

Hitkarini Dental College

Minutes of meeting -Curriculum Aspect

Date – 21/2/18

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Division of work for Criterion I- Curricular Aspects	Discussion of Curriculum subject wise 1.1 – Dr Sneha Mantri, Dr Abhishek Gupta 1.2- Dr Sonalika Ghate 1.3 – Dr Abhilasha Bhasin 1.4 – Dr Meenakshi Bhasin - Dr Prabhat Singh
2.	Collection of Data	<ul style="list-style-type: none">• Enlisting the required documents from all HODs – Data templates to be prepared for the same• Notifying all HODs to inform the staff members to create a lesson plan for the year 2018-19 for effective curriculum delivery.• Formation of Self service report (SSR) by each subject teacher regarding their subject curriculum.• Planning of meeting with student representatives of all batches to discuss issues related to Curriculum .

Members who attended the meeting-

1. Dr Sneha Mantri *S. Mantri* 21/2/18
2. Dr Abhilasha Bhasin *Abh.*
3. Dr Sonalika Ghate *S. Ghate*
4. Dr Abhishek Gupta *A. Gupta* 21/2/18
24/2/18
5. DR Meenakshi Bhasin *MB* 21/2/18
6. Dr Prabhat Singh *Prabhat Singh* 24/2/18

Chandabhai
Dean *21/2/18*
Hitkarini Dental College & Hospital
Jabalpur

Hitkarini Dental College

Minutes of meeting -Curriculum Aspect

Date – 28/4/18

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Evaluation of progress of work distributed	<ul style="list-style-type: none">• Data template of lesson plan should cover following for better curriculum delivery: ICT tools, Practical components, detailed lesson plan, Innovative practices, books to be referred need to be added to the lesson plan.• Monthly review of the lesson plan and student feedback by HODs
2.	Ways to enhance implementation of curriculum in day to day teaching.	<ul style="list-style-type: none">• Providing early clinical exposure for I,II BDS students on related theory topics• Integration of Basic & Clinical sciences.• PG work – time bound work and clinical teaching
3.	Feedback from Stake holders questionnaire on Curriculum	<ul style="list-style-type: none">• Questionnaire forms were discussed finalized .• Feedbacks on curriculum from stakeholders to be started for improvisation.

Note – Next meeting after Summer vacation

Members who attended the meeting -

1. Dr Sneha Mantri *SM*
2. Dr Sonalika Ghate *SG*
3. Dr Abhishek Gupta *AG*
4. Dr Abhilasha Bhasin *AB*
5. Dr Meenakshi Bhasin *MB*
6. Dr Prabhat Singh *PS*

Chavhan
28/4/18

Dean

Hitkarini Dental College & Hospital
Jabalpur

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Minutes of meeting -Curriculum Aspect

Date – 22/7/18

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Evaluation of progress of work distributed	<ul style="list-style-type: none">• Distribution of Feedback forms to stakeholders and review on feedbacks obtained for year 2018 -19.• Review of Monthly filled lesson plans obtained from HODs.• Feedbacks on lessons taught were taken from students representatives
2.	Curriculum enrichment programs in the year 2018 -19	<ul style="list-style-type: none">• Scheduling of subject related CDEs on recent trends and innovations at regular basis and a check on students attendance with maintenance of all the records including certificate copy, circulars , photographs, attendance.- All HODs to be notified to plan CDE programs• Library timings to be extended.

Members who Attended the meet -

1. Dr Sneha Mantri *S. Mantri 22/7/18*
2. Dr Abhilasha Bhasin *AB*
3. Dr Sonalika Ghate *SG*
4. Dr Abhishek Gupta *A Gupta 22/7/18*
5. DR Meenakshi Bhasin *MB 22/7/18*
6. Dr Prabhat Singh *PS*

Manakshi
22/7/18
Dean
Hitkarini Dental College & Hospital
Jabalpur

Hitkarini Dental College
Minutes of meeting -Curriculum Aspect

Date – 20/9/18

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Integration of cross-cutting issues	<ul style="list-style-type: none"> • Conduction of lectures & workshops on subjects related to crosscutting issues like gender equality, environment and sustainability, human values , professional ethics on regular basis for the students. Strict maintenance of attendance of students in these lectures and records of the same to be submitted to curriculum committee. • Inform all Department HODs to incorporate the above issues during their teaching
2.	Evaluation of progress of work distributed	<ul style="list-style-type: none"> • Tentative list of CDEs scheduled subject wise collected. • Interns should be directed towards short research in the respective department posted. • Feedback progress checked.

