

**Minutes of IQAC Academic Committee Meeting held on Sept. 5, 2016 in the conference room Manav Rachna Dental College Faridabad.**

The following IQAC academic Committee and special invitees (HOD's) attended the meeting.

1. Dr. Arundeeep Singh - Chairman
2. Maj. Gen. PN Awasthi VSM - Director
3. Dr. Vishal Dang - Member
4. Dr. Ashim Aggarwal - Member
5. Dr. Hind Pal Bhatia - Member
6. Dr. Nisha Yadav - Invitee
7. Dr. Reena Doomra - Invitee
8. Dr. Shakila Mahesh - Invitee
9. Dr. Savita Bansal - Invitee
10. Dr. Deepty C. Sahadevan - Invitee
11. Dr. Pooja Palwankar - Invitee
12. Dr. Sridhar Kannan - Invitee
13. Dr. Pankaj Dhawan - Member
14. Dr. Vandana Srikrishna Chadha - Coordinator

Director IQAC enquired from all the HOD's to confirm the receipt of the following Feedback Forms along with Academic Audit and Journal Publications data distributed to all HOD's in the Academic Committee held on August 29, 2016.

1. Academic Audit Report
2. Academic Report
3. Curriculum Feedback Form
4. Sample Research Publication Templates

All HOD's confirmed the receipt of the above forms for which they are maintaining separate record which will be reviewed by the Chairman and Director IQAC with coordinator.

**Preparation of subject wise Orientation / Foundation programme by each stakeholder of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Final BDS Course.** It was discussed that the window forecast of the entire syllabus to be taught in the forthcoming academic session 2016-17 be familiarized to the students of each class of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Final BDS by the stakeholders before starting the actual teaching / learning programmes.

The objective of this exercise is to make the student aware of the course and justification of teaching these subjects to them in order to make them more efficient professionals.

Teacher's incharge of the subjects will prepare the PPT duly vetted by HOD's before introducing the academic session to the students.

For implementation of this, Dean UG Studies will prepare one full day programme as a part of the college timetable.

Chairman and Director IQAC in addition to the HOD's will attend this Orientation / Foundation programme and give their inputs and attend to the doubts of the students.

#### **Forecast of CDE / Workshop for the year 2016-17**

It was decided that all the dental departments will organize at least one State/National/ International level CDE/ Workshop of their specialty once in academic year.

Dean PG Studies will coordinate these programmes and in consultation with the HOD's, prepare calendar of events for each department.

HOD's Departments of Orthodontia, Prosthetic informed the committee that they have already planned the programme of their specialty as follows.

<b>Sr. No.</b>	<b>Date</b>	<b>Deptt.</b>	<b>Topic</b>	<b>Venue</b>
1	Sep 23, 2016	Orthodontia	Torque – 2016 (Intercollegiate Orthodontic Quiz & CDE	A - Block Auditorium
2	Sep 27, 2016	Prosthetics	Dentium for Dentist by Dentist an update on Implantology	T - Block Auditorium

**For remaining specialties HOD's to give projection of their CDE programmes to Dean PG studies so that necessary calendar can be charted out.**

**Format of Article Writing in “Dental Lamina”**

It was observed that PubMed. and Index Dental journals have modified the format of scientific article writing. Instead of giving abstract of the article at the beginning as was the practice, now Abstract is divided into four parts.

- Introduction
- Materials and Methods
- Results
- Conclusion

In view of this it was decided that Editor on chief “Dental Lamina” the Journal of Dental Sciences published by MRDC follow from the December issue of 2016 onward.

For the detail guidelines on this topic a format of article from the Journal of Maxillofacial, Oral surgery is circulated to all the HOD’s.

Principal Dr. Arundeeep Singh put upon the following points.

1. Improvement in Pre Clinical Training of BDS Final Year Students –

He pointed out that crown cutting on the phantom head is an important step to set the students hand on clinical crown cutting which is the major need of dental practice and should be started in MRDC. It was decided that Dean training to prepare suitable time table so that final year student can be imparted this training.

2. Tagging of BDS Students to MDS Students for Clinical Training –

Tagging of Third BDS & Final year BDS students with PG’s Students to be done by the HOD’s of the department & list to be submitted posting wise to Dean UG Academics before start of the Clinical posting.

There being no other points the meeting was closed and Chairman thanked all the participants.

Maj. Gen. PN Awasthi VSM  
Director IQAC

Dr. Arundeeep Singh  
Principal & Chairperson, IQAC

Dr. Vandana Srikrishna Chadha  
Coordinator IQAC