



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

**Administrative Office:**

Ist Phase, J.P. Nagar, Bangalore-560 078.

Ph: 080-26659532, 30410501/02 Fax : 080 - 26548658

**THE OXFORD DENTAL COLLEGE**

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754680 Fax : 080 - 61754693

E-mail: deandirectortodc@gmail.com Website: [www.theoxford.edu](http://www.theoxford.edu)

**Ref:TODC/051/2022-23**

**Date:13.06.2022**

**PROCEEDINGS OF THE DEAN & DIRECTOR & CHAIRPERSON IQAC ORDER**

**Sub: IQAC Coordinator as mandated by NAAC.**

In view of submission of SSR for assessment for NAAC Accrediation and expecting a Peer review visit the following IQAC coordinators to continue in the office for the academic year 2022-23.

IQAC Co-ordinator

**Dr. Raghunandan Chunduri, Professor , Department of Orthodontics.**

Joint Co-ordinator

**Dr. Deepa Jayashankar, Professor , Department of Prosthodontics.**

**Dr. Leeky Mohanty, Professor & HOD, Department of Oral Pathology,**


The department coordinators are required to gather information and provide the same to IQAC on monthly basis.

The Heads of the Departments and all members of faculty & staff are necessarily required to extend all help and timely information to IQAC.

The IQAC coordinators may conduct meeting of all coordinators from time to time.

Copy to:

1. All Department Heads
2. Criteria Heads
3. Governing Council.

  
Dean and Director  
The Oxford Dental College, Bommanahalli  
Hosur Road Bengaluru - 560 068.



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**Ref : TODC/050 - B/ 2022-23**

**Date: 13.06.2022**

**OFFICE ORDER**

On the directions given by the Governing Council, IQAC is pleased to reconstitute its committees. Concerned criteria Head are requested to follow the latest composition of committees under your criteria.

Find below list of committees and compositions.

1. Compositions of IQAC.
2. Committees under criteria 1 to 8.

  
Dean & Director & Chairperson IQAC

Dean and Director

The Oxford Dental College, Bommanahalli  
Hosur Road Bengaluru - 560 068

Copy to:

1. Governing Council.
2. All Criteria Heads
3. All Department Heads
4. Notice Board



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Website: www.theoxford.edu

Venue: Board room

Time: 10:00am

Following members were present in the meeting

Dr.A R Pradeep

Dr.Shivabasavaiah

Dr.Laxmikanth S.M

Dr.Siddaramu

Dr.Javad Saleem

Dr.Leeky Mohanty

#### **MINUTES OF THE MEETING**

Agenda of the meeting is

- to report all publications available in the department
- to encourage publications among staff and students

The committee meeting was held 16<sup>th</sup> July 2021 at 10:00 am. All the committee members were present in the meeting .

The chairman welcomed all the committee members and discussed the agenda

The chairman started with enquiring about the quality and quantity of the research going on currently in each department.

He emphasized on the fact that unbiased quality research was the need of the hour. He then spoke about importance of publication. He said that publications bring recognition among his peers as well as a person accentuate his academic career.

Dr shivabasavalah briefed all members about the college journal and encouraged all staff members and student to contribute

Dr.siddaramu commented that there were few International publications and so emphasis should be given on that

The chairman also suggested that a workshop be held to introduce and given an overview of research methodology to students.

The IQAC committee discussed and decided to take necessary action plan for the feedback given by all the stakeholders.

The SSP was approved and the ATR from all the departments received.



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All the members agreed that it would be really helpful if a programme is conducted.

It was decided unanimously that all the suggestions would be given consideration and necessary action would be taken. He thanked everyone for their suggestion and with these comments the meetings were dispersed.

IQAC

~~Internal Quality Assurance Cell~~

Internal Quality Assurance Cell





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## Proceedings of the Principal and Chairperson IQAC

### Order

Date:13.06.2022

Ref : TODC/050 - A/ 2022-23

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the year 2021-2022 the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

Sl No.	Name of Member	Designation	Role
1	Dr. A R Pradeep	Dean & Director	Chairperson
2	Mr. Shivabasavaiah	Director - Skill Development Center	Member -Management Representative
3	Dr. Laxmikanth S M	Head, Dept.of Orthodontics	Member -Teaching Faculty Representative
4	Mr. Siddaramu	Office Manager	Member - Non Teaching Faculty Representative
5	Dr Neha	Student Council President	Member - UG Female Student Representative
6	Dr Syed Zaid	Student Council Vice-President	Member - UG Male Student Representative
7	Dr Varun	Student Council Secretary	Member - PG Female Student Representative
8	Dr NagTulsi	Student Council Treasurer	Member - PG Male Student member Representative





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### Proceedings of the Principal and Chairperson IQAC

#### Order

Ref : TODC/193 - A/ 2022-23

Date:07.12.2022

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the year 2021-2022 the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body.

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5	Dr Neha	Student Council President	Member - UG Female Student Representative
6	Dr Syed Zaid	Student Council Vice-President	Member - UG Male Student Representative
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8	Dr NagTulsi	Student Council Treasurer	Member - PG Male Student member Representative
9	Dr Lipi	Alumni	Member - Alumni Representative







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**Proceedings of the Principal and Chairperson IQAC**

**Order**

**Ref : TODC/050 - A/ 2021-22**

**Date:16.07.2021**

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the year 2021-2022 the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

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6	Dr Bhavana	Student Council Vice-President	Member - UG Male Student Representative
7	Dr Harika	Student Council Secretary	Member - PG Female Student Representative
8	Dr Sai Hitesh	Student Council Treasurer	Member - PG Male Student member Representative
9	Dr Javad Saleem	Alumni	Member - Alumni Representative







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**Proceedings of the Principal and Chairperson IQAC**

**Order**

**Ref : TODC/084 - A/ 2021-22**

**Date:05.10.2021**

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the year 2021-2022 the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

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## Proceedings of the Principal and Chairperson IQAC

### Order

Ref : TODC/162– A/ 2021-22

Date 12.01.2022

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the year 2021-2022 the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

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**2020-21, 2021-22**

**CRT - 1**

SL. No	Committee Name	Meetings
1	Curricular, Co-curricular Activities & Time Table (PO's & CO's)	3/Sem, 4/Year

Sl.No	Name	Designation	Department	Mobile No
1.	Dr. A. R. Pradeep	Chairperson	Dean & Director	9845081190
2.	Dr. Archana Krishna Murthy	Member Coordinator	HOD - Dept of PHD & Criteria 1 In charge	9845620292
3.	Dr. Anuradha Pai	Member	HOD- Dept of OMR	9845303297
4.	Dr. Harish Kumar	Member	HOD - Dept of OS	9845665615
5.	Dr. Sirekha A	Member	HOD - Dept of Cons & Endo	9620958898
6.	Dr. Malathi Dayalan	Member	HOD - Dept of Prostho	9844275652
7.	Dr. Priya Subramaniam	Member	HOD - Dept of Pedo	9844225624
8.	Dr. Lakshmikanth	Member	HOD - Dept of Ortho	9844093035
9.	Dr. Leeky Mohanty	Member	HOD - Dept of Oral Path	9845067066
10.	Dr. Raghunand	Member	Sr. Lecturer - OMR	9886155151
11.	Dr. Shobha	Member	Reader - Perio	9743414604
12.	Dr. Arshiya	Member	Sr. Lecturer - Pedo	9986628235
13.	Dr. Santhosh	Member	Prof - OS	7587340307
14.	Dr. Ashwija	Member	Reader - Cons & Endo	9945175245
15.	Dr. Saleha	Member	Reader - Oral Path	9164253399
16.	Dr. Shilpashree	Member	Reader - PHD	9980840073
17.	Dr. Lipi	Member	Sr. Lecturer - Prostho	8971169683
18.	Dr. Anju Verghese	Member	Sr. Lecturer - Ortho	8792804130
19.	Dr. Ajay Mendonza	Member	Industry Representative	9886036437
20.	Dr. Kavitha	Member	Alumni	8548842757
21.	Ananya S. (IV BDS)	Member	UG Student Female	7022382403
22.	Amogh Sarathi (IV BDS)	Member	UG Student Male	9110662375
23.	Dr. Niveditha (Cons I MDS)	Member	PG Student Female	9945490669
24.	Dr. Naved Iqbal (Perio I MDS)	Member	PG Student Male	8618324251



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Website: www.theoxford.edu

## **Policy:**

To implement Regulation and Curriculum prescribed by Affiliating University and identify and implement Bridge Courses as per industry requirements.

## **Functions:**

- To implement latest regulations and curriculum prescribed by RGUHS for UG & PG programs.
- To identify and implement Bridge Courses as per industry requirements.
- To prepare action plan for field visits/industrial visits, project work, clinical postings, community postings and internship.
- To encourage students and faculties, to update their knowledge and skill set on continuous basis by conducting interdepartmental/Interdisciplinary training.

## **Outcome:**

- Implementation of latest prescribed regulations and curriculum framed by RGUHS, in all the programs and courses offered by the colleges.
- Implementation of minimum 02 bridge courses per program for each year students (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> year)
- Implementation of minimum 01 field visits/industrial visits per program for each year students (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> year)
- Eligible students take up clinical/community postings and internship.
- Once in 15 days, each department (Rotational basis) should conduct interdepartmental seminars on latest advances.



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1. Value added courses conducted department wise

- Artificial intelligence and data science
- Legal Awareness in Dental Profession
- Guided Meditation
- Qualitative Methods in Health Research
- Patient relationship management
- Stress management in Dentistry
- Building resilience in our Profession
- Tobacco cessation Intervention
- Basic Presentation and Teaching skills

2. Add-on certificates programs conducted

- CBCT and its application in dentistry
- Management of TMD'S
- Basic life support
- Implantology
- Basic Implantology course
- Recent trends using additive manufacturing for dental and medical industry
- Digitization in prosthodontics
- Esthetic restorations
- Loupes in dentistry
- New advances in anesthetic techniques

3. In 20 courses interdisciplinary/interdepartmental training programs organized

- It is seen that timetable for theory, practical and students posting timetable for academic year 2020 - 21 submitted by all HODs
- For field visits and industrial visits MoUs/linkages were made with NGOs/Schools/Industries by Committee for MoUs & linkages.
- The Chairperson of the committee brought to the notice of the committee that all precautionary & safety measures implemented in the College/Hospital/Hostel premises, keeping in mind COVID - 19 pandemics.
- Students and faculty maintained social distance in during theory as well as practical classes, wearing of mask is compulsory for all teaching and non-teaching clinical staff and students.
- College including Hostel, Hospital and Canteen free hand sanitizer provided.
- Disinfectant sprayer was used in all the buildings at regular intervals.
- Training given to faculty and students (Corona warriors) regarding COVID - 19

The Member coordinator thanked all the members who attended the meeting for their valuable inputs and concluded the meeting.

