

**ACTION TAKEN REPORT AGAINST THE FEEDBACK OF THE STAKEHOLDERS 2019-20**

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1	To conduct a workshop on the topic "How to write a research paper".	<p>Dr.VasitKhajuria &amp; Dr.Bela Mahajan proposed to conduct a workshop on the topic "How to write a research paper". The objectives of this scholarly activity are as follows.</p> <ul style="list-style-type: none"> <li>(a) To develop their awareness of the faculty on various techniques to write a research paper for a refereed journal with an impact factor.</li> <li>(b) To give them tips about the recent developments in the ethical guidelines of research paper writing &amp; publishing.</li> <li>(c) To develop their awareness of UGC-Care journals &amp; INFLIBNET.</li> <li>(d) To motivate them towards writing research papers as a mandatory activity for the development of the teaching and learning process.</li> </ul> <p>The proposal was discussed in the meeting. The chairman of the IQAC told that it is a very good initiative from the point of faculty development, teaching &amp; learning, and accreditation activities of the college.</p>	The principal requested the proposers to prepare a detailed outline of this event and the tentative budget required for this activity. He requested Dr. Saurabh Gupta coordinator of R & D to monitor the activity on his behalf. The proposal is to be submitted to the principal in 15 days.
2	To conduct a staff development program on the topic,"	DrBhavneetKaur, Coordinator IQAC presented a proposal to conduct a staff development program on the topic," Professional ethics and Accountability". She also told some new staff that has	The principal constituted a committee to conduct the activity under the leadership of Dr. Harvinder Singh. The

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	Professional Ethics and Accountability”	joined recently that to need to know the ethical ground of their duty. The objective is to bring satisfaction among the stakeholders in the operation of the college. Dr. DiljotKaurproposed that the management should recognize the good work of the employee to motivate them and create an example for others.	principal assured that the event will be fully funded by the management. He requested the committee to prepare a road map to organize the activity & submit it to him in a weak time.
3	To review the effectiveness of hospital management software for the OPD department.	Mr. Suresh Kumar Sharma manager of OPD of the college introduced Mr. Subrat of Eduweb technology for the review of the effectiveness of existing hospital management software. He presented a module of hospital management software that has multiple benefits and is designed as per the current advancement in the hospital management system. Besides, it has a feedback system where patients can give their feedback about the effectiveness of the service on the OPD through a mobile application. The members found the software is good for the purpose but the cost of the software may be an issue.	The principal requested Dr.Prashant Singh to coordinate with Mr. Suresh Kumar Sharma manager of OPD to complete the tasks and give a feasibility report to him in a week. He requested Dr.Prashant Singh to ask for a quotation from the vendor on the service. He also told that some other vendors giving similar services need to be invited to the college for giving a demonstration of their product to the members of IQAC. Eventually, the best module to be purchased for the college. The principal emphasized that in no

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			way the quality of the institution be compromised.
4	To review the effectiveness of the journal club meeting.	Dr. Syed Rahila & Dr. Amit Chaudhary presented the feedback of the students & faculties at the journal club meeting, which is conducted once a month. It was found that the satisfaction rate of the students and the faculty on the effectiveness of the meeting is not up to the mark. The principal showed his concern regarding this matter & requested Dr. Harvinder Singh, HOD Prosthodontics, and Dr. Bhavneet Kaur, HOD Pedodontics to review the matter and find out the reasons behind the poor feedback of the stakeholders on the effectiveness of the meeting.	The principal requested all members of the journal club to cooperate with the coordinator in exercising his responsibilities. The coordinator is requested to prepare an activity calendar of the journal club meeting and submit the same to the coordinator IQAC for review & suggestion. He told that for each journal club meeting the college should invite resource persons from the industry and academia to address the meeting.
5	Demonstration of the online AQAR submission system.	NAAC has recently introduced online AQAR submission on its website. The IQAC coordinator of the college Dr. Bhavneet Kaur demonstrated the online AQAR submission system. She told me that the NAAC has created a dashboard for every higher education institution on its website. This is a single platform for all accreditation-related activities.	The chairman requested the coordinator of IQAC to upload all required information/ Data of the college on the Dashboard.

