

**MINUTES OF IQAC MEETING**  
**JULY 2022**



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



No.  
Govt. Dental College and Hospital,  
Ahmedabad-16  
Date: 21/7/2022

**CIRCULAR**  
**IQAC MEETING**

Quarterly Internal Quality Assurance Cell (IQAC) meeting is scheduled on 23/7/2022, Saturday in Lecture Hall no. 2 at 12 pm. All staff members are requested to be present for the same.

The Agenda of the meeting are:

- 1) Clinical and Academic review of all Departments
- 2) Review of Individual Committees
- 3) Planning of CDE /Interdepartmental Seminars
- 4) Planning for Academic Calendar
- 5) Planning for upcoming UG examinations
- 6) Review of SSR uploading
- 7) Updates on New MOUs
- 8) Review of activities of last quarter
- 9) Any other matter with the permission of the Chairperson

Venue: Lecture Hall No. 2

Date: 23/7/2022

Time: 12 pm

**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



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



## MINUTES OF MEETING

**LOCATION:** Lecture Hall 2

**DATE:** 23-07-2022

**TIME:** 9:00 am

### AGENDA 1: Planning for upcoming examination

Dr. Harshad, Head of examination committee spoke about preparation of upcoming UG examination. Schedule was discussed and finalized

### AGENDA 2: Planning of Academic Audit

Importance of regular academic audit was explained by Dr. Shantanu. It was decided that it will be conducted department wise daily from 10 am to 12 pm and schedule was prepared. It was planned that daily academic audit done from 25-07-2022 to 03-08-2022 in each department of hospital to assess the academic work done by Post graduate students and faculty.

### AGENDA 3: Review of SSR uploading

Dr. Sima Odedra presented the Self Study Report to be uploaded on NAAC website. Discussion was done and necessary changes were done.

### AGENDA 4: To organize seminar as a part of "Women Sensitization"

A seminar to be organized on "Gender Equality Awareness" for 1<sup>st</sup> year BDS students as a part of Women Sensitization program on 28-07-2022 at Lecture Hall 2 by Dr. Jurmi Kothari.

### AGENDA 5: Planning of cultural events for students

An event of "Debate competition" was planned on Topic "Euthanasia" to be judged by Dr. Jayasankar Pillai and Dr. Sneha Rao on 30-07-2022. A Painting/ Sketching Competition was planned on topic of 'Awareness regarding Monkey-pox' to be judged by Dr. Dwitiya Shukla and Dr. Harikrishna Ramanuj on 29-07-2022. Another event called "Talent Unfiltered" was decided to be conducted and judged by Dr. Tejas Gadhvi and Dr. Swati Goyal on 28-07-2022. All these events were decided to be conducted at Lecture Hall 2.

*Shukla*



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodiya  
IQAC Director

Dr. Girish Parmar  
IQAC Chairperson



#### **AGENDA 6: Planning of Upskilling and refresher course**

It was planned to be conducted on ControlA academic management software by ImageIO Knowledge Solutions Pvt Ltd Company for enhancement of learning environment, academic resources and planning in the institute on 27-07-2022 at Lecture Hall 2.

#### **AGENDA 7: Discussion regarding Enrollment of remaining faculties and PG students for Biometric Attendance Device (DCI)**

As per directives of DCI, a mail was received from Online Faculty and Students Attendance Monitoring System (OFSAMS) that they will visit the institute on 01-08-2022 for taking facial and finger impression of the user and verify their details. All faculties were informed the same and circular was prepared for the same.

#### **AGENDA 8: Planning Orientation Programme for Final Year BDS students**

It was decided to be conducted on 27-07-2022 in Lecture Hall 2. A presentation to be made by Dr. Shikha Kanodia. Planning for lecture on "Hospital Infection Control" by Dr. Jurmi Kothari and mentor allotment was done

#### **AGENDA 9: Celebration of Independence Day**

It was decided that as a part of Azadi ka Amrit Mohatsav, All faculty members and students organize and take part for celebration to be conducted on 13-08-2022

#### **AGENDA 10: Planning for Inter-Departmental Seminar**

It was decided that Department of Periodontology will conduct next inter-departmental seminar on 20-08-2022 on Dental Lasers topic

#### **AGENDA 11: Planning for CDE program**

A CDE program on Lasers in Dentistry for all UG students, Interns and Faculties to be arranged by Dr. Apoorva Gupta on 29-08-2022

#### **AGENDA 12: Planning for interactive session for faculty and students**

A lecture and interactive session was planned for faculties on topic "ABCD of parenting" on 03-09-2022 and on "Is your smart phone smarter than you?" for students on the same date by Dr. Swati Vinchurkar.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodiya  
IQAC Director

Dr. Girish Parmar  
IQAC Chairperson





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



## DECISIONS

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

Program to be conducted	Date Of Program
Upskilling and refresher course on "Control A" academic management system	27 <sup>th</sup> July 2022
Orientation programme for final year BDS students	27 <sup>th</sup> July 2022
Manpasand carving program	28 <sup>th</sup> July 2022
lecture on "Gender equality Awareness"	28 <sup>th</sup> July 2022
Add-on course on "Basics of Rotary Endodontics	29 <sup>th</sup> July 2022
Seminar on language and communication skill development	29 <sup>th</sup> July 2022
Cultural event	28 <sup>th</sup> to 30 <sup>th</sup> July 2022
Lecture on "healthy baking"	on 30 <sup>th</sup> July
Interdepartmental seminar	30 <sup>th</sup> July 2022
Fire Safety Training program	29/07/22 & 30/07/22
ORAL HYGIENE DAY Lecture	1 <sup>st</sup> august 2022
Azadi Ka Amrit Mahotsav celebration	13 <sup>th</sup> August 2022
Interdepartmental seminar on "Dental laser: The power of light"	20 <sup>th</sup> august 2022
Human value development Program	23 <sup>rd</sup> august 2022
Workshop on "Approach for diode laser into the world of laser dentistry"	29 <sup>th</sup> August 2022
Lecture on "ABCD Of Parenting – Don't lose the Bond!"	3 <sup>rd</sup> September, 2022
Lecture on topic "Are you Smarter than your Smartphone"	3 <sup>rd</sup> September, 2022
Teacher's Day Celebration	5 <sup>th</sup> September 2022
Organ Donation and Transplant Awareness Program	17 <sup>th</sup> September 2022
NAAC sensitization program	21 <sup>st</sup> to 24 <sup>th</sup> September 2022
Lecture on Professional ethics	22 <sup>nd</sup> September 2022
3D Model Making Competition and Exhibition -2022	26 <sup>th</sup> September 2022
Ethical Committee meeting	30 <sup>th</sup> September 2022
Orientation programme for Interns	12 <sup>th</sup> October 2022



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodiya  
IQAC Director

Dr. Girish Parmar  
IQAC Chairperson



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



### ACTIONS TAKEN IN LAST QUARTER (April – June 2022)

1. Separate room for IQAC was allotted.
2. CDE calendar for all department was formed.
3. Second internal examination for second year was held on 26<sup>th</sup> April to 28<sup>th</sup> April 2022
4. Second internal examination for final year was held on 2<sup>nd</sup> may 2022 to 6<sup>th</sup> may 2022.
5. Allotment regarding Mentor-Mentee was done for the 1<sup>st</sup> year BDS students.
6. Induction training program for newly joined staff was conducted on 12<sup>th</sup> may 2022, 11 am at lecture hall 1
7. Hepatitis vaccination for all students was arranged on 17<sup>th</sup> may 2022.
8. Fellowship program was introduced in general dentistry.
9. Parents teacher meeting was arranged for all year undergraduate students.
10. 42<sup>nd</sup> Interdepartmental Seminar was conducted on topic "TMJ internal Derangement" by Dr. John Fanai on 18<sup>th</sup> June 2022 ,12 AM at lecture hall 1.
11. Anti-ragging seminar was held on 28<sup>th</sup> June 2022.
12. Grievance committee yearly meeting was held on 8<sup>th</sup> July 2022, 11:00 am
13. Guru Purnima celebration was done on 15<sup>th</sup> July 2022.
14. A Seminar was organized on "Curbing the Menace of Ragging" for first year students on 15<sup>th</sup> July 2022,10:00 am at Lecture Hall 2. Dr. Anil Nayak, DCI Member was invited as a Guest speaker.