Dean and Director  
The Oxford Dental College, Bommanahalli  
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2	<b>Annual Calendar of Events (Celebration of Regional, National &amp; International Days), Annual Report</b>	3/Sem, 4/Year
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Sl.No.	Name	Designation	Department	Mobile No
1.	Dr. Archana Krishna Murthy	Chairperson	Prof & Head, Public Health Dentistry	9845620292
2.	Dr. Shobha	Member Coordinator	Reader, Periodontics	9743414604
3.	Dr. Raghunand	Member	Sr. Lecturer - OMR	9886155151
4.	Dr. Arshiya	Member	Sr. Lecturer - Pedo	9986628235
5.	Dr. Santhosh	Member	Prof - OS	7587340307
6.	Dr. Ashwija	Member	Reader - Cons & Endo	9945175245
7.	Dr. Saleha	Member	Reader - Oral Path	9164253399
8.	Dr. Shilpashree	Member	Reader - PHD	9980840073
9.	Dr. Lipi	Member	Sr. Lecturer - Prostho	8971169683
10.	Dr. Anju Verghese	Member	Sr. Lecturer - Ortho	8792804130
11.	Dr. Harish Babu	Member	Prof - OS & In charge Physical Education	9243788834/
12.	Dr. Jyothi	Member	Reader - Cons & Endo and In charge Cultural Education	9880412849
13.	Dr. Anuradha Pai	Member	HOD - OMR & Research Director	9845303297
14.	Dr. Malathi Dayalan	Member	HOD - Prostho & Placements	9844275652
15.	Dr. Divya B. M.	Member	Sr. Lecturer - PHD & In charge NSS, NCC & ISR (Extension Activity)	9008806666
16.	Dr. Ashish	Member	Prof - Perio & In charge Exams	9845252203
17.	Dr. Shrikanth	Member	Prof - Ortho & In charge Results	9880312115
18.	Bhavana (III BDS)	Member	UG Student Female	9741736102
19.	Nithin (IV BDS)	Member	UG Student Male	8073095828
20.	Dr. Madhulika (Perio I MDS)	Member	PG Student Female	9591838575
21.	Dr. Jishnu (Cons I MDS)	Member	PG Student Male	9980219760



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**Policy:**


To integrate various events in to Institutional Academic Calendar in accordance with University Academic Calendar.

**Functions:**

- To integrate & prepare different events & activities in to institutional academic calendar in accordance with University Academic Calendar.
- To develop master time table for theory and practical's for UG & PG programs.
- To develop teacher topic time table department wise for theory and practicals.
- To monitor the implementation of the planned time table at regular intervals.

**Outcome:**

- Institutional Academic Calendar prepared, shall be circulated at beginning of each academic year among all the stakeholders and shall be displayed on Institutional website.
- IQAC Chairman/Committee Chairpersons shall conduct committee meetings at prescribed intervals to monitor activities are being conducted as per Institutional Academic Calendar.
- Master timetable and teacher topic timetable department wise for theory and practical's prepared, shall be circulated at beginning of each academic year among all the stakeholders and shall be displayed on Institutional website.
- Principal/HODS shall conduct weekly/biweekly/monthly departmental/institutional meetings for review of strict implementation of time table.

  
Dean and Director  
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<b>3</b>	<b>Feedback Analysis and Report</b>	<b>3/Sem, 4/Year</b>
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Sl.No.	Name	Designation	Department	Mobile No
1.	Dr. Ashwija	Chairperson	Prof - Conservative and Endodontics	9945175245
2.	Dr. Amita Coutino	Member Coordinator	Reader, Perio	9886789080
3.	Dr. Raghunand	Member	Sr. Lecturer - OMR	9886155151
4.	Dr. Pradeep	Member	Prof - OS	8003806693
5.	Dr. Shobha	Member	Reader - Perio	9743414604
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11.	Dr. Harish Babu	Member	Prof - OS & In charge Physical Education	9243788834
12.	Dr. Jyothi	Member	Reader - Cons & Endo and In charge Cultural Education	9880412849
13.	Dr. Anuradha Pai	Member	HOD, OMR & Research Director	9845303297
14.	Dr. Malathi Dayalan	Member	HOD Prostho & Placements	9844275652
15.	Dr. Shilpashree K. B.	Member	Prof- PHD & In charge NSS, NCC & ISR (Extension Activity)	9980840073
16.	Dr. Jayakumar	Member	Prof - Cons & Endo & In charge Exams	8553538792
17.	Dr. Shrikanth	Member	Prof - Ortho & Incharge Results	9880312115
18.	Priyanka ( IV BDS)	Member	UG Student Female	9535264256
19.	Sainath (IV BDS)	Member	UG Student Male	9538857246
20.	Dr. Ashiq (II MDS - Prostho)	Member	PG Student Male	8884251125
21.	Dr. Abhinaya (II MDS - Pedo)	Member	PG Student Female	8884613113

**THE OXFORD DENTAL COLLEGE AND HOSPITAL**  
**HOSUR ROAD BOMMANAHALLI**  
**BANGALORE-560068**

**Examination Grievance Redressal committee**

**Minutes of meeting**

22/04/2022

A meeting of examination grievance redressal committee has been called on 21/04/2022 at 2pm in board room to discuss the grievances submitted by the students in regard to first internal assessment examination.

Following points were discussed-

- Internal assessment grievances redressal form to be issued 15 days before the completion of the exams.
- Grievances to be addressed within a week by the faculty members
- Overall transparency to be maintained during the internal assessment.

Name	Designation	Department
Dr. Jaykumar	Chairperson	Endodontics
Dr. Ashwija	Member Coordinator	Endodontics
Dr. Sushmini	Member	Oral medicine
Dr. Praveen	Member	Periodontics
Dr. Antara	Member	Public health
Dr. Saleha	Member	Oral Pathology
Dr. Ashita	Member	Orthodontics
Dr. Manjiri	Member	Pedodontics
Dr. Srinu	Member	Prosthodontics
Dr. Deepa	Member	Oral surgery
Dr. Akshata	Member	UG Student Female
Dr. Jacob J	Member	UG Student Male
Dr. Nairuthya	Member	PG Student Female
Dr. Emil	Member	PG Student Male

  
Committee chairperson

Dr. Jaykumar

Chairperson

Examination Grievance Redressal Committee



THE OXFORD DENTAL COLLEGE AND HOSPITAL  
HOSUR ROAD BOMMANAHALLI  
BANGALORE-560068

Examination Grievance Redressal committee

Minutes of meeting

02/08/2022

A meeting of examination grievance redressal committee has been called on 01/08/2022 at 2pm in board room to discuss the grievances submitted by the students in regard to 3rd internal assessment examination.

Following points were discussed-

- Internal assessment grievances redressal form to be issued 15 days before the completion of the exams.
- Grievances to be addressed within a week by the faculty members
- Overall transparency to be maintained during the internal assessment.

Name	Designation	Department
Dr. Jaykumar	Chairperson	Endodontics
Dr. Ashrifa	Member Coordinator	Endodontics
Dr. Sushmini	Member	Oral medicine
Dr. Praveen	Member	Periodontics
Dr. Antara	Member	Public health
Dr. Saleha	Member	Oral Pathology
Dr. Ashita	Member	Orthodontics
Dr. Manjiri	Member	Pedodontics
Dr. Srinu	Member	Prosthodontics
Dr. Deepa	Member	Oral surgery
Dr. Akshata	Member	UG Student Female
Dr. Jacob J	Member	UG Student Male
Dr. Nairuthya	Member	PG Student Female
Dr. Emil	Member	PG Student Male

  
Committee chairperson  
Dr. Jaykumar

Chairperson  
Examination Grievance Redressal Committee

**THE OXFORD DENTAL COLLEGE AND HOSPITAL**  
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10/09/2022

A meeting of examination grievance redressal committee has been called on 9/09/2022 at 2pm in board room to discuss the grievances submitted by the students in regard to internal and external examination for the academic year 2021-2022.

Following points were discussed-

- The oxford dental college maintains overall process of transparency in the conduct of internal assessment examination.
- As per The rules and regulations RGUHS in the process of grievances only the photocopy of the answer booklets can be requested by the students whereas the revaluation is not permitted.
- The total number of internal assessment grievances was 0 in
- The total number of external grievances was 16 which were not resolved.
- Grievances to be addressed within a week by the faculty members
- Overall transparency to be maintained during the internal assessment.

Name	Designation	Department
Dr. Jaykumar	Chairperson	Endodontics
Dr. Ashwija	Member Coordinator	Endodontics
Dr. Sushmini	Member	Oral medicine
Dr. Praveen	Member	Periodontics
Dr. Antara	Member	Public health
Dr. Saleha	Member	Oral Pathology
Dr. Ashita	Member	Orthodontics
Dr. Manjiri	Member	Pedodontics
Dr. Srinu	Member	Prosthodontics
Dr. Deepa	Member	Oral surgery
Dr. Akshata	Member	UG Student Female
Dr. Jacob J	Member	UG Student Male
Dr. Nairuthya	Member	PG Student Female
Dr. Emil	Member	PG Student Male

Committee chairperson

Dr. Jaykumar

Chairperson

Examination Grievance Redressal Committee

Dean and Director

Dr. A R Pradeep

Dean and Director

The Oxford Dental College, Bommana  
Hosur Road Bengaluru - 560 068

**THE OXFORD DENTAL COLLEGE AND HOSPITAL**  
**HOSUR ROAD BOMMANAHALLI**  
**BANGALORE-560068**

**Examination Grievance Redressal committee**

**Minutes of meeting**

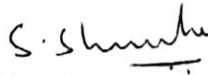
29/07/2021

A meeting of examination grievance redressal committee has been called on 28/07/2021 at 2pm in board room to discuss the grievances submitted by the students in regard to 3rd internal assessment examination.

Following points were discussed-

- Internal assessment grievances redressal form to be issued 15 days before the completion of the exams.
- Grievances to be addressed within a week by the faculty members
- Overall transparency to be maintained during the internal assessment.

Name	Designation	Department
Dr. Shendre Shrikanth	Chairperson	Same as Grievance Redressal Committee
Dr. Ravikumar	Member Coordinator	In charge - Exams Section
Dr. Aashish Nichani	Member	Periodontics
Dr. Jayakumar	Member	Endodontics
Dr. Anthara	Member	Community Dentistry
Dr. Raviranjana Sinha	Member	Prosthodontics
Dr. Bharathi	Member	Oral Medicine
Dr. Shruthi	Member	Oral Pathology
Dr. Arshiya	Member	Pedodontics
Dr. Khadeer	Member	Orthodontics
Dr. Kavitha	Member	Oral Surgery
Shristi	Member	UG Student Female
Roshan	Member	UG Student Male
Dr. Sushma	Member	PG Student Female
Dr. Nikhil	Member	PG Student Male



Committee chairperson  
Dr. Shendre Shrikant

Chairperson

Examination Grievance Redressal Committee





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Website: www.theoxford.edu

**Annual & Magazine Committee**

Sl. No.	Name	Designation	Department	Mobile No
1.	Dr. Santhosh	Chairperson	Prof, Oral Surgery	7587340307
2.	Dr. Arshiya	Member Coordinator	Sr. Lecturer, Pedodontics	9986628235
3.	Dr. Raghunand	Member	Representatives from all depts,	9886155151
4.	Dr. Shobha			9743414604
5.	Dr. Ashwija			9945175245
6.	Dr. Saleha			9164253399
7.	Dr. Shilpashree			9980840073
8.	Dr. Lipi			8971169683
9.	Dr. Anju Verghese			8792804130
10.	Dr. Harish Babu & Dr. Jyothi			Member
11.	Dr. Anuradha Pai	Member	Research Director	9845303297
12.	Dr. Malathi Dayalan	Member	Placements	9844275652
13.	Dr. Divya B. M.	Member	In charge NSS, NCC & ISR (Extension Activity)	9008806666
14.	Dr. Ashish	Member	Incharge Exams	9845252203
15.	Dr. Shrikanth	Member	Incharge Results	9880312115
16.	Ananya S. (IV BDS)	Member	UG Student Female	7022382403
17.	Amogh Sarathi (IV BDS)	Member	UG Student Male	9110662375
18.	Dr. Bhagyashree (OS I MDS)	Member	PG Student Female	7022452897
19.	Dr. Uday (Perio I MDS)	Member	PG Student Male	7032432257

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Website: www.theoxford.edu

**Internal Assessment - Result Analysis, Slow & Advance Learners, Mentor-Mentee & Parent Teacher Meeting (CPA Card)**

Sl. No.	Name	Designation	Department
1.	Dr. Shendre Shrikanth	Chairperson	Same as Final Result Analysis committee
2.	Dr. Ravikumar	Member Coordinator	In charge - Exams Section
3.	Dr. Bharathi	Member	Oral Medicine
4.	Dr. Simran	Member	Oral Surgery
5.	Dr. Ashwija	Member	Endodontics
6.	Dr. Praveen	Member	Periodontics
7.	Dr. Divya	Member	Community Dentistry
8.	Dr. Padmaja	Member	Prosthodontics
9.	Dr. Saleha	Member	Oral Pathology
10.	Dr. Afshan	Member	Orthodontics
11.	Dr. Manjiri	Member	Pedodontics
12.	Dr. Ananya.S	Member	UG Student Female
13.	Dr. Amagsarathy	Member	UG Student Male
14.	Dr. Anushree Shenoy	Member	UG Student Female
15.	Dr. Akshay Anand	Member	UG Student Male

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Website: www.theoxford.edu

### Policy:


- To identify Slow and Advance learners' mentor wise.
- To resolve grievances related to CIE & ease process of applying for grievances related to CEE.