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6	To review the report of the anti-ragging cell, and anti-sexual harassment cell.	Dr. Ashok Gupta, coordinator anti-ragging cell & Dr. BhavneetKaur (female) coordinator sexual harassment cell presented the half-yearly report of the cell. It was found that not a single case of ragging& sexual harassment has occurred on the campus. The coordinators told that the cell conducted two orientation programs, one painting competition & frequently monitored the activities of the students, especially in the hostel to avoid such cases on the campus. The members applauded the efforts of the cell.	The chairman of IQAC announced that the college management will give an appreciation certificate to the cell for their sincere efforts to make the campus a ragging-free and non-sexual harassment campus. The principal told the coordinators to submit their reports to IQAC. He told the IQAC coordinator to place this under the achievements of the college in the AQAR. However, he told the coordinators to keep on organizing the stakeholder sensitization program on these two issues around the year.
7	To review the report of the curriculum development committee, counseling committee, and carrier guidance & placement cell.	The coordinators of these committees & cell presented their reports to the committee. The reports were reviewed by the members and the following suggestions were given. (a) Internal assessment needs to be completed before 15 days of the final examination. (b) The weak students should not be given any leave for preparation&required to attend	It has been decided that the Academic Director will send the template of the course syllabus and course file to all faculty members, which will be maintained by the faculty throughout the session and submitted to the Principal at the end of the session. The

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		<p>the remedial classes during the preparation leave period.</p> <p>(c) The faculty mentors need to prepare a report on the students who need counseling and referred to the college counselors for the needful.</p>	<p>Director of Academics was requested by the Principal to conduct a workshop on the topic, <b>“Writing of Course syllabus and course file soon”</b>.It has been decided that the psychologist needs to visit the college once a week for conducting counseling on the students having psychological problems.</p>
8	To review the report of students' grievance redress cell & discipline committee.	<p>The coordinator of these committees presented the half-yearly report of their department. It was found that all total 12 grievances were received from the students and redressed within a maximum of one week. Three grievances were regarding the services in the hostel, two were regarding the supervision issues in the OPD, and three were concerned with the library. The evidence of redressing the grievances was reviewed by the members.</p> <p>There are only three discipline-related issues found during the first six months of the session. The discipline committee effectively addressed these issues.</p>	<p>The wardens of the hostels are requested to bring students' complaints to the notice of college management. So that it can be addressed on time.</p> <p>It has been decided that the proctor of the college needs to check the CC TV footage regularly so that he can monitor the discipline issues of the college.</p>
9	To review the report of the	The coordinators of the sports & cultural committee presented their report at the	The principal requested the coordinators to

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	sports & cultural committee.	meeting. It was found that less no. of students are participating in sports activities, but a good no. of students are participating in cultural activities. Dr. VasitKhajuria proposed that the college should organize inter-college competitions on sports & cultural events. Dr.SyedRaheela proposed that the college should send the students to various youth festivals conducted by UGC/AIU. All members appreciated these proposals.	prepare a detailed outline of the inter-college sports & cultural events along with the required budget & submit it to the office of the principal in 15 days. The proposal must have the objectives of the event and the possible outcomes of the events. Regarding, sending the students to the youth festival the principal requested that Dr. VasitKhajuria coordinate the culture/Sports committee that will work on the project. The report of the committee needs to be submitted to the principal in 15 days.
10	To review the academic progress of weak students after the completion of academic counseling & mentoring.	Academic counseling mentoring was introduced with the following objectives.  (a) To identify the weak learners in each class & to support them in their academic growth through various ways, Such as remedial classes, doubt-clearing sessions, peer mentoring, and psychological counseling.	Dr. DiljotKaur presented the comparative academic progress report of 39 weak students of different classes in the BDS program after they were given academic counseling and mentoring. It was noted

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		<p>(b) To understand the challenges of their slow academic progress and assist them in their difficulties.</p> <p>(c) To motivate the slow learners towards academic mainstreaming.</p>	<p>that about 28 (70%) students have improved in their academics with the help of the counseling &amp; mentoring program provided to them after observing their non-performance in academics. However much progress was not observed in the academic growth of the rest 11 students. The chairman of IQAC requested Dr. Harvinder Singh, Director of Academics to look into the matter and suggested remedial actions in a week. He emphasized the overall progress of the students on the campus through the implementation of an integrated academic cum co-curricular and extracurricular activity plan at the earliest.</p>
11	To promote ICT (Information	Dr. BhavneetKaur coordinator of IQAC & Dr. Prashant Singh member of IQAC	The chairman told that faculty & students must

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	Communication Technology) in teaching & learning.	proposed a plan, where the emphasis is given to the use of ICT in the teaching & learning of students and teachers. They told that though the college has introduced the Moodle platform for facilitating the learning of the students, it has been observed that a few teachers & students are using it regularly. Many teachers of the institutions are still teaching through traditional methods and not using the smart classroom in their teaching. They requested the chairman to look into the matter and take necessary actions in this regard.	use the ICT resources of the college. He requested Director Academics conduct an orientation program in this regard. He told that soon he will constitute a committee to review this matter.
12	To organize inter-college sports & cultural competitions.	The coordinators' sports & cultural committee presented a detailed proposal for the competition which has been scheduled for December 2020 after the Corona restrictions are removed from the educational institutions. The proposal was accepted by the chairman of IQAC. He requested all faculty & staff to work collaboratively to make this event a grand success.	The coordinator IQAC requested the coordinators of the sports & cultural committee to send an invitation to all UG/PG/colleges offering Professional courses of the state in this regard. She also requested the coordinators to prepare the in-house team and give them the proper training for conducting this activity smoothly.



