NAAC 6.2.1

The ITS dental college has a well organised structure comprising of the Chairman, Vice Chairman, Secretary, Chief administrator, Administrator, Director PG Studies and Principal. The institution's managing committee is headed by the Chairman, and the organisational hierarchy helps in tidily channelized decision making process, taking into consideration all the aspects for smooth running of the institution.

The academic sector is sustained by carefully following a predetermined schedule laid down by the institute. All the proposals at the academic level are discussed at the HOD meeting in the presence of the Director PG studies and the Principal, and the matters are subsequently forwarded to the Chairman and discussed at the IQAC meetings.

At the administrative level, the proposals are put forth by the administrator and various policies with regard to both administrative and academics are collectively formulated, discussed and implemented in a high level meeting.

For implementation of the policies formulated and depending upon the nature of the work to be executed, various committees have been formulated viz. the clinical and IQAC Committee which evaluate departmental conduct and performs internal audits on a usual basis. The committees are represented by the entire spectrum of faculty and meet regularly to take various academic, financial and administrative decisions.

The core responsibility of the department lies with the Head of the Department. The College has enlisted Job Descriptions for all the faculty members and the HOD ensures that these responsibilities are abided by.

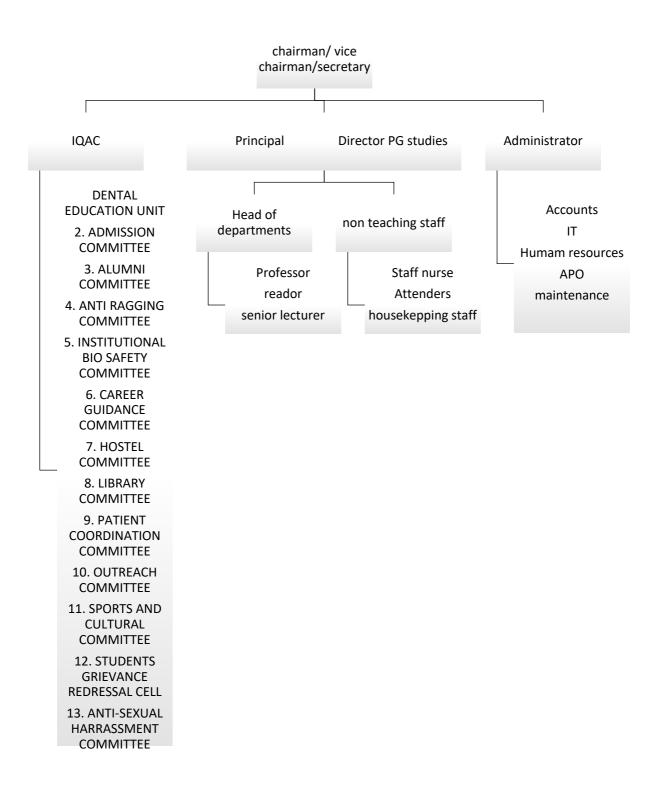
The faculty members guide and mentor the undergraduates and the postgraduate students in methods of teaching, research, publication and practice. Each faculty mentors approximately ten students in a particular batch and the mentorship role is followed on a monthly basis. Any issue pertaining to specified matters is thereafter reported to the batch coordinator. Moreover, A regular feedback on curriculum, learning experiences, infrastructure and support facilities is obtained from each student and conveyed for appropriate review.

<u>Student Feedback Software For Employee</u>: This software is used to obtain feedback by the students. Students are instructed to give feedbacks regarding the faculty and also about the problems they are facing, so that necessary action can be taken to resolve the problem in an appropriate manner.

The outcome of the feedback with regard to the teaching skills is intimated to the concerned faculty which provides them with an opportunity to make improvements in their respective fields. The heads of the Department also conduct periodic meetings to discuss problems and range of issues related to the proper functioning of the department and a proper feedback is obtained with changes implemented as desired.

