

MINUTES OF CORE COMMITTEE MEETING, June 2017

The 1st Core Committee Meeting was held on 23 June 2017. The following members were present:

Dr.Rajesh Kshirsagar, Dr.Shubhangi Wadgaonkar, Dr. Shandliya R, Dr. Amita Mali, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Anupam Sharma, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr.Amol Jamkhande, Dr.Arti Gachake and Mr. Anil Kadam, Dr. Veera Bhosale and Dr.Amol Patil.

Commencement of the Meeting was by a brief session by the Principal discussing about the:

- Status of dental education
- Status of our Institute, weakness of the Institute
- Weakness of our Institute
- Working pattern for the coming year
- Central working committee (formation & type of work)
- Emphasis on conduction of Conferences by each Department per year
- Each teaching faculty to publish one article per year
- Strategy of setting vacation (30 days) with prior announcement of the dates.
- College timings- 8:30 am to 4:30 pm, staff is required to sign in the morning by 8:30 am without fail, late sign will be allowed only upto 8:45 am.

- Leaving half an hour early or coming late by half an hour once a month will be allowed, with prior permission of HoD & Principal.
- Presence in the College during working hours is essential.
- Challenges in the coming decade.
- Revenue generation by NGOs, Government agencies & other collaborations with other relevant agencies were highlighted.
- HoD's/ Incharges of each department should conduct formal meetings & divide the staff into 2 groups & the should work on the above mentioned points.
- Timings for meeting Principal:
 - Either, 11:30 am to 12:30 pm
 - Or, 3:30 pm to 4:30 pm
 - Mode of communication- Wats App/SMS for general messages
 - Email- rajeshkshirsagar40@gmail.com
 - However, in case of any emergency, feel free to meet any time

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. **Admission to BDS:** Use of e- facility as per the information given on the college website, information should be escalated through social media (Facebook, Twitter, Email etc).
2. **DCI Compliance Report:** Inadequacy of equipment & student record answered by the Institute.

3. **Preparation of list of Dead stock:** Preparation of list of Dead stock item & sending the same to the office.
4. **Scrap Disposal:** All scrap is being disposed from the terrace, solar panels to be installed by October.
5. **Interns Farewell programme** arranged on 30th June in the afternoon session.
6. Staff should apply leave in advance.



PRINCIPAL
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MINUTES OF CORE COMMITTEE MEETING, July 2017

The 2nd Core Committee Meeting was held on 28 July, 2017. The following members were present:

Dr.Rajesh Kshirsagar, Dr.Shubhangi Wadgaonkar, Dr. Shandliya R, Dr. Amita Mali, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Anupam Sharma, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr.Amol Jamkhande, Dr.Arti Gachake and Mr. Anil Kadam

Dr. Veera Bhosale and Dr.Amol Patil were permitted leave of absence.

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. Library Holidays and Timings:

Library holidays and timings were discussed in presence of Mr. S.D. Jadhav, Chief librarian; it was further decided to permit the library to remain closed on all BVDU declared holidays, as per the annual calendar. It was further deliberated to permit the library to remain closed on Sundays except in the month of April, May, October and November (examination period). However the decision will be taken after consulting representatives from student committee.

The timings were decided as under.

Monday to Friday – 9am to 9pm.

Saturday- 9am-5pm

Sunday- 10am- 5pm (Reading hall facility only).

2. Compensatory leaves:

It was resolved that compensatory leave forms be withdrawn. Compensatory leave should be structured within departments with intimation to the principal by the HOD. The HOD shall use his/her department discretion to approve compensatory leave to staff members in his/her department. All compensatory leaves must be consumed within 7 days of performing excess work.

3. Scientific Programme:

All departments were instructed to undertake atleast one academic activity in the form of workshop/symposium in the current academic year. The department of Orthodontics and Dentofacial Orthopaedics, Department of Oral Pathology and Microbiology & Dept of Oral and Maxillofacial Surgery presented a brief outline of the programme they are going to undertake. The principal congratulated the department of PHD for having successfully conducted PG orientation in Research Methodology and Biostatics on 25th and 26th July 2017.

4. Admission procedures:

Dr. V.V. Kulkarni presented the status of the 1st BDS admission process as well as current status emphasizing on the steps to improve the number of admissions in the current year.

5. Implantology:

A Committee has been formed to oversee the clinical and academic activities related to Implantology in our Institute. The duties of the Committee would primarily be related to ensure the smooth conduct of implant related activities, to structure a plan to ensure that suitable implant systems are incorporated into the departmental clinical activity and to determine the charges and mode of payment. A detailed plan will be presented to the individual departments in the near future and will be in force from October 1, 2017. All HODs/Incharges must ensure that all clinical work in the departments related to Implantology (including prosthetic tasks) is completed prior to this date i.e. by September 30, 2017.

