

## DEPARTMENT OF CONS \$ ENDO

Meeting was held in the departmental meeting room on 8/9/2021 by Dr Tarun in relation to notice on 7/9/2021

The purpose of the meeting was to ensure that interns strictly adhere to the college protocol.

Dr Taran and Dr Kirannoor were asked to ensure that interns should follow clinical roster without shuffling. They should report to department in time else no attendance should be granted.

Dr. Vanita was instructed to assign them one project before completion of clinical posting.

It should be ensured that there is no use of mobile phones by students during college hours.

Dr. Kiran was given the responsibility to look after Infection Control in the Department.

### FACULTY PRESENT DURING MEETING

Dr Sunandan Mittal

Dr. Tarun

Dr. Vanita

Dr. Taranpreet

Dr. Kirannoor

## DEPARTMENT OF CONS \$ ENDO

Meeting was held in the departmental meeting room on <sup>8/3/2021</sup> by Dr Sunandan Mittal in relation to celebration of Women Day in the institute

The purpose of the meeting was to ensure that all arrangements were upto the mark for celebration of women day in the Guest House.

Dr Vanita was given the responsibility of decoration

Dr. Tarun was asked to look after necessary arrangements for hospitality and lunch

### FACULTY PRESENT DURING MEETING

Dr Sunandan Mittal

Dr. Tarun

Dr. Vanita

Dr. Taranpreet

Dr. Kirannoor

## DEPARTMENT OF CONS \$ ENDO

Meeting was held in the departmental meeting room on 9/11/2020 by Tarun in relation to notice on 6/11/2020

The purpose of the meeting was to ensure that students follow COVID protocols properly. COVID test report is mandatory before joining the college.

Dr Raman was asked to ensure that students and staff wears proper PPE kit while performing patients.

Dr. Raman was instructed to look after sterilization of instruments and biomedical waste management.

Dr Vanita was instructed to update stock register.

All faculty members were instructed to wear white aprons as well as masks during college working hours

It should be ensured that there is no use of mobile phones by students during college hours.

### FACULTY PRESENT DURING MEETING

Dr. Tarun

Dr. Vanita

Dr. Raman Sekhon

## DEPARTMENT OF CONS \$ ENDO

Meeting was held in the departmental meeting room on 4/7/2020 by Dr. Sunandan Mittal in relation to notice on 2/7/2020

The purpose of the meeting was to ensure the updation of attendance record and work done record of interns. The responsibility was assigned to Dr Raman Sekhon.

Dr Vanita was asked to ensure that students follow proper dress code with white aprons.

Dr. Raman was instructed to look after sterilization of instruments and biomedical waste management.

It should be ensured that there is no use of mobile phones by students during college hours.

### FACULTY PRESENT DURING MEETING

Dr Sunandan Mittal

Dr. Tarun

Dr. Vanita

Dr. Raman Sekhon

## **DEPARTMENT OF CONS AND ENDO**

- Meeting was held in the departmental meeting room on 28<sup>th</sup> August, 2019 by Dr. Sunandan Mittal in relation to notice on 24<sup>th</sup> August, 2019
- The purpose of the meeting was to ensure and instruct all the PGs and students to maintain highest level of discipline in the department
- Dr. Vanita was asked to ensure that final, 3<sup>rd</sup> and 2<sup>nd</sup> prof students follow the proper dress code with white aprons as decided by the management
- Dr. Harpreet and Dr. Preet Komal were instructed to look after the sterilization of instruments and biomedical waste management in the department
- ID cards should be worn by students and ensure that no student uses mobile phones during the college working hours

### **FACULTY PRESENT DURING THE MEETING**

- Dr. Sunandan Mittal
- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Preet Komal

## **DEPARTMENT OF CONS AND ENDO**

- Meeting was held in the departmental meeting room on 28<sup>th</sup> August, 2019 by Dr. Sunandan Mittal in relation to notice on 24<sup>th</sup> August, 2019
- The purpose of the meeting was to ensure and instruct all the PGs and students to maintain highest level of discipline in the department
- Dr. Vanita was asked to ensure that final, 3<sup>rd</sup> and 2<sup>nd</sup> prof students follow the proper dress code with white aprons as decided by the management
- Dr. Harpreet and Dr. Preet Komal were instructed to look after the sterilization of instruments and biomedical waste management in the department
- ID cards should be worn by students and ensure that no student uses mobile phones during the college working hours