Monthly stock and indent records, monthly income record and patient statistics are also maintained to ensure departmental accountability.

All complaints regarding maintenance matters of the institution are lodged through the <u>almighty helpdesk software</u>. The software has a time bound escalation system for unresolved complaints which ascend up to the highest levels of management in case of complex issues.



1) SWOC Analysis

Strengths:

- Exquisitely structured management system of the organization with an unambiguous hierarchy.
- Impeccable feedback system, with quick detention of stakeholder's grievances.
- Immaculate Community-Social network with magnanimous presence in rural regions for social welfare and mass outreach
- Prime location on arterial National Highway 58 connecting Delhi NCR with majority of Western Uttar Pradesh State.
- State of the art Infrastructure, Unparalleled student centric facilities and One of its kind Centre for Advanced Research in the entire region.
- Immensely dedicated and experienced faculty committed to efficient teaching-learning process duly supported by a proficient administration.
- The college treatment charges are much lower as compared to those in surrounding institutes delivering oral health care.

Weakness:

- Lack of autonomy in curriculum development, although the institute gives timely suggestions to the regulatory bodies for curricular reinforcements.
- Social and regional factors in the adjoining areas which pose a typical barrier for treatment strategy.
- Low economic background of patients reporting to the institute thus elevating a need for more resources.

Opportunities:

- Globally competent programs in collaboration with International enterprises molded to student's expediency are promising avenues to further enhance institute's visibility.
- To begin with more modular courses extending beyond core curriculum of undergraduate and postgraduate courses, thus enriching professional acumen.
- Enhancing student-teacher interaction by reducing Student teacher ratio.
- Expanding capacity of physical infrastructure with growing patient footfall.
- To attract a larger number of quality corporate companies for campus recruitment drives.

Challenges:

- To counsel patients for undergoing complete treatment owing to their sparse educational backgrounds.
- To ameliorate course objectives so as to comply with dynamism of industrial settings in terms of employment and market absorption.

9.0 Comprehensive Structure of the Strategic Plan

Objectives	Action Plan	Responsibility
1.1. Strengthening of Existing Programs	Start	Academic Monitoring
	Intake of PG in on clinical specialties	Committee, Principal
	Introduction of	Academic Monitoring
	Value added courses for UG and PG	Committee, Principal
1.2. Expanding library holdings of reference books and databases related to dentistry and medical + Increase holding of National/International journals	Encourage faculty to continuously update their reference sources every 6 months in Cooperation with library assigned faculty Allocating funds budgets for acquisition of required learning resources	Library Committee
1.3.Renovating Laboratories	Allocating funds for renovating laboratories.	Principal,
1.4.Upgrading laboratory facilities	Allocating funds for acquisition of required laboratory instruments	Principal,

Strategic Direction 2. Accreditation of the academic programs.

Objectives	Action Plan	Responsib ility
		Institute accredita
		tion and assessment
2.1. IOA Affiliation	Applying for IO Affiliation	committee in
		collaboration with
		Principal

Strategic Direction 3. Attract and retain diversified students, faculty and staff.

Objectives	Action Plan	Responsibility	
3.1 Support diversity in student body	To conduct carreer counseling workshops and seminars in schools	Principal	
	Establish relation with local Junior/Diploma Colleges	Principal	Continuous process
3.2. Attract faculty of academic and cultural diversity	To develop recruitment plan and Admission committee	HR	2020-21

Strategic Direction 4. Create research culture and enhance research scholar activities

Objectives	Action Plan	Responsibility	Expected Completion Date
3.3. Enhance research collaboration among college faculty with the same research interests	Establish research groups within the college of Dentistry	Research Committee	Continuous process
3.4. Increase Research Funding	Research proposals to University and National funding agencies	Faculty members	2020-21

