

Minutes of Meeting

A meeting of the NAAC was held on 12th September 2023, in NAAC Room at 10:30 AM.

The meeting was attended by:

1. Dr. Nidhi Agarwal
2. Dr. Gaurav Mittal
3. Dr. Achint Juneja
4. Dr. Manish Khatri
5. Dr. Gaurav Issar
6. Dr. Rishi Manan
7. Dr. Deepankar Misra
8. Dr. Ashish Anand
9. Dr. Sakshi Gaiind
10. Dr Akansha Misra

The following points were decided:

- 1) Updating of all criteria documents till 31st May 2023.
- 2) The objective & outcomes of all industry visits should be clearly stated.
- 3) Regular time allotment has to be done for CDE (DCI) for which Dr. Rishi Manan & Dr. Achint Juneja have to coordinate.
- 4) (a) CO & PO have to be marked for criteria 2 by all departments for UG & PG:
(b) Measurement of Objective outcome of slow & fast learners will be explained by Dr. Achint after next Seminar presentation.
(c) Library hours to be mandatory for students.
- 5) All HODs have to make sure that the faculty is attending FDPs on a regular basis.
- 6) Short study topics to be decided in September and discussion to be carried out in October.
- 7) Need for EBSCO & hard copies of journals for student's thesis.
- 8) Alumni Meet to be conducted as soon as possible.
- 9) Criteria 6 can be handled by Dr. Gaurav Issar.
- 10) All circulars from now will be circulated on official mails only.


Dr. Nidhi Agarwal
Principal





Ref. No. IDST /N07/2023/393

Date 11/10/2023

MINUTES OF MEETINGS


HOD meeting was held on 10th October 2023, in Principal Office at 02:00 PM.

The meeting was attended by:

1. Dr. Nidhi Agarwal (Principal / HOD Department of Pedodontics)
2. Dr. Achint Juneja (Vice-Principal / HOD Department of Orthodontics)
3. Dr. Manish Khatri (HOD Department of Periodontics)
4. Dr. Rishi Manan (HOD Department of Conservative)
5. Dr. Suranjana Sen (HOD Department of Physiology)
6. Dr. Sandhya Sharma (HOD Department of Biochemistry)
7. Dr. Deepali (HOD Department of Microbiology)
8. Dr. Shilpi Singh (HOD Department of Community Dentistry)
9. Dr. Nutan Tyagi (HOD Department of Oral Pathology)
10. Dr. Deepankar Misra (HOD Department of O.M.R)

The following points were decided:

1. Dr. Nidhi Agarwal told that no one has submitted the report till now for the agenda in the notice on 29.09.2023. This matter is of utmost important and should be dealt with immediately. The report of action taken against the points discussed should be submitted by 12th October, 2023.
2. Dr. Achint explained to the present HODs how to make slow & fast learners list. But lecture needs to be planned.
3. Dr. Rishi & Dr. Achint Juneja have been told that DCI-CDE should start by November 1st, 2023 without fail.
4. Tentative date for BDS Orientation is decided as 18th October.
5. Dr. Sonali (Counsellor-DPS) should be called in orientation lecture.
6. Aahvan & Alumni meet can be held during the November 27- December 2, 2023 week.
7. Academic calendar to be prepared. Dr. Achint Juneja to hold a meeting of Academic Committee.
8. For BDS 1st, 2nd & 3rd year students, the non-exam going subjects mock exam to be held in November 1st week.


Dr. Nidhi Agarwal
Principal



Copy to

1. Chairman, DMET
2. Secretary, DMET
3. All HOD's

Ref. No. IDST/Nov/2023/508 A

Internal Quality Assurance Cell

Date 8/11/2023

MINUTES OF THE MEETING - IQAC

Date: 08-11-2023

Time: 9.00 am

Venue: NAAC Conference Room

The meeting was attended by:

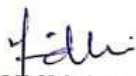
1. Dr. Nidhi Agarwal, Principal, IDST
2. Dr. Gaurav Mittal, Criteria 1 Head
3. Dr. Ashish Anand, Criteria 2 head
4. Dr. Rishi Manan, Criteria 3 Head
5. Dr. Deepankar Misra, Criteria 4 Head
6. Dr. Nutan Tyagi, Criteria 5 Head
7. Dr. Suprabha Rathee, Criteria 7 Head
8. Dr. Achint Juneja, Criteria 8 Head
9. Dr. Mansi Bansal, Head, Research & Grant Cell
10. Dr. Shilpi Singh, IQAC Coordinator