Kindly consider this as most important.

The Committee is as follows:

1. Dr. Priyanka Agarwal (Coordinator)
2. Dr. Amit Chaudhari
3. Dr. Ajay Sabane
4. Dr. Rajeshree Jadhav
5. Dr. Amit Thareja
6. Dr. Vikrant Sane
7. Dr. Amod Patankar

5. Excess space availability:

Excess space is available at 2 locations.

- 1) Public Health Dentistry (adjacent to PHD- 4th floor)
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2) Pedodontics and Preventive dentistry (second floor)

HOD and teaching faculty are requested to provide inputs regarding suitable use of these spaces. Options discussed included Dental Health museum and Conference hall. These decisions will be made in subsequent core committee meeting.

6. Absence from department:


The Principal has drawn attention to the absence of staff members from department premises during working hours. It is the duty of HOD and senior faculty to ensure that staff members are present in department premises and contribute effectively to the academic, clinical, and administrative activities of the department. We hope to see improvement in this regard.

7. Charges schedule:

Review of the charges schedule after 1-2 core meetings will be worked out. Higher specialty services at premium was focused.

9. Consumable materials:

HOD and incharges of consumable item must ensure that regular check and verification of departmental stock, indenting them carefully as well as validity of consumables is carried out effectively.


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MINUTES OF CORE COMMITTEE MEETING, August 2017

The 3rd Core Committee Meeting was held on August 29, 2017. The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake and Mr. Anil Kadam.

Dr. Amita Mali, Dr. Shubhangi Wadgaonkar, Dr. Anupam Sharma and Dr. Amol Jamkhande were permitted leave of absence

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. Inspections by Dental Council of India:

Compliance Verification Inspection for the Dept of Conservative Dentistry and Endodontics was carried out on August 2, 2017 by Dr. Ruchika from MAMC, New Delhi. The report is awaited.

Compliance Verification Inspection for the Department of Prosthodontics and Crown and Bridge is expected. The department was suggested to procure all equipments & materials found deficient at the time of inspection. Dr. Ajay Sabane, updated about the status of equipment purchase and installation process in the department.

2. Mobile Dental Van:

Purchase of Mobile Dental van is in progress. Quotations have been received and the matter is forwarded to the Registrar for necessary action and approval.

3. Consumable Requirement:

It was instructed to all departments to verify the details of existing stock before placing the order for the next allotment. Requirements of Consumable materials requirements should be sent once every 3 months (in the months of January, April, July and October- before 10th of the respective month) to the Central Store for final approval.

In addition the departmental stock should be checked verified and updated on regular basis.

4. All departments were instructed to ensure Indent Book record maintenance as follows:

- Dead stock books - 2 (UG & PG separately)
- Consumable Record-1
- Surgical Materials -1
- Stationary-1

5. Annual Maintenance Contracts have been approved for the following:

- Generator
- EPABX
- Fire Extinguishers
- Central Air Compressor
- Air Conditioners.

Each Department is supposed to verify the satisfactory working of the above items, before attesting their signature on the work/job completion card / sheet.

6. Pest control:

Schedule for pest control was discussed and finalized.

Weekly three times on the following days:

Mon & Fri at 3.30.pm

Sat at 11.30.am

7. Administrative changes:

Charges schedule for treatment rendered to patients has been finalized and will be made applicable from September 1, 2017. All HoDs /Incharges are to ensure that new charges implemented with effect from September 1, 2017. All Incharges are to provide a report in writing on patient response to the change.

Charges for certificates provided to students will also be made applicable.

8. Dissertation submission:

The last date for submission of Dissertation for postgraduate students is 15th October 2017 and the extended date with fine is October 31, 2017.

9. Disciplinary issue:

All HoDs must be vigilant regarding any misconduct and negligence in their departments. The incident regarding the Dental Hygienist in the Department of Orthodontics and Dentofacial Orthopedics has been reported, enquiry has been raised and report is awaited.

All cash transactions at departmental level to be stopped immediately. Such matters should be reported to the Principal immediately. Technician issues to be taken care by the respective department. Students of respective departments should do laboratory work of their own.

10. PhD:

Dr. Seema Patil was appreciated for her commendable job as a coordinator for the activities related to PhD Entrance Examination Syllabus, Pre PhD course work, conduct of written examination and interviews.

