

Minutes of IQAC Meeting held on 29th December 2019

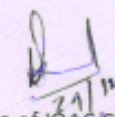
The meeting of Vananchal Dental College & Hospital's (VDCH) Internal Quality Assurance Cell (IQAC) was held on December 29th 2019 in the Lecture Hall, chaired by Dr S P Mosby, Principal VDCH.

The following members were present.

1. Dr. S P Mosby	Principal, VDCH
2. Dr. A K Sinha	IQAC Coordinator
3. Ms Meena Singh	Member
4. Dr. Vijayendra Pandey	Member
5. Dr.D.Ravisankar	Member
6. Dr Kalanand Mishra (Civil Surgeon, Medininagar Palamu)	Member

- **Dr S P Mosby** welcomed all the members of Internal Quality Assessment Cell and called upon all the members to introduce themselves to fellow members to develop a sense of camaraderie among members.
- **Dr A K Sinha** emphasized the resolve of VDCH to seek the NAAC Accreditation and outlined the importance of IQAC in the wider scheme of things for conducting continuous assessment and improvement in VDCH's functioning.
- **Dr. Vijayender Pandey** said that the treatment offered by VDCH was outstanding as vouched by the patients they have referred to VDCH in the past several years and accreditation process would certainly add more value in continuous improvement of quality dental health education and patient care.
- **Dr.D.Ravisankar** appointed as new IQAC Coordinator from 29-12-2019 to 29-12-2021 in the IQAC meetings. Mr Dr. A. K.Sinha Handovers the all his duties to new IQAC Coordinator.

At the end of the meeting Dr S P Mosby thanked all the members for active participation in the IQAC meeting.


29/12/2019.
Signature of IQAC Coordinator
Hospital Staff
V.D.C.H., Garhwa, Jharkhand

Minutes Of IQAC Academic Committee Meeting held on , 2019

1. The first meeting of Vananchal Dental College & Hospitals Internal Quality Assurance Cell (IQAC) was held on June 15th, 2019 in the Conference Hall, Chaired by Dr. S.P Mosby- Principal, VDCH.

The following members attended the meeting-

2. Dr. S.P Mosby- Principal,VDCH
 3. Dr. A.K. Sinha- IQAC Coordinator
 4. Dr. Vijayender Pandey – Member
 5. Mr. Ranjit Singh- Social Worker
 6. Dr. N.K Rajak, Civil surgeon, Garhwa- Member
- Dr. S.P Mosby welcomed all the members of Internal Quality Assurance Cell (IQAC) and called upon all the members to introduce themselves to follow members to develop a sense of camaraderie among members.
- Dr. A.K.Sinha emphasized the resolve of VDCH to seek the NAAC accreditation and outlined the importance of IQAC in the wider scheme of things for conducting continuous assessment and improvement in VDCH.
- Dr. Vijayender Pandey further proposed to constitute the following committees to streamline the process of continuous improvement in the VDCH.
1. Academic Committee
 2. Sexual Harassment & Women Empowerment Committee
 - Sexual Harassment at workplace is a violation of women's right to gender equality, life and liberty. It creates an insecure and hostile work environment, which discourages women's participation in work, thereby adversely affecting their economic empowerment and the goal of inclusive growth.

Objectives:

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women
- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women.
- To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- The person who becomes victim of any act of sexual harassment should report to the chairperson of the complaint committee. The chairperson will also work as counselor in this regard.

3. Anti-Ragging Committee-

- The college shall constitute an "Anti-Ragging Committee" in the Chairmanship of the Dean Student Welfare at the beginning of every academic year.
- It shall comprise of faculty members, students from the fresher's category as well as seniors and selected non-teaching staff.
- This Committee shall be fully responsible to ensure that no incidence of ragging takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all points of time.
- The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads/Anti- Ragging Helpline of the college carry out their functions properly and efficiently.
- On the report of Anti-ragging Squad or any other person who is the witness of the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti- Ragging Committee to decide appropriate punishment from the list of punishments prescribed under the Rules and award it with intimation to the college Authorities.

4. Disciplinary Committee

5. Hospital Management Committee

6. Purchase Committee

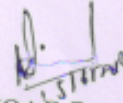
7. Library Advisory Committee

8. Sports & Cultural Committee

- Sports and Cultural Activities at Trident Academy of Technology hold great significance and are indeed a part and parcel of the balanced educational process in the institute.
- Mission
- Deliver the 'Best facility for Games Ever'. Build state-of-the-art sporting and infrastructure for the facilitation of the Games. Create suitable environment and opportunities for the involvement of the students in Games. To understand the culture of various ethnic groups and respect traditional values and wisdom.
- Functions and activities
- The committee organizes intra-college as well inter-college events, which are evenly spaced throughout the year. The main objective of the Sports committee is to develop an all-round personality of the student as well as inculcate values like teamwork, co-ordination and leadership while exploring talents. For intra-college we have events for various sports like football, cricket, volleyball, basketball ball, Badminton, table tennis, carom, chess, etc. whereas, inter-college events include Cricket, football, basketball, volleyball and table tennis. All the events are conducted such that boys and girls get an equal opportunity to participate in all the events.

