare Cell policy revised	

### **ACTIONS TAKEN IN LAST QUARTER ( OCTOBER – DECEMBER 2021)**

1. Training of Teaching Staff and PG students for preparation of Covid 3<sup>rd</sup> wave.
2. First year Post graduate batch joined between 29<sup>th</sup> October to 8<sup>th</sup> November.
3. Rotational duty of Laboratory technician for primary checkup for Covid in OPD arranged.
4. New Interns batch started from 1<sup>st</sup> November 2021.



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



5. Orientation Program for PG first year and PG teacher allotment held on 8<sup>th</sup> November 2021.
6. Organ Donation Awareness Program was held on 18<sup>th</sup> November 2021.
7. Annual requirement of materials/ instruments submitted by each department.
8. Submission of vaccination status of all the teaching staff and health care providers.
9. Dissertation submission of 3<sup>rd</sup> year P.G. students.
10. Training of oral health assessment form for oral disease free DANG district under NOHP conducted.
11. Guidance program was held regarding competitive exams for Interns on 21 December 2021.
12. Informative session was held for implementing OSCE in view of forthcoming NAAC inspection on 17<sup>th</sup> December 2021.
13. Women sensitization program on 22-10 and 22-12
14. Value Added course on "Biostatistics and Research Methodology on 02-11 to 30-11
15. Induction training program for newly joined staff on 28-10-21
16. Training for COVID third wave preparedness on 30-10-2021
17. Meeting of Code of Conduct committee on 02-11-2021
18. Orientation programs for interns on 15-11 and for second year students on 18-11-21
19. Value added course on Hospital Infection Control on 29-11-21 and 30-11-21
20. Training session for pg students and staff on 25-11-21
21. Parents- Teacher Meeting of UG students on 20-12-21
22. Program as a part of soft skill development on 17-12-21
23. Program as a part of guidance program on 21-12-21
24. One Day Denture Camp on 04-01-2022
25. CDE Program for PGs and Staff on 12-01-2022

  
IQAC  
Chairperson

  
IQAC  
Director

  
IQAC Co-ordinator



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



**IQAC- Meeting**  
**Govt. Dental College & Hospital Ahmedabad**  
**Date: 08/01/2022**



Sr No.	Name	Designation	Department	Sign
1.	Dr. Girish Parmar	Chairperson	Dean	
2.	Dr. Shikha Kanodia	Asst Director	Cons & Endo	
3.	Dr. Sima Odedra	Co-ordinator	Oral Pathology	
4.	Dr. Pankaj D. G. Na	Member	Peri-Implant	
5.	Dr. Sonal Anilbhai	Member	OMFS	
6.	Dr. Shantaram	Member	Pedodontia	
7.	Dr. Falguni Mehta	Member	Orthodontics	
8.	Dr. Geeta Anilbhai	Member	Endo	
9.	Dr. Jignesh Patel	Prof & Head	ONK	
10.	Dr. Janki Shah	Member	PHD	
11.	Dr. Ketika Bhanu	Member	Periodontics	
12.	Kavyanshu	Parent member		
13.	Santosh Nair	Member	AHA	
14.	Prakash Chaudhari	A.O.	QA/ICE	
15.	Nishit Agarwal	Student member	-	
16.	Hansik Parvathi	Student Member	Endo	
17.	Priyanka Mehta	Student Member	-	
18.	Dr. Kapil K. Sethia	Member	OS	
19.				
20.				



**MINUTES OF IQAC MEETING**

**APRIL 2022**



**GOVERNMENT DENTAL COLLEGE & HOSPITAL,  
AHMEDABAD.**



No. DCH  
Office of Dean  
Govt. Dental College and Hospital.  
Ahmedabad-16  
Date: 11/4/2022

**CIRCULAR**  
**IQAC Meeting**

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 12<sup>th</sup> April, 2022. Tuesday 10 Am in conference room.

All IQAC members, department representatives and representatives of various committees are requested to be present to review clinical, academic and administrative functions from January to March 2022.

