

Date:- 15.11.2018

Members Present:

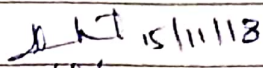
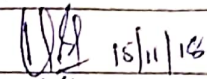
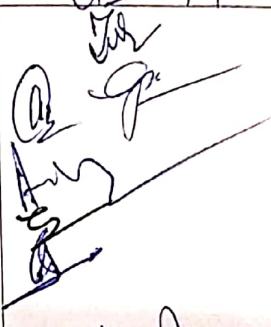
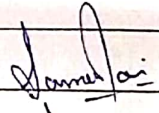
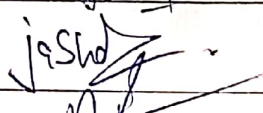
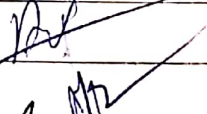

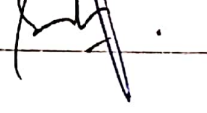
Members IQAC

Agenda : Review of NAAC Activities and Planning for second cycle of NAAC Accreditation

Venue : Daisy Hall

Date : 15-11-2018


Time : 10:30 AM

Designation	Name	Signature
Chairperson	Dr. Kanteshwari I.K.	
Co-ordinator/Director IQAC	Dr. Sandesh N.	
Departmental HODs	Dr. Tushar Phulmbrikar Dr. Geeti V. Mitra Dr. Bharat Bhusan A.K. Dr. Anup Vyas Dr. Pallav M. Patni Dr. Ashish Garg Dr. Shraddha Jaiswal	
Management Member	Dr. Sameer Jain	
Nominee from local society	President & Secretary of student council	
Alumni Member	Dr. Amit Tripathi	
Other Members	Dr. Pradeep Jain	
	Dr. Sumeet Jain	


Dr. Kanteshwari I.K.

Chairperson, IQAC

Sri Aurobindo College of Dentistry,
Indore


Dr. Sandesh N.

Co-ordinator, IQAC

Sri Aurobindo College of Dentistry,
Indore

IQAC Meeting 15/11/2018

Agenda:

Review of NAAC activities and planning for the 2nd cycle of NAAC Accreditation

MINUTES OF MEETING

- IQAC chairman Dr. Kanteshwari IK called the meeting to order and read the agenda of the meeting

Agenda: Review of NAAC activities and planning for the 2nd cycle of NAAC Accreditation

- The composition of New IQAC committee was informed and approved by the members.
- Preparation for the 2nd cycle of NAAC accreditation was initiated. All the members were updated about the changes in the guidelines and Self Study Report manual.
- Criteria heads were handed over the new SSR Manuals and asked to prepare and SWOC analysis report for the criteria under them.
- A deadline for submission of SWOC analysis report and proposed / planned activities were decided.
- The list of committees and the members were updated. All the committee in-charges were asked to update their activities and submit a brief report to IQAC and criteria in-charges.
- Many criteria heads and committee chairman expressed their concerns about ambiguities in new SSR format.
- In view of this, The IQAC chairman Dr. Kanteshwari IK requested IQAC secretary to have a series of meeting with criteria heads on different dates to update their activities and plan for the preparation on SSR.
- It was also planned to have a presentation to all members of IQAC, criteria heads, Committee members and others about the new NAAC guidelines, Scoring, Data Template and SSR Format. Dr. Sandesh N, IQAC Secretary will be presenting the same.

IQAC chairman thanked all and called the meeting to end.

Thank you,

Dr. Sandesh N
IQAC, Secretary.

Date:- 21.12.2018

Members Present:

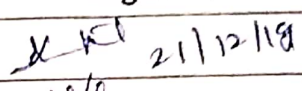
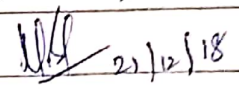
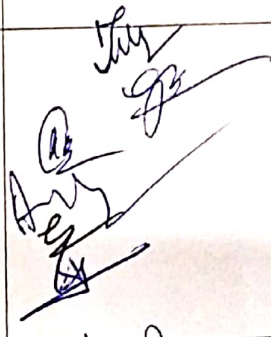
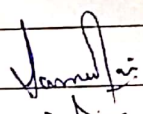
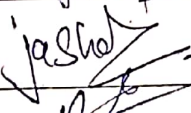

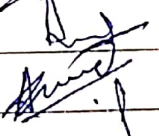
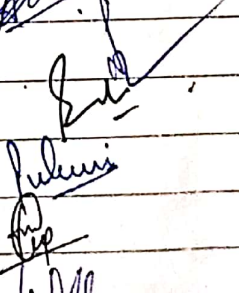
Member, IQAC


Agenda : Formation of a subcommittee of IQAC Member to carry out Internal Administrative Audit.