  
Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodiya  
IQAC Director

  
Dr. Girish Parmar  
IQAC Chairperson





## IQAC MEETING

Govt. Dental College & Hospital Ahmedabad

Date: 23/07/2022

Name	Designation	Department	Signature
Dr. Neeta bhavsar	Prob. & hod	Periodontia.	Bhavsar
Dr. Geeta Ashkara	Prof. & hod	Endo.	Geeta
Dr. Sonil Bhech.	Tutor	Endo	Bhech
Dr. Nidhi Thakkar	Tutor	Endo	Thakkar
Dr. Virendra Kantam	AP	Anaesthesia	VNK
Dr. Rekha Rathod	Tutor	Oral surgery	Rathod
Dr. Hardi Domadia	A.P.	Oral & Maxfac Surgery	Domadia
Dr. Vipul Nagradiya	A.P.	Oral & Maxfac Surgery	Nagriya
DR. SONAL ANCHLIA	Prof & Head	OMFS	Anchlia
DR. JIGAR DHUVAD	AP	Oral Surgery	Dhuvad
DR. JAYSHANKAR PILLAI	tutor.	oral Pathology	Pillai
Dr. Falguni H. Patel.	A.P.	Oral Pathology	Patel
Dr. Jyoti Kothari	Tutor	Pedodontia	Kothari
Dr. Hetal Acharya	Tutor	General Medicine	Acharya
Dr. Krunal Patel	Tutor	Pedodontics	Krunal
Dr. Chirag Shah	Tutor	Prosthetic	Shah
Dr. Manish Katgayan	A.P.	Prosthetic	Katgayan
Dr. Harsh A. Parikh	AP	Orthodontics	Parikh
Dr. Tilak Parikh	Tutor	Orthodontics	Parikh
Dr. Rahul Trivedi	AP	Orthodontics	Trivedi
Dr. Vijay A. Patel	Tutor	oral Pathology	Vijay
Dr. Purva Butala	Tutor	Pedodontics	Butala
Dr. Lakshmi Trivedi	Tutor	Periodontics	Trivedi
Dr. Hardik Sheth	Tutor	prosthodontics	Sheth
Dr. Abhishek Parmar	AP	Cons & Endodontics	Parmar
Dr. Arun Soni	Tutor	Prothodontics	Soni
Dr. Pratik Acharya	A.P.	Prosthodontics	Acharya
Dr. Sujay Shah	A.P.	Periodontics	Shah

**MINUTES OF IQAC MEETING**  
**OCTOBER 2022**





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



**No. GDCH/ Dean/ 127-12022**

**Govt. Dental College and Hospital,**

**Ahmedabad-16**

**Date: 10/10/2022**

**CIRCULAR**

**IQAC Meeting**

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 12<sup>th</sup> October, 2022, Wednesday, 11 Am in Lecture hall No 2.

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

The agenda for the meeting are :-

- Academic and clinical review of all departments.
- To review results of UG university examination.
- Planning for visit of all departments for NABH and NAAC preparation.
- To review progress of NAAC peer team visit.
- To review preparation for MRUDANG 2022
- Review staff distribution and smooth functioning of departments during Diwali vacation.
- To review action taken on various parameters in last quarter
- Any other matter with the permission of the Chair

Venue : Lecture hall 2

Date: 12/10/2022

Time: 11:00 Am

**IQAC Co-Ordinator**

Govt. Dental College & Hospital,  
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**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

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GOVERNMENT DENTAL COLLEGE AND HOSPITAL  
AHMEDABAD.



### **.MINUTES OF MEETING**

**LOCATION: Lecture Hall 2**

**DATE: 12-10-2022**

**TIME: 11:00 am**

#### **AGENDA 1: Revision of Women Welfare cell**

Women welfare cell was revised and new members were added to the committee

#### **AGENDA 2: Discussion regarding performance of students and ways to improve it.**

It was decided that the institution will opportunities to students for midcourse improvement of performance

#### **AGENDA 3: Planning of NAVCHETNA – A competition for students as well as faculties**

NAVCHETNA – a competition to showcase digital wit and ability to reach out to the masses will be organized for faculties and students in the month of October 2022. Participants were encouraged to make short videos/Reels/Photographs based on theme Patient Education/ Truths and Myths/ Innovations in dentistry.

#### **AGENDA 4: Arranging Orientation program for Interns**

Orientation programme for Interns to be conducted on 12<sup>th</sup> October 2022 in Lecture hall no. 2. 10.30am onwards, including lecture on NEET preparation and visit to specialized clinical department

#### **AGENDA 5: To plan a Faculty Development Program**

Lecture on Emerging Trends on Dental Implants by Dr. Jaimin Patel to be held on 13<sup>th</sup> October 2022 in Lecture Hall 1 from 12pm onwards.

#### **AGENDA 6: Planning of ONE DAY DENTURE CAMP**

ONE DAY DENTURE CAMP was organized by Dept. Of Prosthodontics and Crown and Bridge on 14<sup>th</sup> October 2022, 9am onwards in the prosthetic department.

#### **AGENDA 7: Arranging Orientation program for Post graduates**

Orientation programme for Post Graduates to be conducted on 17<sup>th</sup> November 2022 in Lecture hall no. 2. 9:00 am



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

  
**Dr. Shikha Kanodiya**  
IQAC Director

**Dr. Girish Parmar**  
IQAC Chairperson



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
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#### AGENDA 8: Arranging a program in association with GSBTM

It was decided to be held on 28 November 2022 at lecture hall 2 by Dr. Anasuya Bhadalkar on Biotechnology incubators in HEI

#### AGENDA 9: Deciding Add-on program for final year students

It was decided to be held on 9<sup>th</sup> December by Dr Harshik on "Clinical Photography in Orthodontics" for final year students. Also another on "CBCT in Dentistry" on 13<sup>th</sup> December by Dr. Piyush

#### AGENDA 10: Deciding Add-on program for third year students

It was decided to be held on 10<sup>th</sup> December by Dr Hitarthi on "Radiographic tracing in IOPA And occlusal radiographs" for third year students

#### AGENDA 11: Decision regarding inter departmental seminar

It was decided to be conducted by Department of Orthodontics on "Digital Photography" by Dr. Yati Mehta on 5<sup>th</sup> January 2023.

