



VIDYA SHIKSHAN PRASARAK MANDAL'S  
DENTAL COLLEGE & RESEARCH CENTRE,

DIGDOH HILLS, HINGNA ROAD, NAGPUR-440 019 PH:(07104) 665000, Fax: (07104) 665011,

Email: vspmdcrgnagpur@gmail.com

REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 21 /2019 DATE: 03/01/2019

**CIRCULAR**

A meeting of IQAC committee is scheduled on 6<sup>th</sup> January 2019 at 10.30 hours in the Conference Hall. All committee members are to attend the meeting.

*Mukta*  
**Dr. Mukta Motwani,**  
Professor & HOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR

*Usha*  
**Dr. Usha Radke,**  
Dean & Chairman of IQAC Committee  
VSPM'S DCRC, NAGPUR

**DEAN**  
VSPM'S Dental College &  
Research Centre, Digdoh Hills,  
Hingna Road, Nagpur-440019

Copy to:

- 1) All HODs, VSPM'S DCRC, Nagpur for information and doing the needful.
- 2) A.O. VSPM'S DCRC, Nagpur for information.



VIDYA SHIKSHAN PRASARAK MANDAL'S  
DENTAL COLLEGE & RESEARCH CENTRE,

DIGDOH HILLS, HINGNA ROAD, NAGPUR-440 019 PH:(07104) 665000, Fax: (07104) 665011,  
Email: vspmdcrcnagpur@gmail.com

REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/60 /2019

Date: 08/01/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 6<sup>th</sup> January -2019.**

The IQAC committee meeting was held in the "Conference Hall" on 6<sup>th</sup> January 2019 at 10.30 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following IQAC members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr. Vrinda Kolte     | Member               |
| 6)  | Dr. Rajshree Kolte   | Member               |
| 7)  | Dr. Neelam Pande,    | Member               |
| 8)  | Dr.Shubhangi Bagde   | Member               |
| 9)  | Dr. Gagandeep lamba  | Member               |
| 10) | Dr. Apurva Mohite    | Member               |
| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr. Aparna Sharma    | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member               |

Points discussed were as follows:

**1. Annual Report shifting from Calendar to Academic year.**

It was observed that the various authorities like the MUHS, DCI or NAAC require a report for the Academic year. Hence it was suggested and accepted that the Annual report should be published as per the Academic session i.e. 1<sup>st</sup> June to 31<sup>st</sup> May. In the Next January the report will be for six months i.e. January 2019 to June 2019.

**2. Patient promotion**

- It was desired that camps should be conducted to increase the OPD in the area near to the institution. From the next year, efforts taken by each department for patient promotion will be taken into consideration for conferring Annual awards.

**3. NAAC**

- Chairman of the NAAC committee to develop wall paper on the floor Room as NAAC office is not vacated. Keys to be handed over to the NAAC Chairman. AO assured to hand over the keys immediately.



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- ii) A designated person will be deputed to publish the literature on the wall papers with prior permission of NAAC Chairman.

**4. Feedback**


- i. It was decided by the IQAC committee that feedback will be taken from the employees, students, alumni and patients.

**4. General:**

- i) Fans to be installed in patients lobby on each floor.

  
Dr. Mukta Motwani

IQAC Co-ordinator

  
Dr. Usha Radke

Dean and IQAC Chairperson

**Copy submitted with compliments to: (By mail)**

- Hon'ble Secretary, VSPM AHE, NAGPUR
- Hon'ble Treasurer, VSPM AHE, NAGPUR
- Hon'ble Project Director, VSPM AHE, NAGPUR

**Copy to:**

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- A.O., Accounts Section, Store Department, Students section, Estt. Section, Civil Department, Electrical Dept. (by mail) Library.



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Email: vspmdrcnagpur@gmail.com

REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 230 /2019 / DATE: 9/02/2019

CIRCULAR

A meeting of IQAC committee is scheduled on 10<sup>th</sup> February 2019 at 10.30 hours in the Conference Hall. All committee members are to attend the meeting.

Dr. Mukta Motwani,  
Professor & HOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR

*Ushak*  
Dr. Usha Radke,  
Dean & Chairman of IQAC Committee  
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Email: vspmdcrcnagpur@gmail.com

REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/231/2019

Date: 11/02/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 10<sup>th</sup> FEBRUARY-2019.**

The IQAC committee meeting was held in the "Conference Hall" on 10<sup>th</sup> February 2019 at 10.30 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following staff members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr .Vrinda Kolte     | Member               |
| 6)  | Dr. Rajshree Kolte   | Member               |
| 7)  | Dr. Neelam Pande,    | Member               |
| 8)  | Dr.Shubhangi Bagde   | Member               |
| 9)  | Dr. Gagandeep lamba  | Member               |
| 10) | Dr. Apurva Mohite    | Member               |
| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr.Aparna Sharma     | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member               |

**Confirmation of minutes of previous meeting- Confirmed**

**1. Civil Matters**

Bad smell in the Seminar room Conservative Dentistry: survey was done by the civil department and the result is awaited however, work could not be started due to unavailability of material. Store /A.O. to take follow-up.