### Functions:

- To conduct result analysis after each examination.
- To conduct improvement analysis after conducting remedial classes.
- To draw Institutional & Departmental result analysis.
- To reduce examination grievances.

### Outcomes:

- Conduct result analysis after each Internal Assessment and identify Slow & Advance learners according to proforma criteria mentor wise.
- Conduct improvement analysis after Remedial Classes of Slow Learners Mentor wise.
- Prepare Department wise, Semester wise pass percentage statistics.
- Prepare Institutional index for pass percentage.
- Record, Monitor & Resolve grievances related to CIE department wise.
- Prepare strategies to minimize grievances related to Internal Examinations.
- Guide students and ease the process for applying grievances related University Exams.
- Follow up with university until students is satisfied with the outcome of result.

  
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Website: www.theoxford.edu

**Policy:**

Identify, Address & Resolve stakeholders' grievances.

**Functions:**

- To conduct regular interaction with stakeholders to identify grievances.
- To address & resolve grievances identified in best possible way at the earliest.

**Outcomes:**

- Each mentor shall conduct minimum 01 one-to-one interaction with mentees and their parents after each Internal Assessment.
- Teaching & Non-teaching HODs shall conduct minimum 01 departmental meeting per month with their faculties & staff.
- Principal/Chairman IQAC shall conduct minimum 01 meeting per month with all Teaching & Non-teaching HODs.
- Principal shall direct Teaching HODs to resolve any academic issues raised by students & parents such as issues related to Teaching, Learning, Understanding, Performance, Internal & External Examination, Career Guidance & Placement etc.
- Principal shall direct Non-teaching HODs to resolve any administrative issues raised by students & parents such as issues related to Admission, Fees, Scholarships, Transport, Hostel, Mess, Canteen, etc.
- Principal shall appraise Governing Council to resolve any issues raised by different stakeholders which has Financial implications.

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**COMMITTEES 2020-2021 & 2021-2022**

**Institutional Ethics Committee**

S.NO	Name	Position
1.	Dr. Mohammed Faizuddin	Chairman
2.	Dr.Srirekha A	Member
3.	Dr.Geetha A	Basic Medical Scientist
4.	Dr.Ravindra K.R	Clinician
5.	Dr.Girish Kumar	Legal Expert
6.	Dr.Kameshwari Devi	Social Worker
7.	Dr.Rukmaya Gowda	Lay Person
8.	Dr.Priya Subramaniam	Member
9.	Dr.Bharati Patil	Member



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### Policy:

To imbibe Professional & Ethical Behaviour in outgoing graduates and staff of the Institution.

### Functions:

- To promote & develop professional and ethical behaviour among all students, teaching and non-teaching staff.
- To organize orientation programs to students and staff on following topics:

### Ethical Behaviour


- a. Obeying the Institution Rules
- b. Effective Communication
- c. Taking Responsibility
- d. Accountability
- e. Trust
- f. Mutual Respect

### Professional Behaviour

- a. Character
- b. Attitude
- c. Engagement
- d. Competency in Vocational Skill
- e. Image Building
- f. Continuous Improvement.

### Outcome:

- Organize minimum 01 induction program for all newly admitted students every year on following topics: -

  
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### Ethical Behaviour

- a. Obeying the Institution Rules
  - b. Effective Communication
  - c. Taking Responsibility
  - d. Accountability
  - e. Trust
  - f. Mutual Respect
- Organize minimum 01 Orientation program per department for outgoing
  - graduates and all newly joined teaching and non-teaching staff every year on following topics: -

### Professional Behaviour

- a. Character
- b. Attitude
- c. Engagement
- d. Competency in Vocational Skill
- e. Image Building
- f. Continuous Improvement.

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# INSTITUTIONAL ETHICS COMMITTEE

**THE OXFORD DENTAL COLLEGE**

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Ref No:TODC/040/IEC/2022-23

Date: 20.05.2022

## MINUTES OF THE MEETING

The Institutional Ethics Committee meet on 19<sup>th</sup> & 20<sup>th</sup> May 2022 to review the PG dissertation synopsis of first year MDS student for the year 2021-22. After reviewing all the 42 PG dissertation synopsis of first year MDS student and 10 related research proposals, corrections were suggested and approved.

The Chairperson welcomed and greeted all the committee members.

The research proposals completion and progression report of the previous year were reviewed.

Suggestion to Internal Review Board in research methodology were discussed.

Attended by the following members:

SL No	Name of the Member	Qualification	Designation in the IEC	Signature
1	Dr. Mohamed Faizuddin	MDS (Periodontics)	Chairperson	
2	Dr. Sirekha A	MDS, Professor & HOD (Conservative & Endodontics)	Member Secretary	
3	Dr. R.K Raveendra	MD, Professor (General Medicine)	Clinician	
4	Dr. Priya Subramaniam	MDS, Professor & HOD (Pedodontics)	Member	
5	Dr. Geetha A	Prof & HOD of Pharmacology	Basic Medical Scientist	
6	Dr. Bharati A Patil	MDS, Professor (Dept of Oral Medicine & Radiology)	Member	
7	Dr. A R Pradeep	Dean & Director	Special Invitee	
8	Ms. Kameshwari Devi	Master of Philosophy	Social Scientist	
9	Dr. Ginish Kumar	B.D.S, L.L.B, L.L.M	Legal Expert	
10	Mr Rukmaya Gowda N	II PUC	Lay Person	

Signature of Chairperson

Signature of Member Secretary



# **INSTITUTIONAL ETHICS COMMITTEE**

## **THE OXFORD DENTAL COLLEGE**

IEC TODC is committed to provide an academic environment for all committee members and participants. All participants are expected to abide by the code of conduct so that all protocols are met during the IEC meeting.

### **Code of Conduct**

- Respect the rules and policies of the meeting
  - The PG student/ Principal investigator will present the synopsis/ research proposal in the presence of guide and HOD as per the order of proposals mentioned in the agenda
  - During meetings, those present shall:
    - Be punctual and respect time limits for agenda
    - Keep mobile phones switched off
    - Conduct themselves in a professional manner.
  - Prior to attending the meeting, read all relevant publications to be discussed and if necessary present the documents at the meeting
  - Adhere to the subject under discussion and contribute accordingly
  - Be courteous, listen attentively and be respectful of other points of view.
  - During the presentation and discussion do not engage in sideline conversations, cross-talk, or distracting behaviours.
  - Decorum is to be maintained during the presentation and discussion. Any adverse comments regarding the same outside the per view of the IEC is highly condemnable.
  - In case of any grievances you should notify Dean and Director TODC.
  - The decision taken by the chairperson and committee members of IEC TODC is final.
-



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### The Research development & sustence Committee

Name	Designation	Department
Dr. A R Pradeep	Chair Person	Dean Director Professor & Head Periodontics
Dr.Sushmini Hegde	Member Secretary	Reader Oral Medicine & Radiology
Dr.Priya Subramaniam	Member	Professor & Head Pedodontics & Preventive dentistry
Dr.Archana Krishnamurthy	Member	Professor & Head Public Health Dentistry
Dr.Malathi Dayalan	Member	Professor & Head Prosthodontics
Dr. Lakshmi Kanth	Member Professor & Head	Professor & Head Orthodontics
Dr.Srirekha	Member	Professor & Head Conservative Dentistry & endodontics
Dr.Leeky Mohanty	Member	Professor & Head Oral Pathology
Dr. Harish Kumar	Member	Professor & Head Oral Surgery
roshan	UG( male )	intern
vaishnavi	UG (female )	intern
Dr Nandini	PG (female )	Prosthodontics
Dr Abu Sawood	PG (male )	Oral surgery

### Policy

To Encourage faculty and students to take up research activities and publish papers by improving Research Facilities Continuously.

#### Functions:

- To create and update eco-system to take up research activities.
- To encourage faculties with post-graduation to register for Ph.D
- To encourage faculties with Ph. D to register for guideship.
- To encourage faculties and students to publish research papers in UGC notified National and International journals.
- To encourage faculties and students to participate in editing and writing books/chapters.
- To encourage faculties and students to participate in conferences and present papers and posters.

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- To guide and encourage faculties and students to write proposals for Govt. and Industry funded projects.

**Outcome:**

- Regularly update Central Research Lab with latest equipment's.
- Budget provision for seed money to be made available for incubation center.
- Minimum 02 faculties with post-graduation, shall register for Ph. D every year from each department.
- Minimum 25% of the faculties from each department shall publish minimum one paper/ annum in UGC notified National journals.
- Minimum 25% of the faculties from each department shall publish minimum one paper/ annum in UGC notified international journals.
- Minimum 10% of the faculties from each department shall participate in book writing & editing.
- Minimum 50% of the faculties from each department shall participate in chapter writing & editing.
- Minimum 25% of the faculties & students from each department shall participate in conferences and present papers.
- Minimum 25% of the faculties & students from each department shall participate in conferences and present posters.
- 02 major projects and 04 minor projects per department/year shall write proposals and apply for Govt. and Industry funded projects.

  
  
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**Internal Review Board**

Name	Designation	Department
Dr A. R .Pradeep	Chair Person	Professor & HOD periodontics
Dr Ashish	Member secretary	Professor
Dr Irfan	Member	Reader Orthodontics
Dr Archana	Member	Professor & HOD Public Health Dentistry
Dr Savitha Bhat	Member	Reader Prosthodontics



**THE OXFORD DENTAL COLLEGE**

**BOMMANAHALI, HOSUR ROAD, BANGALORE -68**

**INSTITUTIONAL REVIEW BOARD**

**Meeting Information**

<b>Objective:</b>	Institutional review board , TODC meeting		
<b>Date:</b>	20/4/22, 21/4/22	<b>Location:</b>	Board room, TODC.
<b>Time:</b>	10:30 AM	<b>Meeting Type:</b>	Offline
<b>Attendees:</b>	Dr Ashish N Dr Archana Krishnamurthy Dr Md Irfan Dr Savitha Bhat		

<b>Agenda Items</b>	<b>Presenter</b>	<b>Time Allotted</b>
1 To discuss the review of the proposed studies for research	All attendees	30minutes
2 to conduct workshops on biostatistics	All attendees	30 minutes
3. To review the ongoing approved research projects	All attendees	30 minutes
4 To review the synopsis of I MDS students and any other research proposals	All attendees	2 days

**Discussion**

- The Institutional review boardmembers have discussed on various guidelines to be followed.
- The committee has discussed on the various scenarios to be considered in the upcoming ethical clearance meet
- The committee has also discussed over the reports of already ongoing research monitored them and ensured that they are adhering to the guidelines as proposed earlier
- The committee emphasised the need for learning biostatistics in postgraduate students
- The members reviewed all synopsis and other research proposals, corrections were communicated to principal investigators. On resubmission, it was rechecked and approved for submission to IEC

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## MoUs, Linkages & Collaborations

Name	Designation.	
Dr Savitha	Chairperson	Reader Prosthodontics
Dr Seema	Member coordinator	Senior Lecturer Oral Pathology
Dr Sushmini	Member	Reader Oral Medicine and Radiology
Dr Amitha	Member	Reader Periodontics
Dr Champa	Member	Reader Conservative Dentistry and Endodontics
Dr Ashita	Member	Senior Lecturer Orthodontics
Dr Bharath	Member	Reader Pedodontics and Preventive dentistry
Dr shilpashree	Member	Reader Public Health Dentistry
Benson	UG Student male	Final BDS
Sreethika	UG Student Female	Final BDS
Dr Suganya	PG student Female	Periodontics
Dr Sadiq Razi	PG Student Male	Prosthodontics

### Policy:

To Partner with Adequate number of external agencies for Knowledge, Service and Facility exchange.