### **FACULTY PRESENT DURING THE MEETING**

- Dr. Sunandan Mittal
- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Preet Komal

- Meeting was held on 29<sup>th</sup> Jan, 2019 in the departmental meeting room by Dr. Tarun in relation to notice on 9<sup>th</sup> Jan, 2019 and 16<sup>th</sup> Jan, 2019
- All the PGs and Lab attendants were instructed to abide by the infection control measures and follow the sterilization protocols
- Dr. Raman Sekhon was assigned the duty to take care of biomedical waste management in the department and instruct all prof students to make appropriate use of bins
- NABH register responsibility was given to faculty members and asked for the updation of the same
- Also, the students were asked to maintain the proper dress code during the college hours and duties were assigned to respective faculty members to keep a check for the same
- All the faculty members, PGs and staff were instructed to wear white aprons during the college working hours

**FACULTY MEMBERS PRESENT DURING THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Raman Sekhon

## **DEPARTMENT OF CONS AND ENDO 27<sup>TH</sup> JAN, 2018**

- Meeting was held in the departmental meeting room on 27<sup>th</sup> Jan, 2018 by Dr. Sunandan Mittal in relation to notice dated 18<sup>th</sup> Jan, 2018
- All the PGs, LAs and staff was instructed to ensure the turning off water supply before locking the department
- Dr. Tarun was instructed to update the files and registers related to the departmental academics
- Dr. Vanita was instructed to update the stock register
- All the LAs, PGs and staff was instructed to wear the scrubs and white aprons during college hours

### **FACULTY MEMBERS PRESENT DURING THE MEETING**

- Dr. Sunandan Mittal.
- Dr. Tarun
- Dr. Vanita



- Meeting was held in the departmental meeting room on 27<sup>th</sup> March, 2018 by Dr. Tarun
- Meeting was regarding the Silver Jubilee celebration on 3<sup>rd</sup> and 4<sup>th</sup> April, 2018
- Faculty members were assigned the duties for the same and also asked to maintain the smooth functioning of the department on the day of function
- PGs were instructed to maintain the highest level of discipline and attend the patients with priority
- Also, the PGs and staff were instructed to regularly punch for biometric attendance to ensure that they get proper salary

**FACULTY PRESENT DURING THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Preet Komal

- Meeting was held in the departmental meeting room on 23<sup>rd</sup> Feb, 2018 by Dr. Tarun in relation to notice on 3<sup>rd</sup> Feb, 2018 and 19<sup>th</sup> Feb 2018
- Meeting was held regarding the updation of log registers, attendance and marks details for the mentor/co-mentor meeting. Dr. Vanita was asked to collect the midterm marks detail for 2<sup>nd</sup> year
- Also, the PGs were instructed to attend the BLS workshop
- The faculty members were instructed to get the prior sanction of leave due to periodic inspection of DCI
- All the staff members were instructed to make the proper functioning of department during the adhesion-2018

**FACULTY MEMBERS PRESENT IN THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Preet Komal

- Meeting was held in the departmental meeting room on 27<sup>th</sup> November, 2018 by Dr. Sunandan Mittal in relation to notice on 27<sup>th</sup> Nov, 2018
- All the faculty, staff and students were instructed in the department that nobody will leave the campus during college working hours and prior permission should be made from the principal
- Due to inspection propose, no faculty members will take holiday without prior sanction
- Highest level of discipline should be maintained in the department
- White apron is necessary during the college working hours
- Proper academic activity for interns and PGs should be carried out but at the same time patient should be given priority