11. Vacation schedule:

Proposed schedule for Diwali vacation in November

First half _____ 2nd -12th November

Second half _____ 14th -24th November

Common working day _____ 13th November

12. College Scrap disposal:

Record of scrap disposed off till date:

Old papers-----3760 kg

Plastic + metal scrap----2456kg was disposed.

Another 3600 kg paper/scrap to be disposed.

Dead stock scrap to be disposed accounts to nearly 10000 kg.

13. Blood donation camp: was organized by NSS committee effectively on July 28, 2017.

Total of 60 bottles were handed over to Bharati Hospital Blood Bank.

14. Friendship day celebration: took place on 4th Aug 2017.

15. Condolence meeting for late Dr. Tejaswini Patil was held on 7th Aug 2017.

16. 15 August, Independence Day:

Independence Day was celebrated on second floor terrace with Interns, Staff and Principal. Flag hoisting was followed by singing patriotic songs and dancing to the rhythm of the dhol.

17. IDA 56TH MSDC PIMPRI CHINCHWAD:

All staff and students were motivated to participate enthusiastically in the 56th MSDC held at Pimpri Chinchwad on December 2017. Dept of Pedodontics and Preventive Dentistry and Dept of Periodontology will be conducting workshops during this event.


Students will be given the benefit of attendance for participation in the conference.

18. Future events and academic issues:

- Condemnation of equipment and furniture.
- BLS and ACLS workshops-7,8,9th September
- Clinical Photography-25th September
- Computer guided Implant programme—3rd Oct.
- Basic Sciences-Symposium-6th Oct.

19. Central library of college is permitted a glass partition between the Reading Hall and the Library. This will help in keeping the Reading Hall open on Sundays and late evenings.

20. The IQAC Committee has been permitted to co-opt two members from the previous Committee for this academic year only.


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MINUTES OF CORE COMMITTEE MEETING, September

2017

The 4th Core Committee Meeting was held on 26th September 2017. The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake and Mr. Anil Kadam.

Dr. Amita Mali, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Uttam Gajare, Mr. Anil Kadam were granted leave of absence.

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. **Central Library:** has organized a Book Exhibition from 26-28th Sep 2017. All members of committee were informed to instruct students Interns, UG and PG students to visit the exhibition. Similarly all departments to select and recommend the purchase of 10 books from the exhibition alongwith their ISBN number to the library.
2. **Centers of Excellence:** All HoDs / Incharges are instructed to work at an Institutes of Excellence for a short tenure to develop a vision for further improvements in their departments. They may also invite Faculty from Centers of Excellence to our institute for presentations, suggestions for improvement and linkages / collaborations.

3. **CDE program:** The CDE program henceforth for every department should be self financed. Departments of Prosthodontics and Crown and Bridge, Oral Pathology and Microbiology, Oral and Maxillofacial Surgery were appreciated for arranging self financed and educative CDE programs.

Department of Orthodontics and Dentofacial Orthopedics intends to conduct a National level event in the current year.

4. All HoDs/Incharges are instructed to peruse the **New DCI Regulations** with regard to staff requirements. Deficiencies are to be handed over as a hard copy and soft copy to Dr. Laxmi Lakade. **Basic Science / Medical Subjects** Department has also been instructed to submit a requirement of staff to Dr. Laxmi Lakade.

5. All HoDS /Incharges are instructed to inform all staff members to submit **Form 16 and 26AS to Accounts Section**

6. **Procurement of equipment following DCI inspection:** Deficiencies of departments brought to light through the DCI inspection report should be fulfilled. All departments must procure the equipment and instruments required as well as maintain proper receipts and records of all equipment in the department as discussed. **New DCI regulations** (September 2017) should be followed by every department.
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8. Department of Oral Medicine and Radiology raised an issue regarding requirement of electrically operated dental chairs as per DCI format whereas there are 14 manually operated ones present in the department at present. It was instructed to verify with other dental institutes and report accordingly.
9. Department of Oral Pathology and Microbiology requires a **wax block storage cabinet** as a DCI requirement. The requirement is to be fulfilled at the earliest. Department of Oral Pathology must procure/fabricate a new wax block storing cabinet.
10. **Dental chair repair work:** To be carried out through a Central Committee. Dr. Abhijit Patil, Dr. Siddarth Shinde and Dr. Seema Patil shall coordinate with the departments for the repair of Dental Chairs. Proper use and care of dental chair units and equipments by staff and students was emphasized.
11. **Diwali Vacation:** Schedule is declared as follows:
First Half Vacation: 2-12 November
Second Half Vacation: 14-24 November
Common Working Day: 13th November
12. **October 16, 2017:** i.e. Monday a day before Diwali is a working day for college. It is instructed to all HoDs /Incharges to permit only 50% staff (teaching and non teaching) for leave for smooth functioning of departments.
13. **Maintenance:** Minor repairs related to plumbing, carpentry, masonry etc may be carried out at departmental level by teaching and non teaching faculty after approval of Principal and Accounts Section.