#### DECISIONS

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

Program to be conducted	Date Of Program
NAVCHETNA	October
Orientation program for Interns	12 october
Lecture on Emerging Trends on Dental Implants by Dr. Jaimin Patel	13 October
ONE DAY DENTURE CAMP	14 October
Orientation program for Post graduates	17 November
A program in association with GSBTM	28 November 2022
Add-on program for final year students	9 <sup>th</sup> and 13 <sup>th</sup> December
Add-on program for third year students	10 <sup>th</sup> December
Inter departmental seminar	5 <sup>th</sup> January 2023



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodiya  
IQAC Director

Dr. Girish Parmar  
IQAC Chairperson





### ACTIONS TAKEN IN LAST QUARTER ( July- September 2022)

- Grievance committee yearly meeting was held on 8<sup>th</sup> July 2022 . 11:00 am .
- GURUPURNIMA was celebrated on 13/07/2022, 12:00 pm at Lecture hall 2.
- Preventive and sexual harassment committee meeting was held on 15<sup>th</sup> July 2022, 11:30 am at Seminar room (Endo dept ) to discuss any new cases reported last year.
- A Seminar was organised on "curbing the Menace of Ragging" for first year students on 15<sup>th</sup> July 2022, 10:00 am at Lecture hall 2. Dr. Anil Nayak, DCI Member was invited as a Guestspeaker.
- An Yearly meeting was organised for members of Anti-Ragging Committee and Squad members on 20<sup>th</sup> July 2022, 11:30 am to discuss new cases reported in last year and to improve awareness in campus regarding anti-ragging laws and punishments.
- CDE Program was conducted on "KEY ASPECT OF SUSTAINABLE OF RESEARCH" by Dr. Girish Parmar on 23<sup>th</sup> July 2022, 10:00 am at lecture hall 2.
- Upskilling and refresher course on "Control A" academic management system was organised by Image IO Knowledge solutions Pvt Ltd. Company for Enhancement of the learning environment , academic resources and planning on 27<sup>th</sup> July 2022 .2:30 pm at lecture hall -2
- Orientation programme for final year BDS students was conducted on 27<sup>th</sup> July 2022. 9 am in lecture hall 2.
- "Manpasand carving program" was organised for first year BDS on 28<sup>th</sup> July 2022, 3pm to 4pm at dental anatomy and histology laboratory by the department of oral pathology.
- Roster for clinical duty for final year first term was made.
- lecture on "Gender equality Awareness" was organised for 1<sup>st</sup> year BDS on 28<sup>th</sup> July 2022.3:30 pm in Lecture Hall -2.
- An Add-on course on "Basics of Rotary Endodontics" by Dr. Abhishek Parmar was organised by Department of Conservative dentistry and Endodontics at GDCH, Ahmedabad on 29<sup>th</sup> July 2022 at lecture hall 1 and postgraduate clinic no. 9.
- Seminar was conducted on language and communication skill development for all the first year UG students on 29<sup>th</sup> July 2022 ,2:30 pm in lecture hall 1 by Dr. Sneha Rao and Dr. Nilam Brahmhatt.
- Cultural events like talent-unfiltered ,painting /sketching competition and debate competition was organised on 28<sup>th</sup> to 30<sup>th</sup> July 2022,4pm to 5pm in Lecture hall 1. The cultural events was judged by Dr. Tejas Gadhave, Dr. Swati Goyal, Dr. Dwitiya Shukla, Dr. Harekrishna Ramanuj. , Jayshankar Pillai and Dr. Sneha Rao.
- A Lecture was organised for all women staff on the topic "healthy baking" as a part Women Sensitization programme on 30<sup>th</sup> July ,10am in lecture hall 2 by Dr. Harikrishna Ramanuj.
- Interdepartmental seminar was conducted on topic "Minimally invasive Dentistry" on 30<sup>th</sup> July 2022, 12pm in lecture hall 1 by Dr. Miloni gala and Dr. Rishita .N .
- Fire Safety Training program was held on 29/07/22 and 30/07/22 for all teaching, Non-teaching, UG students, PG students and interns behind the hospital.
- On the occasion of ORAL HYGIENE DAY , lecture was organised by dept. of periodontology on "maintenance of oral hygiene" for final year B.D.S. and interns on 1<sup>st</sup> august 2022 ,12pm to 1pm. Lecture was taken by Dr. Shraddha Shah.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodiya  
IQAC Director

Dr. Girish Parmar  
IQAC Chairperson





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



- A team from online faculty and student attendance monitoring System visited for biometric attendance device registration of remaining students and staff on 1<sup>st</sup> august 2022 at library room.
- Azadi Ka Amrit Mahotsav was organised on 13<sup>th</sup> August 2022 at 11:00 am in lecture hall 1.
- Interdepartmental seminar was conducted on the topic "Dental laser: The power of light" on 20<sup>th</sup> august 2022 at 12:00 pm in lecture hall 1 by Dr. Shilpa Sudharkaran and Dr. Pooja Viradiya.
- Human value development Program was organised on 23<sup>rd</sup> august 2022, 2 to 3pm in lecture hall 1 on the topic "Doctors, Mind your Mind" for all the interns and postgraduate students by Dr. Parth Pandya.
- Allotment of mentor-mentee for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year BDS and intern students was done for the academic year 2022-2023.
- Workshop was organised on the topic "A Approach for diode laser into the world of laser dentistry" with Hands-on on 29<sup>th</sup> August 2022 at lecture hall 2.
- Duty roster for the jail duty at Sabarmati central jail and Rukshamaniben Govt. Hospital was made for the month of October, 2022.
- Lecture and interactive session was conducted for faculties on 3<sup>rd</sup> September, 2022, 11 to 12pm in Lecture Hall No. 2 on the topic "ABCD Of Parenting - Don't lose the Bond!" by Dr. Swati Vinchurkar (MD Pediatrics)
- Lecture and interactive session was conducted for students and interns on 3<sup>rd</sup> September, 2022, 12 to 1pm in Lecture Hall No. 1 on the topic "Are you Smarter than your Smartphone" by Dr. Swati Vinchurkar (MD Pediatrics)
- Teacher's Day Celebration was organized for all the faculties of GDCHA on 5<sup>th</sup> September 2022, 11.30Am, Lecture Hall No.2
- Poster Competition and Rangoli Competition on the theme Organ Donation and Transplant Awareness was organized on 17<sup>th</sup> September 2022 between 4 to 5pm in Lecture Hall No. 2
- NAAC sensitisation program for UG, PG students and Interns was conducted from 21<sup>st</sup> to 24<sup>th</sup> September 2022 in Lec. Hall No. 1.
- Lecture on Professional ethics was organized for all the faculties of GDCHA on 22<sup>nd</sup> September 2022 between 12 to 1pm in Lecture Hall no. 2 by Dr.Sajan Pandya



Dr. Sima Odedra  
IQAC Co-ordinator



Dr. Shikha Kanodiya  
IQAC Director



Dr. Girish Parmar  
IQAC Chairperson



**GOVT.DENTAL COLLEGE & HOSPITAL AHMEDABAD**

## IQAC MEETING

12/10/2022

Sr. No.	Name	Designation	Department	Sign
1	Dr. Anish Parmar	Chair Person		
2	Dr. Shikha Kamode	Director		
3	Dr. Sima Odeda	Co-ordinator		
4	Dr. Geeta B. Tem	Member	Endo	
5	Dr. Janki Shah	Member	PHDentistry	
6	Dr. Tigra Shah	Member	Ortho	
7	Dr. Falguni Mehta	Member	Orthodontics	
8	Dr. Rupal. J. Shah	Member	Protho	
9	Dr. Saloni Shah	ATA	ATA	
10	Priyanka Mehta	Student Member	Intern	
11	Nishit Agarwal	Student member	Intern	
12	Parul P. K. K.	Student member	Cons & Endo	

**MINUTES OF IQAC MEETING**  
**JANUARY 2023**



# GOVERNMENT DENTAL COLLEGE AND HOSPITAL, AHMEDABAD

No. GDCH/ Dean/ 156 /2023

Govt. Dental College and Hospital,  
Ahmedabad-16

Date: 10/01/2023

27/12/22

## CIRCULAR IQAC Meeting

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 16<sup>th</sup> January, 2023, 10:00am in IQAC room.

All IQAC members, department representatives and representatives of various committees are requested to be present to review various activities from October to December 2022.

The agenda for the meeting are: -

- Academic and clinical review of various departments.
- Discuss the short comings / suggestions given by NAAC peer team members.
- Planning of internal and university exams for UG and PG students.
- Review sports and cultural week planning.
- Planning for women's day celebration.
- Planning world oral health day celebration for entire week.
- Review of activities of last quarter.
- Planning of activities of various committee for next quarter.
- Any other matter with permission of the IQAC chairperson.