**FACULTY PRESENT DURING THE MEETING**

- Dr. Mittal
- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Raman

- Meeting was held on 29<sup>th</sup> September, 2018 in the departmental meeting room by Dr. Tarun
- The prupose of meeting was to ensure the record keeping in the department
- Faulty members were asked to maintain the attendance record of all profs
- Dr. Raman Sekhon and Dr. Harsukhman were asked to maintain all the log registers in the department and look after the biomedical waste in the department
- All the PGs, staff members were instructed not to leave the department without any valid reason and to maintain movement register
- Also, staff and PGs were instructed to wear white aprons during the college working hours

**FACULTY MEMBERS PRESENT DURING THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harsukhman
- Dr. Raman Sekhon

- Meeting was held on 17<sup>th</sup> December, 2018 in departmental meeting room by Dr. Tarun in relation to notice on 15<sup>th</sup> December, 2018 related to Fresher's 2018
- Duties were assigned to staff of organising committee
- At the same time, proper functioning of the department should be carried and PGs were instructed to attend the patients on priority basis
- All the faculty members, PGs and LAs were instructed to wear white apron during the college working hours

**FACULTY MEMBERS PRESENT DURING THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Raman Sekhon

## **DEPARTMENT OF CONS AND ENDO**

**8<sup>TH</sup> JUNE, 2018**

- Meeting was held in the departmental meeting room on 8<sup>th</sup> June, 2018 in relation to notice dated 6<sup>th</sup> June, 2018
- Meeting was headed by Dr. Tarun and Dr. Vanita and Dr. Harpreet and Dr. Preet Komal were assigned the duty to instruct the students (females) of all profs to follow proper dress code in the department
- All PGs were instructed to follow the dress code during the college working hours and the defaulters would bear the consequences
- Wearing of white coat was made mandatory for all the staff, PGs and Lab attendants
- Biometric attendance marking was made compulsory

### **FACULTY MEMBERS PRESENT IN THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet
- Dr. Preet Komal

## **DEPARTMENT MEETING ON 29<sup>TH</sup> DECEMBER 2017**

### **TOPIC- REGARDING GENERAL GUIDELINES IN THE DEPARTMENT**

- Meeting was conducted by Dr. Tarun regarding the smooth functioning of the department
- All the faculty members were instructed to maintain the movement register and everybody was asked to make entry in the register before leaving the department/ college
- In relation to the notice on 29<sup>th</sup> December 2017 all the faculty members, PGs and students were instructed not to organise any party or celebration during the college hours

### **FACULTY MEMBERS PRESENT IN THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Harpreet

## **DEPARTMENT MEETING ON 26<sup>TH</sup> AUGUST, 2017**

### **TOPIC- DISCIPLINE, ACADEMIC AD OTHER DEPARTMENTAL GUIDELINES**

- Meeting was conducted by Dr. Sunandan Mittal regarding the office notice dated 21<sup>st</sup> August 2017
- Staff and LAs were instructed to wear white apron
- Staff was instructed to convey to various profs to wear I-cards and switch off their phones during college working hours
- Concerned staff was assigned the duties related to the same
- Dr. Tarun was instructed to maintain log registers for the exam going batches
- Also, monthly report maintenance and sending it at proper time was made mandatory and PGs were given instructions related to it

### **FACULTY PRESENT IN THE MEETING**

- Dr. Sunandan Mittal
- Dr. Tarun Kumar
- Dr. Vanita Keshav
- Dr. Harpreet



## **DEPARTMENT MEETING ON 17<sup>TH</sup> APRIL 2017**

### **TOPIC- GENERAL GUIDELINES IN THE DEPARTMENT**

- Meeting was conducted by Dr. Tarun regarding the proper functioning in department and follow the sterilization protocols to ensure safety of patient and doctors working
- LAs were instructed to maintain the instrument with proper autoclaving and follow sterilization procedures effectively
- Also, faculty members were instructed not to take any leave without prior sanction due to BFUHS inspection in relation to notice on 16<sup>th</sup> April 2017
- All faculty members, PGs were instructed to minimise the patients' waiting time in the department

### **FACULTY MEMBERS PRESENT IN THE MEETING**

- Dr. Tarun
- Dr. Vanita
- Dr. Preet Komal