The familier is the above supportional winties of	Principal, Research Committee	Every year
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3.6. To upgrade research Lab		Research Committee	2020-21
3.7. Organize seminars/workshops conferences (CDE)	To secure organizing partners, Attract sponsorshi ps and organize at least one conference /workshop every year	Principal	Continuous Process
Strategic Direction 5. Engagement in impactful community Activities.			
Objectives	Action Plan	Responsibility	Expected Completion Date
			Date
5.1. Extension activities in the neigh our hood community		Public Health Dentistry Department	Continuous process

E governance:

Criterion VI – Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

6.2.2 (QnM) Implementation of e-governance in areas of operation

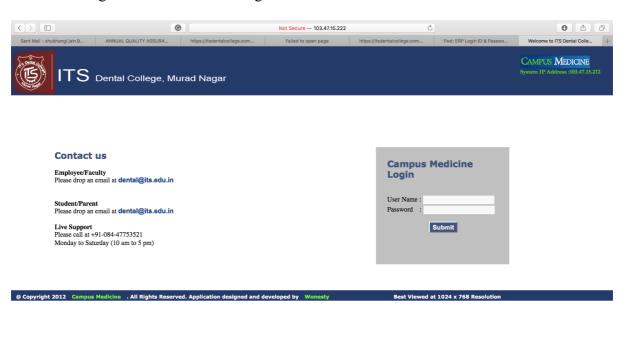
- 1. Academic Planning and Development
- 2. Administration
- 3. Finance and Accounts
- 4. student Admission and Support
- 5. Examination

Area of governance		Year of	Website link
Thea of governance		implementation	Website filik
Academic planning	yes		http://103.47.15.222/campusmedicine/
Administration	yes		http://hrms.its.edu.in/SelfService/Employee/Home
Finance and accounts	Yes		http://172.16.0.140/orion/
Student Admission	Yes		https://itsdentalcollege.com/Admission-new
Examination	yes		https://www.ccsuniversity.ac.in/ccsu/index.php#

Academic planning and	ERP software. Orion, Library management software
development	Zoom, library management software
Administration	HR-one, Orion, almighty helpdesk software
Finance and accounts	Orion
Student admission and support	Twak.to
Examination	University website, EVtest

ACADEMIC PLANNING AND DEVELOPMENT

<u>Campus medicine software is a portal for the faculty to Monitor the attendance of students</u> (ERP): The faculty members are given responsibility of monitoring the attendance of undergraduate students after taking each lecture with the help of generating an ERP report and submitting it to the Academic Program Officer.



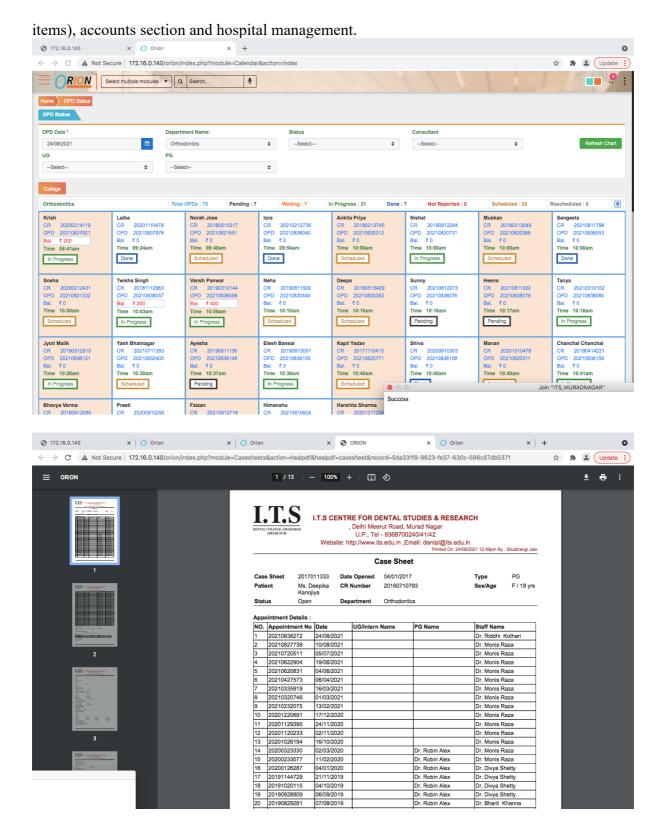


ORION SOFWARE

Storage of patient data through the ORION software: Two faculty members of the institute have been given charge of the ORION software, who regularly monitor the patient data as well treatment rendered on a routine basis.