### Functions:

- To establish Collaboration & MoU with following agencies for Research Activities and Internship.

1. Govt. agencies
2. Non-Govt. agencies
3. Industries
4. Other institutions

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- To establish linkages with following National & International agencies for Faculty, Student & Facility Exchange programs.
  1. National Colleges
  2. International Colleges
  3. National Universities
  4. International Universities

**Outcome:**

- Each department shall develop Collaboration/MoUs with minimum 02 Govt., 02 Non-Govt., 02 industries and 02 other institutions per annum.
- Each department shall conduct minimum 01 activity under each Collaboration/MoUs.
- Departments shall ensure 100% faculty and student participation in each of the activity.
- Institution shall develop linkage with minimum 02 National College and 01 National University per annum.
- Institution shall develop linkage with minimum 02 International College and 01 International University per annum.

  
  
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#### Resolutions:

- HOD's should ensure and make their maximum efforts to implement industry /hospital visits program-wise (as applicable) and action plan for the same with the topic and other details to be submitted within one week from this day of the meeting.
- It is decided to plan for organizing internships/community posting program and each department (as applicable) and action plan for the same with the place and other details to be submitted within one week from this day of the meeting.
- It is decided to plan Conduct of research projects department-wise for organizing and action plan for the same with the place and other details to be submitted within one week from this day of the meeting.

The meeting was concluded with a vote of thanks from the member coordinator.

Dr. Anuradha Pai  
(Chairperson)

Dr. A. R. Pradeep Raju  
Dean and Director

Dean and Director  
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Cc to:

1. Principal office – TODC
2. All committee members
3. All teaching Dept. – HODs



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Extension ,NSS,NCC & ISR & Activities

Name	Designation	Department	Mobile number
Dr Shilpashree	Chairperson	Reader Public Health Dentistry	9980840073
Dr Divya	Member Coordinator	Senior Lecturer NSS officer Public health dentistry	9008806666
Mr Mahesh	Member	Representative from the management	9902805745
	Member	Representaive from all department	
Dr.Babu	Member	Senior Lecturer Prosthodontics	9632010222
Dr.Sneha	Member	Senior Lecturer Pedodontics	7259784347
Dr.Champa	Member	Reader Conservative Dentistry & Endodontics	9972219404
Dr.Imran	Member	Senior Lecturer Periodontics	7406637180
Dr.Irfan	Member	Reader Orthodontics	8147170414
Dr.Pradeep	Member	Professor Oral surgery	9769703309
Dr.Seema	Member	Senior Lecturer Oral pathology	9739529836
Dr.Sindhu	Member	Senior Lecturer Oral medicine	8792564498
Mahalakshmi	Member	UG student Female	6383310800
Ashoka H	Member	UG student Male	
Dr.Sneha	Member	PG student Female	
Dr.Pranav	Member	PG student male	
Kameshwari	Member	NGO	9483547590
Dr.Sunil.V	Member	Industry	9731171740
Mr.Shashidhar	Member	The Oxford engineering college	9845166153



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### Policy:

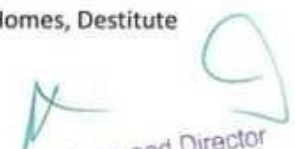
Creating Awareness, Providing Service and Sensitizing Students, Staff and Community towards developing Healthy, Educated and Safe Society.

### Functions:

- To prepare calendar of activities for extension and outreach programs.
- To collaborate with Govt., Non-Govt. and Industries for conduct of outreach programs.
- To engage institutional clubs/societies in conducting outreach programs.
- To prepare calendar for Commemorative days, National and International days.
- To sensitize students and staff of the institution towards socioeconomical and national issues.

### Outcomes:

- Institution shall register with other institutional clubs/society such as NSS, NCC, Red Cross, YRC, Rotary Club, Lions Club, etc.
- Each department shall conduct & participate in minimum 05 extension and outreach programs per year in collaboration with any one Govt., Non-Govt. and Industries, Such as –
  - **Govt. Health Programs** – Aarogyasri, District Blindness Control, JABAR, Pulse Polio, National Nutritional Programs etc.
  - **Organize and Participate in Awareness Programs** - Tree Plantation, Hygiene and Sanitation, Children Education etc.
  - **Participate in Health Camps** - Blood Donation, School Children Health check-up camps etc.
  - **Adoption** of Villages, Orphanages, Schools, Parks, Old Age Homes, Destitute homes, Prison patients for services etc.

  
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### CRT - 5

#### COMPOSITION

SL. No	Committee Name	Meetings
12	Students Welfare & Staff Welfare	3/Sem, 4/Year

Name	Designation	Department	Mobile No
Criteria 5: DR MALATHI	Chairperson	Professor and HOD- PROSTHODONTICS Professor and HOD-CONSERVATIVE AND	9844275652
Criteria 6: DR SRIREKHA		ENDODONTICS	9620958898
MR.SIDDARAMU	MemberCoordinator	Office manager:	9740070049
Student council & alumni association all office bearers			
DR CHAMPA	Member	Reader-CONSERVATIVE	9886399310
DR SALEHA	Member	Reader-ORAL PATHOLOGY	8105683222
DR BHARATH	Member	Senior Lecturer-PEDODONTICS	9900096081
DR SHRUTHI	Member	Senior Lecturer-ORAL PATHOLOGY	8054769145
DR SUPRIYA	Member	Reader-ORAL SURGERY	8971169683
DR LIPI	Member	Senior Lecturer-PROSTHODONTICS	9535010502
DR KOEL	Member	Senior Lecturer-PERIODONTICS	9901221310



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DR DEEPA PANDE	Member	Senior Lecturer-ORAL SURGERY	9900062202
DR ASHA	Member	Reader-ORAL MEDICINE	9886535622
DR JAVEED SALEEM	Member	Reader-PROSTHODONTICS	8971169683
DR PRAVEEN	Member	Reader-PERIODONTICS	9980045451
DR DIVYA	Member	Senior Lecturer-CONSERVATIVE AND ENDODONTICS	9980840073
DR SRINU	Member	Senior Lecturer-PROSTHODONTICS	9742569502
DR KADEER	Member	Reader-ORTHODONTICS	990098251
DR MAHUSUDAN	Member	Reader-PEDODONTICS	9886035137
DR RAGUNAND SHINDE	Member	Senior Lecturer-ORAL MEDICINE	9886155151
DR. ASHA	Member	Reader-ORAL MEDICINE	9900062202
DR. HARISH KUMAR	Member	Professor and HOD- ORAL SURGERY	8054769145
DR. PRAVEEN	Member	Reader-PERIODONTICS	9980045451
DR. ARCHANA(CONS)	Member	Reader-CONSERVATIVE AND ENDODONTICS	9845620292
DR. ANTHARA	Member	Senior Lecturer-PUBLIC HEALTH DENTISTRY	9886535622
DR. KIRAN	Member	Professor-PEDODONTICS	9886535622



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**Policy:**

To implement various Welfare Policy Guidelines for the benefit of staff and students.

**Functions:**

- To implement student welfare policies such as Govt. scholarships, Institutional Free ships, Fee concessions, Group insurance and Cash rewards.
- To implement staff welfare policies for teaching staff
- To implement staff welfare policies for non-teaching staff

**Outcome:**

- Identify, Guide and Facilitate students for applying State, Central & Private scholarships.
- Identify, Guide and Facilitate poor and meritorious students for applying Institutional Free ships & Fee concession (Tuition, Transport, Hostel & Mess).
- Implement staff welfare policies for teaching staff such as PF, Group insurances, cash rewards, interest free loans, organize Professional Development & Faculty Training Programs, financial support for attending conferences/workshops, subscription of professional society membership, grant of leave - study, maternity, paternity, work load remission, creche and free transport.
- Implement staff welfare policies for non-teaching staff such as ESI, PF, Group insurances, interest free loans, organize Administrative Training Programs, free uniforms, grant of leave - study, maternity, paternity, creche, free food & transport.
- Organize minimum 02 Professional Development & Faculty Training Programs per department per year.
- Minimum 50% of the faculties of the department to participate in external FDP program every year.
- Minimum 20% faculty shall register for professional society membership from each department per year.
- Organize minimum 02 administrative training programs per year for non-teaching staff and ensure 100% attendance.
- 03 months basic salary shall be provided for teaching and non-teaching staff as interest free loan (Maximum of 10 members per annum) at 10 months EMI.

  
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13	<b>Gender Equity, Women Empowerment &amp; Minority Cell, SC / ST Cell</b>	<b>3/Sem, 4/Year</b>
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Name	Designation	Department	Mobile No
DR SAVITHA AN	Chairperson	Professor-PERIODONTICS	9886535622
DR MALATHI	Member Coordinator	Professor and HOD-PROSTHODONTICS	9844275652
DR. ASHA DR. PRADEEP PATTAR	Member	Reader-ORAL MEDICINE Professor-ORAL SURGERY	9900062202 9731151365
DR. SHOBHA	Member	Reader-PERIODONTICS	9743414604
DR. JYOTHI	Member	Reader-CONSERVATIVE AND ENDODONTICS	9880412849
DR. SHILPASHREE	Member	Reader-PUBLIC HEALTH DENTISTRY	9980840073
DR. MADHUSUDAN	Member	Senior Lecturer-PEDODONTICS	9986628235
DR. SALEHA	Member	Reader-ORAL PATOLOGY	9164253399
UG Student Female: DR KHUSBOO(IV YR)	Member		9957127602
PG Student Female: DR PATTU POGULLA ANUSHA	Member		8951489889



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**Policy:**

Monitor & implement the guidelines issued by State/Central Govt./ University Grants Commission from time to time.

**Functions:**

- To facilitate students to get admitted in the Institution.
- To facilitate students to avail scholarship from respective Govt. departments.
- To provide equal opportunity to all students in Academic & Administrative matters irrespective of Caste and Creed.

**Outcomes:**

- Create awareness among students & parents applying for Admission at the Institution on seats reserved for SC/ST.
- Guide students for applying scholarships with different Govt., Non-Govt. and Private agencies.
- Coordinate with Committees, Authorities and any other Agencies to resolve any issues related to reservations.

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Website: www.theoxford.edu

### Minority Cell

#### Policy:



Monitor & implement the guidelines issued by State/Central Govt./ University Grants Commission from time to time.

#### Functions:

- To facilitate students to get admitted in the Institution.
- To facilitate students to avail scholarship from respective Govt. departments.
- To provide equal opportunity to all students in Academic & Administrative matters irrespective of Caste and Creed.

#### Outcomes:

- Create awareness among students & parents applying for Admission at the Institution on seats reserved for Minority.
- Guide students for applying scholarships with different Govt., Non-Govt. and Private agencies.
- Coordinate with Committees, Authorities and any other Agencies to resolve any issues related to reservations.