- Solar panels installation
- Elimination of all water logging and leakages of college.

15. **Changes in PG guides:** Letters for the changes in PG guides are forwarded to respective departments from office. If not received please contact Ms. Neelam Jadhav in Student's Section.

16. **Fresher's Eve:** Teaching faculty from the Departments of Conservative Dentistry & Endodontics and Oral and Maxillofacial Surgery staff are instructed to be presented for the Fresher's Welcome Event on October 6, 2017. Their presence is required to ensure the smooth conduct of the event and to prevent any mishaps during the programme.


17. **Dental college magazine:** Dr. Anand Sabane has been nominated as the Coordinator for the College Magazine. Core Committee members were requested to convey the same to respective department staff and request their cooperation in this venture.

18. **Presentations by Staff Members:**

- **Implant committee:** Dr. Ajay Sabane made a presentation covering details about guidelines, protocol and progress of implant treatment in 3 respective departments. Dr. Amol Patil raised a query regarding graft and membrane barrier material. Dr. Vishakha Patil from Dept of Periodontology is allotted the work of preparing a list of dealers of graft and regenerative

materials and submit the same to the Implant Committee.

- **Dr. Amol Patil** gave a presentation on the guidelines the CDE Committee desires to set up. It was emphasized that the list of speakers be approved by Principal and panel of CDE Committee. Design of certificates for delegates and mementos for speakers should be uniform for all departments. Feedback forms for respective CDE programme of department should be made uniform as well. No remuneration in cash will be given to any of the Guest Speakers. Detailed reports, photographs of CDE Program of respective department should be submitted within 15 days.
- **Dr. Ashwini Gaikwad** made a presentation on the Anti Ragging measures instituted by the Committee and the need to be vigilant in the ensuing months. Online forms for all the students admitted to the First year BDS Course have been completed.
- **Dr. Amol Jamkhande**, made a presentation on the Dental treatment procedures performed at the Lavale Medical Centre. Starting October 1, 2017 transportation to and fro the centre will be provided by our institute. Charges for dental treatment may be levied at the centre after consultation with University authorities. There is a need to introduce Prosthodontic treatments at the centre as well. A postgraduate student from the Department of Prosthodontics and Crown and Bridge may be appointed to visit to the centre once a week to provide services to the patients at Lavale Centre.


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MINUTES OF CORE COMMITTEE MEETING, December
2017

The 5th Core Committee Meeting was held on 28th December 2017. The following members were present:

Dr.Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr.Arati Gachake and Mr. Anil Kadam, Dr.Amita Mali, Dr.Shandilya R, Dr.Amit Chaudhari, Dr.Uttam Gajare.

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. Dr. Rajesh Kshirsagar, Principal, provided updates on the **Administrative, Academic and Extracurricular activities conducted during the November – December 2017.**
 2. **CAP duty was carried out efficiently** and the efforts of the CAP team were appreciated. Dr. Varsha Pandit and her team were applauded for their outstanding job.
 3. **All UG and PG Examinations were performed efficiently** and in time.
 4. **The University has also appreciated the efforts of the teaching faculty in the smooth conduct of the Examinations** and the Submission of the result to the University.
 5. **Institutional Research Committee:** All Research Proposals were evaluated, modified and approved.
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6. **Institutional Ethics Committee:** For the first time a Mock Ethical activity was conducted prior to the meeting of the IEC. All Research proposals were evaluated, modified and approved.

The efforts of the Institutional Research Committee and the Institutional Ethics Committee were appreciated for their hard work and diligence. Dr. Revati Deshmukh, Dr. Swapna Patankar & Dr. Priya Deo were applauded for their sincere and meticulous efforts.

7. **Permission for early arrival/departure** from college once a month was clearly explained to the members.

8. **Farewell organized for Dr. Amit Thareja and Dr. Vidhya Kamble.**

9. **Locker facility has been provided to first BDS students:** Dr. Meenal Tepan, Dr. Laxmi Lakade were appreciated for their efforts in this regard.

10. **Laboratory charges for prosthetic work:** All work being sent to laboratories outside the institute will be charged at the College OPD. Dr. Ajay Sabne, Dr. Sanket Kunte and Dr. Ashwini Gaikwad have completed the protocol and charges schedule. This Charges Schedule will be applicable from 01.01.2018. There will be no difference in charges for laboratory work done in our institute or outside laboratories. If a patient is given concession then the work will have to be done in the College laboratories only. All queries in this regard may be directed to Dr. Sanket Kunte.