9. Alumni Association
10. Student Welfare Committee
11. Corporate Social Responsibility Committee

- Mr. Praveen Kumar (AO) informed that all India Survey of Higher Education (AISHE) code, which is mandatory for applying for NAAC Accreditation has already been obtained.
- Dr. N.K Rajak said that the treatment offered by VDCH was outstanding as vouched by the patients they have referred to VDCH in the past several years and accreditation process would certainly add more value in continuous improvement of quality dental health education and patient care.
- Mr Ranjit Singh appreciated the social outreach program of VDCH in conducting the Dental and Medical Health Camps in Rural Areas in and around Garhwa and emphasized the need to organize such programs more frequently.
- At the end of the meeting, Dr S.P Mosby thanked all the members for active participation in the IQAC meeting.



Signature of IQAC Coordinator

Hospital Suptt.

V.D.C.H., Garhwa, Jharkhand

Proposal for improvement in VDCH procurement process

Introduction; Vananchal dental college is experiencing certain obstacles in devoting its full energy to its primary purpose of imparting quality dental education to the students enrolled in the college. These obstacles, which are chronic, though not very complex not only take a significant amount of time of the teaching staff on matters that are largely administrative in nature but also gives impact on patient care. Most of these relate to the irregular availability of the consumables needed for treating patients and inadequate maintenance of the equipments for investigation and treatment.

One of the major reason for these difficulties appears to be the present process of the procurement of both consumables as well as the maintenance service through periodic contracts. The present process engenders delays in both ordering and payment. This makes the procurement process episodic projects instead of an ongoing regular activity that it should be. The result is irregular availability of material and absence of proper maintenance, eventually impacting the patient care in an adverse manner.

Irregular availability of the consumables makes the departments order higher quantities. This leads to further inefficiency in procurement because of higher inventory and the cost associated with it. The episodic nature of procurement results in excessive work load in terms of making purchase orders and follow ups in bursts of time. This also requires larger payments in short periods instead of regular ongoing payment, which is both desirable and in line with the collections from treatment.

As a matter of fact, the Dental Council prescribes a minimum number of patients to be treated as one of their requirement for certifying a dental college.

In the last couple of years, the college had improved its performance at the patient camp management, which is its primary endeavour for patient acquisition. This has resulted in more patient footfalls from the campus as well as in increasing number of walk-in patients, who either were originally introduced to the college through camps or were influenced by the word of mouth. The incidence of the walk ins depends on the quality of patient care and needs to be raised further, if we were to meet the requirements of the patients handled by the college.

Increasing number of patients has led to not only to more income but also more requirements of consumables and higher utilization of the equipment. Due to the lack of easy access to funds, the extent of inefficiency in the operation with respect to both the procurement of consumables and the creation of maintenance facility for the equipment has grown. We have to improve this to raise the level of the patient care.

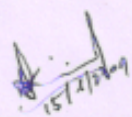
Proposal

This proposal envisages a three pronged approach.

- To modify the process of ordering
- To use the collection from the treatment of VDCH patients only for the purchase of consumables, the cost of AMCs for equipment and repair, other sundry expenses like waste management, stationary etc.
- Eventually transition the entire procurement process to the Orion patient management system.

The following steps will be undertaken to implement the change.

- a. VDCH purchase department will order the materials required on a regular basis unlike once in a quarter as is being practiced presently.
- b. VDCH purchase committee will prepare a complete list of all items to be procured by it. At the beginning of each quarter it will prepare a list of the primary supplier and back up supplier for 25% of the items along with the prices and the payment terms negotiated with both. The price of primary supplier will be lower than that of back supplier.
- c. VDCH will also prepare for each item a reorder level and reorder quantity based on past consumption history and supplier lead time.
- d. In case any primary supplier seeks a revision in price for any item, VDCH will freshly seek approval of revised prices after a due process of obtaining competitive quotes, which again will remain valid till the start of the next corresponding quarter.
- e. The orders will be generated by VDCH on a regular basis comparing physical stocks with the reorder levels and no indent will be required to be given by the departments. Only when a new material is required, the same will be indented by the department concerned. Following that VDCH will obtain necessary quotations to recommend the primary and backup supplier along with their prices for approval.
- f. VDCH will submit a monthly report of the purchase made in a month in the first half of the subsequent month. The information in the report will include the total value of the purchase, payments and outstanding amounts among other details. It will also compare the compulsive purchase for any month against the corresponding collections for the treatment of patients. This will help the college continuously review its charges for treating patients so that there is no shortfall in the income to cover the expenses.
- g. VDCH will also circulate a monthly report of department wise consumption of materials to all departments. This will be reviewed between the principal and departments to evaluate the efficiency of material utilization while treating patients and make necessary improvements in the same.


Signature of IQAC Coordinator

Hospital Suptt.
V.D.C.H. Garhwa, Jharkhand

**Minutes of IQAC Academic Committee Meeting held on Sept. 5, 2018 in the
conference room Vananchal Dental College and Hospital, Garhwa**

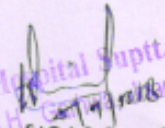
The following IQAC academic Committee and special invitees (HOD's) attended the meeting.