Venue: IQAC room

Date: 16/01/2023

Time: 10:00 am

**IQAC Co-Ordinator**

Govt. Dental College & Hospital,  
Ahmedabad

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

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





**LOCATION: IQAC room**

**DATE: 16<sup>TH</sup> JAN 2023**

**TIME: 10:00 am**

### **Discussion**

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

- All departments are requested to update monthly data of OPD and work done within first two days of next month.
- Publications in standard journals and research should be motivated in all departments.
- Arrangements for UG and PG university exams and mock exams should be done by all departments.
- A lecture on Professional ethics for third year was planned on 6<sup>th</sup> march 2023 by Dr. Harshvardhan Chaudhary
- Add on course /Value added course conducted by various departments were evaluated and planning for next add on course by Periodontics Dept. was done.
- Two Value added courses, one by Dept. of Conservative Dentistry and Endodontic on "Direct Composite Veneers" and other by Department of orthodontics on topic "Nuances in Dental photography" were planned.
- It was decided that Final year PG Students should submit their dissertation by 3<sup>rd</sup> March 2023

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

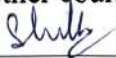
Infection control review was taken from all departments and strict actions were told to be taken according to NABH protocols.

#### **AGENDA 3: Calendar of Interdepartmental seminars to be formed and circulated.**

It was decided that calendar of Interdepartmental seminar should be formed and circulated for better planning of other courses.



Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



**AGENDA 4: Planning for next batch of fellowship in general dentistry and implantology.**

Work done by previous batch of fellowship programs in Dept. of Endodontics, Periodontics, Prosthodontics and Oral Surgery was evaluated. Necessary changes in program were made as suggested by various departments.

**AGENDA 5: Planning to conduct program on Entrepreneur as career**

Program for entrepreneur as career to be conducted on 24<sup>th</sup> February 2023.

**AGENDA 6: Approving exam time tables by Curriculum committee**

Time table of internal exam for all years was approved.

**AGENDA 7: Planning for republic day celebration**

To be celebrated on 26<sup>th</sup> January 2023 at Asmita Bhavan along with medical fellows.

**AGENDA 8: Allotment of Mentor-Mentee for 1<sup>st</sup> year BDS students**

Mentor were allotted to new first year BDS students.

**AGENDA 9: WOMEN'S DAY CELEBRATION**

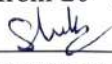
All necessary arrangements to be done on 9<sup>TH</sup> March 2023 in lecture hall 1 for international women's day celebration.

**AGENDA 10: WORLD ORAL HEALTH WEEK CELEBRATION**

Department of Public Health Dentistry will organise inter-college competition to celebrate world oral health week from 20<sup>th</sup> to 25<sup>th</sup> march 2023.



Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



## DECISIONS

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

Program to be conducted	DATE OF PROGRAM
Faculty development program	19 <sup>th</sup> January 2023
Add on course on "How to be right in aesthetic zone "	27 <sup>th</sup> January 2023
Program on Entrepreneur as career	24 <sup>th</sup> February 2023
Value Added course "Direct composite veneer"	20 <sup>th</sup> -21 <sup>st</sup> Feb 2023
Lecture on Professional ethics	6 <sup>th</sup> march 2023
Value Added course "Nuances in Dental photography"	14 <sup>th</sup> to 16 <sup>th</sup> March 2023
World oral health week celebration	20 <sup>th</sup> to 25 <sup>th</sup> march 2023

## ACTIONS TAKEN IN LAST QUARTER ( OCTOBER – DECEMBER 2022)

1. Interns were deputed under DENTAL HEALTH CHECKUP PROGRAM at Rukshamaniben govt. hospital, Ahmedabad from 02/01/2023 to 30/01/2023.
2. Interdepartmental seminar was conducted on topic "**DIGITAL PHOTOGRAPHY IN CLINICAL DENTISTRY**" on 5<sup>th</sup> January 2023, 11:30 am in Lecture Hall 1 by Dr. Yati Mehta and Dr. Yashchand Vaid.
3. A faculty development program was conducted on "**DO'S AND DON'T'S DURING NAAC ASSESSMENT**" on 16<sup>th</sup> December 2022 ,11:00 am in lecture hall 2 by Dr. Sunil Thitame.
4. Orientation Programme for first year BDS students was conducted on 15<sup>th</sup> December 2022, 9:00am in lecture hall 1.
5. Parents teacher meeting (PTM) of 3<sup>rd</sup> year, 4<sup>th</sup> year students was held on 10<sup>th</sup> December 2022.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



6. An Add-on program on **"Clinical Photography in Orthodontics"** for Final year BDS was organised by department of orthodontics on 9<sup>th</sup> December 2023, 2:00 pm at lecture hall 1.
7. An ADD-ON course was conducted on **"BASICS IN ORAL IMPLANTOLOGY"** for final year by Department of Prosthodontics, Crown & Bridge and Implantology on 8<sup>th</sup> December, 9:00 am -1:00 pm at lecture hall 2.
8. Add-on course on **"CLASS-II COMPOSITE RESTORATIONS"** was conducted by department of conservative dentistry and endodontics on 6<sup>th</sup> December 2023, 2:00 pm at lecture hall 2.
9. An ADD-ON course was conducted on **MAXILLOFACIAL PROSTHESES** for 3<sup>rd</sup> year BDS by Department Of Prosthodontics, Crown & Bridge And Implantology on 3<sup>rd</sup> December 2023, 9:00 am to 1:00 pm at lecture hall 2.
10. Staff were deputed at Sabarmati central jail, Ahmedabad under DENTAL HEALTH CHECKUP PROGRAM from 28/12/2023 to 25/01/2023.
11. Practical exams were conducted for final year.
12. A Quality enhancement program was organised for all faculties and PG students on topic **"Biotechnology incubators in higher education in institutes"** by Dr. Anasuya Bhadalkar on 28<sup>th</sup> November 2022, 11:30 am in lecture hall 2.
13. Staff were deputed at Sabarmati central jail, Ahmedabad under DENTAL HEALTH CHECKUP PROGRAM from 2/11/2022 to 23/11/2022.
14. **PROGRAM FOR WOMEN AND EMPOWERMENT - TUPPERWARE PRODUCTS** was organised for women staff on 3<sup>rd</sup> November 2022, 11:00 pm in lecture hall 2.
15. Prayer meeting was organised for the souls of Gujarat citizens in the Morbi bridge accident on 2<sup>nd</sup> November 2022.
16. PG guides were allotted to 1<sup>st</sup> year PG students.
17. Department wise Annual indent requirement was sent to store.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



16/01/23

Sr. No.	Name	Department	Designation	Sign
1	Dr. Soma Odedra	Dial Pathology	A.P. & JCR Co-ordinator	<i>[Signature]</i>
2	Dr. Janaki Shukla	PI-D	AP.	<i>[Signature]</i>
3	Dr. Rupali Jha	Prosthodontics	10704850	<i>[Signature]</i>
4	Dr. Shikha Kanodia	Cons & Endo	Assoc. Prof.	<i>[Signature]</i>
5	Dr. Hareesh Mestry	Cons & Endo	Tutor	H.A. Mestry
6	Dr. Sneha Nyas	Prosthodontics	Tutor	<i>[Signature]</i>
7	Dr. Nupur Dharam	Endo	AP	<i>[Signature]</i>
8	Dr. Lakshmi Trivedi	Ortho	AP	<i>[Signature]</i>
9	Dr. Yashraj Singh Sheth	Prosthodontics	Assistant Professor	<i>[Signature]</i>
10	Dr. Pratibha Acharya	Prosthodontics	Assistant Professor	<i>[Signature]</i>
11	Dr. Saurabh Shah	AHA	AHA	<i>[Signature]</i>
12	Dr. Tigras Shah	OMR	Part II	<i>[Signature]</i>
13	Dr. Sanjay Singh	Prosthodontics	Prof & Head	<i>[Signature]</i>
14	Dr. Shantam Chavhan	Similar	<del>AP</del> SI	<i>[Signature]</i>
15	Dr. P. S. Sule	OMR	AP	<i>[Signature]</i>
16	Dr. Purnima Laxmi	Prosthodontics	AP	<i>[Signature]</i>
17	Dr. Swati Jeyal	AHA	AHA Assn	<i>[Signature]</i>
18	Dr. K. K. V. V.			
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**MINUTES OF IQAC MEETING**  
**APRIL 2023**



## GOVERNMENT DENTAL COLLEGE AND HOSPITAL, AHMEDABAD

No. GDCH/ Dean/ 44 /2023

Govt. Dental College and Hospital,

Ahmedabad-16

Date: 08/04/2023

### CIRCULAR IQAC Meeting

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 10<sup>th</sup> April, 2023, in IQAC room at 3:00 pm.