11. **Department Library regularization:** All HoDs/Incharges are requested to check the status of the Department Library and ensure the physical presence of all books. A report is to be forwarded to Dr. Amit Mhapuskar as early as possible.

12. Furniture scrap-almost finalized and done.
13. **Rotation of nursing staff:** 50% of the Nursing staff in the institute shall be rotated (shifted to other departments) every year. No nursing staff shall stay in the same department for more than two years (starting from 01.01.2018)
14. **The National Service Scheme (NSS):** Conducted Hepatitis -B vaccination camp on **December 14, 2017**. Over 200 students and faculty were vaccinated. The next dose shall be administered on January 13, 2018
15. **Purchase of New Amplifying devices:** Speakers, mic, collar mic and amplifier have been procured for use of all departments. All departments should use these equipments for their departmental CDE programmes as well as other functions.
16. **Library:** Computers with online facility to be provided to PG students in the Reading Hall to facilitate access to online journals as requested by PG students from the Department of Paediatric Dentistry.
17. **Dr. Amita Mali updated all members regarding the DCI – MDS- Rules and Regulations 2017.** All staff members are requested to review the new regulations and provide a detailed list of requirements (staff, equipment, instruments and space) to the Principal. Dr. Amita Mali shall coordinate this activity.
18. All teaching faculty are requested to contribute articles for the College Magazine.
19. **Internship Extension Programme:** Uniform method of calculating Extension programme based on attendance was explained to all members.

20. It was informed to all that in view of the admissions through NEET it has become imperative to conduct the examinations in the months of June and December. Necessary changes shall be made in the vacation and time table / academic calendar by the Administrative Office.

21. Upcoming events:

- January 8, 2018 – 'Life and Struggles of Dr. Patangrao Kadam' – Oration by Dr. Uttamrao Bhoite.
- January 11, 2018 – 'Traffic Awareness and Road Safety' – Lecture by Mr. Ashok Morale DCP, Traffic Branch and Mr. Satish Patil, ACO (Crime Branch).
- January 12-25, 2018 (Tentative Dates) – Sports and Cultural Activities.



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DENTAL COLLEGE & HOSPITAL

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MINUTES OF CORE COMMITTEE MEETING, January 2018

The 6th Core Committee Meeting was held on January 31, 2018. The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Amita Mali, Dr. Shubhangi Wadgaonkar, Dr. Anupam Sharma and Dr. Amol Jamkhande, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake and Mr. Anil Kadam.

A brief review of the issues discussed/deliberated and resolutions made are presented below:

Updates on the activities conducted in the Month of January 2018 were presented:

- Sports and Cultural Activities (12-25th January 2018).
- Alumni Meet conducted on 25th January 2018 – Dr. Sujit Pardeshi, an Alumnus of our institute, made a presentation on 'Practice Management for the General Dental Practitioner'.
- Faculty Development Programme was conducted on 2nd February 2018 at Institute of Management and Entrepreneurship Development, Erandwana. A total of 30 teaching faculty from Dental College, Pune participated in the programme.
- Diagnostic and Treatment camp activity for municipal schools and orphanages (PHD and Pedodontics and Preventive Dentistry).

- Auxiliary Staff Development Programmes: Two meetings with the Nursing Staff have been conducted. Following activities planned for them:
 - I. Purchase of books on Nursing to be kept in the Library.
 - II. Basic Life Support and First Aid workshop to be conducted on February 24, 2018.
 - III. Soft skills development activity in March 2018.
 - IV. English Speaking Classes to be conducted by Dr. Shameeka Thopte
 - X-ray technicians, Dental technicians and Dental hygienists are also permitted to participate in these programs.
- Furniture Scrap Elimination: Non repairable furniture from all departments has been removed.

Issues discussed:

1. **Fee structure:** PG stipend, details were provided to all members regarding the need for upward revision of fees due to the proposed introduction of stipend for postgraduate students.
2. **Research Grants:** All PhD Scholars, faculty working on various projects to apply for research grants as instructed. Provision has been made in the college budget to accommodate the same.
3. **Proposal of Faculty Development for teaching staff in second semester of 2018:** Two external faculties may be invited for TOT Workshop. This activity should preferably be conducted in our premises.
4. **Activity for the clerical staff of all administrative staff** (non teaching) was discussed. Workshop on

Computer Applications, Soft Skills and English Speaking are being planned for them.

