



M.C.E. Society's

M. A. RANGOONWALA COLLEGE OF DENTAL SCIENCES AND RESEARCH CENTRE, PUNE

Recognized by Government of India &
Affiliated to Maharashtra University of Health Sciences, Nashik

2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001. Maharashtra, India

Tel.: 91-20-26430959, 26430960, 26430961, Fax: 91-20-26430962

E-mail :- dean-mardental@azamcampus.org Website :- www.mardentalcollege.org

Ref. No. : MARDC/ Adm\ 8699A\ 2020

Date : 10/11/2020

Circular

A meeting for the inception of Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 16/11/2020

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Inception of IQAC and brief discussion of the goals of IQAC with the committee members.
2. Due to lockdown, discussion regarding online teaching activity.
3. Covid protocol SOP's to be discussed.
4. Staffs to attend alternate days for emergency treatment procedures.


IQAC CO-ORDINATOR




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Ref. No. : MARDC /

Date : 16/11/2020

Minutes of the Meeting

Inception of Internal Quality Assurance Cell (IQAC) was done in today's meeting.

Meeting was carried in a hybrid mode where in few staff members attended the meeting offline and others attended the meeting online through the zoom platform.

Offline meeting was conducted following social distancing and covid safety protocols.

Strict lockdown ordered by Government of Maharashtra so staff was instructed to carry out all teaching activity, examinations and related work online from home.

Mrs. Nilofer (Librarian) was directed to make Google classrooms for smooth conduction of all online teaching activity.

Covid Protocol SOPs were made for all departments.

Staff members will be called alternate days for a short time and only emergency treatments will be done with proper infection control protocol.

Meeting Attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Ajit Kalia
5. Dr. Samantha Thakur
6. Dr. Bhagyashree Jabade


IQAC CO-ORDINATOR




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Ref. No. : MARDC / *Am/890B/2020*

Date : 27/12/20

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 3rd Jan 2021

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Hepatitis vaccination drive for teaching, nonteaching staff and students.
2. Academic and cultural activities planning for 2021
3. Revision of charges for year 2021
4. Online Advance Research methodology workshop by MUHS

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 3rd Jan 2021

Minutes of the Meeting

1. Hepatitis vaccination drive for all teaching, nonteaching staff and students will be carried out in the coming month by Department of Oral Pathology and Microbiology in collaboration with Waterley Pharmaceutical company.
2. Academic and cultural activities planning done for 2021 which includes making of academic calendar and examination schedule for internal exams .
3. As per directives of the President the charges of the various treatments needs to be revised and sent by respective departments.
4. Post graduate students and staff should be encouraged to attend Online Advance Research methodology workshop by MUHS

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Vivek Hegde
5. Dr. Ajit Kalia
6. Dr. Samantha Thakur
7. Dr. Prachi Baldawa

IQAC CO-ORDINATOR



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Ref. No. : MARDC / Adm / 8830D / 2021

Date : 21/6/21

CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 26th June 2021

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Sensitization of Faculty members on NAAC accreditation
2. Online symposium on NAAC parameters for dental faculty by MUHS Nashik
3. Incubation cell formation
4. Discussion on convocation ceremony arrangements
5. Value added courses and state level undergraduate conference Epiphany

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 26/6/21

Minutes of the Meeting

Sensitization of Faculty members on NAAC accreditation with significance on their contribution towards timely completion will be done by IQAC team.

Staffs are asked to attend Online symposium on NAAC parameters for dental faculty organized by MUHS Nashik

It was unanimously decided to form an Incubation cell or Think Tank to aid in the transfer of knowledge and promote Research and Innovation

Department of orthodontics is conducting a value added course on basic life support

Ist Maharashtra state Oral Pathology undergraduate conference Epiphany will be conducted by Department of Oral Pathology and Microbiology.

Its an online conference which will be a combination of scientific sessions, cocurricular events and paper poster competitions.

