

**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY
DENTAL COLLEGE AND HOSPITAL, PUNE**

The Minutes of Core Committee for the month of January held on **31/03/2021** (Wednesday) are presented herewith:

Updates:

1. DCI Committee of our institute has uploaded the information.
2. Cons-Endo Day was celebrated on 5th March 2021 by Conservative Dentistry and Endodontics Department. Different activities were organized such as
 - a lecture on practice management by former HOD Dr. Nitin Shah;
 - Patients' treatment with patient education about oral health maintenance through posters and verbal communication.
 - Essay writing competition was organized for postgraduate students
3. International Women's Day for all non-teaching female staff of our institute was celebrated on 12th March 2021 to appreciate and acknowledge the efforts they continue to put in during these tough times of Covid-19 pandemic.
4. BLS training was conducted on 19th March 2021 which is guided program by American Heart Association. The program trained interns with teaching and hands on sessions (2021 Updated guidelines).
5. The instrument named 'Dental Putty Scraper' designed by Dr. Seema Patil, Assisted by: Mr. Sachin Potdar has received 'Certificate of Registration of Design' by the Patent Office authorized by Government of India.
6. Dr. Vijay Ganesh, First year postgraduate student of Conservative Dentistry and Endodontics Department received 2nd prize in poster presentation at 35th National IACDE conference at Guwahati. He was guided by Dr. Aniket Jadhav.


Agenda

1. **Covid- 19 Vaccination:** It is our desire to ensure vaccination for all teaching faculty, non teaching staff members and postgraduate students and Interns from 1st April 2021. All HoDs /Incharges/ PG Teachers are requested to ensure that the postgraduate students in their respective departments are encouraged to receive the vaccine.
2. **COVID-19 Insurance:** All Teaching Faculty members who have unfortunately been diagnosed as COVID positive are requested to get in touch with Mr. Anil Kadam (with necessary reports) for their insurance claim.
3. Ensure emergency treatment to all patients but do not start lengthy elective treatment to patients in anticipation of another Lock down.


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4. University Examinations will be conducted as per schedule. Online teaching for next higher class will be continued till 7th April 2021. Revision of the University Examination going subjects to conducted from 8th April 2021 to 13th April 2021.
5. All Interns Incharges meeting was conducted on 24th March 2021 to discuss Internship Schedule / Internship Duties.
 - All HoDs and Interns Incharges are requested to provide completion/ clearance signatures to Interns (2019-20) at the earliest to enable them to complete their University and Registration formalities at the earliest.
 - Completion for Odd batch: All HoDs and Interns Incharges are instructed not to sign completion clearance document for any Intern from the Odd batch until further instructions.
 - Schedule for Regular Interns batch: All interns should report on duty at 9 am. Each intern must perform at least one procedure per day. Their work done record must be signed daily by Interns' In-charge. They may be permitted to leave early with permission from Interns' In-charge due to Covid-19 pandemic.
6. Building infrastructure: repair work of electrical cables, compressed air lines & drainage pipelines are going on in a phased manner.
7. Plan for future 2021-22:
 - Purchase of equipment will be done as per DCI
 - Technology up-gradation has commenced: Patient Management Software: A meeting regarding Hospital and Patient Management Software was held on 19th March 2021. Meeting with all HoDs and one faculty member from each department was conducted on 24th March 2021 to discuss the purchase of Hospital Software for our institute. It will be installed on 40 computers of the Institute. Registers & case papers (hard copy) need to be maintained along with User specific entry of Patient Management Software for first 3 months after installation.
 - Infrastructure redesign (sterilization) is required for NABH. All HODs should submit it in the format which will be given to all departments.
8. Due to surge in Covid-19 pandemic cases, patient Management in departments should be addressed with immediate effect to avoid overcrowding of patients & their relatives.
9. One BDS faculty from will be posted one day per week at Lavle center-PHD
10. Due to unfortunate Fire incident in Department of Orthodontics and Dentofacial Orthopaedics, it has been temporarily shifted to Oral and Maxillofacial Surgery.
11. Staff absconding from duty/ misbehavior: Three written warnings should be given to the staff (teaching & Non-teaching) who is absconding from duty from 9.00 am to 4.30 pm (except lunch break & tea break at canteen). Each written warning must be followed by recorded remedial session by Head of the Department. This report should be submitted to the Principal.


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12. Receipts of University Examination expenditure must be submitted within 10 days after University Examination.
13. PG- Registration with State Dental Council: All HoDs and postgraduate teachers to ensure that all postgraduate students in their respective departments are registered in any State Dental Council (not necessary to be registered in Maharashtra). Details to be provided Dr.Gouri Bhoite/ Ms.Sadhana Gawade at the earliest.
14. **Personal Files:** All Teaching Faculty are requested to update their personal files in the College Administrative Office. Following documents are mandatory:
- Detailed CV / Resume including conferences attended, papers/ posters presented/ additional qualifications, awards and honours, books published etc (with supporting certificates).
 - Professional Indemnity Policy
 - Vaccination certificates for Hepatitis B and COVID
 - Any other document you would like to submit
15. All faculty members must have received an email with a request to register on the portal for uploading details of Research Papers etc. The link is provided in the email itself. Please register as soon as possible and update the details of your publications as requested.



Dr. Rajesh Kshirsagar
Chairman

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