The agenda for the meeting are :-

- Clinical and academic review of all Departments.
- To review planning and execution of PG university exams.
- Infection control review
- To look after smooth functioning of all dcpts. during summer vacation
- To review CDE, workshop conducted in last quarter
- Review minutes of various committees
- Review progress of NAAC preparation
- Identification and working on grey areas in each criteria
- To review action taken on various parameter in last quarter
- Any other matter with the permission of the Chair

Venue : IQAC room

Date: 12/4/2022

Time: 10:00 Am

Govt. Dental College & Hospital,  
Ahmedabad

**IQAC Co-Ordinator**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

- All Departments (HODs/ in charge)
- IQAC members
- AHA
- AO



LOCATION: Conference room

DATE: 12<sup>th</sup> April 2022

TIME: 10:00 am

### Discussion

#### **AGENDA 1: Department wise clinical and academic review and planning of PG university exam.**

- Publications in standard journals and research should be motivated in all departments. Efforts should be made to include all surgeries done by oral surgery department in PMJAY (Pradhan Mantri Jan Arogya Yojana)
- Arrangements for Pg exam was done.
- NAAC/NABH related data from all departments should be sent to respective committee within first 5 days of every month.
- Clear aligners treatment should be evaluated and practiced by ortho dept.
- Students playing sports at State and National level should be motivated to continue playing sports.

#### **AGENDA 2: Infection control review**

Infection control review was taken from all departments and strict actions were told to be taken

#### **AGENDA 3: Arranging CDE programs**

CDE program calendar of all Department to be formed within one month time. Each dept. will be allotted sum of 1 lac Rs from RKS to conduct CDE program per Year.

#### **AGENDA 4: Calendar of Interdepartmental seminars to be formed and circulated.**

Calendar of Interdepartmental seminar was formed

#### **AGENDA 5: Planning for fellowship in general dentistry for 15 students every 6 months for those who have registered in DCI.**

The syllabus of program will mainly cover 4 subjects Endodontics, Periodontics, Prosthodontics and Oral Surgery. Planning for online application and fees for the same on college website should be done. Fellowship program for dental implants, esthetic Dentistry and microscopic dentistry to be planned.

#### **AGENDA 6: Planning for IQAC room**

Separate room for IQAC was allotted.

#### **AGENDA 7: Approving exam time tables and CDE programs by Curriculum committee**

Time table of second internal exam and prelim exam time table of all years were approved. Policy for Curriculum Feedback was updated and circulated

#### **AGENDA 8: Approving programs planned by DEU**

Induction Training for newly joined staff was approved to be arranged on 12-05-2022

#### **AGENDA 10: Hepatitis vaccination of all students**

To be arranged on 17-05-2022

#### **AGENDA 11: To arrange Parents Teacher Meeting of All years**



Dr. Girish Parmar  
IQAC Chairperson

Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Odedra  
IQAC Co-ordinator



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



**AGENDA 11: To arrange Parents Teacher Meeting of All years**

It is to be arranged on 28-06-2022

**AGENDA 12: Arranging Anti-Ragging Seminar**

To be arranged on 15-07-2022

**AGENDA 13: Guru-purnima celebration**

All necessary arrangements to be done on 13-07-2022 in lecture hall 2

**AGENDA 14: NEP CELL FORMATION**

Discussion regarding NEP cell formation for the college and sensitization program for the staff members to be arranged for the same.

**DECISIONS**

Discussions on all the above agendas were done and the following dates were decided for the respective programs. A circular for each of the following programs was issued

<b>Program to be conducted</b>	<b>DATE OF PROGRAM</b>
Induction Training for newly joined staff	12-05-2022
Hepatitis vaccination of all students	17-05-2022
Parents Teacher Meeting of All years	28-06-2022
Anti-Ragging Seminar	15-07-2022
Guru-Purnima celebration	13-07-2022

Planning for fellowship in general dentistry for 15 students every 6 months for those who have registered in DCI was done.

Separate room for IQAC was allotted.