Meeting Attendance :

- 1.Dr. Ramandeep Dugal
- 2.Dr. Salika Sheikh
- 3.Dr. Ajit V Koshy
- 4.Dr. Vivek Hegde
- 5.Dr. Ajit Kalia
- 6.Dr. Samantha Thakur
- 7.Dr. Prachi Baldawa
- 8.Dr. Neetu Kadu



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Ref. No. : MARDC / Adm / 2931A / 2021

Date : 22/9/21

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 27/9/21

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Discussion for CDE program on "Guide to Study Abroad"
2. NAAC awareness workshop for the faculty
3. Orientation program for 1st MDS
4. Convocation ceremony arrangements

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 27/9/21

Minutes of the meeting

Extensive NAAC awareness workshop on Excellence in higher education will be held on 13th and 14th October 2021 at Assembly Hall.

Department of Pedodontics is conducting a CDE program on "Guide to Study Abroad" on 28th October 2021. The program should be attended by interns and final year students.

All Head of the departments, PG Guides to attend Ist yr MDS orientation program for MDS 2021-2022 on 25th Nov 2021.

16th convocation ceremony will be in December. Cultural head to appoint a team for the smooth conduction of the event.

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Ajit Kalia
5. Dr. Samantha Thakur
6. Dr. Prachi Baldawa
8. Dr. Praveen Gaikwad

IQAC CO-ORDINATOR



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Ref. No. : MARDC / Adm / 9120 A / 2021

Date : 1/12/21

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 5/12/21

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Discussion for CDE program Basic life support with American Heart Association
2. Free Dental check up camp on occasion for completion of glorious 20 years
3. Online symposium on Assessment of Health Sciences on the basis of NAAC parameters

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Ref. No. : MARDC /

Date : 5/12/21

Minutes of the meeting

A CDE program Basic life support in collaboration with American Heart Association will be organized for Post graduate students.

On occasion for completion of 20 glorious years of the institute, free dental check up will be organized by department of OMDR. Baners and advertisement be done for the same.

A felicitation program will be organized for the teaching and non teaching staff who have completed 20 years of service in the institute.

Online symposium on Assessment of Health Sciences on the basis of NAAC parameters (MUHS Nashik) should be attended by faculty members on 22nd December 2021

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Surekha Chavan
5. Dr. Samantha Thakur
6. Dr. Prachi Baldawa
7. Dr. Murtuza Jhabuwala

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Ref. No. : MARDC / Adm/9129B/2022

Date : 2/01/22

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 6th Jan 2022

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Proposal for Auditorium
2. New members addition to the IQAC team
3. Appointment of yoga teacher and counsellor
4. IQAC lecture by expert Dr.Shubhangi Mhaske

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Ref. No. : MARDC /

Date : 6th Jan 2022

Minutes of the meeting

A proposal for Auditorium on the 3rd floor of the institute was put forth.

New members were added to the IQAC team

Renovation of the examination section is in process and a separate strong room created for the exam cell.

Appointment of yoga teacher and counsellor was done.

Various lectures to be organized on stress coping and management, counselling and mentoring, ethical sales and communication skills for staffs and students well being and to simulate the young minds.

Blood donation camps to be organized.

A lecture by Dr. Shubhangi Mhaske (Prof and Head Dept of Oral Pathology, Peoples Dental College Bhopal) will be organized for IQAC members where she will guide through the process of NAAC Accreditation.

Meeting attendance :

1. Dr. Salika Sheikh
2. Dr. Ajit V Koshy
3. Dr. Surekha Chavan
4. Dr. Samantha Thakur
5. Dr. Prachi Baldawa
6. Dr. Bhagysree Jabade
7. Dr. Praveen Gaikwad
8. Dr. Ashwini Vadane

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Ref. No. : MARDC / Adm / 9174C / 2022

Date : 27/2/22

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 5/3/22

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Interdisciplinary meets for PG case discussions
2. Parents teachers meetings schedule
3. Isthumus Conference organization by Department of Conservative Dentistry

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Ref. No. : MARDC /

Date : 5 / 3 / 22

Minutes of the meeting

Isthumus Conference will be organized by Department of Conservative Dentistry and Endodontics. Its inauguration is scheduled on 12th March 2022.

Parents teachers meetings to be conducted to update the attendance, internal assessment marks and take parents feed back. Parents teachers committee to give a tentative schedule for the meetings to all the years coordinators.