Members who Attended the meet

1. Dr Sneha Mantri *S. Mantri*
2. Dr Abhilasha Bhasin *Abhilasha*
3. Dr Sonalika Ghatge *Sonalika*
4. Dr Abhishek Gupta *Abhishek*
5. DR Meenakshi Bhasin *Meenakshi*
6. Dr Prabhat Singh *Prabhat*

Manish
Dean
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Hitkarini Dental College
Minutes of meeting -Curriculum Aspect

Date – 7/12/18

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Value added courses	<ul style="list-style-type: none">• Value added courses in the form of 15 hrs course on issues like Computer training, English speaking, Yoga , soft skills and public speaking etc. should be scheduled for the students .• Records of past / ongoing value added courses to be collected form each department.• Finalizing the topics and schedule by next meet.
3.	Pedogogy development	<p>All department HODs are advised for</p> <ul style="list-style-type: none">• Encouraging students to participate in activities like UG/PG paper presentation/ poster presentation competition to develop their on stage speaking skills.• Inclue of such activities for I ,II,III,IV BDS students during practical & clinical classes.• Records of the same to be maintained & submitted .

Members who Attended the meet

1. Dr Sneha Mantri 
2. Dr Abhilasha Bhasin 
3. Dr Sonalika Ghate 
4. Dr Abhishek Gupta 
5. DR Meenakshi Bhasin 
6. Dr Prabhat Singh 



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Minutes of meeting -curriculum aspect

Date – 20/3/19

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Collection of Student Data	<ul style="list-style-type: none">• HOD of department of Community dentistry to send the list of students who attended field visits, clinical posting, industrial posting , community posting for the year 2018-19.• Collecting list of students enrolled in the institute I the academic year 2018-19 from office.• All HODs are notified to send list of research project done in year 2018-19.
2.	Collection of faculty data	<ul style="list-style-type: none">• Total number of faculty working in the institute In the last 5 years to be collected from office .• Number of teachers who were members of BOS of the university in the last 5 years to be obtained from Dean office

Members who Attended the meet

1. Dr Sneha Mantri *S. Mantri 20/3/19*
2. Dr Abhilasha Bhasin *AB*
3. Dr Sonalika Ghate *S. Ghate*
4. Dr Abhishek Gupta *A. Gupta 20/3/19*
5. DR Meenakshi Bhasin *MB*
6. Dr Prabhat Singh *PS*

Mantri
20/3/19

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Minutes of meeting -curriculum aspect

Date – 20/8/19

Meeting Time - 10 am – 11 am

S no	Agenda	Discussion & Implementation
1.	Analysis and reporting of feedback data.	<ul style="list-style-type: none">• Feedbacks obtained from Stake holders (Students, Alumini, faculty, professionals, employers) were analysed.• Members were divided with work to formulate report of feedbacks collected.• Suggestions in curriculum will be forwarded to Dean to be include it in the agenda of forthcoming IQAC meeting of college.• After discussion by IQAC team, suggestions will be forwarded to University via Dean of the college.
2.	Progress of work checked	<ul style="list-style-type: none">• Data obtained from community department on Students was analyzed. Average students going for field visits, camps, clinical postings etc were noted.• All documents related to teachers in BOS of university was filed up .

Members who Attended the meet

1. Dr Sneha Mantri  20/8/19
2. Dr Abhilasha Bhasin 
3. Dr Sonalika Ghate 
4. Dr Abhishek Gupta  20/8/19
5. DR Meenakshi Bhasin 
6. Dr Prabhat Singh 



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