



## SARASWATI DENTAL COLLEGE

### IQAC Calendar (January 2020 - December 2020) (An Initiative of Internal Quality Assurance Committee/Cell)

S. No.	Activity	Schedule	Responsibility	
1.	SDC Bulletin	Thrice Annually (January, May & September)	Institutional Publication and Scientific Journal Committee	Principal SDC / Dr. Saumya Navit
2.	Inspection of Departmental Documentation	Bi-annually (January & July)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
3.	Campus Rounds	Bi-annually (February & August)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
4.	IQAC Meeting	Quarterly (February, May, August, November)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
5.	Interaction of Institutional Committees with Faculty, Staff & Students	Annually (February/March)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
6.	AISHE Report Submission to MHRD	Annually (January /February)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
7.	NIRF	Annually	IQAC	Principal SDC / Dr. Kunal Sah
8.	Departmental AQAR Submission	Bi-annually (April & October)	Heads of Department	Departmental Nodal Officers
9.	Finalization of Institutional AQAR	Annually (April)	IQAC	Dr. Kunal Sah / Cdr. Sumit Ghosh
10.	SDC AQAR Submission to NAAC	Annually (May)	IQAC/ IT Department	Principal SDC / Dr. Kunal Sah
11.	Teaching Plan	Before commencement of BDS & MDS Course at Departmental Level and a copy is to be submitted to Principal Office	Head of respective Departments	Heads of respective Departments
12.	Orientation for Newly Inducted Students (BDS & MDS)	Before commencement of MDS (May) & BDS (September) Course	Institutional Student & Patient Welfare Committee	Principal SDC / Dr. Alka Yadu
13.	Orientation for Interns	Before commencement of Internship	Institutional Student & Patient Welfare Committee	Principal SDC / Dr. Alka Yadu
14.	Annual Calendar (Academic)	Annually (June)	Principal Office	
15.	Institutional Journal (AJOHAS)	Bi-annually (June & December)	Institutional Publication and Scientific Journal Committee	Principal SDC / Dr. Saumya Navit
16.	Fresher's Party	Annually (September/October)	Institution Student & Patient Welfare Committee	Principal SDC / Dr. Alka Yadu
17.	Foundation Day Celebration	14 <sup>th</sup> November	Institutional Extra Curricular Activity Committee	Dr. Alka Yadu / Dr. S. A. Khan
18.	College Week	Annually	Institutional Extra Curricular Activity Committee	Dr. Alka Yadu / Dr. S. A. Khan
19.	List of Holidays	Annually (December)	Principal Office	
20.	Election of Student Council	Annually (December)	Institutional Student & Patient Welfare Committee	Principal SDC / Dr. Alka Yadu
21.	Meetings of Institutional Committees	As per their respective Charter	Institutional Committees	Member Secretary of all the Institutional Committees

22.	White Coat Ceremony	Annually (New Academic session - BDS 3 <sup>rd</sup> Year)	Institutional Academic and Examination Committee	Principal SDC / Dr. Saumya Navit
23.	Committee Oriented Program/Activity	Annually (Minimum 1)	Institutional Anti Ragging Committee, Institutional Grievance & Disciplinary Committee and Women's Cell	Dr. Saumya Navit, Dr. Alka Yadu, Dr. Ayush R Singh, Dr. Kamlesh, Dr. Shruti Sinha
24.			Institutional Environment & Bio-Safety Committee	Dr. Jitendra / Dr. Chetan Chandra
25.			Institutional Research & Development Committee, Institutional Human Ethics Committee	Principal (SMC) / Dr. Vivek Bains
26.			Institutional Placement & Guidance Committee	Dr. Ragini Tandon / Dr. Shally
27.			Institutional Disaster Management Committee	Dr. Arvind Tripathi / Dr. Kamlesh
28.			Institutional Grievance & Disciplinary Committee	Dr. Saumya Navit / Dr. Shruti
29.			Institutional Hostel & Hospitality Committee	Dr. Saumya Navit / Dr. Shruti
30.			Annually (Minimum 1/Book exhibition) & Library Audit	Institutional Library & Learning Resources Committee
31.		Feedback from Stakeholders	Annually	Institutional Enhancement Committee (External & Internal)
32.	Feedback from Patients	Daily	Departmental Level (As per Guidelines)	Section Incharge
33.	Feedback from Alumni	Annually	Institutional Alumni Association Committee	Dr. Alka Yadu /Dr. Pratik Chandra
34.	Alumni Meet	Once every Three Years	Institutional Alumni Association Committee	Dr. Alka Yadu /Dr. Pratik Chandra
35.	Annual Report	Annually	Institutional Publication and Scientific Journal Committee	Principal SDC / Dr. Saumya Navit
36.	Publication Report	Annually	Institutional Publication and Scientific Journal Committee	Principal SDC / Dr. Saumya Navit