

BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY
DENTAL COLLEGE & HOSPITAL, PUNE - 43

Date: 07-09-2019

Notice

All HoDs/Incharges are to note that an Internal Committee shall evaluate the registers, documents, students records etc in your respective departments. You are requested to keep the required items on a table or work platform arranged in the order given below:


- Consumables Register
- Dead stock register
- Loan Register
- Staff Leave Register (Teaching and Non-teaching)
- Teaching faculty personal files (each staff member should have a personal file with details)
- Department Library (List of books, Issue Register)
- PG Attendance
- PG Leave Register (Balance Leave Register)
- PG Records(Log book, Tables I,II,III, certificates of participation at conferences etc, postings)
- UG Attendance Records (All Semesters)
- UG students posted in the department must have completed updated journals
- UG - Internal Assessment Register
- Patient Records (OPD Register, UG and PG work done Registers)

All UG and PG students should be appropriately dressed (aprons/scrub suits) .

All teaching faculty should have aprons with names displayed.

Schedule of departmental visits:

<u>Monday 09.09.2019</u> <u>9am to 11.30am</u>	<u>Public Health Dentistry</u> <u>Oral Pathology and Microbiology</u> <u>Orthodontics and Dentofacial Orthopedics</u> <u>Pediatric Dentistry</u>
<u>Tuesday 10.09.2019</u> <u>9am to 11.30am</u>	<u>Prosthodontics and Crown and Bridge</u> <u>Oral and Maxillofacial Surgery</u> <u>Periodontology</u> <u>Oral Medicine and Radiology</u>


PRINCIPAL
Bharati Vidyapeeth
(Deemed to be University)
DENTAL COLLEGE & HOSPITAL
Pune-Satara Road, Pune-411 043.

Email to all teaching faculty.

: 07/09/2019