5. **Dr. Sanket Kunte elaborated on the CDE programme of Pedodontics and Preventive Dentistry entitled 'IGNITE'** regarding Innovations, Patents and Grants in the field. Programme is scheduled on February 21, 2018.
6. **AISHE (SURVEY):** Dr. Venkatesh Kulkarni has been allocated the task of completing the documentation for the All India Survey of Higher Education by UGC. Detailed information of academic, administrative and extracurricular activities are required (including details of admission process, teaching faculty, non teaching faculty). All departments to provide information as requested.
7. **Dr. Rajesh Kshirsagar and Dr. Rajshekhar Halli informed about a CDE activity of Oral and Maxillofacial Surgery regarding Hair transplants and BOTOX.** Dr. Amita Mali pointed about the legal and ethical implications. It was decided to verify the matter before proceeding with this CDE programme.
8. **It was decided that that each department should not conduct more than one CDE programme every year.** The Principal suggested that programmes for UG students to be planned in the forthcoming academic year. Dr. Rajeshree Jadhav from Dept of Prosthodontics and Crown and Bridge was instructed to identify and discuss requirement of various topics with interns and Undergraduate students.
9. A clear understanding about functioning of Examination Cell of University on trial basis was discussed. Only Paper Setting and Moderation work to be carried out on

4th floor Dental College. Submission of Manuscripts, Dissertation Reports etc will have to be done at the University.

10. **Board of Studies (BOS) meeting:** Agenda details for 2018-19 were given by Dr. Amita Mali and Dr. Anupam Sharma.

11. Dental Equipments and Dental chairs which are not repairable to be scrapped in Dead stock scrap. Dr. Rajendra Daule, Dr. Amit Chaudhari and Dr. Pankaj Kadam shall coordinate this activity. This activity should conclude by 31st may. Minor Repairs of Dead stock for each dept to be done taking help of Mr. Mane.

12. Total 9 stabilisation units (UG and PG) required for regular functioning of both the sections. Dr. Mhapuskar suggested about DVT (Main power entry stabilizer unit). Detailed analysis to be done by a qualified Electrical Agency before final decision is made.

13. **Purchase of new LCD projectors** along with the repair of old ones if needed, should be taken care of.

14. Garbage Clearance to be handled by Mr. Mulani and team. The ramp area near the rear entrance gate should be cleaned immediately.

15. Dr. Amol Jamkhande stressed upon the list of odd batch and repeaters for conducting extra classes and sessions before University examinations.

16. **Staff was requested to provide their preferences Discussion regarding vacation or conversion of vacation to Earned Leave.** They were also asked for their opinion on working pattern on Saturdays.


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MINUTES OF CORE COMMITTEE MEETING, February 2018

The 7TH Core Committee Meeting was held on February 28, 2018. The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake Mr. Anil Kadam, Dr. Amita Mali, Dr. Shubhangi Wadgaonkar, Dr. Anupam Sharma and Dr. Amol Jamkhande .

Activities being done in February 2018:

- 02.02.2018: Faculty Development Program: IMED
- 04.02.2018: Tobacco Awareness program: PHD Activity
- 09.02.2018: Parents Teachers Meeting
- 15.02.2018: PhD scholars meeting : Dr. Amol Patil
- 21.02.2018, IGNITE : Dept of Paediatric Dentistry
- 24.02.2018: Nursing Staff- First Aid and Basic Life Support

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. **Furniture and paper scrap:** As per the DCI requirements, Dental chairs cannot be discarded because. Other Dead stock scrap includes Glass bead stabilizer.

2. **Constant complaints regarding leakages in various departments:** Leakages noticed in Department of Oral Pathology, Prosthodontics & Oral Medicine & Radiology, to be corrected at the earliest.
3. **Repairs of OHWT** required on urgent basis.
4. **New wall construction in Department of Prosthodontics & Crown and Bridge for installation of RVG.**
5. **Shaping of a committee for supervising work in this financial year.**
6. **Faculty arrangements for General Anatomy:** Dr. Ganesh Khemnagar and Dr. Shilpa Kothari.
7. **Patient Record Maintenance:** Each Department is required to maintain a patient treatment record for payment purposes. **Regarding concessions-** Total amount due for concession must be written clearly in the case paper. An appeal for concession must be signed by a teaching faculty member & payment must be done prior to commencement of treatment.
8. **MDS University Examinations: As per the University's revised schedule Preliminary examination shall be conducted from 20.02.2018 to 28.02.2018 for MDS.**

9. NSS Activities done this month:

***Hepatitis B screening and vaccination successfully
done on 16.02.2018 &***

***Disaster Management and Mitigation skills - Mr. Anil
Dandekar (12.02.108).***

10. Satellite Clinic: Bharati Hospital already has a functional clinic at Nasrapur run by Dr. Manoj Khare, our team has visited the site & the potential is found to be good.