Patient registration and E-billing facility.

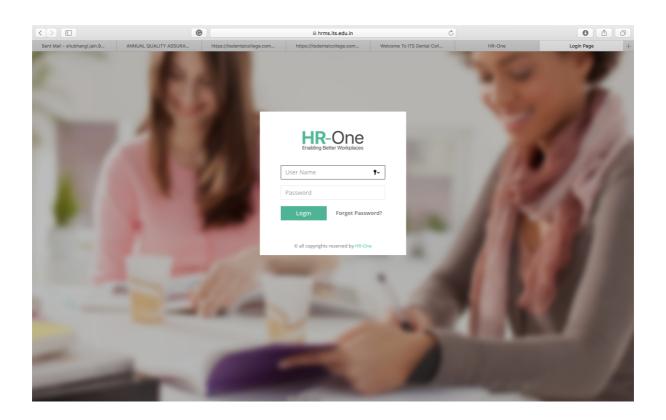
storage of data pertaining to store (management of consumable/non-consumable

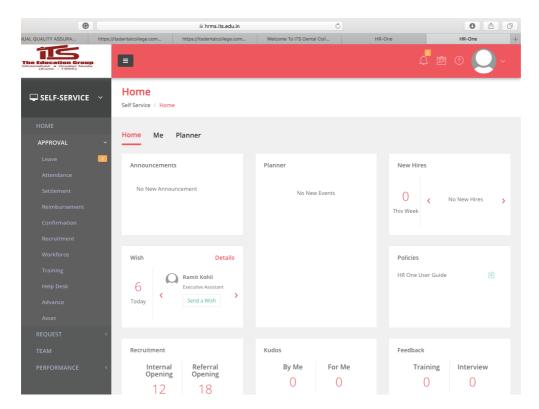


EMPLOYEE MANAGEMENT SYSTEM:

This portal allows for faculty attendance management, leave application and employee salary records and salary slips. The software is used to manage salary and leaves of employees. Login ID is generated for each employee through which they can access their leave records, apply for leaves and check the status of approval of the leaves by

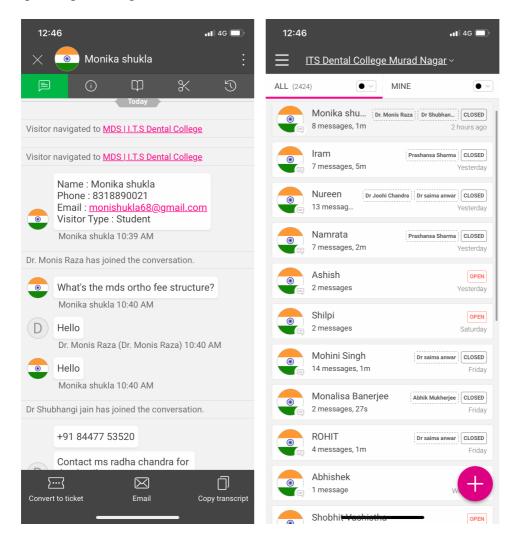
higher authorities. This software also generates esalary slips for the benefit of the employees.





TWAK.TO STUDENT ADMISSION AND SUPPORT SOFTWARE.