All IQAC members, department representatives and representatives of various committees are requested to be present to review various activities from January to March 2023.

The agenda for the meeting are :-

- Academic and clinical review of all departments.
- Review of infection control protocol.
- Planning for UG and PG university exams.
- Planning for strict protocols for students not attending theory classes.
- Planning for smooth functioning of all departments during summer vacation.
- Review progress of AQAR updating.
- Review of activities of last quarter.
- Planning of activities of various committee for next quarter.
- Any other matter with permission of the IQAC chairperson.

Venue: IQAC room

Date: 10/04/2023

Time: 3:00 pm

**IQAC Co-Ordinator**

Govt. Dental College & Hospital,  
Ahmedabad

**Dean**

Govt. Dental College & Hospital,  
Ahmedabad

Copy to:

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

*Jeel*  
9/4/23



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



**LOCATION:** IQAC room

**DATE:** 10<sup>th</sup> April 2023

**TIME:** 3:00 pm

### **Discussion**

#### **AGENDA 1: Department wise clinical and academic review.**

- All departments were requested to update monthly data of OPD and work done within first two days of next month.
- All departments were reinforced to prepare academic calendar for theory and practical classes and display that on noticeboard for every coming month.
- Mock exams for MDS part 3 was reviewed and all departments were instructed to complete the exams by April 2023.
- In departments with MDS students various academic activities like seminars, journal clubs, paper and poster presentations, national and international publications, etc. were reviewed and it was decided to encourage students in their academic activities and record keeping along with their clinical work.

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

- Infection control review was taken from all departments and strict actions were told to be taken according to NABH protocols.
- Every new clinical batch of students to follow the guidelines for management of biomedical waste and that has to be monitored by sister in charge on daily bases.
- Structure for students demonstration of chair disinfection and to follow sterilisation protocols as per the norms was discussed.
- Standardised protocols for treatment of HIV and Hepatitis patients were reviewed.

*Shikha*



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



**AGENDA 3: First dose of Hepatitis B vaccination for 1<sup>st</sup> and 2<sup>nd</sup> year students**

- Awareness and importance of Hepatitis B vaccination to be discussed in 1<sup>st</sup> and 2<sup>nd</sup> year students.
- Administration of first dose of Hepatitis B vaccination to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students in the month of April 2023.

**AGENDA 4: "ONE DAY DENTURE CAMP" by Prosthetics Dept.**

- It was assured that maximum participants get benefited by "One Day Denture Camp" organised by Prosthetic Department.

**AGENDA 6: Anti-ragging seminar for 1<sup>st</sup> year students by Dr. Mahesh Patel, DCI Member**

- Anti-ragging seminar was conducted for the newly joined first year BDS students by Dr. Mahesh Patel, DCI Member. Students were informed about the strict anti-ragging rules present in the DCI and in the institute. They were made aware of Anti ragging committee and were instructed to report any incidence of ragging by seniors to the committee.

**AGENDA 7: Quality enhancement program on "Academic and Administrative audit for HEIs: Need, Relevance and Methodology" by IQAC**

- For better conduction of Academic and Administrative Audit in the institute it was decided to conduct lecture by Dr. Trupti in May 2023 on importance and methodology of conducting AAA in HEI.

**AGENDA 8: Final year preliminary exams**

- Time table prepared by examination committee for conducting final year preliminary examination was approved in IQAC meeting.

**AGENDA 9: International yoga day (21/6/2023) and week celebration**

- As per the suggestions from various staff members it was decided to conduct Yoga sessions for faculties and students for 1 hour every day to celebrate Yoga week. Yoga day to celebrated on 21/6/2023 in college garden. Dr. Falguni Mehta and Dr. Parth Pandya were made co-ordinators and mentors for the same.

*Shikha*



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



### AGENDA 10: Distribution of certificates for successful completion of fellowship in general dentistry and implantology

- Certificate distribution for successful completion of 2<sup>nd</sup> batch of fellowship in general dentistry and implantology to be conducted on last day 20<sup>th</sup> June 2023, by the Dean Sir and mentors of the respective subject.

### DECISIONS

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

Program to be conducted	DATE OF PROGRAM
"ONE DAY DENTURE CAMP" by Prosthetics Dept.	10 <sup>th</sup> April, 2023
First dose of Hepatitis B vaccination for 1 <sup>st</sup> and 2 <sup>nd</sup> year students	8 <sup>th</sup> April, 2023
Hepatitis B vaccination for 3 <sup>rd</sup> year students	11 <sup>th</sup> April, 2023
Anti-ragging seminar for 1 <sup>st</sup> year students by Dr. Mahesh Patel, DCI Member	28 <sup>th</sup> April, 2023
Quality enhancement program on "Academic and Administrative audit for HEIs: Need, Relevance and Methodology" by IQAC	15 <sup>th</sup> May, 2023
Final year preliminary exams	24/6/2023 to 28/6/2023
International Yoga Day (21/6/2023) and week celebration	19/6/2023 to 24/6/2023
Distribution of certificates for successful completion of fellowship in General Dentistry and Implantology	1 <sup>st</sup> July 2023.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



**ACTIONS TAKEN IN LAST QUARTER ( January to March 2023)**

1. Interns were deputed under DENTAL HEALTH CHECKUP PROGRAM at Rukshamaniben govt. hospital, Ahmedabad from 02/01/2023 to 30/01/2023.
2. Interdepartmental seminar was conducted on topic **"DIGITAL PHOTOGRAPHY IN CLINICAL DENTISTRY"** on 5<sup>th</sup> January 2023, 11:30 am in Lecture Hall 1 by Dr. Yati Mehta and Dr. Yashchand Vaid.
3. A faculty development program was conducted on **"DO'S AND DON'T'S DURING NAAC ASSESSMENT"** on 16<sup>th</sup> December 2022 ,11:00 am in lecture hall 2 by Dr. Sunil Thitame.
4. Orientation Programme for first year BDS students was conducted on 15<sup>th</sup> December 2022, 9:00am in lecture hall 1.
5. Parents teacher meeting (PTM) of 3<sup>rd</sup> year, 4<sup>th</sup> year students was held on 10<sup>th</sup> December 2022.
6. An Add-on program on **"Clinical Photography in Orthodontics"** for Final year BDS was organised by department of orthodontics on 9<sup>th</sup> December 2023, 2:00 pm at lecture hall 1.
7. An ADD-ON course was conducted on **"BASICS IN ORAL IMPLANTOLOGY"** for final year by Department of Prosthodontics, Crown & Bridge and Implantology on 8<sup>th</sup> December, 9:00 am -1:00 pm at lecture hall 2.
8. Add-on course on **"CLASS-II COMPOSITE RESTORATIONS"** was conducted by department of conservative dentistry and endodontics on 6<sup>th</sup> December 2023, 2:00 pm at lecture hall 2.
9. An ADD-ON course was conducted on **MAXILLOFACIAL PROSTHESES** for 3<sup>rd</sup> year BDS by Department Of Prosthodontics, Crown & Bridge And Implantology on 3<sup>rd</sup> December 2023,9:00 am to 1:00 pm at lecture hall 2.
10. Staff were deputed at Sabarmati central jail, Ahmedabad under DENTAL HEALTH CHECKUP PROGRAM from 28/12/2023 to 25/01/2023.
11. Practical exams were conducted for final year.
12. A Quality enhancement program was organised for all faculties and PG students on topic **"Biotechnology incubators in higher education in institutes"** by Dr. Anasuya Bhadalkar on 28<sup>th</sup> November 2022, 11:30 am in lecture hall 2.
13. Staff were deputed at Sabarmati central jail, Ahmedabad under DENTAL HEALTH CHECKUP PROGRAM from 2/11/2022 to 23/11/2022.