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13	To organize an industry visit for the students.	<p>The coordinator training &amp; placement cell presented the plan to organize industry visits for the students of the first, second, and third-year BDS program. He categorized the industry in the following manner:-</p> <ul style="list-style-type: none"> <li>• Dental unit of the government hospital</li> <li>• The company which are manufactures tools and instruments for Dental clinics</li> <li>• Reputed dental clinics in the city and</li> <li>• Ministry of Health government of Jammu &amp; Kashmir.</li> </ul> <p>He told that the request letter in this regard will be sent to the concerned offices after it is accepted by the college management. The proposal was accepted by the Principal.</p>	<p>The principal requested the coordinators to organize the visit smoothly by giving students proper instructions regarding their roles during the visits. At the end of the visit, each student is required to prepare a brief report on their experience during this visit. The feedback of the students and the concerned officers of the industry will be taken and analyzed to evaluate its effectiveness. The open-ended response of the students needs to be analyzed carefully and if found appropriate and relevant then to be implemented to strengthen the program.</p>
14	To create an official Email	Dr. BelaMahajan& Dr. Ettishree members of IQAC proposed that during	The principal requested Mrs. Jyoti Singh the

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	Account for all students & instruct them to use it for academic activities.	this COVID-19 crisis, many students who are in a remote location cannot join the online classes through the Zoom link. Therefore, it is important to create email for all students at the college and provide them access, so that they can receive the lecture, presentations, notes, etc. through their mail. Mrs. Jyoti Singh ICT administrator told that Google is giving 15GB of data space for a single email account, which is sufficient for students' learning purposes. The chairman appreciated the proposal and accepted further action. Lecture/Notes through the What's App group was also considered	ICT administrator to create the Gmail account for all students in a week. He is also requested to find out whether Google is giving any special package for the educational institution for creating an email account with the name of the college. For example: <a href="mailto:ashok@ids.com">ashok@ids.com</a> (student account), <a href="mailto:dr.vasit@ids.com">dr.vasit@ids.com</a> (faculty account). He was given 10 days to provide his input on this matter to IQAC.
15	Review of the quality of online classes during the COVID-19 pandemic.	As per the guideline of the government of India and DCI (Dental Council of India), the college started online classes for BDS students in March 2020. Efforts are being taken to maintain the effectiveness of the classes. Dr. Harvinder Singh, Director of academics presented a detailed report on the online classes. The members participated in the discussion It has been decided that since the COVID-19 crisis is lingering therefore it is	It has been decided that the teachers must upload their lectures on the students' Moodle accounts. Even the students who are staying in remote areas should be contacted at least once a week and understand their problems. The Chairman requested all

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		important to understand the problems of the students while learning online. Some students are staying in remote areas where internet connectivity is very low.	HODs to contact the students who are really in difficulties. The teachers must mail their lecture presentations to every student. There should be a doubt-clearing session for the students in a week where the students can clear their doubts online. The principal requested the Director of academics to monitor the whole task and submit a report on the outcomes of the activity in a week.
16	Enrichment program for faculty & leadership team.	It has been decided to organize an enrichment program for faculty & the leadership team regarding the upcoming cycle 2 NAAC accreditation of the college. The workshop will be conducted online considering the COVID-19 pandemic. Some external resource persons may be invited.	Dr. BhavneetKaur, coordinator of IQAC was given the responsibility to conduct at least one enrichment program for faculty & leadership team quarterly. The principal told me that there is a specific budget for this activity to organize the program

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			smoothly. Dr.Bhavneet Kaur is requested to submit the calendar of the program to the Director of academics in a week. At the end of the program feedback from the participants need to be collected and the outcome of the program will be evaluated.
17	Conduction of online alumni association meetings.	Considering the COVID-19 crisis the college has decided to conduct the alumni association meeting online. This is important because during this crisis the college has observed that some alumni are helping the students in their academics. They are guiding mostly the final-year students, giving them online coaching. All members appreciated the efforts of the alumni, and feel proud of them.	Dr. Etishree & DrDeeksha, the coordinators of the Alumni Association presented a detailed plan to conduct the meeting online in October 2020. The principal & the members appreciated the efforts& the proposal was approved by the chairman.
18	Conduct a professional development program for teaching & non-teaching	Director Academics presented a proposal to conduct a week faculty & staff professional development program in November 2020. The program will be organized online because of the COVID-19 pandemic. The resource persons will	The principal instructed his office to circulate a notice to all faculty & staff through their email id. He told that everyone must

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	staff.	be invited from reputed universities/colleges/industries. The proposal was accepted by the chairman of IQAC.	participate in this program. He requested the coordinator to prepare the detailed format of this program and submit it to the IQAC for review & suggestion.