

Minutes of Meeting

January 2016

Page No.

Date: / / 201

Dated :- / / 2016

Venue of Meeting :- Department of Oral Medicine
and Radiology

Agenda of Meeting :- Academic program of UG & PG
Chairman :- Dr. Deepak Samdani

Members :- Dr. Anjali Saigal, Dr. S. Vaseemuddin

Dr. Ramandeep S. Punia

Dr. Sandeep Bains

[Signature]

1. Syllabus which was covered till the month of January 2016 was reviewed and syllabus to be covered was discussed with members
2. Performance Register of B.D.S final year to be completed before sent up examination
3. UG Students to be instructed to complete department log books before sent up examination
4. PG students were directed to complete any pending assignments, log books.
5. Promotional tests to be conducted for MDS students

July 2016

Minutes of Meeting

Venue of Meeting :- Department of Oral Medicines and Radiology.

Agenda of Meeting :- UG and PG teaching programme

Chairman :- Dr. Deepak Samdani

Members :- Dr. Sravaseemuddin

Dr. Anjali Saigal

Dr. Ramandeep S. Punia

Dr. Sandeep Bains

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Following points were discussed in meeting held

1. Syllabus covered till July 2016 for BDS final yr Nov-Dec batch was reviewed and syllabus to be covered was discussed among faculty members.
2. UG teaching programme of BDS final yr regular batch was also discussed.
3. It was decided to carry routine class tests for BDS final Nov-Dec batch.
4. Performance register for Nov-Dec batch to be maintained.
5. Clinical discussion with BDS 3rd yr & final yr to be done.
6. Demonstration of IOPA xray to each student should be mandatory to complete project work.
7. PG teaching programme should be updated.
8. Seminars / Journal club / Case presentation should be continued.
9. Duty roster of PGs should be maintained.

January 2017

11/17

Venue:- Department of oral Medicine and Radiology

Agenda :- UG and PG teaching Programme

Chairman :- Dr. Deepak Samdani

Members :- Dr. Suseemuddin

Dr. Ramandeep S. Pania

Dr. Sandeep Bains

~~Dr. Vasu~~
~~Dr. Jai~~

Points from previous meeting were discussed and further actions to be taken were:

1. Syllabus of BDS final yr covered till Jan 2017 was reviewed for the commencement of mid term examination.
2. UG teaching programme for Nov-Dec batch was discussed.
3. Performance register of BDS regular batch to be completed.
4. PG Seminar / Journal club / Case presentations to be carried on regular basis.
5. Department will organize one day conference in coming months. Work up for that to be started. Committee made for that day.

May 2017 Dated 15/17

Minutes of Meeting

Venue:- Dept. of oral Medicine and Radiology

Agenda:- Organization of Cancer awareness programme.

Chairman:- Dr. S. Vaseemuddin

Members:- Dr. Ramandeep S. Puri

Dr. Sandeep Bains

Actions to be taken

1. Department of oral Medicine and Radiology will organize cancer awareness programme in DIRD.
2. Dr. Sandeep Bains will deliver a lecture on Tobacco - a Threat to Development.

Minutes of Meeting

17/17

July 2017

Venue: Dept of Oral Medicine and Radiology

Agenda: UG & PG Teaching Programme

Chairman: Dr. S. Vaseemuddin

Members: Dr. Ramandeep S. Punia

Dr. Sandeep Bains

Actions to be taken

1. Syllabus to be covered and still covered for BOS final yr Nov-Dec batch was discussed.
2. UG teaching programme for Interns and regular batch to be prepared.
3. Performance register for Nov-Dec batch to be updated regularly.
4. Class tests of Nov-Dec batch to be conducted.