*Shubh*



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



14. **PROGRAM FOR WOMEN AND EMPOWERMENT – TUPPERWARE PRODUCTS** was organised for women staff on 3<sup>rd</sup> November 2022, 11:00 pm in lecture hall 2.
15. Prayer meeting was organised for the souls of Gujarat citizens in the Morbi bridge accident on 2<sup>nd</sup> November 2022.
16. PG guides were allotted to 1<sup>st</sup> year PG students.
17. Department wise Annual indent requirement was sent to store.



Dr. Sima Odedra  
IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



# GOVERNMENT DENTAL COLLEGE AND HOSPITAL, AHMEDABAD

IQAC MEETING  
Date: 10/04/2023

Sr. No.	Name	Department	Designation	Sign
1.	1			
2.	Dr. Gauri Dhanu	Endo cons.	Prof. Head	[Signature]
3.	Dr. Shikha Kanodia	Cms/Endo	Asst. Prof.	[Signature]
4.	Dr. Sima Odedia	Oral Pathology	Asst. Prof.	[Signature]
5.	Dr. Renuka Patel	Orthodontics	Professor	[Signature]
6.	Dr. Sankar Kumar R. Bhatia	Public Health Dent.	Asst. Prof.	[Signature]
7.	Dr. Rupam D. Shah	Prosthetic	Prof. & Head	[Signature]
8.	Dr. Pooja Limdekar	PMR	AP	[Signature]
9.	Dr. Sneha Vyase	Prosth.	Tutor	[Signature]
10.	Dr. Jigna Shah	OMR	Prof. & Head	[Signature]
11.	Dr. Sonal Anchi	OMFS	Prof. & Head	[Signature]
12.	Dr. Mahesh Chavda	Perio	Prof.	[Signature]
13.	Dr. Pratik Acharya	Perio	Asst. Prof.	[Signature]
14.	Dr. Rachana Shah	Prosth.	Asst. Prof.	[Signature]
15.	Dr. Yashpreetsingh Bhatia	Prosth.	Asst. Prof.	[Signature]
16.	Dr. Shantana Chavtra	Prof. Perio	Prof.	[Signature]
17.	Dr. Suyay Laghu	Prof. Prosth.	Professor	[Signature]
18.	Dr. Nupur Dhanu	AP Cons & Endo	AP	[Signature]

**MINUTES OF IQAC MEETING**  
**JULY 2023**





# GOVT.DENTAL COLLEGE AND HOSPITAL,AHMEDABAD

(NAAC ACCREDITED GRADE A+)

Govt. Dental College And Hospital ,Civil Hospital Campus Asarwa,Ahmedabad Gujarat,India,380016

Email-id - gdchahmd@gmail.com Tel: +91-7922682060

Ref: 62 A+

Date: 13/07/23

No. GDCH/ Dean/ 62 A+/2023

Govt. Dental College and Hospital,

Ahmedabad-16

Date: 13/7/23

## CIRCULAR

### IQAC Meeting

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 15<sup>th</sup> July, 2023, Saturday, 10 Am in IQAC room.

All IQAC members, department representatives and representatives of various committees are requested to be present to review clinical, academic and administrative functions from April to June-2023.

The agenda for the meeting are :-

- Clinical and academic review of all Departments.
- Planning of UG and PG university exams.
- Feedback analysis and discussion about action to be taken.
- Evaluation of smooth functioning of Fellowship program
- Planning celebration of anti-ragging day and week
- Review mentor-mentee allotment for 2<sup>nd</sup> year and final year students
- Planning for independence day celebration
- Planning of academic calendar
- Planning for PTM of first and second year students
- Planning for orientation and allotment of mentors to next batch of final year students
- Planning for filling of AQAR
- Implementation of policy of conduct

Venue : IQAC room

Date: 15/7/2023

Time: 10:00 Am

  
Dr. Sima Odeh  
IQAC Co-Ordinator

  
IQAC  
Director



GOVERNMENT DENTAL COLLEGE AND HOSPITAL,  
AHMEDABAD.



**LOCATION: IQAC room**

**DATE: 15<sup>TH</sup> July 2023**

**TIME: 10:00 am**

### **Discussions**

#### **AGENDA 1: Department wise clinical and academic review**

- Monthly OPD and work done data of all department was reviewed.
- Add on course /Value added course conducted by various departments were evaluated.
- Planning for next CDE program on "LASER application in dentistry" was done.
- Infection control review was taken from all departments.

#### **AGENDA 2: Planning of UG and PG university exams.**

- Departments which are centre for practical university examinations were asked to do necessary arrangements related to patient management, allocation of staff members for exam duties, infrastructure, equipment and materials.
- Preliminary examination for MDS Part I PGs to be conducted by respected Departments in September 2023.

#### **AGENDA 3 : Feedback analysis and discussion about action to be taken.**


- Feedback taken from students, parents, patients and employee were reviewed and based on suggestions from students arrangement of canteen facilities and back supported stools in Conservative preclinics was done. Based on suggestion by one of the patient separate sitting area in hospital canteen was allocated for patients during OPD hours.

#### **AGENDA 4 : Evaluation of smooth functioning of Fellowship program**

- Fellowship in general dentistry in Department of Endodontics, Periodontia, Prosthodontics and Oral Surgery was evaluated.



Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





- Based on their request it was decided to give post and core and apexification demonstrations to general dentistry fellowship students.
- It was also decided to give demonstration of zygomatic implant placement to implant fellowship students.

#### **AGENDA 5: Planning celebration of anti-ragging day and week**

- As per the announced collaboration of UGC and DCI to promote anti-ragging measures in dental colleges and institutes across the country.
- Planning of special lecture on Anti-ragging day by Dr. Brijesh Anil Patel – President, Gujarat state Dental council on 12<sup>th</sup> August was done.
- To ensure active participation of student various innovative activities like art display, reels, short videos, declamation, e-poster, etc. to be planned in advance.

#### **AGENDA 6: Review mentor-mentee allotment for 2<sup>nd</sup> year and final year students**

- Reason for delay in 2<sup>nd</sup> year mentor allotment was discussed. And it was decided that mentor-mentee structure should be ready on the day of orientation.
- New proposed structure for final year mentor-mentee allotment was reviewed.

#### **AGENDA 7: Planning for Independence Day celebration**

- To be celebrated on 15<sup>th</sup> August at Asmita Bhavan along with medical fellows.

#### **AGENDA 8 : Planning of academic calendar**

- Proposed academic calendar from July 2023- June 2024 was discussed and approved by the IQAC members

#### **AGENDA 9: Planning for PTM of first- and second-year students**

- The structure to successfully conduct the PTM was discussed.
- The academic calendar, student attendance, performance of students in theory and practical aspect of all subjects and overall student performance to be highlighted in PTM
- Suggestion and feedback from the parents to be discussed and appropriate action needs to be taken



Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person





**AGENDA 10 : Planning for orientation and allotment of mentors to next batch of final year students**

- The orientation of final year students to be conducted in august
- The mentor mentee structure to be ready on the day of orientation and introduce mentors to students of that day only.