  
  
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<b>14</b>	<b>Grievance Redressal, Internal Complaint &amp; Feedback</b>	<b>3/Sem, 4/Year</b>
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Name	Designation	Department	Mobile No
Criteria 1: DR ARCHANA Criteria 6: DR SRIREKHA	Chairperson	PHD CONSERVATIVE	9845620292 9620958898
MUNISH	Member Coordinator	Office manager	9964313495
In charge student section Mrs. RAJESHWARI	Member		9739235900
DR. DIVYA	Member	Senior Lecturer-ORAL MEDICINE	9080350947
DR. AMITHA		Reader-PERIODONTICS	9886789080
DR. ARCHANA		Reader-CONSERVATIVE AND ENDODONTICS	9845620292
DR NEERAJA		Senior Lecturer- PROSTHODONTICS	9008601606
DR. MADHUSUDAN		Reader-PEDODONTICS	9886035137
DR. VANDANA		Senior Lecturer- ORTHODONTICS	7204597958
DR. SALEHA		Reader-ORAL PATHOLOGY	9164253399
UG STUDENT FEMALE: PRIYANKA	Member		9535264256
UG Student Male:SAJNATH	Member		9347713610
PG Student Female: DR SRI ABINAYA	Member		8884613113
PG Student Male: DR ASHIQ AJITH	Member		8884251125



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### Grievance Redressal Committee

#### Policy:


Identify, Address & Resolve stakeholders' grievances.

#### Functions:

- To conduct regular interaction with stakeholders to identify grievances.
- To address & resolve grievances identified in best possible way at the earliest.

#### Outcomes:

- Each mentor shall conduct minimum 01 one-to-one interaction with mentees and their parents after each Internal Assessment.
- Teaching & Non-teaching HODs shall conduct minimum 01 departmental meeting per month with their faculties & staff.
- Principal/Chairman IQAC shall conduct minimum 01 meeting per month with all Teaching & Non-teaching HODs.
- Principal shall direct Teaching HODs to resolve any academic issues raised by students & parents such as issues related to Teaching, Learning, Understanding, Performance, Internal & External Examination, Career Guidance & Placement etc.
- Principal shall direct Non-teaching HODs to resolve any administrative issues raised by students & parents such as issues related to Admission, Fees, Scholarships, Transport, Hostel, Mess, Canteen, etc.
- Principal shall appraise Governing Council to resolve any issues raised by different stakeholders which has financial implications.

  
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### Agenda Items

1. In view of the pandemic, the meeting was held in September (instead of July, when it was held in preceding years). The meeting was also held in the auditorium instead of the board room to allow for adequate social distancing.
2. The major grievance in the past year was water logging, leakage and seepage being reported in the 7<sup>th</sup> floor of the college near the lecture halls. The core committee decided to take up the issue with the management for repair of the ceiling on the 7<sup>th</sup> floor. A persistent grievance over the last few years was the leaking taps in toilets in some floors in the college.
3. The students (UG and PG) also asked for reduction in the clinical quota of patients to be treated, in view of the paucity of the patients visiting the college due to the pandemic.

### Action Taken:

1. Repair of the ceiling has been taken up and completed.
2. Repair and refurbishing of the toilets were also undertaken. The management also decided to refurbish the building.
3. The clinical quota for the exam-going batch was reduced for all departments in consultation with the various heads of the department.

  
  
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### **Internal Complaints Committee**

#### **Policy:**

Prevent Misconduct and create a Respectful, inclusive culture at the Institution.

#### **Functions:**

- To prevent and create awareness on self-conduct to all stakeholders.
- To create a channel for reporting any misconduct happening at the Institution.
- To protect identity of the victim undergone misconduct.
- To protect identity of the whistle blower reporting misconduct.
- To follow up with Authorities in resolving issue and punish the guilty.

#### **Outcomes:**

- Coordinate with Anti-ragging & SHE Committee in preparing calendar of activities for conducting awareness program for Students, Teaching & Non-teaching staff on "Self-conduct" at the Institution.
- Develop online & offline platform for reporting of any misconduct happening.
- Identity of the victim and whistle blower is shielded.
- Coordinate with Committees, Authorities and any other Agencies to resolve and award justice to the issue raised.

  
  
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15	Anti-Ragging & Sexual Harassment Elimination	3/Sem, 4/Year
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Name	Designation	Department	Mobile No
DR SAVITHA AN	Chairperson	Professor-PERIODONTICS	9845203336
HR: DR MALATHI	Member Coordinator	Professor and HOD-PROSTHODONTICS	9844275652
DR. PRIYA SUBRAMANIAM	Member	Professor and HOD-PEDODONTICS	9844225624
DR SRIREKHA	Member	Professor and HOD-CONSERVATIVE AND ENDODONTICS	9620958898
DR ANURADHA	Member	Professor and HOD-ORAL MEDICINE	9845303297
DR SAVITHA PN	Member	Reader-PROSTHODONTICS	9620958898
DR DIVYA	Member	Senior Lecturer-PUBLIC HEALTH DENTISTRY	9632010222
DR SALEHA	Member	Reader-ORAL PATHOLOGY	9901990820
DR PRAVEEN	Member	Reader-PERIODONTICS	9980045451
DR SANTOSH	Member	Professor-ORAL SURGERY	7587340307
DR VANI	Member	Reader-ORTHODONTICS	9886697156
MUNISH	Member	Office Superintendent / Manager	9964313495
Hostel Wardens DR. ELASAMMA THOMAS GURUMURTHY	Member	CHIEF WARDEN MALE WARDEN	9845283643 7338254626
UG Student Female: DIYA NANDANA S	Member		7019896694
UG Student Male: KARTIKEYAN	Member		8754261344
PG Student Female: DR SHARADHI HEGDE	Member		6364335778
PG Student Male: DR ANANTESH	Member		9739279614



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### Anti-Ragging Committee

#### Policy:

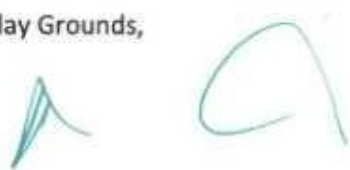
#### To maintain Ragging Free Campus

#### Functions:

- To make the campus "zero tolerance to ragging" and make all the students feel as safe and comfortable in the campus.
- To empathize with the students who by any chance have undergone the menace of ragging.
- To take out the fear of ragging from them and to provide them with all the necessary counselling if in case any incident of ragging does happen with them.
- To sensitize students, staff and parents to adopt measures that will prevent ragging.

#### Outcomes:

- Orient students, staff & parents on the guidelines of Anti-Ragging Policy.
- Obtain undertaking from students, staff and parents regarding non-involvement in ragging.
- Display Anti-ragging signage boards with emergency contact numbers at different locations in the campus and at Institutional website.
- Punish to those indulging in ragging as per guidelines.
- Conduct surprise inspections at Library, Hostels, Canteen, Mess, Play Grounds, etc.

  
Dean and Director  
The Oxford Dental College, Bommanahalli  
Hosur Road, Bengaluru - 560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD DENTAL COLLEGE

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,

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Website: www.theoxford.edu

### Agenda Items

1. In view of the pandemic, the anti-ragging meeting was held in the auditorium, allowing for social distancing.
2. A general review and orientation on behavioural management was held. The representatives were briefed on the anti-ragging law, definition of ragging, conduct and responsibilities of seniors when dealing with juniors.
3. The members were acquainted on the necessity of regular visits to canteen, library and hostel to deter ragging incidents.
4. The members were acquainted on the necessity of regular visits to canteen, library and hostel to deter ragging incidents.
5. The members were also briefed about the strict stance of the management on ragging incidents and complaints.
6. Scheduled surprise faculty visits to the boys' and girls' hostels between 10:00 and 12:00 pm on every alternate Sunday, did not show any incidents of ragging.
7. Unscheduled surprise faculty visits to the canteen and library did not show any incidents of ragging.
8. No complaints were received on the anti-ragging helpline number.
9. A general review of the redressal of complaints was also undertaken for the preceding 4 months. No incidence of ragging was reported in this period.

  
  
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Anti-ragging Committee Meeting in Progress

*K* *S*  
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### **Sexual Harassment Elimination Committee**

#### **Policy:**



To maintain Sexual Harassment Free Campus

#### **Functions:**

- To make the campus "Zero Tolerance to Sexual Harassment" and make all the students & staff feel as safe and comfortable in the campus.
- To empathize with the students & staff who by any chance have undergone the menace of Sexual Harassment.
- To take out the fear of Sexual Harassment from them and to provide them with all the necessary counselling if in case any incident of Sexual Harassment does happen with them.
- To sensitize students, staff and parents to adopt measures that will prevent Sexual Harassment.

#### **Outcomes:**

- Orient students, staff & parents on the guidelines of Sexual Harassment Elimination Policy and Gender Sensitivity & Gender Equality.
- Obtain undertaking from students, staff and parents regarding non-involvement in Sexual Harassment Elimination.
- Display Sexual Harassment Elimination signage boards with emergency contact numbers at different locations in the campus and at Institutional website.
- Punish to those indulging in Sexual Harassment Elimination as per guidelines.
- Conduct surprise inspections at Library, Hostels, Canteen, Mess, Play Grounds, etc.

  
  
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### Agenda Items

1. In view of the pandemic, the meeting was only attended by the core committee.
2. The attendees were briefed on the Indian law on sexual harassment, definition of sexual harassment, dos and don'ts of sexual harassment at workplace, constitution and responsibilities of the sexual harassment cell and redressal of sexual harassment at workplace.
3. The attendees were also briefed about the types of sexual harassment including verbal physical and visual.
4. The attendees were also briefed about WhatsApp forwards which could be construed as sexual harassment.
5. The attendees were also briefed about the redressal mechanism and the coping mechanism when one is sexually harassed.
6. A general review of the redressal of complaints was also undertaken for the preceding quarter (3 months). No incidence of sexual harassment was reported in this period.

  
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16	<b>Extra-Curricular Activities (Sports &amp; Cultural)</b>	3/Sem, 4/Year
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Name	Designation	Department	Mobile No
DR RAVI KUMAR	Chairperson	Professor- PROSTHODONTICS	9845808366
PED: SHRUTHI P	Member Coordinator	PEDODONTICS	8105964887
Cultural director: DR JYOTHI	Member		9880412849
DR SAVITHA A N	Member	Professor- PERIODONTICS	9845203336
DR SUSHMINI	Member	Reader-ORAL MEDICINE	9538999804
DR AFSAN	Member	Senior Lecturer- ORTHODONTICS	7204576936
DR SRINU	Member	Senior Lecturer- PROSTHODONTICS	9742569502
DR LIPI	Member	Senior Lecturer- PROSTHODONTICS	8971169683
DR IMRAN	Member	Reader- ORTHODONTICS	7406637180
DR DIVYA	Member	Senior Lecturer- ORAL MEDICINE	9080350947
DR SHOBHA	Member	Reader- PERIODONTICS	9743414604
DR SYED JAVAD	Member	Reader- PROSTHODONTICS	9886535622
DR MANJARI	Member	Senior Lecturer- PEDODONTICS	8949520804
UG Student Female: DR KRISTIE	Member		8811076464
UG Student Male: DR AAKASH	Member		8105653926
PG Student Female: DR SUSHMA	Member		9164208077
PG Student Male: DR ZABIULLA	Member		9066840584





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Website: www.theoxford.edu

### Policy:



To maintain & monitor Physical Health and Wellness of stakeholders and their Holistic Development.

### Functions:

- To promote Holistic Development of students & staff in the Institution.
- To Organize Annual Sports & Cultural Day at the Institution.
- To participate in Sports & Cultural Activities at University, Regional, Zonal, National & International Level.

### Outcomes:

- Budgetary provision to be made available for provision of resources for Sports & Cultural activities.
- If playgrounds (Indoor & Outdoor) and Auditorium is not available at Institution then Collaborate/MoU with other Institutions for facility utilization.
- Prepare Calendar of Events for organizing Annual Sports (Indoor & Outdoor) & Cultural Day (Solo & Group) at the Institution level.
- Each Department shall ensure maximum number of students & staff participate in Institutional Annual Day celebration.
- Identify best students among the participants in Annual Day & Form Institutional Teams.
- Prepare calendar of events for participation in University, Regional, Zonal, National & International Level Events.
- Prepare time table and conduct regular practice of the teams.
- Participate and conquer best place at University, Regional, Zonal, National & International Level Events.