Interdepartmental case presentations to be conducted to discuss the novel cases reported to the institute.

All departments to submit a condemnation material list to the condemnation committee at the earliest.

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Vivek Hegde
5. Dr. Ajit Kalia
6. Dr. Samantha Thakur
7. Dr. Prachi Baldawa
8. Dr. Neetu Kadu

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Ref. No. : MARDC / Adm / 9534 A \ 2022

Date : 30th July 2022

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 4th August 2022

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Discussion and revision of curriculum related policy
2. Furnishing maintenance and renovation work
3. Discussion on various national day celebrations
4. Proposal for new dental chairs, printers and microscopes

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 4/8/22

Minutes of the Meeting

Policy related to Curriculum delivery was revised and discussed in the meeting.

Furnishing and maintenance work has to be initiated.

Renovation of toilets on all floors to be done and a proposal for disabled friendly toilet was made.

Renovation of dissection hall of anatomy to be done.

Tiling of common seminar room and physiology department to be done to rectify the leakage problems.

New printers & Scanners were installed in exam section for MUHS paper scanning.

New microscopes were purchased for Department of Physiology.

A lecture on fire safety drill to be organized by NSS committee MARDC

Various National Day celebrations to be organized by individual departments.

A proposal for new dental chairs was put forth by Department of Pedodontics.

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Salika Sheikh
3. Dr. Ajit V Koshy
4. Dr. Vivek Hegde
5. Dr. Ajit Kalia
6. Dr. Samantha Thakur
7. Dr. Prachi Baldawa
8. Dr. Bhagyashree Jabade
9. Dr. Ashvini Wadane

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Ref. No. : MARDC/Adm/9629A/2023

Date : 26/10/22

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 6/11/22

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. DCI record of attendance Biometric discussion
2. Post graduate students Biometric
3. Spit free India campaign
4. NAAC work progress

IQAC CO-ORDINATOR



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Date : 6/11/22

Minutes of the Meeting

DCI requires record of attendance through biometrics. A new biometric device to be installed for staff attendance.

Post graduate students need to register and use biometrics

Proposal for CDE points from MSDC needs to be first discussed with Principal and CDE committee.

Department of Pedodontics is organizing a program on Spit free India campaign

NAAC work progress to be updated by all criteria heads.

Meeting attendance :

- 1.Dr.Ramandeep Dugal
- 2.Dr.Salika Sheikh
- 3.Dr.Samantha Thakur
- 4.Dr.Prachi Baldawa
- 5.Dr.Neetu Kadu
- 6.Dr. Ashvini Wadane

IQAC CO-ORDINATOR



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Ref. No. : MARDC / Adm / 9719A / 2023

Date : 15th Jan 2023

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 19th Jan 2023

Time : 11am

Venue: Prosthodontic seminar room 1st floor

Agenda of the meeting:

1. Proposal for smart boards, intra oral scanner, new surgical laser system
2. Blood donation camp to be organised
3. Criteria heads of NAAC to complete atleast one metric with supporting documents
4. Inauguration of Dr.P.A.Inamdar Auditorium

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 19/11/2023

Minutes of the Meeting

Proposal for installation of smart boards was put forth to the IQAC committee various quotations were asked from the IT section for the same.

CCTV s to be repaired and installed where necessary for upcoming MUHS University exams.

New fridge to be installed in Department of Oral Surgery to store emergency drugs

Public health Dentistry renovation to be done and department shifted from 1st floor to 3rd floor.

Intraoral scanners to be purchased for Department of Prosthodontics.

A new surgical laser system to be procured for Department of Periodontology.

Inauguration of Dr.P.A.Inamdar Auditorium to be scheduled in the upcoming month.

Blood donation camp to be organized by Department of Oral Surgery as per guidelines issued by Medical Education and Drugs department on the occasion of Chhatrapati Shivaji Maharaj Jayanti.


Criteria heads of NAAC to complete atleast one metric with supporting documents.