- Also foul smell is also coming from the Dept. of Periodontics which needs to be checked by Civil Department.
- It was decided that, the note sheet put up for partition work be resubmitted by the concerned department as the Purchase department is not considering the note sheet put up two months ago.

**2. General**

- i) A note sheet put for repairs of LCD in the month of August 2018 to the IT Department is returned recently with a remark "Irreparable". IT Dept to send a letter to the Dean office with a reason for delay in decision.
- ii) The construction of Alumni Association was put forth by Dr. S.R. Shenoi which has to be more suitably adapted by the college.



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iii) It was promised that two printers would be provided to the college at the earliest.

**3.NAAC**

i. Forms for taking feedback were to be kept ready by the incharges.

The meeting was adjourned with a vote of thanks to the Dean.

**Dr. Mukta Motwani**

**IQAC co-ordinator**

**Dr. Usha Radke**

**Dean and IQAC Chairperson**

**Copy submitted with compliments to: (By mail)**

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- Hon'ble Treasurer, VSPM AHE, NAGPUR
- Hon'ble Project Director, VSPM AHE, NAGPUR

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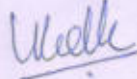
REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 393 /2019

DATE: 6/03/2019

**CIRCULAR**

A meeting of IQAC committee is scheduled on 9<sup>th</sup> March 2019 at 10.00 hours in the Conference Hall. All committee members are to attend the meeting.

**Dr. Mukta Motwani,  
Professor & HOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR**

  
**Dr. Usha Radke,  
Dean & Chairman of IQAC Committee  
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REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/408/2019

Date: 11/03/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 9th MARCH-2019.**

The IQAC Committee meeting was held in the "Conference Hall" on 9<sup>th</sup> March 2019 at 10.00 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following staff members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr .Vrinda Kolte     | Member               |
| 6)  | Dr. Rajshree Kolte   | Member               |
| 7)  | Dr. Neelam Pande,    | Member               |
| 8)  | Dr. Shubhangi Bagde  | Member               |
| 9)  | Dr. Gagandeep lamba  | Member               |
| 10) | Dr. Apurva Mohite    | Member               |
| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr. Aparna Sharma    | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member               |

**1. Confirmation of minutes of previous meeting- Confirmed**

**2. Feedback collection and analysis**

Feedback forms given to the students, employees(both teaching and non teaching staff), patients, parents and alumni were collected and sent for statistical analysis. A feedback report to be prepared by the in charge.

**3. Pending civil matters:**

The minutes of Patient care committee was perused and important feed back by the patients were discussed. It was decided that the implementation of Paytm to be discussed with the Harpreet Singh, Accounts and I.T. Head.



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The other general point of cleaning of the washrooms was mentioned in the feedback. A.O. assured that the frequency has been increased in spite of curtailing of manpower. The cleaning is not being done regularly due to shortage of manpower.

It was proposed that manpower be increased to deal with the situation.

**Dr. Mukta Motwani,**  
IQAC Co-Ordinator

**Dr. Usha Radke**  
Dean & IQAC Chairperson

**Copy submitted with compliments to: (By mail)**

- Hon'ble Secretary, VSPM AHE, NAGPUR
- Hon'ble Treasurer, VSPM AHE, NAGPUR
- Hon'ble Project Director, VSPM AHE, NAGPUR

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Email: vspmdcrnagpur@gmail.com


REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 542 /2019

DATE 18/04/2019

**CIRCULAR**

A meeting of IQAC committee is scheduled on 20<sup>th</sup> April 2019 at 2.00 hours in the Conference Hall. All committee members are to attend the meeting.