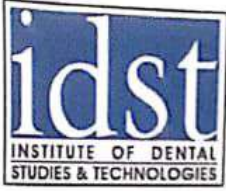
AGENDA: Regarding AQAR submission 2022-23

1. All the criteria heads were informed regarding the AQAR submission which is to be done online **before 31st December 2023**.
2. The AQAR 2022-23 submission will require data from **1st June 2022 to 31st May 2023**.
3. In this regard, all the criteria heads were asked to compile their respective criteria data and submit to the IQAC latest by **9.30 am on 30th November 2023 without fail**.
4. It is the responsibility of the respective criteria head to review their data compilation if it is in accordance with the required timeline and submit it to the IQAC on time for further review.
5. All the criteria heads confirmed their own 2-3 criteria team members.
6. Dr. Mansi Bansal was asked to discuss Criteria 7 with Dr. Suprabha Rathee.


Dr. Shilpi Singh
IQAC Co-ordinator, IDST




Dr. Nidhi Agarwal
Chairperson, IQAC



Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)

"NAAC ACCREDITED"

Date 07/12/2023

Ref. No. IDST/Not/2023/594

MINUTES OF MEETINGS

HOD meeting was held on 6th December 2023, in Principal Office at 10:15 am.

The meeting was attended by:

1. Dr. Nidhi Agarwal (Principal / HOD - Pedodontics)
2. Dr. Manish Khatri (Vice- Principal Admin / HOD- Periodontics)
3. Dr. Achint Juneja (Vice- Principal Academics / HOD - Orthodontics)
4. Dr. Gaurav Mittal (Director PG studies / HOD – Oral Surgery)
5. Dr. Rishi Manan (HOD- Conservative)
6. Dr. Gaurav Issar (HOD- Prosthodontics)
7. Dr. Shilpi Singh (HOD- Community Dentistry)
8. Dr. Nutan Tyagi (HOD- Oral Pathology)

The following points were decided:

1. Dr. Nidhi Agarwal stated that BDS final year students should be given extra practice for writing in theory exam by each department. Extra time in the evening can be utilized for the same.
2. Dr. Achint has said that a schedule will be prepared for extra classes but all the department have to send the attendance details by today itself. The attendance shortage of students will also be covered to some extent by these extra classes.
3. All HODs agreed to assign faculty for follow up of final year exam preparation.
4. Dr. Nidhi asked all HODs to encourage their Faculty & PGs to present papers & attend conferences.
5. Topics for STS grant to be selected in the month of December and every faculty member should be assigned one student preferably an advanced learner.
6. Dr. Deepankar suggested that more lectures should be uploaded on LMS for the benefit of students.
7. Dr. Nidhi said that all mentors should keep a track of their mentees that they are reaching college by 8:30 am. The mentors should regularly report about the absent and late coming students to Dr. Achint.


Dr. Nidhi Agarwal
Principal



Copy to:

- Chairperson, DMET
- Secretary, DMET
- All HOD's

MINUTES OF MEETINGS

HOD meeting was held on 12th & 14th February, 2024 at 10 am in principal office.

The meeting was attended by:


1. Dr. Vikram Gandhi - (Secretary, DMET)
2. Dr. Nidhi Agarwal - (Principal & HOD-Pedodontics)
3. Dr. Gaurav Mittal - (Director PG studies & HOD-Oral Surgery)
4. Dr. Manish Khatri - (Vice -Principal Admin & HOD - Periodontics)
5. Dr. Achint Juneja - (Vice-Principal Academics & HOD -Orthodontics)
6. Dr. Rishi Manan - (HOD - Conservative)
7. Dr. Shilpi Singh - (IQAC Coordinator &HOD - Community Dentistry)
8. Dr. Deepankar Misra - (HOD - Oral Medicine & Radiology)
9. Dr. Gaurav Issar - (HOD - Prosthodontics)

The following points were discussed:-

1. The faculty should be trained again for the use of new software 'Campus Medicine'.
2. Attendance on biometric should be blocked at 8:45 so that students morning attendance can be regulated (BDS & MDS)
3. Leaves for PG students are of 2 types. For short leave or weekend home going only warden needs to approve on the software. For academic leaves, information has to be sent to HOD, after his/her leave approval, PG Director will approve the leaves. This will have to be done at least 3-4 days in advance, Last minute leave approval will not be entertained.
4. Regarding time table of BDS 4th year- with 50 minutes time duration, approx 2-2 1/2 hours of lecture time is gained which is closer to the no. of hours as stated by DCI.