Meeting attendance :

- 1.Dr. Ramandeep Dugal
- 2.Dr. Salika Sheikh
- 3.Dr. Ajit V Koshy
- 4.Dr. Rooposhi Saha
- 5.Dr. Samantha Thakur
- 6.Dr. Prachi Baldawa
- 7.Dr. Neetu Kadu


IQAC CO-ORDINATOR




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2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001. Maharashtra, India

Tel.: 91-20-26430959, 26430960, 26430961, Fax: 91-20-26430962

E-mail :- dean-mardental@azamcampus.org Website :- www.mardentalcollege.org

Ref. No. : MARDC / Adm/9780A/2023

Date : 4/3/23

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 9/3/23

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. BORS meeting for research project
2. Upcoming LIC Inspection
3. Inputs related to curriculum
4. Grants for research projects
5. Alumni Meet

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Ref. No. : MARDC /

Date : 9/3/23

Minutes of the Meeting

BORS meeting to be held on 21st March 2023 for research project discussion.

Duties were allotted to faculty members for upcoming LIC inspection.

Curriculum related inputs and suggestions were invited from all staff members.

Various grants required for research projects will be discussed with the management.

Recalia-Alumni Meet to be organized by the cultural committee.

Meeting attendance :

1. Dr. Ramandeep Dugal
2. Dr. Ajit V Koshy
3. Dr. Rooposhi Saha
4. Dr. Bhagyashri Jabade
5. Dr. Samantha Thakur
6. Dr. Prachi Baldawa

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Ref. No. : MARDC / Adm / 9920A / 2023

Date : 12th June 23

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on

Date: 16th June 2023

Time : 11am

Venue: Prosthodontic seminar room Ist floor

Agenda of the meeting:

1. Proposal for Research budget and grants for publication
2. Launch of a book Dental assistant training guide
3. Criteria wise metrics to be presented by respective criteria heads.

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Ref. No. : MARDC /

Date : 16/6/23

Minutes of the Meeting

Proposal for Research budget had been formulated and grants for publications was formulated and presented before IQAC.

A grand launch of a book Dental assistant training guide-A user friendly color atlas for students dentists and dental assistant is scheduled in the upcoming month. The book is written by a faculty and alumni of the institute Dr.Lisha Thole.

Criteria wise metrics presented by respective criteria heads.

Meeting attendance :

- 1.Dr. Ramandeep Dugal
- 2.Dr. Salika Sheikh
- 3.Dr. Ajit V Koshy
- 4.Dr. Rooposhi Saha
- 5.Dr. Samantha Thakur
- 6.Dr. Prachi Baldawa
- 7.Dr. Praveen Gaikwad

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Ref. No. : MARDC / Adm / 10168 / 2023.

Date : 29/11/23

Circular

A meeting of the Internal Assurance Quality Cell (IQAC) is scheduled on

Date: 4th December 2023

Time: 10.30am

Venue: Exam Section

Agenda of the meeting:

- 1.To discuss the update of criteria-wise metrics of NAAC.
- 2.Discussion for upcoming research committee meeting for short studies proposal from various departments.
- 3.Discussion for allocation of Mentors to newly admitted First Year Students by Mentor-Mentee Committee.
- 4.Discussion of upcoming University exams in M.A.R.D.C. as university exam centre.
- 5.To communicate with the IT sector and website committee for inserting weblinks and tabs for various criteria's of NAAC.

IQAC CO-ORDINATOR



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Ref. No. : MARDC /

Date : 4th Dec 2023

Minutes of the meeting

1. Criteria-wise update of NAAC progress was taken from all criteria heads.
2. Each department to submit a proposal for upcoming CDE programs, Faculty development for teaching and non teaching, related to e-content, Value added and Add on courses.
3. An update was taken regarding Interdepartmental case presentations by the concerned team.
4. Research committee meeting to be scheduled in 3rd week of December and all departments to submit proposals for short studies, surveys.
5. Parents teachers committee to decide for the schedule of the meetings and a transparent source for contacting the parents.
6. Mentor Mentee committee to allot mentors to the newly joined first year students and conduct a brief discussion on mentoring session for newly joined staff members.
7. All departments to update IQAC about number of publications, Conferences attended, Faculty development programs conducted.

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