January 2018

15/1/2018

Venue:- Department of Oral Medicine and Radiology

Agenda:- Celebration of World Cancer Day and UG + PG teaching Programme

Chairman:- Dr. S. Rasheemuddin

Members:- Dr. Kamandeep S. Punia

Dr. Sandeep Bains

Dr. Mandeep Kans

Actions to be taken

1. Syllabus to be covered and till covered for BDS final yr regular batch to be prepared.
2. Performance Register for regular batches to be updated as well as completed.
3. Attendance record of BDS final yr to be updated.
4. Details of UG teaching to be updated for next following meeting / Co-mentor meeting.
5. Discussion part also included proposed celebration of World Cancer Day by dept. with paper / poster presentation

Minutes of Meeting
August 2018

18/8

Venue: Department of oral medicine and Radiology

Agenda: V Grand PG Teaching Programme

Chairman: Dr. S. Vaseemuddin

Members: Dr. Komandeep S. Punia

Dr. Sandeep Bains

Dr. Mandeep Kaur

Actions to be taken by respective faculty members

1. V Grand teaching programme to be maintained on a regular basis.
2. class tests to be conducted for Nov-Dec batch.
3. Movement Register of Nov-Dec batch to be updated.
4. Attendance Record of Nov-Dec Batch to be updated.

Minutes of Meeting
November 2018

10/18

Venue:- Department of Oral Medicine and Radiology.

Agenda:- Organization of Face Fill, Botox and hands on Workshop

Chairman:- Dr. S. Vaseemuddin

Members:- Dr. Ramandeep S. Punia

Dr. Sandeep Bains

Dr. Mandeep Kane

Actions to be taken

1. Workshop will be conducted in collaboration with dept. of oral and maxillofacial Surgery at DIRDS Faridkot.
2. All students, interns and postgraduates from DIRDS and outside will participate in it.
3. Committee to be constituted for workshop.
4. Responsibilities of different committees to be assigned.
5. After conclusion report will be prepared.

81/01

Minutes of Meeting | 1/1/2019
January 2019

Venue:- Department of Oral Medicine + Radiology

Agenda:- UG and PG teaching programme

Chairman:- Dr. S. Vasemuddin

Members:- Dr. Ramandeep S. Punia

Dr. Sandeep Bains

Dr. Mandeep Kaur

(Handwritten signatures)
Vasem
Punia
Bains
Kaur

Minutes from previous meeting were discussed -
Workshop was conducted successfully, conclusion
Report was prepared.

Actions to be taken

1. PG teaching programme to be updated.
2. Performance register of BDS final yr regular batch to be updated and completed.
3. NABH documents to be updated.

Minutes of Meeting / 7/19

Venue: - Dept of Oral Medicine and Radiology

Agenda: - QA and PA Teaching Programme

Chairman: - Dr. S. Vaseemuddin

Members: - Dr. Ramandeep S. Puri

Dr. Sandeep Bains

Dr. Mandeep Kans

Actions to be taken

1. QA and PA Teaching Programme to be updated and maintained.
2. Quality Indicators of NABH to be updated by respective faculty members.
3. Instructions to be followed by interns during Clinical posting such as dress code, project submission, work day by interns, restricted mobile phones, no half day attendance etc.
4. Performance Register of Nov-Dec Batch to be updated
5. Attendance Record of Nov-Dec Batch to be updated

11/8/19 Sept November 2019 19/11/19

Vinod: Department of Oral - Medicine and
Radiology

Agenda: Dental health check up camp at
550th anniversary of Guru Nanak Dev Ji.

Chairman: - Dr. S. Vaseenuddin

Members: - Dr. Ramandeep S. Punia
Dr. Sandeep Bains
Dr. Mandeep Kaur

Vaseenuddin
Punia
Bains
Kaur

Actions to be taken :-

1. Dental health check up camp will be organized at DIRDS, Fdk.
2. All arrangements for screening of patients to be made perfectly.
3. No patient will be allowed to sit in waiting area unnecessarily.
4. BDS Bdr, 4th yr students & Interns will examine each patient under the guidance of faculty.
5. Movement register for each staff, faculty to be maintained and checked by HOB.
6. Attendance for all students to be marked in App.

02/01/20
January 2020

Sated 1/1/20

Venue:- Department of Oral Medicine + Radiology

Agenda:- JCI teaching programme and PA teaching programme.

Chairman:- Dr. Randeep S. Punia

Members:- Dr. Sandeep Bains

Dr. Mandeep Kans

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Minutes from previous meeting were reviewed and further actions to be taken are

1. Performance register of regular batch to be updated
2. Syllabus covered and to be covered for ~~regular~~ regular batch to be reviewed.
3. World Cancer day will be celebrated by dep^o of OMR and Guest lecture will be delivered by expert.
4. Poster competition will be held on that day

March 2020

| 3 | 2020

Venue :- Department of Oral Medicine & Radiology

Agenda :- Mentors, co-mentors meeting and

COVID-19 guidelines.