The chat software accessed through the I.T.S dental college, Muradnagar official website streamlines the admission process. The interested candidate, their parents or aspirants looking to join the institute as a teaching faculty may contact to get relevant information. The software is a chat portal through which online chatting is done to provide college information to the students as well as their parents. It has dedicated portal for interaction between student teacher, teacher parent and patient doctor platforms. The software is designated to solve the problems of students, related to both academics and as well as hostels. Parents are endowed with the information of the activities of their wards and equally about their progress. Patients can communicate with the doctor also via this software and solve their queries pertaining to dental treatment.



Almighty Help Desk:

All complaints regarding maintenance matters of the institution are lodged through this software. The software has a time bound escalation system for unresolved complaints which ascend up to the highest levels of management in case of complex issues.

Student Feedback Software For Employee:

This software is used to obtain feedback by the students. Students are instructed to give feedbacks regarding the faculty and also about the problems they are facing, so that necessary action can be taken to resolve the problem in an appropriate manner.

LIST OF COMMITTEES ITS-CDSR, MURADNAGAR

I. DEAN ADMINISTRATION Dr. Vinod Sachdev

1. Internal Quality Assurance Cell

Dean Administration: Dr. Vinod Sachdev, Chairperson (Director PG studies)Dean Academics: Dr. Devi Charan Shetty, Coordinator IQAC (Principal)Dean Examination: Dr. Rishi Rath, Professor & Head, Department of

Pharmacology

Dean Students Relations and Support Dr. Sonali Taneja, Professor &

Head, Department of

Conservative Dentistry

Faculty Members

Dr. Sanjeev Saxena : Professor & Head, Department of Oral & Maxillofacial

Surgery

Dr. Subodh Aggarwal : Professor & Head, Department of Prosthodontics Dr. Payal Sharma : Professor & Head, Department of Orthodontics

Dr. Upasana S Ahuja : Professor & Head, Department of Oral Medicine &

Radiology

Dr. Nikhil Sharma : Professor & Head, Department of Periodontics
Dr. Ipseeta Menon : Incharge, Department of Community Dentistry

Administrative officers

Mr. Surender Sood : Director, Public Relations

Mr. Vijay Sharma: Administrator

Students

Dr. Seema Ahuja : 02nd year Post graduate, Department of Oral Medicine

Mr. Parth Deoli : 04th Year Undergraduate Ms. Kamya Mahajan : 04th Year Undergraduate

Member from Management

Mr. Bhushan Arora : Secretary

Alumni

Dr. Deepti Goel : Post Graduate Student Department of Pedodontics

(2012-15)

Dr. Gaurav : Under Graduate Student (2000-05) Dr. Mansi : Under Graduate Student (2000-05)

Village Head/Local society-

Mr. Ajay Kumar : Pradhan, Village Sultanpur, Block Muradnagar

Employers/Stakeholder

Mr. Anup Bhushan : Private Practitioner

Dr. Akshay Bhargav : Director, I.T.S Dental College & Hospital, Greater

Noida

2. Finance Committee

Mr. B K Arora : Secretary

Dr. Vinod Sachdev : Director –PG Studies Mr. Amandeep Singh : Finance Officer

3. Policies, Systems and Development Committee

Mr. B K Arora : Secretary

Dr. Vinod Sachdev : Director – PG Studies

Dr. Devi Charan Shetty : Principal Mr. Vijay Sharma : Administrator

4. Institutional Ethics Committee

Dr. S K Gupta : Chairman

Dr Vinod Sachdev : Member Secretary
Dr Prem Chopra : Basic Medical Scientist
Dr. Rishi Rath : Basic Medical Scientist

Dr Puneet Ahuja : Clinician Dr Devi Charan Shetty : Clinician Dr. Anmol Kalha : Clinician Dr. Anil Chandna : Clinician Dr. Hari Parkash : Clinician Dr. Dinesh Samugh : Legal Expert Mr. Jaipal Singh : Lay Person Dr. AC Verma : Social Sceintist Dr. Meenakshi Bajpai : Scientific Member Dr. CS Ram : Scientific Member : Scientific Member Dr. FK Pandey