Venue : Principal Office

Date : 21-12-2018

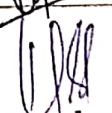
Time : 10:30 AM

Designation	Name	Signature
Chairperson	Dr. Kanteshwari I.K.	
Co-ordinator/Director IQAC	Dr. Sandesh N.	
Sr. Administrative Officer	Dr. (Mrs.) S. Bose	
Teacher Member	Dr. Tushar Phulmbrikar Dr. Geeti V. Mitra Dr. Bharat Bhusan A.K. Dr. Anup Vyas Dr. Pallav M. Patni Dr. Ashish Garg Dr. Shraddha Jaiswal	
Management Member	Dr. Sameer Jain	
Nominee from local society	President & Secretary of student council	
Alumni Member	Dr. Amit Tripathi	
Nominee from employee/stakeholder	Dr. Anand Misra (Expert) Mr. Anand Rimza (Parent)	
Other Members	Dr. Pradeep Jain Dr. Sumeet Jain Dr. Prashant Mishra Dr. Swadhin Raghuwanshi	


Dr. Kanteshwari I.K.

Chairperson, IQAC

Sri Aurobindo College of Dentistry,
Indore


Dr. Sandesh N.

Co-ordinator, IQAC

Sri Aurobindo College of Dentistry,
Indore

IQAC Meeting 21/12/2018

Agenda:

1. Formation of subcommittees of IQAC members to carryout internal Administrative audit.

MINUTES OF MEETING

- IQAC chairman Dr. Kanteshwari IK called the meeting to order and read the agenda of the meeting

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Agenda: Formation of subcommittees of IQAC members to carryout internal Administrative audit.

- The Audit Committee and IQAC prepared a schedule and provided guidelines and formats for the audit conducted in two phases with departmental visits by the internal and external peer teams. [SEP]
- The Evaluative Reports of all the departments, the Peer Team Reports, the reports of the External Evaluators and Grade Sheets were examined, consolidated and compiled by the audit panel IQAC chairman thanked all and called the meeting to end.
- Also it was decided to undergo external audit in the month of February. The panel for the same was decided. The IQAC chairman would invite the panelist and seek for their approval.

Thank you,

Dr. Sandesh N

IQAC, Secretary.

Date: - 14.01.19

IQAC MEETING

Members Present:

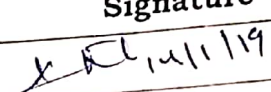
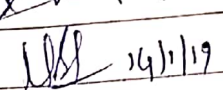
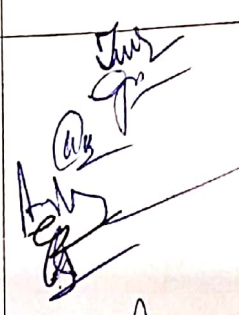
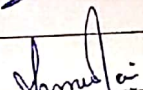
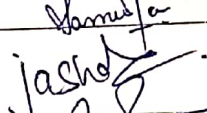
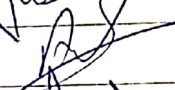
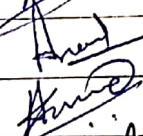
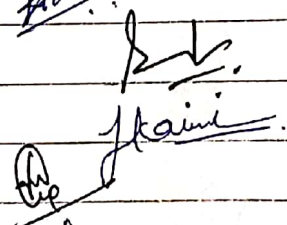
IQAC Members, The HOD & NAAC Criteria Heads,
Chairmans of all committees

Agenda : Preparation of AQAR, activity planning.

Venue : Daisy Conference Hall

Date : 14-01-2019

Time : 10:30 AM

Designation	Name	Signature
Chairperson	Dr. Kanteshwari I.K.	
Co-ordinator/Director IQAC	Dr. Sandesh N.	
Sr. Administrative Officer	Dr. (Mrs.) S. Bose	
Teacher Member	Dr. Tushar Phulmbrikar Dr. Geeti V. Mitra Dr. Bharat Bhusan A.K. Dr. Anup Vyas Dr. Pallav M. Patni Dr. Ashish Garg Dr. Shraddha Jaiswal	
Management Member	Dr. Sameer Jain	
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Other Members	Dr. Sumeet Jain Dr. Kavita Maru Dr. Swadhin Raghuwanshi	


Dr. Kanteshwari I.K.

Chairperson, IQAC

Sri Aurobindo College of Dentistry,
Indore


Dr. Sandesh N.