11. Year Book/Annual Report: Compiled records of following:

- **Continuing Dental Education Programmes**
- **NSS Activities**
- **Cultural activities**
- **Sports Activities**
- **Publications**
- **Staff Farewells (Teaching and Non-teaching)**
- **Achievements of staff and students**
- **Faculty Developments Programmes**
- **Administrative Changes**
- **Core Committee Meetings**

12. CDE Programmes: Only one programme per department/year. Discussion on Surplus funds generation. Programs for UG students 2018-19.

13. Progress in PhD Research & Presentations: Team to provide inputs and suggestions for quality enhancement


of PhD Research work- Dr. Varsha Pandit , Dr. Surekha Chavan , Dr. Rajashree Jadhav, Dr. Vishaka Patil.

14. **Fee Recovery:** Discussion on current status & future strategies- No Examination form acceptance without full payment of Fees. Enrolment form – BDS and MDS. Suggestions from the core members were welcomed.

15. **Alternate Saturdays Working:** Feedback from all Departments were welcomed.

16. Highlights Of March 2018 Activities:

- **CDE Program by OMDR Dept. (07.03.2018) – Lasers: An Innovative Tool in Modern Dentistry**
- Summer Vacation 2018
- Alternate Saturday working opinion and feedback from all Departments
- MDS University Examinations: Revised schedule
- Fee Recovery: Current status and future strategies
- **CDE Programs 2018-19 – Guidelines and Recommendations**
- Absconding staff
- **Faculty arrangements for General Anatomy: Dr. Ganesh Kijhemnar and Dr. Shilpa Kothari**
- PhD work: Dr. Varsha Pandit, Dr. Vishaka Patil, Dr. Surekha Chavan, Dr. Rajashree Jadhav
- Patient records


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MINUTES OF CORE COMMITTEE MEETING, March 2018

The 8TH Core Committee Meeting was held on 31/03/18.

The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake Mr. Anil Kadam, Dr. Amita Mali, Dr. Shubhangi Wadgaonkar, Dr. Anupam Sharma and Dr. Amol Jamkhande .

Activities being done in February 2018:

- **CDE** –Department of Oral Medicine & Radiology- LASERS conducted on 07/03/18, lectures & workshops by Dr. Vikram Khare, Professor. D.Y. Patil Dental College.
- **FDP** – Nursing staff - Soft Skills Development, scheduled on 30.03.2018 will be held on 07.04.2018.
- **IQAC meeting** - Designing a template for activities in the forthcoming year.

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. **Administrative Activities:** Approval for renewal of seats – Ministry of H and FW, Prosthodontics and Crown and Bridge (5 to 6 seats) & Conservative and Endodontics (4 to 6 seats).

2. Vacation:

02.05.2018 -20.05.2018 & 22.05.2018- 09.06.2018

- MDS Preliminary Examinations in April 2018
- **Dissertation:** Change of topic/approved by Guide & HoD
- **Mark sheets of UG students:** To be sent to the parents via WATSAPP/ e-mail.

12. Free treatment at Dental College from 1st March-31st May 2018.

13. Oral Pathology: All Hematology Investigations to be done Free of cost.

14. NSS Activity under the guidance of Dr. Santosh Jadav: Hepatitis – B Vaccination programme concluded on 19th March 2018 - over 400 students & faculty members participated.

15. Public Health Dentistry: Patients to be provided to PHD, Interns posted in PHD to be permitted to treat patients in various departments under supervision by prior appointments.

16. Consumables: Final BDS Second Semester Students to be provided Masks and Gloves – number to be decided by each department based on number of patients treated by these students during their postings.

17. CybageAsha Trust: 50% concession to all adult patients. No concessions for Implants / Orthodontics/ FPD, accounts section has been informed regarding the same. Addition of 8-10 patients per day.

18. CDE Activities to be conducted in April 2019-

- **Department of Prosthodontics CDE Simplified
Esthetic Dentistry-19th April**
- **Opportunities Abroad- Dr. Darshan Hiremutt**

19. Updates on Satellite Clinic: Nasrapur Center, already
existing Bharati Hospital Medical Centre.



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MINUTES OF CORE COMMITTEE MEETING, April 2018

The 9th Core Committee Meeting was held on 28/04/18.