5. Faculty and Staff Grievance Redressal Cell

Dr. Payal Sharma : Chairperson
Dr. Mohit Kumar : Member
Dr. Pragya : Member
Dr. Rahul Chopra : Member

6. Women's Grievance & Empowerment Cell-

Dr. Upasna Ahuja : Chairperson Dr. Ritu Gupta : Member Dr. Divya Shetty : Member

7. Hospital Affairs Committee

Dr. Vinod Sachdev : Chairperson
Dr. Sunil Chaudhary : Member
Dr. Harsha Jain : Member
Dr. Rishi Rath : Member
Dr. Sarvajeet Singh : Member

8. Antiragging Committee

Dr. Ajit S Rathore : Chairperson Dr. Ashish Behl : Member Dr. Nikita Gupta : Member Dr. Divya Shetty : Member Dr. Manu Dhillon : Member Dr. Avnish Singh : Member Dr. Mallika Sethi : Member Mr. Gaurav Sethi : Registrar

Mr Sajal Mandal : Warden Boys Hostel Mrs Little Flower : Warden Girls Hostel

II. DEAN ACADEMICS Dr. Devicharan Shetty

1. Academic Committee and Attendance Cell

Dr. Achint Juneja : UG- Coordinator

Dr. Vishal Modgil : Coordinator BDS I Year
Dr. Rishi Rath : Coordinator BDS II Year
Dr. Ajit S Rathore : Coordinator BDS III Year
Dr. Manu Dhillon : Coordinator BDS IV Year

Dr. Piush Kumar : Coordinator Interns Mr. Gaurav Sethi : Academic Registrar

Mr. R. N. Trivedi : APO (Academic Programme Officer)

2. Institutional Research Committee

Dr. Devi Charan Shetty : Chairperson
Dr. Vinod Sachdev : Co Chairperson
Dr. Akanksha Banga : Member Secretary

Dr. Sarvjeet Singh : Member Dr. Vandana Srivastava : Member

Dr. Chaitali Chakraborty: Member Dr. Sunil Diwedi : Member Dr. Upasana S Ahuja : Member Dr. Sanjeev Kumar : Member Dr. Col. SK Aggarwal : Member Dr. Ipseeta Menon : Member Dr. Sonali Taneja : Member Dr. Radhika Chopra : Member Dr. Ajeet S Rathore : Member

3. Editorial Committee -

Dr. Vinod Sachdev : Editor-in-Chief Dr. Devi Charan Shetty : Associate Editor : Associate Editor Dr. Sachit anand arora : Executive Editor Dr Sapna Rani : Assistant Editor Dr. Piush Kumar Dr. Ritu Gupta : Assistant Editor Dr Vidya Sekhar : Member Support Dr. Vidhi Rathi : Member Support Dr. Akshay Rathore : Member Support Dr. Madhulika Srivastva : Member Support Dr. Nikita Gulati : Member Support Dr. Joohi Chandra : Member Support Dr. Monis Raza : Member Support Dr. Sana Fatima : Member Support Dr. Sangeeta Madan : Member Support

4. Sterilization and Disinfection Committee-

Dr. Navroop Kaur : Chairperson Dr. Akshay Rathore : Member Dr. Sarvjeet singh : Member Mr. Anubhav Sharma : Member Dr. Shivam : Member Dr Keshav : Member : Member Dr.Sana Fatima Dr. Divya doneria : Member Dr. Rishibha Bhardwaj : Member Dr. Vidya Sekhar : Member

III. DEAN EVALUATION AND EXAMINATION Dr. Rishi Rath

1. Evaluation and Examination Cell

Dr. Rishi Rath : Controller Examination

Dr. Achint Juneja : Assistant -Controller Examination
Mr. Ravinder : APO- Academic Programme Officer