1. Dr.S.P Mosby - Chairman
2. Dr. satyendra Pandey - Member
3. Ms Meena singh - Member
4. Mr Ranjiit singh - Member
5. Dr. Hembram civil surgeon, garhwa - Invitee
6. Dr. A.K Sinha - Coordinator

Director IQAC enquired from all the HOD's to confirm the receipt of the following Feedback Forms along with Academic Audit and Journal Publications data distributed to all HOD's in the Academic Committee held on August 29, 2016.

1. Academic Audit Report
2. Academic Report
3. Curriculum Feedback Form
4. Sample Research Publication Templates

All HOD's confirmed the receipt of the above forms for which they are maintaining separate record which will be reviewed by the Chairman and Director IQAC with coordinator.


Hospital Suptt.
DCH, Garhwa, Jharkhand
Signature of IQAC Coordinator

Minutes of IQAC Meeting held on 19th June 2017

The first meeting of Vananchal Dental College & Hospital's (VDCH) Internal Quality Assurance Cell (IQAC) was held on 19th June 2017 in the Conference Hall, chaired by Dr S P Mosby, Principal VDCH.

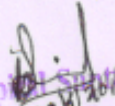
The following members were present.

1. Dr S P Mosby	Principal, VDCH
2. Dr A K Sinha (Hospital superintendent)	IQAC Coordinator
3. Mr Satyendra Pandey	Management Representative
4. Ms Meena Singh	Member
5. Mr Ranjit Singh	Social Worker
6. Dr T Hembram, Civil Surgeon, Garhwa	Member
7. Dr Kalanand Mishra (Civil Surgeon, Medininagar Palamu & Ex Civil Surgeon, Garhwa)	Member

- **Dr S P Mosby** welcomed all the members of Internal Quality Assessment Cell and called upon all the members to introduce themselves to fellow members to develop a sense of camaraderie among members.
- **Dr A K Sinha** emphasized the resolve of VDCH to seek the NAAC Accreditation and outlined the importance of IQAC in the wider scheme of things for conducting continuous assessment and improvement in VDCH's functioning.
- **Dr A K Sinha** further proposed to constitute the following committees to streamline the process of continuous improvement in the VDCH.
 1. Academic Committee
 2. Sexual Harassment & Women Empowerment Committee
 3. Anti-Ragging Committee
 4. Disciplinary Committee
 5. Hospital Management Committee
 6. Purchase Committee
 7. Library Advisory Committee
 8. Sports & Cultural Committee
 9. Alumni Association
 10. Student Welfare Committee
 11. Corporate Social Responsibility Committee
- **Mr Satyendra Pandey**, informed that All India Survey of Higher Education (AISHE) code, which is mandatory for applying for NAAC Accreditation has already been obtained.
- **Dr T Hembram & Dr Kalanand Mishra**, said that the treatment offered by VDCH was outstanding as vouched by the patients they have referred to VDCH in the past several years and accreditation process would certainly add more value in continuous improvement of quality dental health education and patient care.

- **Mr Ranjeet Singh** appreciated the Social Outreach program of VDCH in conducting the Dental and Medical Health Camps in Rural Areas in and around Garhwa and emphasized the need to organize such programs more frequently.
- From this and onward meetings chairman of the IQAC Committee authorize to sign IQAC Minute of meetings and other related documents is signed by the IQAC Coordinator and also for other committees.

At the end of the meeting Dr S P Mosby thanked all the members for active participation in the IQAC meeting.


Hospital, Singh
17, Jharkhand
Signature of IQAC Coordinator

Vananchal Dental College & Hospital

(Run Under-Vananchal Educational & Welfare Trust)

Approved by Dental Council of India, New Delhi

Recognized by Ministry of Health & Family Welfare, Govt. of India

N.O.C by Govt. of Jharkhand

Affiliated to Nilamber Pitamber University, Medininagar

Farathiya, Hoor, Garhwa, (Jharkhand) - 822114

Phone No- 06584-290451, 290272, Fax-06561-299001,

E-mail:- vdch_garhwa@rediffmail.com, Website: - www.vananchaltrust.org

Order no VDCH/20/2016

DATE: 05/01/2016

OFFICE ORDER

SUB: Formation of IQAC Committee:

The main objective of the IQAC committee is to oversee the internal quality assurance cell of the college and make recommendations to the principal about the academic programmes and strategic priorities. The members of the committee sit together at a regular time intervals to develop the ways and means to ensure that quality teaching process should remain the topmost priority. For this a committee of following faculties is being formed

S.NO	NAME	DESIGNATION	DESIGNATION IN THE COMMITTEE
1	Dr.S.P Mosby	Principal	Chairperson
2	Dr. Kiran Murthy	Professor	Member
3	Dr. Satyendra Pandey	Reader	Member
4	Dr. Ranjit Singh	Social Worker	Member
5	Ms Meena singh	Management Representative	Member
6	Dr. Ajit Kumar Sinha	Reader	Committee coordinator

Functions

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on the various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes/activities of the College, leading to quality improvement

Copy Forwarded to

Chairman
HoD's of departments
Office