**AGENDA 11: Planning for Ganapati celebration at Hostel to be managed by student committee.**

- Plan Ganapati sthapan pooja on 19<sup>th</sup> September
- Plan Ganapati visarjan on 22<sup>nd</sup> September
- To decide the aarti time and department wise opportunity to join in aarti for all 5 days of celebration

**AGENDA 12: Planning for 11<sup>th</sup> National SOLA conference to be held in 23<sup>rd</sup> – 24<sup>th</sup> September 2023**


- To decide committee members and confirm Narayani Heights as venue.
- Plan the meeting among all committee members and visit all dental colleges for promotion and invitation to conference.
- Decide the registration details and circulate amongst the faculties, post graduate and under graduate students.
- Visit of venue by the core committee members and discuss requirements for smooth conduction of conference
- Planning for accommodation and hospitality of national and international speakers coming from Vienna.
- Planning for smooth conduction of Laser module from 19<sup>th</sup> to 22<sup>nd</sup> September at GDCH, Ahmedabad.
- Planning for preconference paper and poster presentation to be conducted on 22<sup>nd</sup> September and decide chairpersons for the same.

**AGENDA 13 : Planning celebration of National pharmaco vigilance week**

- Arrange a lecture regarding awareness of pharmacovigilance.
- Head of the Department from pharmacology to manage the same.



Dr. Sima Odedra  
IQAC Co-ordinator

  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



#### **AGENDA 14: Planning for lecture on Students start up Innovation along with One Earth One Health on 25<sup>th</sup> September, 2023**

- Planning of lecture to be taken by Dr.Girish Parmar and swami Parmatmanand Saraswatiji
- Planning coordination with civil hospital superintendent and Medicity staff for the same.

#### **AGENDA 15. Planning for filling of AQAR**

- All criteria heads along with co-ordinators, and chairperson of various committees were asked to go through format of AQAR and it was decided to have criteria vice presentation for filling of AQAR in next IQAC meeting to be held in Oct.2023.

#### **AGENDA 16. Implementation of policy of conduct**

- It was unanimously decided to update and make students aware of strict implementation of policy of conduct

#### **DECISIONS**

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

<b>Program to be conducted</b>	<b>DATE OF PROGRAM</b>
PTM for 1 <sup>st</sup> and 2 <sup>nd</sup> year students	24 <sup>th</sup> July 2023
CDE on "laser application in Dentistry" by Dr.Vivek Hegde	3 <sup>rd</sup> August 2023
Orientation of final yr students	10 <sup>th</sup> August 2023
Anti-ragging Day celebration	12 <sup>th</sup> August 2023
Anti-ragging week celebration	12 <sup>th</sup> -18 <sup>th</sup> August 2023
Independence Day celebration	15 <sup>th</sup> August 2023
Teachers day celebration	5 <sup>th</sup> September 2023
Orientation of new interns	September 2023
Second year second internal exams	September 2023
MDS part I preliminary exams	September 2023
Ganapati celebration	19 <sup>th</sup> to 22 <sup>nd</sup> sept 2023
11 <sup>th</sup> National SOLS conference	23-24 September 2023



Dr. Sima Odedra  
IQAC Co-ordinator

*Shikha*  
Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



National pharmacovigilance week	23 <sup>rd</sup> September 2023
Students start up, innovations and One earth one Health	25 <sup>th</sup> September 2023
Presentation of all criteria of NAAC for filling AQAR	October 2023

### ACTIONS TAKEN IN LAST QUARTER ( APRIL -JUNE 2023)

1. "ONE DAY DENTURE CAMP" by Prosthetics Dept. on 10<sup>th</sup> April,2023, Monday
2. First dose of Hepatitis B vaccination for 1<sup>st</sup> and 2<sup>nd</sup> year students on 8<sup>th</sup> April, 2023
3. Hepatitis B vaccination for 3<sup>rd</sup> year students was done on 11<sup>th</sup> April,2023
4. Anti-ragging seminar for 1<sup>st</sup> year students by Dr. Mahesh Patel, DCI Member was done on 28<sup>th</sup> April,2023
5. Quality enhancement program on "Academic and Administrative audit for HEIs: Need, Relevance and Methodology" was organised by IQAC on 15<sup>th</sup> May,2023.
6. Final year preliminary exams were conducted from 24/6/2023 to 28/6/2023.
7. International Yoga Day (21/6/2023) and week celebration was done from 19/6/2023 to 24/6/2023
8. Distribution of certificates for successful completion of fellowship in General Dentistry and Implantology on 1<sup>st</sup> July 2023.
9. Orientation for fellowship program in General Dentistry and Implantology was done on 1<sup>st</sup> July 2023 and Departmental posting was allotted from July 2023- Dec. 2023.
10. First module of fellowship program in Implantology was conducted on 14<sup>th</sup> - 15<sup>th</sup> July,2023.
11. Allotment of Mentor to 2<sup>nd</sup> year students for the academic year 2022-2023 on 7<sup>th</sup> July 2023.
12. Received smoke analyzer in PHD Dept. in June 2023.



*Sima Odedra*

Dr. Sima Odedra  
IQAC Co-ordinator

*Shikha Kanodia*

Dr. Shikha Kanodia  
IQAC Director

*Girish Parmar*

Dr. Girish Parmar  
IQAC Chair-Person



[illegible]

**MINUTES OF IQAC MEETING**  
**OCTOBER 2023**



**GOVT.DENTAL COLLEGE AND HOSPITAL,AHMEDABAD**  
**(NAAC ACCREDITED GRADE A+)**

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Ref: 88

Date: 4/10/23

**CIRCULAR**

**IQAC Meeting**

Quarterly Internal Quality Assurance Cell (IQAC) meeting has been scheduled on 5th October, 2023, Tuesday , 3 Pm in IQAC room.

All IQAC members, department representatives and representatives of various committees are requested to be present.

The agenda for the meeting are :-

- Academic and clinical review of all departments
- preparing for UG & PG DCI Inspection
- Review of AQAR filling
- Review of hostel allotment to new students
- Discussion about UGC NAAC Autonomy rules for college
- Planning for PG orientation program
- Review of sectioned post of faculties of various departments

Venue : IQAC room

Date: 05/10/2023

Time: 3:00 pm

**IQAC**  
Co-ordinator

**Dean**  
Govt. Dental College & Hospital,  
Ahmedabad

Copy to-  
1.HOD of all Department  
2. IQAC





## MINUTES OF MEETING

**LOCATION: IQAC ROOM**

**DATE: 5-10-2023**

**TIME: 3pm**

### **AGENDA 1: Academic and clinical review**

Dr. Girish Parmar, Dean and Chairperson of IQAC started the meeting and took review of academic work done for both UG and PG students, patient OPD & patients treated in each department. Review was also done regarding waiting time for treatment in each clinical department. Last date for dissertation topic submission for new MDS batch was decided to be 30/12/23. It was decided to send attendance of students in range of three - <50%, 50-75% and >75% before filling the forms for university examination to strictly follow attendance policy. Preliminary examination for second BDS students to be conducted between 2<sup>nd</sup> – 3<sup>rd</sup> week of December. Arrange for CDE on “CPR awareness program” on 6/12/23.

### **AGENDA 2: Review of AQAR filling**

Filled AQAR was presented in front of IQAC. All the criteria chairperson presented all the details and documents uploaded in AQAR. Five important Achievements by IQAC were discussed and approved unanimously by the whole committee. Committee stressed on the proper formatting and quality of scan of uploaded documents. All uploaded documents in regional language were asked to be translated before uploading. Signatures of concerned authorities in each required documents was asked to be double checked. Queries from the different criteria were discussed and resolved.