The following members were present:

Dr. Rajesh Kshirsagar, Dr. Shandliya R, Dr. Amit Chaudhari, Dr. Ajay Sabane, Dr. Revati Deshmukh, Dr. Venkatesh Kulkarni, Dr. Ashwini Gaikwad, Dr. Sanket Kunte, Dr. Laxmi Lakde, Dr. Amit Mhapuskar, Dr. Shams Ul Nisa, Dr. Namita Sharma, Dr. Arti Gachake Mr. Anil Kadam, Dr. Amita Mali, Dr. Shubhangi Wadgaonkar, Dr. Anupam Sharma and Dr. Amol Jamkhande .

A brief review of the issues discussed/deliberated and resolutions made are presented below:

1. NEET MDS 2018 admission:

Status: out of 42 seats 31 candidates have given retention status.

6 NRI seats is not yet declared.

Vacancy position for M.D.S admissions in Oral Pathology & Microbiology- 3 & in Oral Medicine & Radiology: 2.

Stipend: Stipend for postgraduate students will be from June 2018 for 36 months only. No Stipend will be given in case of extension / failure of postgraduate students.

Leaves: Total 40 (15 CL, 10 ML & 15 DL) along with University holidays

Attendance: minimum of 80% attendance is required. For attendance, postgraduate students have to sign muster kept in the Administrative Office. Their

attendance will also be recorded on Biometrics. They have to sign late muster if reported after 8.30 am.

2. OUTLOOK Survey was submitted.
 3. Academic term for II BDS, III BDS & Final Year BDS will start from 1st July, 2018.
 4. M.D.S. Part I Theory & M.D.S. Part III Prelim Examination was conducted. Concerned departments are asked to display marklist on notice board.
 5. Attendance report of M.D.S III of all respective departments in a prescribed format (Dr. Vineet Swami)
 6. Good initiative has been undertaken to help out left-handed students and staff by arranging at least one dental chair in undergraduate & one in postgraduate clinic of all clinical departments for working on patients. This is accomplished in the department of Oral Surgery & Oral Medicine & Radiology. Mr. mane has been asked to complete the said work in other clinical departments in a week time (Monday- Dept. of Periodontology, Wednesday- Dept. of Orthodontia, Thursday- Dept. of Prosthodontics, Friday- Dept. of Conservative Dentistry).
 7. CDE lecture on 'Simplifying Esthetic Dentistry: The Edelweiss Concept' by Dr. Nikhil Bahuguna was conducted by the Department of Prosthodontics and Crown & Bridge on 21/04/2018 (Saturday) from 10.30 am to 12.30 pm.
 8. Wifi facility has been extended to postgraduate students & staff of Administrative Office as few faculty have enrolled.
 9. In an attempt to support eco-friendly initiative, institute is emphasizing on use of less paper for administration.
-

Henceforth, all the notices will be communicated using email & Whats App.

10. Faculty Development Program for Administrative Staff was successfully conducted on 27/04/2018 (Friday) by Dr. Sachin Kadam.

11. Computer custody has been implemented in the Administrative Office. It will be implemented in all the departments in a month time.

Reminder is given about the location of computers in the clinic with screen facing dental chairs to stop being misused, as some departments are not following the instructions given.

12. PhD scholars pursuing the course or those who have discontinued are given directives regarding clearance of dues if any from the university.

13. A felicitation note of congratulation for Deven Rawlani (intern) for winning best poster award in IAOMR under guidance of Dr. Darshan. Initiative of Undergraduate conference in the subject of Oral Medicine & Radiology has been appreciated.

14. Summer 2018 University Examination arrangement: University Examinations- III BDS & Final Year BDS will be commenced from 2nd May, 2018.

Model answer scheme: All CAP examiners have to prepare model answer scheme & 2 soft copies to be submitted to exam section.

15. Repeated failure of students: Rules regarding discharge of candidates. **Candidates admitted before 2015-16** have to pass all the subjects of I BDS from the day of admission. **Candidates admitted from 2015-16**

onwards have to pass all the subjects of BDS including internship within 9 years from the day of admission.

16. Thefts in the institute-

Thefts of personal items- lockers should not be kept open or with key attached & room where the lockers are kept must also be locked.

Thefts of consumable items- consumable items must be kept in lock & key. If kept outside for use, it must be kept in CCTV coverage area.

17. Leakage issue of 5 Overhead tanks pending over the years will be started from May, 2018. Repair work of one tank at a time will be undertaken & it will be done in approximately 2 weeks time.

18. College magazine & College Yearbook is due to release in a month time.

19. Reminder is given on timely submission of publication details to Mr. Pathaan in dental office.



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