According to Dr. Achint the students are more satisfied with this time table. Although all the other HODs did not agree and wanted to have 1 hour lecture duration as they were able to complete the syllabus with those number of hours & lecture with more convenience.

Dr. Gaurav Mittal suggested that there can be 2 lectures of 1 hour per day one in the morning followed by 4 hours of clinics, half an hour of lunch & 1 lecture of one hour in the afternoon. As in the present time table there is no fixed lunch time which creates confusion in the departments this kind of time table leaves scope for fixed lunch hour for final year students.



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Dr. Nidhi Agarwal suggested that lecture should be in the morning only. Dr. Nidhi has asked Dr. Achint to prepare one more set of Time table and both can be sent to Dr. Vikram Sir for final approval.

5. Public Health Dentistry posting will be held in 3rd year also & one camp can be attended in 3rd year and another in final year. With revision of time table, students will not miss classes on camp days.

6. Dr. Achint is not in favour of clinical posting during internal exam as students are able to complete their total number of working days of clinical posting without coming on those days. Dr. Nidhi Agarwal has suggested that these days can be used by students to complete their quota/ extra clinical posting where their attendance is short in clinics.

7. Mixed opinion about holding the exams for final year subjects in 3rd year or beginning of fourth year? Since now steps have been taken to ensure attendance criteria is taken seriously, it would be better to have their exams in the beginning of final year. This will relieve the pressure on 3rd year students, conversely 3rd year students will be more serious about final year subject if exams are taken in 3rd year.

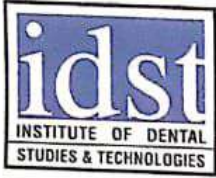
8. Question Paper can be submitted to Mr. Jasvinder one day before or half an hour before the exam in the morning and they will be printed in the library.

9. Regarding posting schedule in the opinion of all HODs, postings could be of combined 23 days instead of 18+5 as students tried to complete the entire quota in the last 5 days. But according to Dr. Achint it was fine and prevented the students from facing last minute problems. However, this year the posting of Prosthodontics & Conservative will not be merged so that students can get 2 chances to complete those postings.

10. Dr. Nidhi Agarwal has asked Dr. Achint to maintain the same number of working days for all students.

Dr. Nidhi Agarwal
Principal





Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)

"NAAC ACCREDITED"



Ref. No. IDST/CIR/106/2024

Dear NAAC Criteria Heads,

Date 14/05/2024

Greetings!

With great pleasure, I wish to update everyone that the AQAR for the year 2022-23 has been successful approved by NAAC.

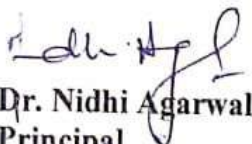
Moving ahead with our targets for upcoming year a meeting is being scheduled on Friday, 17th May, 2024 at 1:30 PM in Principal Office to discuss the report submitted by IQAC.

Agenda of the Meeting

1. Regularity of feedback forms
2. Establishment of student Clubs/Cultural Societies.
3. E-resource upgradation
4. Teachers training program
5. OSCE/OSPE
6. Good clinical practices- Lab/Pharmacy practices
7. Industry Academic Collaborations
8. Faculty Exchange- Student Exchange/Industry Internship
9. Functionality of MoUs
10. Herbal garden
11. Establishment of career counselling cell
12. Student welfare Committee/Student Council
13. Staff & Faculty welfare
14. Internal audit
15. Changes in Best Practices if any
16. DEU Programmes.

All NAAC Criteria Heads are requested to make themselves available for the same.

Regards


Dr. Nidhi Agarwal
Principal



Ref. No. IDST/CIR/132/2024

Date 27/05/2024

MINUTES OF MEETINGS

A meeting was held on Friday, 17th May 2024 for discussion of scope for quality improvement in the Institute in the forthcoming session as suggested by the IQAC.