**Dr. Mukta Motwani,**  
Professor & HOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR

  
**Dr. Usha Radke,**  
Dean & Chairman of IQAC Committee  
VSPM'S DCRC, NAGPUR

**DEAN**  
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Hingna Road, Nagpur-44001.

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Email: vspmdcrcnagpur@gmail.com

REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/53/2019

Date: 22/04/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 20th APRIL-2019.**

The IQAC committee meeting held in the "Conference Hall" on 20th April 2019 at 2.00 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following staff members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr .Vrinda Kolte     | Member               |
| 6)  | Dr. Rajshree Kolte   | Member               |
| 7)  | Dr. Neelam Pande,    | Member               |
| 8)  | Dr.Shubhangi Bagde   | Member               |
| 9)  | Dr. Gagandeep Lamba  | Member               |
| 10) | Dr. Apurva Mohite    | Member               |
| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr. Aparna Sharma    | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member.              |

**1. Confirmation of minutes of previous meeting**

Minutes were confirmed.

**2. The following suggestions were given to increase the number of OPD patients and the revenue:**

- The bus service with a newer route from where we can get the patients be resumed and the publicity be made on the radio and newspaper as well.
- Free treatment can be given on the occasion of birthdays of management members or any other days suggested by the college subject to approval of management. The advertisement should be done eight days before starting the campaign.
- Space to be found out for counseling of the medical patients (as the existing space is not sufficient for Dental OPD) for compulsory dental checkup where




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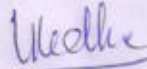
- no registration fees will be taken from them. One staff along with interns will be deputed daily (The counseling unit is established at NKP SIMS including Interns however, patients denies due to their priority of treatment)
- iv) Proper publicity be given on UCN/ Radio including the name of VSPM's Dental College only. At present, in all advertisement the name of VSPM's Dental College has not been projected.
  - v) As decided 60% revenue of sub centers be shown in the name of VSPM's Dental College as the material and services of Doctors are being provided at every sub-centers.
  - vi) Tie-up with major corporate companies be done to increase the patients. This responsibility should be given to the PRO at NKP SIMS and LMH and he or she should visit to Dental College to carry out the matter in this regard.
  - vii) The vacant wards on the Dental annex building can be used for staying to the patients reaching here from remotest areas so that their hardships can be minimized and the treatment of patients can be carry out as fast as the patients needed.

3. **Progress of NAAC**

- Dr. S.R. informed that, no typist has been provided yet. Printer has been provided but not installed.
- He requested all HODs to concise the respective SSR at an earliest.

  
Dr. Mukta Motwani,

Co-ordinator IQAC



Dr. Usha Radke

Dean and IQAC Chairperson

**Copy submitted with compliments to: (By mail)**

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- Hon'ble Treasurer, VSPM AHE, NAGPUR
- Hon'ble Project Director, VSPM AHE, NAGPUR

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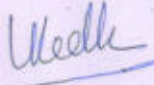
REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 586 /2019

DATE: 9/05/2019

**CIRCULAR**

A meeting of IQAC committee is scheduled on 4<sup>th</sup> May 2019 at 2.00 hours in the Chamber of Dean.  
All committee members are to attend the meeting.

**Dr. Mukta Motwani,**  
Professor & HOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR

  
**Dr. Usha Radke,**  
Dean & Chairman of IQAC Committee  
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REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/595/2019

Date: 6/05/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 4<sup>TH</sup> MAY-2019.**

The IQAC Committee meeting was held in the "Dean chamber" on 4<sup>TH</sup> May 2019 at 2.00 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following staff members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr .Vrinda Kolte     | Member               |
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| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr.Aparna Sharma     | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member               |

**1. Confirmation of minutes of previous meeting**

Confirmed

**2 Decision on Preparation of Promotional Videos in HODs meeting held on 20<sup>th</sup> May 2019.**

It was decided that Dr. Nagpal will coordinate with Mr. Ghorpade and he will guide in taking videos / photos for preparing 2 to 3 minute promotional videos. It was also decided that a common promotional video of 5 minutes of all departments for the general public will be prepared and it will be run as per requirement.

**3 Pending Civil Work in departments.**

Mr. Chetan Deshmukh assured that the material will be received within a short period and pending civil work will be completed before next meeting. The 50% amount has been given to the vendors. The previous payment of Lift maintenance has been given and the lift will be functioning within 4 to 5 days.

**4 Any other matter with permission of Chair**

Air Conditioners:

- Incharges to take round of Dental College check all the Air-conditioners and



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submit report to the Dean office in respect of working efficiency/ operational cost/maintenance cost/ expected life span.


- ii) Air conditioner in Seminar rooms of PG Departments to be fitted.
- iii) Air conditioner in the Ceramic room in the Dept. of Prosthodontics is not functional Mr. Gode to visit and report to the Dean office.

**Library**

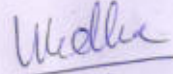
- i) Library Cards: Software for the Library card to be purchase along with the printer. For the time being the printing to be done from the Library, NKP SIMS.