Google form for the feedback on teaching and learning methodology was formulated and it was decided to take all the feedback through google form for transparent and unbiased responses from students.

Review of all the quality improvement programs was done and emphasis was given to promote students for research projects.

### **AGENDA 3: Preparing for UG and PG DCI inspection**

Since Government dental college and hospital, Ahmedabad is having admissions of 125 undergraduate students due to EWP seats. Each Department was asked to go through DCI Performa to update regarding required instruments and staff.



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IQAC Co-ordinator

Dr. Shikha Kanodia  
IQAC Director

Dr. Girish Parmar  
IQAC Chair-Person



#### **AGENDA 4: Review of hostel allotment to new students**

Hostel allotment to new admission of 1<sup>st</sup> year BDS students was done and reviewed to complete satisfaction of students and parents.

#### **AGENDA 5: Discussion about UGC NAAC Autonomy rules for college**

Dr. Santanu Chaudhary, member of IQAC displayed the importance of making the college autonomous. He explained in detail all the requirements and advantages, disadvantages of autonomous institute. He also gave example of government colleges which have become autonomous their working method. After thorough discussion it was decided to apply for the same after taking approval from all the IQAC members.

#### **AGENDA 6: Planning for UG and intern orientation Program**

Orientation program was planned for new 1<sup>st</sup> year, 2<sup>nd</sup> year and intern batch. Respective teachers were given responsibilities and it was decided to emphasize on policy of conduct, attendance policy. Due to discrepancy in CL of Intern students and biometrics done by them it was decided to form new Casual Leave policy for intern and post graduate students.

#### **AGENDA 7: Review of sanctioned post of faculties in various department**

In lieu of upcoming DCI inspection, all the sanctioned post in various departments were reviewed. It was matched with the appointed staff. Department Head was instructed to write application demanding recruitment of newer staff members for the vacant post.

#### **AGENDA 8 : Discussion regarding upcoming ethical committee meeting and review the topics to be discussed in the meeting**

Ethical committee meeting is planned on 13<sup>th</sup> October 2023 at 0.30am onwards to get ethical committee approval for research projects by interns, post graduate PHD scholars and staff of the institute. All participants, investigators, PHD researchers, respective HODs, PG// PHD guides concern with the study are to be informed to attend with all necessary documents and presentations.

#### **AGENDA 9 ; Review the suggestions given by External auditors**

Discussion with Administrative Officer, accounts department, central store and departmental store in-charge was done to evaluate and act upon the suggestions given by external audit team. It was decided to implement the given suggestion hence forth.



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**AGENDA 10 ; Discuss the structure for remuneration for fellowship programs**

Structure for remuneration for Chairperson, programme incharge, mentors and co-ordinators of fellowship programmes for both general dentistry and implantology was discussed and finalised. It was decided that a proper format to be made and to be passed in upcoming RKS meeting to be held.

**AGENDA 11 Review equal distribution of staff during coming Diwali Vacation**

All department Heads were instructed to look after the uniform distribution of staff members in Diwali vacation for proper functioning of the department.

**AGENDA 12 ; Review the academic calendar for 2024**

Academic calendar prepared was reviewed and all criteria chairpersons, HODs, Committee Heads were assigned responsibilities to strictly follow the calendar.

**AGENDA 13 : Review the rotation duty for evening duty in the hospital**

Review of evening duty of Staff, PG students and Nurses was done to ensure smooth functioning during festive season. It was instructed to be formed coordinating with the Diwali vacation of the faculties.

**AGENDA 14 : Review Biomedical waste management and Infection control**

Discrepancies were found in disposal of biomedical waste in many departments. All department Heads were instructed to assign duty to staff nurse of the department to look after proper biomedical waste management in their department. Instructions were also given to maintain standards of infection control according to NABH.

**AGENDA 15 : Planning for Fire safety and demonstration programme.**

Fire safety lecture and demonstration to be conducted for students, nurses and class 4 on 2/12/23

**AGENDA 16 : Emergency duty for Navratri festival**

List of staff members to be allotted emergency duty during upcoming Navratri festival from 17/10/23 to 23/10/23 was made.

**AGENDA 17 : Planning for Diwali vacation for students**

It was decided that 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> BDS students should be given Diwali vacation from 9/11/23 to 18/11/23. Also students having clinical terms should continue with their term during vacation.



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## DECISIONS

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

Program to be conducted	Date Of Program
MDS thesis submission last date	30/12/23
Second BDS preliminary examination (theory and practical)	11-19/12/23
CDE – CPR awareness programme	6/12/23
Ethical committee meeting is planned on	13 <sup>th</sup> October 2023
Navratri Emergency staff duty	17/10/23 -23/10/23
National Pharmacovigilance week celebration	23/9/23
CDE – Importance of Ergonomics in Dentistry	26/9/23
Second year orientation program	23/11/23 Lec Hall 1
Intern orientation program	23/11/23 Lec Hall 2
Fire safety training	2/12/23
Staff Diwali vacation	First half : 6/11/23- 22/11/23 Second half : 24/11/23 -10/12/23
Students Diwali vacation	9/11/23 – 18/11/23

## ACTIONS TAKEN IN LAST QUARTER (July-September 2023)

- 1) New evening duty list for month of August, September and October for staff, nurse, PG students and Interns was made.
- 2) Departmental posting training in General Dentistry prepared for fellowship programs from July to Dec.2023
- 3) Jail Duty arrangements of staff and students for the month of July, August and September. 26/7/2023 and 4/9/2023
- 4) PTM for 1<sup>st</sup> and 2<sup>nd</sup> year students was held on 24<sup>th</sup> July 2023
- 5) Academic calendar was prepared on 3/8/2023



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- 6) Award celebration for "Leading Dental Care Hospital Award" by National Healthcare Excellence, 3pm, 3/8/2023
- 7) CDE on 'Laser application in Dentistry' was conducted at GDCHA. Dr. Vivek Hegde was the speaker for the same on 3/8/2023
- 8) Registration for biometric for remaining staff, nurses and students. 4/8/2023
- 9) Allotment of Mentor-Mentee for final BDS students. 9/8/2023
- 10) Orientation program for New batch of Final year students and new Interns was done 10/8/2023, 9am onwards
- 11) Arranging emergency duty for staff during G20 Summit, 17-19 August 2023
- 12) Celebration of Anti ragging week and Anti ragging week was done from 12<sup>th</sup> August to 18<sup>th</sup> August 2023
- 13) Notice to prevent cattle/dogs feeding within campus. 14/9/23
- 14) Independence day celebration was done on 15<sup>th</sup> August 2023
- 15) Celebration of Teachers day was done on 5<sup>th</sup> September 2023
- 16) Mock Fire safety training program for Class IV and Security Home Guard staff on 12/9/23
- 17) Second year second internal exam was taken as per university norms
- 18) Prelim exams for MDS part 1 was taken as per university norms
- 19) Ganapati celebration was done at Dental hostel by student committee for 19<sup>th</sup> to 22<sup>nd</sup> September
- 20) 11<sup>th</sup> National SOLA conference was conducted and hosted on 23-24 September 2023
- 21) Lecture for Female faculties, PG students and Interns on "Importance of Ergonomics in Dentistry" on 26/9/23 by Dr. Yagna Shukla
- 22) Celebration of National Pharmacovigilance week on 23/9/23
- 23) AG audit was conducted from 25/9/23
- 24) Staff division during Diwali vacation during from 6/11/23 – 22/11/23 and 24/11/23 – 10/12/23
- 25) Orientation program for first year students on 3/10/23
- 26) Collection of papers for ethical committee meet on 13/10/23



*S. Odedra*

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

*S. Kanodia*

**Dr. Shikha Kanodia**  
IQAC Director

*G. Parmar*

**Dr. Girish Parmar**  
IQAC Chair-Person



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