  
  
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The Oxford Dental College, Bommanahalli  
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17	<b>Student Council, International Student Cell &amp; Alumni Association</b>	<b>3/Sem, 4/Year</b>
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Name	Designation	Department	Mobile No
DR. SHILPASHREE	Chairperson	Reader- PUBLIC HEALTH DENTISTRY	
DR. ANTHARA	Member Coordinator	Senior Lecturer- PUBLIC HEALTH DENTISTRY	9620621625
Student council & alumni association full composition	Member		9972219404
DR CHAMPA	Member	Reader- CONSERVATIVE	9886399310
DR BARATHI	Member	Reader-ORAL MEDICINE	8105683222
DR BHARATH	Member	Senior Lecturer- PEDODONTICS	9900096081
DR SHRUTHI	Member	Senior Lecturer- ORAL PATHOLOGY	8054769145
DR SUPRIYA	Member	Reader-ORAL SURGERY	8971169683
DR LIPI	Member	Senior Lecturer- PROSTHODONTICS	9535010502
DR DEEPA PANDE	Member	Senior Lecturer- ORAL SURGERY	9900062202
DR ASHA	Member	Reader-ORAL MEDICINE	9886535622
DR JAVEED SALEEM	Member	Reader- PROSTHODONTICS	8971169683
DR PRAVEEN	Member	Reader- PERIODONTICS	9980045451
DR SHIPASHREE	Member	PROFFESOR-PHD	9980840073
DR SRINU	Member	READER- PROSTHODONTICS	9742569502
DR KADEER	Member	Reader- ORTHODONTICS.	990098251
DR MAHUSUDAN	Member	Reader- PEDODONTICS	9886035137
DR RAGUNAND SHINDE	Member	Senior Lecturer-	9886155151



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DR. ASHA	Member	Reader-ORAL MEDICINE	9900062202
DR. HARISH KUMAR	Member	Professor and HOD- ORAL SURGERY	8054769145
DR. PRAVEEN	Member	Reader- PERIODONTICS	9980045451
DR. ARCHANA(CONS)	Member	Reader- CONSERVATIVE AND ENDODONTICS	9845620292
DR.JAVAD SALEEM	Member	READER- PROSTHODONTICS	9886535622
DR. KIRAN	Member	Professor- PEDODONTICS	9886535622

#### Policy:

To maintain Regular Contact and Cordial Relationship with all passed out students and current enrolled students.

#### Functions:

- To maintain regular contact & cordial relationship with Alumni's.
- To interact with student council and understand their requirements and issues faced.
- To maintain bridge between current Ongoing students and Alumni's

#### Outcomes:

- Maintain regular contact with Alumni's by creating Institutional Alumni Profile on social networking sites such as, Facebook, Twitter, WhatsApp, etc.
- Conduct minimum 01 Alumni meet per department per year.
- Promote mandatory Alumni registration and Alumni Contribution for Welfare of needy & meritorious on-going students.
- Entertaining Alumni valuable inputs for designing bridge courses.
- Use Alumni Goodwill for improvement of Institutional Placements & Student Industry ready practice.
- Interact with Student Council minimum 02 times per semester per department for better understanding of student requirements and issues faced.

*(Handwritten signature)*  
Dean and Director  
The Oxford Dental College, Bommanahalli  
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Website: www.theoxford.edu

**Agenda:**

To elect the members of the student council committee and explain their respective roles.

**Summary:**

In the presence of the Dean and Director, Dr. A. R. Pradeep and the HODs of all the departments, the members of the student council committee were elected. The committee is composed of President, Vice president, Secretary, Joint secretary, Treasurer, Joint treasurer and other members as per the above list. The role of each member was explained and also the vital role of the committee was emphasized. It will involve the postgraduate and UG student. It was also discussed that these members will hold their position for two years, i.e, 2020-21 and 2021-22.

Dean & Director

Dean and Director  
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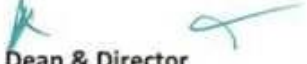
Website: www.theoxford.edu

**Agenda:**

- Co ordinating in the online academic activity
- Co ordinating for the online Webinars

**Summary and resolution:**

The committee discussed about the smooth conduct of the online classes in coordination with the teachers and also the webinars to be conducted by various department. The right online platform to be chosen was discussed in coordination with the Dean and HOD - s of the various departments.

  
**Dean & Director**

Dean and Director  
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18	<b>Placement, Competitive Exams, Opting Higher Education, High end Equipment &amp; Pre-Clinical - Training</b>	<b>3/Sem, 4/Year</b>
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Name	Designation	Department	Mobile No
Criteria 5 In charge: DR MALATHI	Chairperson	Professor and HOD- PROSTHODONTICS	9844275652
	Member Coordinator		
DR. SINDHU	Member	Senior Lecturer-ORAL MEDICINE	9449986906
DR. NEERAJA	Member	Senior Lecturer- PROSTHODONTICS	9901221310
DR. SHANMUKHA	Member	Reader- PERIODONTICS	9972112274
DR. JYOTHI	Member	Reader- CONSERVATIVE AND ENDODONTICS	9036804379
DR. RAVI SINHA	Member	Reader- PROSTHODONTICS	9632010222
DR. DEEPA SHETTY	Member	Senior Lecturer- PERIODONTICS	
DR. RAGHUNANDAN	Member	Professor- ORTHODONTICS	990096081
DR. SHRUTHI	Member	Senior Lecturer-ORAL PATHOLOGY	7259784347
UG Student Female: JYOTHIKA	Member		7530008162
UG Student Male: DR PARTHA PRIYAM	Member		7002438198
PG Student Female: DR VEDHA SHREE	Member		8446167550
PG Student Male: DR KRISHNA PRASAD	Member		8848005428



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Website: www.theoxford.edu

**Policy:**

Guide Students in Choosing Right Career by disseminating Knowledge, Upskilling and providing opportunities for placements.

**Functions:**

- To identify & guide students with various opportunities after graduation.
- To create placements opportunities.
- To conduct various training programs for competitive examinations.
- To create awareness about Self-employment and Entrepreneurship.
- To conduct Capability Enhancement & Skill Development programs.

**Outcomes:**

- Identifying various opportunities after B. Tech & M. Tech in India & Overseas such as - Opting Higher Education, Placement, Appearing for Competitive Examinations and Self Employment.
- Training the students for various competitive examinations for higher examination like M. Tech, MBA, MS, PhD.
- Training the students for competitive examinations like ILETS, TOFEL, NET, Civil Services, SLET, GATE, GRE, GMAT, JAM, etc.
- Conducting on campus placement drives and supporting & guiding for off campus placement drives.
- Conducting minimum 01 awareness programs per department per annum on pros & cons of self-employment and Entrepreneurship.
- Conduct minimum 02 capability enhancement and skill development per department per annum.

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### Faculty Development & Teacher Quality Improvement Continuing Dental Education Committee, 4 meetings /Year 2020-2022

S.No	NAME	DESIGNATION	DEPARTMENT	MOBILE NO
1	Dr. A R Pradeep	Chairperson	Periodontics	9845081190
2	Dr. Deepa Jayshankar	Member coordinator	Professor Prosthodontics	9845105953
3	Dr. Bharathi	Member	Professor Oral Medicine	9886399310
4	Dr. Pradeep	Member	Professor Oral Surgery	7587340307
5	Dr. Jaykumar	Member	Professor Conservative Dentistry	9886086974
6	Dr. Antara	Member	Reader Public Health Dentistry	9008806666
7	Dr. Kiran K	Member	Professor Pedodontics	9731196369
8	Dr. Raghunandan Chunduri	Member	Professor Orthodontics	9845187614
9	Dr. Saleha Masood Jamadar	Member	Reader Oral Pathology	9886732458
10	Ms. Bhumika	Member	III Year UG Student Female	
11	Mr. Jani baba	Member	IV Year UG Student Male	
12	Dr. Jessica Carole	Member	PG Student Female Oral Surgery	
13	Dr. Keerthan Bhat	Member	PG Student Male Cons	

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**FINANCE COMMITTEE (Budget, Purchase & Accounts) 4 meetings/Year 2020-2022**

Sl.No	NAME	DESIGNATION	DEPARTMENT
1	Dr. A R Pradeep	Chairperson	Periodontics
2	Dr. Pirya Subramaniam	Member Coordinator	Pedodontics
3	Mr. Balakrishna Shetty	Chief Finance Officer	Accounts Department
4	Mrs. Hema Malini	Member	Management Representative
5	Mrs. Suprabha Raju	Member In charge Purchase & Sales	Purchase Department
6	Dr. Archana Krishna Murthy	Member Criteria 1	Public Health Dentistry
7	Dr. Shendre Shrikanth	Member Criteria 2	Orthodontics
8	Dr. Anuradha Pai	Member Criteria 3	Oral Medicine
9	Dr. A N Savitha	Member Criteria 4	Periodontics
10	Dr. Malathi Dayalan	Member Criteria 5	Prosthodontics
11	Dr. Sreekha A	Member Criteria 6	Conservative Dentistry
12	Dr. Laxmikanth	Member Criteria 7	Orthodontics
13	Mr. Shekar	Member Store Manager	Stores Department
14	Mr. Vasanth Rajan	Member Internal Auditor	Accounts Department



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### Recruitment & Institutional Code of Conduct (Behavioral Monitoring & Counseling) 4 meetings /Year 2020-2022

Sl.No	NAME	DESIGNATION	DEPARTMENT
1	Dr. A R Pradeep	Chairperson	Periodontics
2	Dr. Pirya Subramaniam	Member coordinator	Pedodontics
3	Dr. Sirekha A	Member Criteria 6	Conservative Dentistry
4	Dr. Anuradha Pai	Member Criteria 3	Oral Medicine
5	Dr. Harish Kumar A	Member Professor & HOD	Oral Surgery
6	Dr. Archana Krishna Murthy	Member Criteria 1	Public Health Dentistry
7	Dr. Malathi Dayalan	Member Criteria 5	Prosthodontics
8	Dr. Laxmikanth	Member Criteria 7	Orthodontics
9	Dr. Leeky Mohanty	Member Professor & HOD	Oral Pathology



2021--2022

THE OXFORD DENTAL COLLEGE  
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RECRUITMENT AND INSTITUTIONAL CODE OF CONDUCT (BEHAVIORAL MONITORING  
& COUNSELLING ) COMMITTEE MEETING

Date: 09-08-2021

CIRCULAR

This is to inform that below mentioned members will need to attend the meeting in Board room, (ground Floor) at 10:00AM on 11/08/2021.

**Agenda :**

1. To plan orientation program for 1<sup>st</sup> bds students
2. To review on disciplinary guidelines for undergraduates and postgraduates.
3. To train interns for infection control protocol in dental clinics.
4. To plan training programme for undergraduates and postgraduates
5. Planning of whitecoat ceremony for 3<sup>rd</sup> bds .
6. Discussion about recruitment of staff.