Chairman :- Dr. Ranandeep S. Punia

Members :- Dr. Sandeep Bains

Dr. Mandeep Kans

Actions to be taken

1. Mentors, co-mentors meeting will be organized in coming days. All documentation should be done for that.
2. Since COVID-19 is emerging as pandemic COVID-19 guidelines issued by Government, DCF to be followed by institutional departments.

April 2020

14/20

Venue:- online meeting on Zoom APP

Agenda:- Online UG teaching and online
PG teaching.

Chairman:- Dr. Ramandeep S. Puri

Members:- Dr. Sandeep Bains

Dr. Mandeep Kans

M. Kans

Actions to be taken

1. In online meeting it was decided to regularly conduct the final yr regular batch and Nov-Dec batch theory classes.
2. Practical discussions for SOPA say to be continued online.
3. Seminar / Jc / case presentation for PG to be carried online.
4. Attendance to be self updated in college app.

July 2020

17/2020

Vincent Department of Oral Medicine + Radiology
Agenda COVID-19 Protocol and NAAC, NABH documentation

Chairman :- Dr. Ramandeep S. Punia

Members :- Dr. Sandeep Bains

Dr. Preeti Dhillon

Dr. Mandeep Kans

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Actions to be taken

1. COVID-19 Infection control manual to be strictly followed by each faculty member, PGs, Paramedical staff + sweepers.
2. Online teaching for UGs and online seminar to be continued for PG students.
3. Movement register to be updated.
4. Covid-history to be mentioned for every patient visiting to OPDs.
5. Each patient visiting ORR dept. should be screened thermally and should wear gloves.
6. NAAC documents, NABH documents to be updated.

1001. August journal / 8/20

Venue:- Dept. of Oral Medicine + Radiology.

Agenda:- PG Teaching Programme

Chairman:- Dr. Randeep S. Panik Janar

Members:- Dr. Sandeep Bains Sub

Dr. Preeti Dhis Prati

Dr. Hardeep Kang Mbaur

Actions to be taken

1. College is applying for NAAAC all documentation should be updated

Faculty members should concentrate on research promotion

LD of PG Dept. should be completed. 1st batch

Basic classes of PG 1st yr to be initiated

Performance register of BSc final yr Nov-Dec batch to be updated.

January 2021

1/1/2021

Venue: - Department of Oral Medicine + Radiology

Agenda: - UG and PG teaching programme

Chairman: - Dr. Ramandeep S. Punia

Members: - Dr. Sandeep Gains

Dr. Preeti Dixit

Dr. Mandeep Kam

Janu
1/1/2021
1/1/2021

Actions to be taken

1. Syllabus covered to be covered for B.S final yr regular batch to be reviewed.
2. PG 2nd yr proposed plan of thesis for ethical approval should be completed.
3. Performance register of B.S final yr regular batch to be updated.
4. Assignments, log books to be updated.

March 2021

13/2021

Venue:- Department of oral medicine & radiology

Agenda:- Departmental arrangements for Mega dental
Camp on 5th + 6th April 2021, UG + PG
teaching Programme

Chairman:- Dr. Ramandeep S. Punia

Members:- Dr. Sandeep Bains

Dr. Preeti Dhillon

Dr. Mandeep Kaur

Dr. Sonu Gupta

Points from previous meeting were discussed and reviewed. Actions to be taken were:-

1. Syllabus till covered for BDS 3rd yr was reviewed and departmental discussions to be carried on further.
2. Syllabus covered for BDS final year was reviewed. Performance of each student to be analysed on the basis of class tests conducted on Saturdays.
3. Mega dental check up Camp will be organized on 5th + 6th April 2021. Interns from dep of community Dentistry will be deputed for registration desk.
4. Some volunteers from BDS 3rd yr will accompany the patients from OMR to respective departments for mandatory registration in respective departments.
5. Through the entire dental camp programme for two days COVID-19 guidelines should be followed on strict basis.
6. Performance of PG student in weekly test was discussed and laureate ~~was~~ in test were appraised to the concerned students.