**Parking**

- i) On the concern of teaching staff members they were directed to submit a common application for covered parking in the parking area.

  
Dr. Mukta Motwani,

IQAC Co-ordinator

  
Dr. Usha Radke

Dean & IQAC Chairperson

**Copy submitted with compliments to: (By mail)**

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- Hon'ble Treasurer, VSPM AHE, NAGPUR
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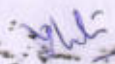
Email: vspmdrcnagpur@gmail.com


REF: VSPM'S DCRC/DEAN/IQAC/F.NO.40/ 697 /2019

DATE: 8/06/2019

### CIRCULAR

A meeting of IQAC committee is scheduled on 10<sup>th</sup> June 2019 at 10.00 hours in the Conference Hall. All committee members are to attend the meeting.

  
Dr. Mukta Motwani,  
Professor & MOD, O.D.M.R.  
Coordinator of IQAC Committee  
VSPM'S DCRC, NAGPUR

  
Dr. Usha Radke,  
Dean & Chairman of IQAC Committee  
VSPM'S DCRC, NAGPUR

DEAN  
VSPM'S Dental College &  
Research Centre, Digdoh Hills,  
Hingna Road, Nagpur-440019

Copy to:

- 1) All HODs, VSPM'S DCRC, Nagpur for information and doing the needful.
- 2) A.O. VSPM'S DCRC, Nagpur for information.



VIDYA SHIKSHAN PRASARAK MANDAL'S  
DENTAL COLLEGE & RESEARCH CENTRE,

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Email: [vspmdcrcnagpur@gmail.com](mailto:vspmdcrcnagpur@gmail.com)

REF.VSPM'S DCRC/DEAN/IQAC/F.NO.40/10/2019

Date: 11/06/2019

**MINUTES OF IQAC COMMITTEE MEETING HELD ON 10<sup>th</sup> June -2019**

The IQAC Committee meeting was held in the "Conference Hall" on 10th June 2019 at 10.00 hours. Dr. Usha Radke, Dean VSPM'S DCRC, chaired the meeting. The following staff members were present for the meeting.

- |     |                      |                      |
|-----|----------------------|----------------------|
| 1)  | Dr. Usha Radke,      | Dean and Chairperson |
| 2)  | Dr. Mukta Motwani,   | Co-ordinator.        |
| 3)  | Dr. Usha Shenoy      | Co-ordinator         |
| 4)  | Dr.K.Venugopal Reddy | Member               |
| 5)  | Dr .Vrinda Kolte     | Member               |
| 6)  | Dr. Rajshree Kolte   | Member               |
| 7)  | Dr. Neelam Pande,    | Member               |
| 8)  | Dr.Shubhangi Bagde   | Member               |
| 9)  | Dr. Gagandeep lamba  | Member               |
| 10) | Dr.Apurva Mohite     | Member               |
| 11) | Mr. Chetan Deshmukh, | A.O.                 |
| 12) | Dr. Asawari Mahatme, | Librarian            |
| 13) | Mr.K.Natrajan        | Member               |
| 14) | Dr.Aparna Sharma     | Member Alumni        |
| 15) | Mr. Eknath Choudhary | Member               |

**1 Confirmation of minutes of previous meeting**

Confirmed

**2 Store matters**

1) Printer has not been issued to OMFS department for NAAC preparation purpose yet.

2) Mouse has not been provided even after follow-up many times. No CC TV is displaying on the monitor and it has been brought to the notice of the IT Department however, no action is taken yet.

**3. Any other matter with permission of Chair**

- i) Dr. S.R. Shenoi brought to the notice of the Dean Madam that the college website has not been updated since one year. It was desired that whatever the data has been collected should be



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- uploaded on the website.
- ii) Requirement of Computer, LAN & CC TV were put forth in the meeting by Librarian to be fulfilled by IT department. Librarian to put up Note sheet for approval.
- iii) - Due to frequent electricity failure the instruments and equipments are giving trouble and may damaged. A.O. submitted that the letter is being sent to the Electrical department for the action.

The meeting was adjourned with a vote of thanks to the Chair

  
Dr. Mukta Motwani,

IQAC Co-ordinator

  
Dr. Usha Radke

Dean and IQAC Chairperson

Copy submitted with compliments to: (By mail)

- VSPM AHE, Nagpur for kind information.

Copy to:

- All HOD's, VSPM's DCRC, Nagpur, (by mail)
- A.O., Accounts Section, Store Department, Students section, Estt. Section, Civil Department, Electrical Dept. (by mail) Library.