Time table of second internal exam and prelim exam time table of all years were approved

Policy for Curriculum Feedback updated



**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



**ACTIONS TAKEN IN LAST QUARTER ( JAN – MARCH 2022)**

1. Final Year internal examination was conducted in January, 2022.
2. CDE program on Hard and Soft Tissue Surgery was organized on 11<sup>th</sup> January, 2022.
3. CDE program was held on topic "Peizosurgery in Periodontics" on 12<sup>th</sup> January, 2022.
4. CDE on Oral Screen Thumb Sucking was conducted on 21<sup>st</sup> January, 2022.
5. Intellectual Property Awareness program was arranged by Govt. Of India under NIPAM on February 8, 2022.
6. Commencement of Third year BDS second term on 15<sup>th</sup> February.
7. Mandatory submission of consent form for anesthesia for all the departments.
8. CDE program was held on Topic "Dolphin imaging software relevance in dental specialities" on 7<sup>th</sup> March 2022.
9. Final year BDS practical exams of minor batch conducted from 12<sup>th</sup> March 2022.
10. CDE program was held for upgradation of "Teaching, Learning and Evaluation" skills on 14<sup>th</sup> March 2022.
11. CDE program Cons'clave 22 was conducted by GACDE and hosted by Dept. Of Conservative Dentistry and Endodontics on 25<sup>th</sup> March 2022.
12. Induction training programme for newly joined staff on 03-02-2022
13. Hospital Infection Control Training on 09-02-2022
14. CDE for faculties on 14-03-2022
15. Medical health check-up for all the employees on 08-03 to 30-03
16. Women's Day Celebration on 08-03
17. Orientation program for First year UG on 21-03-2022
18. Hepatitis-B Vaccination for newly joined employees on 01-04-2022
19. One Day Denture Camp on 01-04-2022
20. Women Welfare Cell policy revised

  
IQAC  
Chairperson

  
IQAC  
Director

  
IQAC Co-Ordinator



Dr. Girish Parmar  
IQAC Chairperson

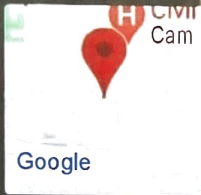
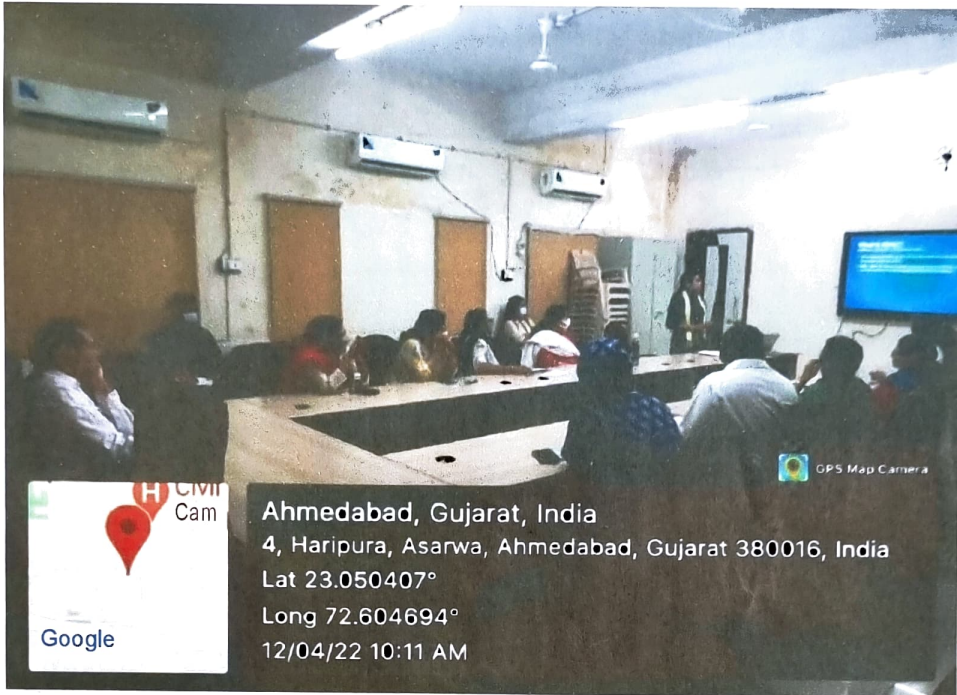
Dr. Shikha Kanodia  
IQAC Director