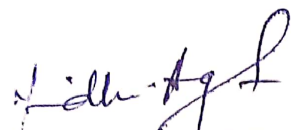
The meeting was attended by:

1. Dr. Nidhi Agarwal (Principal / HOD - Pedodontics)
2. Dr. Gaurav Mittal (Director PG studies / HOD – Oral Surgery)
3. Dr. Achint Juneja (Vice- Principal Academics / HOD - Orthodontics)
4. Dr. Rishi Manan (HOD- Conservative)
5. Dr. Shilpi Singh (HOD- Community Dentistry)
6. Dr. Deepankar Misra (HOD-OMR)
7. Dr. Ashish Anand (Professor – Pedodontics)
8. Dr. Suprabha Rathee (Professor- Prosthodontics)
9. Dr. Aakansha Misra (Professor- Oral Pathology)

The following points were decided:

1. Feedback is regularly required from all students but it is not yet uploaded on Campus medicine software. Hence, Dr. Gaurav Mittal will continue taking it manually. Feedback is being taken from external examiners regularly.
2. Everyone agreed that we should motivate the students to form their students clubs for various hobby activities in the evening. Dr. Aakansha Misra will help the students in forming these clubs. As per the requirement of a Student council, it is already present in the form of class representatives from all batches (except interns). Document of the same has to be prepared.
3. For Updation of E-resources, new PPTs and videos can be prepared by the departments.
4. For Teachers training (as part of activities of DEU)
 - Training on Research shall be conducted by Dr. Neeti Mittal.
 - New faculty orientation program shall be organized in the upcoming month.
 - Lecture to be taken by Mr. Ashwani on IT tools such as power point, Excel sheet & campus medicine software.
 - An Internal CDE on NAAC Accreditation process to be organized for all the faculty members of IDST.
5. The process of OSCE/OSPE was discussed in detail with Dr. Achint Juneja and is to be implemented in all departments with proper documentation.

6. Also, all departments to prepare a list of competencies in their course and its method of assessment.
7. Feedback taken and its action report, PTM meeting & its action report to be included in minutes of Academic Committee meeting.
8. Good Clinical Practice course by ICMR encouraged. Dr. Shilpi Singh to be contacted for assistance if needed.
9. Industry- Academic Collaborations have to be increased. The proposal from the collaborating partner should be addressed to Principal followed by affirmation from college before initiating the program.
10. Exchange programs to be encouraged & implemented in collaboration with other Universities / International Institutes.
11. Industry internships can be initiated with 3M & DENTSPLY. Also, Dr. Anubhav can be approached for internship in pathology lab.
12. There is need for establishment of a placement cell and career counselling cell in the institute.
13. The current best practices need to be revised and Digitalisation to be incorporated as one of the best practice for 2023-24. Also, Best practices & Institutional Distinctiveness to be uploaded on Institute website.


Dr. Nidhi Agarwal
Principal

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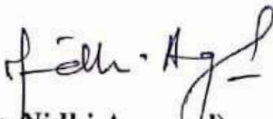
1. **The Chairperson, DMET**
2. **The Secretary, DMET**
3. **All HOD's**

Ref. No. IDST/C.I.R./13.5./2024

Date 29/05/2024

Kindly note the additional documents to be prepared according to the NAAC meeting held on 17th May, 2024 for session 2023-2024.

1. **Criteria 2 –**
 - Updation of e- resources
 - Documentation of OSCE for clinical departments & OSPE for non- clinical subjects.
 - Clinical departments to prepare the list of competencies & methods of assessment of competency achieved.
2. **Dr. Achint Juneja –** In Academic committee meetings, minutes should include feedback taken & its action report, PTM meeting & its action report.
3. **D.E.U –**
 - Research training to faculty
 - Internal CDE on NAAC accreditation process
 - IT lecture by Mr. Ashwani
4. **Criteria 5 –** To prepare the documents for student council.
5. **Criteria 6 –** To conduct orientation program for new faculty.
6. **Dr. Gaurav Issar & Dr. Rishi Manan –** To find industry internships for students with 3M, Dentsply, Dental Laboratories etc.
7. **Dr. Anubhav –** Internship in Pathology Lab


(Dr. Nidhi Agarwal)

Principal