**Committee Members:**

Dr Sri Rekha A
Dr Lakshmikanth
Dr Leeky Mohanty
Dr Archana Krishnamurthy
Dr Priya Subramaniam
Dr Malathi Dayalan
Dr Anuradha Pai
Dr Harish Kumar

  
Dr A R Pradeep

Chairperson

























Circ

and Institution

Committee



## Meeting Minutes

Meeting Information																			
<b>Objective:</b>	Recruitment and institutional code of conduct (behavioral monitoring & counselling ) committee meeting , TODC meeting																		
<b>Date:</b>	11/08/2021	<b>Location:</b>	Board room, TODC.																
<b>Time:</b>	10:00 AM	<b>Meeting Type:</b>	Offline																
<b>Submitted by:</b>	Dr. Sri Rekha	<b>Approved by:</b>	Dr A.R.Pradeep																
<b>Attendees:</b>	<table border="1"> <tbody> <tr> <td>Dr Sri Rekha A</td> <td></td> </tr> <tr> <td>Dr Lakshmikanth</td> <td></td> </tr> <tr> <td>Dr Leeky Mohanty</td> <td></td> </tr> <tr> <td>Dr Archana Krishnamurthy</td> <td></td> </tr> <tr> <td>Dr Priya Subramaniam</td> <td></td> </tr> <tr> <td>Dr Malathi Dayalan</td> <td></td> </tr> <tr> <td>Dr Anuradha Pai</td> <td></td> </tr> <tr> <td>Dr Harish Kumar</td> <td></td> </tr> </tbody> </table>			Dr Sri Rekha A		Dr Lakshmikanth		Dr Leeky Mohanty		Dr Archana Krishnamurthy		Dr Priya Subramaniam		Dr Malathi Dayalan		Dr Anuradha Pai		Dr Harish Kumar	
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Dr Priya Subramaniam																			
Dr Malathi Dayalan																			
Dr Anuradha Pai																			
Dr Harish Kumar																			
<b>Agenda Items</b>																			
1	To discuss on research ethical guidelines and to plan ethical clearance meeting for those conducting major study projects.																		
2	. To review on disciplinary guidelines for undergraduates and postgraduates																		
3.	To train interns for infection control protocol in dental clinics.																		
4.	To plan training programme for undergraduates and postgraduates																		
5.	. Planning of whitecoat ceremony for 3 <sup>rd</sup> bds .																		
6.	Meeting regarding covid protocol																		

**Discussion**

- The Professional ethics committee has planned the ethical guidelines and gave ethical clearance for the major study projects
- . Planned disciplinary guidelines for undergraduates and postgraduates
- CDE programmes were discussed for good clinical practice.
- Training programme for undergraduates and postgraduates was organised
- The Professional ethics committee has planned the date and programme for white coat ceremony for 3<sup>rd</sup> BDS
- Planned for recruitment of staffs.
- The committee has made circulars to inform the details of the above program

- The committee discussed about patient treatment with regard to covid situation

New Action Items		Responsible	Due Date
		[Name]	[Date]
1	Awareness programme was conducted for the non-teaching staff with regard to infection protocol to be followed due to covid -19		
2	Students were guided about following the personal protection equipments to be used due to covid -19		
3			

  
**Chairperson**  
 Recruitment & Institutional Code of Conduct Committee

THE OXFORD DENTAL COLLEGE  
BOMMANAHALI, HOSUR ROAD, BANGALORE -68

RECRUITMENT AND INSTITUTIONAL CODE OF CONDUCT (BEHAVIORAL MONITORING  
& COUNSELLING ) COMMITTEE MEETING

Date: 06-10-2021

CIRCULAR

This is to inform that below mentioned members will need to attend the meeting in Board room, (ground Floor) at 10:00AM on 08-10-2021

**Agenda :**

1. To review on the guidelines and to plan orientation for 1<sup>st</sup> bds.
2. To review on disciplinary guidelines for undergraduates and postgraduates.
3. To plan for CDE programme on good clinical practice.
4. To plan for whitecoat ceremony
5. Training programme for interns with regard to infection control
6. Discussion about recruitment of staff.

**Committee Members:**

Dr Sri Rekha A
Dr Lakshmikanth
Dr Leeky Mohanty
Dr Archana Krishnamurthy
Dr Priya Subramaniam
Dr Malathi Dayalan
Dr Anuradha Pai
Dr Harish Kumar

Dr A.R. Pradeep

Chairperson

Chairperson  
Recruitment & Institutional Code of Conduct Committee

## Meeting Minutes

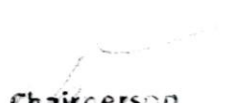
Meeting Information																			
<b>Objective:</b>	Recruitment and institutional code of conduct (behavioral monitoring & counselling) committee meeting, todc meeting																		
<b>Date:</b>	08/10/2021	<b>Location:</b>	Board room, TODC.																
<b>Time:</b>	10.00 AM	<b>Meeting Type:</b>	Offline																
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6.	Meeting regarding covid protocol																		
<b>Discussion</b>																			
<ul style="list-style-type: none"> <li>The Professional ethics committee planned the research ethical guidelines and ethical clearance for major study projects</li> <li>The committee planned disciplinary guidelines for undergraduates and postgraduates</li> <li>The committee has finalized the speakers for training the students in patient</li> </ul>																			



communication and infection control in dental clinics The Professional ethics committee planned the date and programme for white coat ceremony.

- Finalised date for the training programme of interns with regard to infection control
- The committee has made circulars to inform the details of the above programmes
- CDE programmes for interns about good clinical practice
- To plan for recruitment of staff depending on vacancies.
- The committee discussed about patient treatment with regard to covid situation

New Action Items	Responsible [Name]	Due Date [Date]
1	Awareness programme was conducted for the non-teaching staff with regard to infection protocol to be followed due to covid -19	
2	Students were guided about following the personal protection equipments to be used due to covid -19	
3		

  
**Chairperson**  
 Recruitment & Institutional Code of Conduct Committee

2022

THE OXFORD DENTAL COLLEGE

BOMMANAHALLI, HOSUR ROAD, BANGALORE -68

FINANCE Committee Meeting

Date: 07-02-2022

CIRCULAR

This is to inform that below mentioned members will need to attend the meeting in Board room, (ground Floor) at 11:00AM on 09-02-2022

**Agenda:**

To provide financial over sight for the organization

New materials to be introduced

Finalize vendors for purchase

Recommending monitoring adherence to budget

**Committee Members:**

Sl no	Department	DESIGNATION	DEPARTMENT
1	Dr. AR Pradeep	Chairperson	Periodontics
2	Dr. Pirya Subramaniam	Member Coordinator	Pedodontics
3	Mr. Balakrishna Shetty	Chief Finance Officer	Accounts Department
4	Mrs. Hema Malini	Member	Management Representative
5	Mrs. Suprabha Bajju	Member in charge Purchase & Sales	Purchase Department
6	Dr. Archana Krishna Murthy	Member Criteria 1	Public Health Dentistry
7	Dr. Shendre Shrikanth	Member Criteria 2	Orthodontics

8	Dr. Anuradha Pai	Member Criteria 3	Oral Medicine
9	Dr.A N Savitha	Member Criteria 4	Periodontics
10	Dr. Malathi Dayalan	Member Criteria 5	Prosthodontics
11	Dr. Sirekha	Member Criteria 6	Conservative Dentistry
12	Dr. Laxmikanth	Member Criteria 7	Orthodontics
13	Mr Shekar	Member Store Manager	Stores Department
14	Mr. Vasanth Rajan	Member Internal Auditor	Accounts Department

chairperson  
**Chairperson**  
Finance Committee

## Meeting Minutes

Meeting Information																
<b>Date:</b>	09/02/2022	<b>Location:</b>	Board room, TODC.													
<b>Time:</b>	11:00 AM	<b>Meeting Type:</b>	Offline													
<b>Attendees:</b>	<table border="1"> <tr><td>Dr. AR Pradeep</td></tr> <tr><td>Dr. Pirya Subramaniam</td></tr> <tr><td>Dr Sri Rekha A</td></tr> <tr><td>Dr. Shendre Shrikanth</td></tr> <tr><td>Mr. Balakrishna Shetty</td></tr> <tr><td>Mrs. Hema Malini</td></tr> <tr><td>Mrs.Suprabha Bajju</td></tr> <tr><td>Dr. Laxmikanth</td></tr> <tr><td>Dr Anuradha Pai</td></tr> <tr><td>Dr Malathi Dayalan</td></tr> <tr><td>Dr. Archana Krishna Murthy</td></tr> <tr><td>Mr. Vasanth Rajan</td></tr> <tr><td>Mr Shekar</td></tr> </table>			Dr. AR Pradeep	Dr. Pirya Subramaniam	Dr Sri Rekha A	Dr. Shendre Shrikanth	Mr. Balakrishna Shetty	Mrs. Hema Malini	Mrs.Suprabha Bajju	Dr. Laxmikanth	Dr Anuradha Pai	Dr Malathi Dayalan	Dr. Archana Krishna Murthy	Mr. Vasanth Rajan	Mr Shekar
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<b>Agenda Items</b>	<ul style="list-style-type: none"> <li>• To provide financial over sight for the organization               <ul style="list-style-type: none"> <li>○ New materials to be introduced</li> <li>○ Finalize vendors for purchase</li> <li>○ Recommending monitoring adherence to budget</li> </ul> </li> </ul>															
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Budget proposed by department for consumable materials</li> <li>• New vendors for dental materials considered</li> <li>• Finance committee has recommended developing an annual operating budget with staff.</li> <li>• Members of Finance committee have recommended approving the budget within the finance committee.</li> <li>• Finance committee has recommended for Monitoring adherence to the budget.</li> <li>• Finance committee has recommended for setting long-range financial goals along with funding strategies to achieve them.</li> </ul>															





CHILDREN'S EDUCATION SOCIETY (Regd.)

THE OXFORD DENTAL COLLEGE

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Ph: 080-61754680 Fax: 080 - 61754693E-mail:deandirectortodc@gmail.com

Website: www.theoxford.edu

**Infrastructure & ICT (Maintenance, Upgradation & Condemnation)**

Sl. No.	Name	Designation	Department
1.	Sripada Murthy	Chairperson	Office Superintendent / Manager
2.	Mr. Ravi Raju	Member Coordinator	In charge Infrastructure / Estate Officer
3.	Mr. Francis	Member	Campus Engineer
4.	Mr. Ekambaram	Member	In charge ICT
5.	Mrs. Suprabha Raju	Member	In charge Purchase & Sales
6.	Mrs. Madhavi	Member	In charge House Keeping
7.	Dr. Shivu	Member	Oral Medicine
8.	Dr. Kavitha	Member	Oral Surgery
9.	Dr. Aarti Guptha	Member	Cons & Endo
10.	Dr. Praveen Jayaram	Member	Perio
11.	Dr. Ravikumar	Member	Prosthodontics
12.	Dr. Divya B.M	Member	PHD
13.	Dr. Vani	Member	Orthodontics
14.	Dr. Sneha	Member	Pedodontics
15.	Dr. Seema	Member	Oral Pathology
16.	Mr. Ravi Raju	Member	In charge Transport
17.	Mr. Gurumurthy	Member	Boy's Hostel- Hostel Wardens
18.	Ms. Priyanka	Member	Girl's Hostel -Hostel Wardens
19.	Freny Shaji	Member	UG Student Female
20.	Yogesh Reddy	Member	UG Student Male
21.	Dr. Naina R	Member	PG Student Female
22.	Dr. Syed Abrar	Member	PG Student Male

The OXFORD DENTAL COLLEGE, Bommanahalli  
Hosur Road Bangalore - 560 058





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### Policy:

To maintain and upgrade infrastructure on an ongoing basis as per requirements of regulatory bodies and stakeholders.

### Functions:

- To create additional facilities as and when new programs are introduced.
- To review existing infrastructure for academic and physical facilities such as

### Academic Facilities

- a. Classrooms
- b. Staffrooms
- c. Seminar halls
- d. Laboratories

### Physical Facilities

- a. Boys & Girls Common Room
  - b. Sick Room
  - c. Indoor & Outdoor sports
  - d. Auditorium
  - e. Hostels
  - f. Safety & Security
  - g. Transportation
  - h. Canteen & Mess
  - i. Solar & Electricity
  - j. Water Distribution System
  - k. STP & Rain water harvesting
  - l. Roads & Pathways
  - m. Disabled Friendly Campus
  - n. Waste Management & Recycling System
  - o. Overall, Campus Ambiance (Building Painting, Signage Boards, Electrical works, Carpentry Works, Civil Work, etc.)
- To conduct repair and maintenance work for above mentioned facilities.