Dr. Sima Oedra  
IQAC Co-ordinator

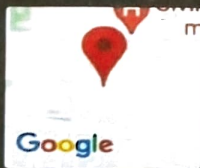
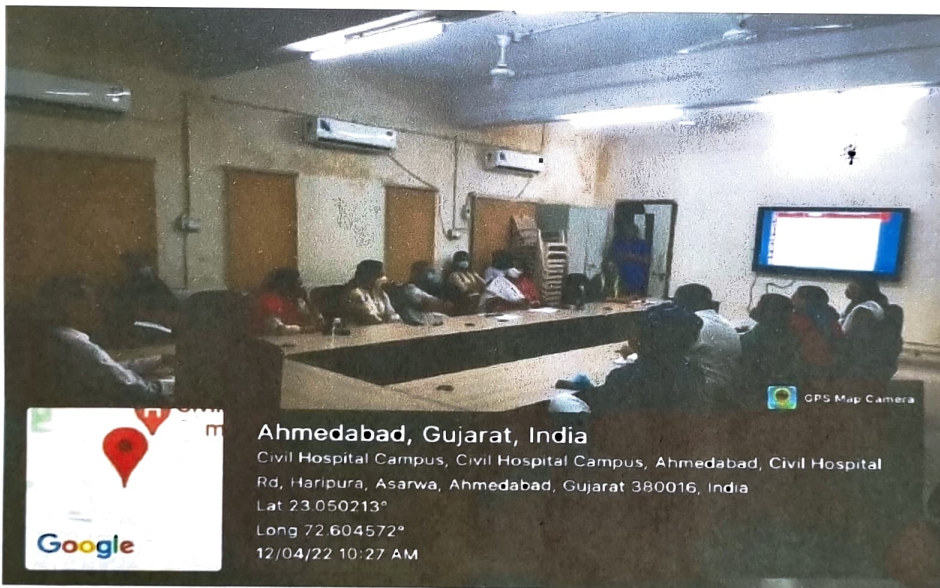




**GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.**



Ahmedabad, Gujarat, India  
4, Haripura, Asarwa, Ahmedabad, Gujarat 380016, India  
Lat 23.050407°  
Long 72.604694°  
12/04/22 10:11 AM



Ahmedabad, Gujarat, India  
Civil Hospital Campus, Civil Hospital Campus, Ahmedabad, Civil Hospital  
Rd, Haripura, Asarwa, Ahmedabad, Gujarat 380016, India  
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**Dr. Girish Parmar**  
IQAC Chairperson

**Dr. Shikha Kanodia**  
IQAC Director

**Dr. Sima Odedra**  
IQAC Co-ordinator



**IQAC- Meeting**  
**Govt. Dental College & Hospital Ahmedabad**  
**Date: 12/04/2022**



Sr No.	Name	Designation	Department	Sign
1.	Dr. Girish Parmar	Chairperson	Dean	
2.	Dr. Shikha Kanode	<del>Co-ordinator</del> Cura & Endo	Cura & Endo	
3.	Dr. Sima Odedra	Co-ordinator	Oral Path	
4.	Dr. Geetha Ashkan	Member	Ench	
5.	Dr. Shanlain	Member	Periodontia	
6.	DR. Jigna Shah	Paul & H	OMC	
7.	Dr. Falguni Mehta	Member	Orthodontics	
8.	DR. Rupali Shah	member	Phth	
9.	Dr. Sonal Anshika	Member	OMFS	
10.	Dr. Janki Shah	member	PHD	
11.	Dr. Neeta Bhasani	Member	Periodontia	
12.	Dr. Saanjay Logde	faculty	Prosthodontics	
13.	Santosh Nair	Member	ATEA	
14.	Pravech Chandhara	A.O.	OFFICE	
15.	Priyanka Mehta	Student Member	-	
16.	Nishit Agarwal	Student Member	-	
17.	Harsik Parupally	Student Member	Ench	
18.	Dr. Bipin Sarda	Member	OS	
19.				
20.				