Co-ordinator, IQAC

Sri Aurobindo College of Dentistry,
Indore

IQAC Meeting 14/01/2019

Agenda:

1. Preparation for the AQAR submission in the month of March 2019
2. Program / Activity planning for the year 2019

MINUTES OF MEETING

- IQAC chairman Dr. Kanteshwari IK called the meeting to order and read the agenda of the meeting

Agenda 1: Preparation for the AQAR submission in the month of March 2019

- IQAC secretary Dr. Sandesh N briefed the process of the AQAR submission and informed all the members about the tentative date for submission of AQAR 2017-18 by the month of March 2019.
- All the criteria heads were given the format of AQAR to be filled.
- The Heads of Department and Heads of various committees were informed to provide data required for the filling of AQAR form without much delay.
- All the criteria heads were informed to have complete data in softcopy as the AQAR submission is online and data / scanned forms have to be uploaded.
- There was suggestion from Dr. Anup Vyas, Dr Thushar P and Dr. Pradeep Jain to share previously submitted 3-year AQAR reports, which was accepted by the IQAC to be shared via email
- Last date for AQAR completion by the criteria heads was decided as Jan 31 2019

Agenda 2: Program / Activity planning for the year 2019

- IQAC secretary brought to the notice of all members that, only few entries have been received about the program / activity to be conducted in the year 2019.
- All the programs listed were read out and the tentative dates for the conducting of programs were finalized.
- Dr. Pallav Patni, Secretary of Alumni Committee briefed about the program schedule of Alumni meet to be held on 19 Jan 2019 and invited all members.
- Dr. Kanteshwari IK, IQAC chairman & incharge of criteria 6 briefed about the program on Human values and ethics - to be held on 9th February 2019
- IQAC Chairman informed members about the teacher training program – a request is put forward to Dr.(Mrs) Bose Madam - Director of Continuing Medical Education.
- Dr. Ashish Garg and Dr Pradeep Jain finalized a program on career guidance & progression - to be held on 19 Jan 2019 for the outgoing students of the institution
- Dr. Pallav patni expressed his willingness to have an Alumni talk about 'career opportunities in dentistry'. The talk will be held in the next week.
- Dr. Sumeet Jain, Chairman of Student welfare committee informed the IQAC and other members of having a process of Feedback collection from students, alumni and outgoing students in the month of February 2019

- The student welfare committee was requested to follow-up with the management about the progress with the student exchange program
- Dr. Geeti VM and Dr. Shraddha Jaiswal have agreed to work on a soft skill program – Effective Communication Skills – date to be decided.
- The sports and cultural committee was asked to increase the participation of the students in state and national events and also to conduct some events in our institution
- Dr. Sandesh N informed the members that community outreach program is being conducted regularly by the department of Public health dentistry.
- Dr Sandesh N requested members to share information on any speaker on Intellectual property rights. Dr. Pradeep Jain and Dr. Pallav Patni have assured to provide some inputs.
- IQAC chairman has requested Dr. Bharath Bhusan Criteria 2 Incharge to have a presentation on the innovative teaching methodology in dentistry. Dr. Bharath Bhusan has informed the IQAC that, he would be working on this at the department level first and then would have presentation for all.
- The dates for the academic audit of the institution was finalized for 2nd week of Feb 2019
- IQAC secretary Dr.Sandesh N and Dr. Pradeep Jain briefed all members about the ‘code of conduct booklet’ for the students, faculties and others. The same has to be discussed with the HR Incharge and be uploaded on institutional website.
- IQAC secretary also informed about uploading the code of ethics and Plagiarism on the institutional website.

The IQAC chairman summarized briefly the points discussed and informed secretary to prepare the minutes of meeting and circulate among members.

IQAC chairman thanked all and called the meeting to end.

Thank you,

Dr. Sandesh N
IQAC, Secretary.

SRI AUROBINDO COLLEGE OF DENTISTRY, INDORE.
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report based on Minutes of IQAC meetings 2018-19

Sl no.	IQAC Meeting date	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings
1	15/11/2018	Review of NAAC activities and planning for the 2 nd cycle of NAAC Accreditation	<ul style="list-style-type: none"> • SWOC analysis of all criteria carried out • Presentation on newer guidelines of NAAC accreditation done by IQAC Secretary • The composition of all members and IQAC was circulated to all departments
2	21/12/2018	Formation of subcommittees of IQAC members to carryout internal Administrative audit.	<ul style="list-style-type: none"> • Institutional Administrative Audit was conducted on 22nd December 2018 • External Administrative Audit was conducted between 4th – 6th February 2019 • Academic and administrative Audit (Departmental) was conducted between 11th – 13th February 2019
3	14/01/2019	3. Preparation for the AQAR submission in the month of March 2019 4. Program / Activity planning for the year 2019	All criteria heads were entrusted with the preparation of AQAR. The timeline for submission of AQAR was finalized. Activity planning for the year 2019 was completed. Presented in Academic council meeting for the inclusion in academic calendar.