IV. DEAN STUDENT RELATIONS & SUPPORT Dr. Sonali Taneja

1. Student Grievance Redressal Cell

Dr. Sonali Taneja : Chairperson
Dr. Upasana S Ahuja : Member
Dr. Nikhil Sharma : Member

Dr. Divya Shetty : Member In-Campus Dr. Avnish Singh : Member In-Campus

Dr. Karan : Member

Dr. Nikita Gupta : Member In-Campus

2. Sports & Cultural Committee

Dr. Manu Dhillon : Chairperson
Dr. Sujata Massamatti : Member
Dr. Manvi : Member
Dr. Shobhit : Member
Dr. Vidhi Chabra Rathi : Member
Dr. Akanksha Banga : Member
Dr. Amrita Panwar : Member

3. Hostel & Mess Committee

Dr. Manoj Kumar : Chairperson Dr. Avnish Singh : Member Dr. Mallika Sethi : Member Dr. Saurabh Juneja : Member Dr. Ankita Tandon : Member Dr. Amrita Pawar : Member Dr. Pradeep Sharma : Member Mr, Gaurav Sethi : Registrar

Mr Sajal Mandal : Warden Boys Hostel
Mrs Little Flower : Warden Girls Hostel
Mrs Sushma Saini : Warden Girls Hostel
Mrs. Surekha Chaudhary : Warden Girls Hostel
Mrs. Ranjana : Warden Girls Hostel

4. Alumni

Dr. Ipseeta Menon : Chairperson
Dr. Avnish Singh : Member
Dr. Siddharth Srivastava : Member
Dr. Achint Juneja : Member

5. Placement Committee

Dr. Devi Charan Shetty : Principal

Dr. Sonali Taneja : HOD Conservative

Mr R. N. Trivedi : APO- Academic Programme Officer

^{*}According to specific situation, Director-PG Studies can reframe the committee, involving the senior faculty members.

V. INCHARGE PATIENT WELFARE Dr. Subodh Aggarwal

1. Patient Grievances

All Head of Department

Dr. Aatish Malik : AMS- Assistant Medical Supretendant

Mr. Vijay Sharma : Administrator Mr. Sandeep Gambhir : Office Executive

(On-Line Resolution of Complaints)

Dr. Ricky Pal Singh Dr. Shakun Pathak

2. Patient Audit Committee

Dr. Subodh Aggarwal : Chairperson
Dr. Sonali Taneja : Member
Dr. Piush Kumar : Member
Dr. Radhika Chopra : Member
Dr. Nikhil Sharma : Member
Dr. Shalab : Member

VI. LIBRARY CELL AND INFORMATION AND TECHNOLOGY Dr.

Sanjeev Saxena

1. Library Committee

Dr. Sanjeev Saxena : Chairperson
Dr. Saurabh Juneja : Member
Dr. Achint Juneja : Member
Mr. Sanjeev Kumar : Librarian

Mr. Arvind Kumar : Assistant Library
Ms. Sonika Sharma : Library Assistant

2. Website Committee

Dr. Devi Charan Shetty : Chairperson : Member Dr. Sanjeev Saxena Dr. Achint Juneja : Member Dr. Praful Mehra : Member Dr. Saurabh Juneja : Member Dr.Gaurav Issar : Member Dr. Vidhi C Rathi : Member Dr. Ricky Pal Singh : Member Dr. Swati Gupta : Member

Dr. Shwyeta J Gupta : Member
Dr. Amrita Panwar : Member
Dr. Bharti Khanna : Member
Dr. Pulkit Jhingan : Member
Dr. Akanksha Banga : Member

Mr. R. N. Trivedi : APO- Academic Programme Officer

VII. INSTITUTIONAL QUALITY CONTROL CELL

Dr. Piush Kumar : Member

Dr. Vinod Sachdev: Member

Dr. Devicharan Shetty : Member
Dr. Rishi Rath : Member
Dr. Nikhil Sharma : Member
Dr. Achint Juneja : Member
Dr. Praful Mehra : Member