Dean and Director  
The Oxford Dental College, Bommanahalli  
Hosur Road Bengaluru - 560 068



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**Outcome:**

- Budgetary provision to be made available for infrastructure augmentation as and when new programs are introduced.
- Budgetary provision to be made available for maintenance & repair of academic and physical facilities.
- Logbook shall be maintained for under each subheading mentioned above in the functions - purchase, stock and usage.
- Logbook shall be maintained for issues raised and resolved under each subheading mentioned above in the functions.

Dean and Director  
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### Hospital Infection Control

Sl. No.	Name	Designation	Department
1.	Dr. Savitha A.N	Chairperson	Criteria 4 Incharge
2.	Mrs. Suprabha Raju	Member	In charge Purchase
3.	Mrs. Madhavi	Member	In charge House Keeping
4.	Dr. Sindhu Ravindra	Member	Oral Medicine
5.	Dr. Arun	Member	Oral Surgery
6.	Dr. Ashwini	Member	Cons & Endo
7.	Dr. Sindhu	Member	Perio
8.	Dr. Ravikumar	Member	Prosth
9.	Dr. Antara Shome	Member	PHD
10.	Dr. Vani	Member	Ortho
11.	Dr. Madhusudhan	Member	Pedo
12.	Dr. Shruthi	Member	Oral Path
13.	Mariam Fazal	Member	UG Student Female
14.	Maeraj Zubair Chinoy	Member	UG Student Male
15.	Dr. Ankitha Menon	Member	PG Student Female
16.	Dr. Akhil Sankar	Member	PG Student Male

Dean and Director  
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**Action plan for the courses - 2021 - 22  
Oral Medicine and Radiology**

Course	Title	Date	Time	Incharge	Audience
Value added course	Digitization and mental health- Are we too dependent	25th-29th Oct 2021	3.00 – 6.00 pm	Dr. Raghunand Sindhya	MDS students of Oral medicine and Radiology
<b>STRATEGIC PERSPECTIVE PLAN – DEPARTMENT WISE</b>					
	Practice Management	4 <sup>th</sup> -12 <sup>th</sup> APRIL 2022	3.00 – 5.00 pm	Dr. Shiyu	MDS students of Oral medicine and Radiology
Interdisciplinary/ Interdepartmental	26 <sup>th</sup> – 29 <sup>th</sup> July 2021	Radiovisography in pediatric patients	Dr. Asha	OMR, PEDO (PGs)	8
	09 <sup>th</sup> – 12 <sup>th</sup> August 2021	Vesiculobullous lesions of oral cavity	Dr. Sowbhagya Lakshmi	OMR, O. Surgery (PGs)	9
	13 <sup>th</sup> – 16 <sup>th</sup> September 2021	Recent advances in oral cancer	Dr. Sheshagrasad	OMR, O. Surgery, Prosthodontics (PGs)	10
	25 <sup>th</sup> – 28 <sup>th</sup> October 2021	Digital Radiology	Dr. Shiyu M.E	OMR, Pedo, Cons and Endo (PGs)	13
	08 <sup>th</sup> -11 <sup>th</sup> December 2021	LASER	Dr. Shanmukha Dr. Bharathi	Oral Med, Perio, Oral Path (PGs)	15



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
	08 <sup>th</sup> -11 <sup>th</sup> February 2022	Differential diagnosis of swelling of the angle of mandible	Dr. Anuradha Paj	OMR, O. Surgery (PGs)	12
	18 <sup>th</sup> -21 <sup>st</sup> April 2022	Importance of nutrition in maintenance of oral health	Dr. Sindhu	OMR, Pedo, Ortho (PGs)	12
Add on course	Cone beam computed tomography – Basic course	18-10-21 to 23-10-21	9am to 3 pm	Dr. Revan Joshi	Post graduate students of Department of Oral Medicine and Radiology
	Cone beam computed tomography – Advanced Course	13-12-21 to 17-12-21	9.00 am to 02.00 pm	Dr. Revan Joshi	Post graduate students of Department of Oral Medicine and Radiology
Field visits	Visit To Oral D – CBCT Scanning Centre	25 <sup>th</sup> May; 2022	9.30 – 11 am	Dr. Sindhu	Dr. Yamuna Dr. Vinitha
Industry visit	-	-	-	-	-

CHILDREN'S EDUCATION SOCIETY (Regd.)  
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Action Plan for the courses- 2021-2022

Oral and Maxillofacial Surgery

Course	Title	Date	Time	Incharge	Audience
Value-Added	Ethics in Dentistry	12/08/2021 - 21/08/2021	03:00 PM - 05:00 PM	Dr. Harish Babu	IV BDS STUDENTS
	TECHNICAL SKILL DEVELOPMENT	11/11/2021 - 19/11/2021	03:00 PM - 05:00 PM	Dr. Pradeep V Pattar	III BDS STUDENTS, I MDS PG's
Interdisciplinary/ Interdepartmental	Clinical Photography	23/05/2022 - 27/05/2022	09:00 AM - 01:00 PM	Dr. Supriya	ORTHO ,OMFS PG's
	Minor Surgical Procedures	08/02/2022 - 12/02/2022	09:00 AM - 01:00 PM	Dr. Harish Babu	OMFS , Perio PG's
Add-On	BASIC LIFE SUPPORT(BLS)	14/09/2021 - 17/09/2021	10:00 AM	Dr. Krishna An	OMFS PG's, Interns, Faculty
	Advanced procedures in Oral implantology	13/12/2021 - 17/12/2021	10:00 AM - 01:30 PM	Dr. Harish Kumar A	All Staff , interns And Postgraduates
Field Visits	Blood bank division The Oxford Medical college, Attibele, Bengaluru -562107	14/09/2021		Dr. Harish Kumar A	OMFS PG's, Interns.
	Department of Radiology at the Oxford medical College, Attibele, Bengaluru -562107	23/02/2022		Dr. Harish Kumar A	Teaching Staffs, Postgraduates and Undergraduates
Industry Visit	-	-	-	-	-

  
 Professor & Head  
 Dept. of Oral & Maxillofacial Surgery & Implantology  
 The Oxford Dental College, Bangalore



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**DEPARTMENT OF PEDODONTICS  
ACTION PLAN FOR THE COURSES 2021-22**

Course	Title	Date	Time	Incharge	Audience
UG Time Table	-	-	-	Dr. Sneharaj	3 <sup>rd</sup> And 4 <sup>th</sup> Year BDS
PG Time Table	-	-	-	Dr. Kiran K	MDS
Enrichment Course	Awareness In Biomedical Waste Management In Clinical Practice In Covid-19	11 <sup>th</sup> To 22 <sup>nd</sup> October 2021	3:00pm To 5:00pm	Dr. Kiran K	Staff Pgs Interns Of Dept Of Pedo And PHD
Inter Disciplinary/ Inter Departmental Meetings	Preventive Measure in Pedodontics	20-09-2021 To 23-09-2021	9:00am To 1:00pm	Dr. Kiran K	Pedo, PG's
	Dental Habits	01-11-2021 To 05-11-2021	9:00am To 1:00pm	Dr. Madhusudan K.S	Pedo Ortho PG's
	Pediatric Endodontics	06-12-2021 To 09-12-2021	9:00am To 1:00pm	Dr. Priya Subramanium	Pedo, Endo PG's
	Oral Lesions in Children	17-01-2022 To 20-01-2022	9:00am To 1:00pm	DR. Sneharaj N	Pedo, OMR PG's
	Surgical Procedure in Paediatric Dentistry	21-02-2022 To 24-02-2022	9:00am To 1:00pm	Dr. Bharath Varadhana	Pedo, Oral Surgery PG's
	Child Abuse and Neglect	04-04-2022 To 07-04-2022	9:00am To 1:00pm	Dr. Kiran K	Pedo, Oral Medicine PG's
	Gingival and Periodontal Diseases	20-06-2022 To 23-06-2022	9:00am To 1:00pm	Dr. Manjaree	Pedo, Perio PG's





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<b>Add On Courses</b>	Nitrous Oxide Sedation	16-07- 2021 To	9:30am To 2:30 Pm	Dr. Raju Sunny	Pedo Faculty, MDS, BDS Students
	Dental Trauma in Children	3-01-2022 To 8-01-2022	9:30 Am To 2:30pm	Dr. Priya Subramanium	Pedo Faculty, MDS, BDS Students
<b>Field Visits</b>	Analytical Research and Metallurgical Lab (AMRL)	20-10-2021	9:30am Onwards	Dr. Bharath	PG Students
<b>Industrial Visit</b>	-	-	-	-	-

*Professor & Head  
Dept. of Pediatric & Preventive Dentistry  
The Oxford Dental College, Bangalore*



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DEPARTMENT OF PUBLIC HEALTH DENTISTRY

Action Plan for the courses – 2021-22

Course	Title	Date	Time	Incharge	Audience
UG Time table				Dr. Shilpashree Dr. Antara Shome	Final Year regular batch Final year odd batch III year regular batch III year odd batch
Interdisciplinary / Interdepartmen tal Courses	Biomedical waste management	16/09/21 to 19/09/21	9.00 am	Dr. Shilpashree	Interns and IV BDS
	Environmental sensitization	26/10/21 to 29/10/21	9.00 am	Dr. Antara	Interns and IV BDS
	Survey and program planning	12/11/21 to 15/11/21	9.00 am	Dr. Archana	I MDS
Field Visits	Slum visit	12/02/22	10.00 am	Dr. Antara Shome	IV BDS
	Dental clinic	05/03/22	10.00 am	Dr. Shilpashree	IV BDS
	PHC	07/04/22	10.00 am	Dr. Divya BM	IV BDS
	Central jail	23/02/22	10.00 am	Dr. Antara Shome	IV BDS
Industry Visit	Confident Dental Pvt Ltd	18/11/2021	9.00 am	Dr. Shilpashree	4 <sup>th</sup> BDS
Add on / Certificate courses	Research Methodology	13/09/21 to 17/09/21	10.00 am	Dr. Archana Krishna Murthy	PGs of all departments
	Tobacco cessation counselling	08/11/21 to 12/11/21	10.00 am	Dr. Divya BM	PGs of all departments
Value added Courses	Academic writing and composition	12/07/21 to 20/07/21	3.00 pm	Dr. Archana Krishna Murthy	I MDS
	Critical thinking in research – A life skill approach	22/02/21 to 02/03/2021	3.00 pm	Dr. Shilpashree	I MDS

*Shilpashree*  
Professor and Head of the Department,  
The Department of Public Health Dentistry,  
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2021-2022

### DEPARTMENT OF ORTHODONTICS ACTION PLAN FOR THE COURSES 2021-22

Course	Proposed Title	Proposed Date	Proposed Time	Incharge	Proposed audience
UG Timetable	-	-	-	-	3 <sup>rd</sup> BDS
	-	-	-	-	4 <sup>th</sup> BDS
PG Timetable	-	-	-	-	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>  MDS  Postgraduate students
Value added course	Emotional well-being during uncertain times	25th-29th Oct 2021	3.00 - 6.00 pm	Dr.Padmashri S Rao	MDS students of orthodontics
	Practice Management	4 <sup>th</sup> -12 <sup>th</sup> APRIL 2022	3.00 - 5.00 pm	Dr Laxmikanth	MDS students of orthodontics and interns
Interdisciplinary/Interdepartmental	Orthodontic Management of Periodontally Compromised Patients	9 <sup>th</sup> -12 <sup>th</sup> Aug2021	9.00 am	Dr Laxmikanth	Ortho, Perio (Pgs)
	Diagnosis and Management of Supernumerary Teeth	14 <sup>th</sup> -17 <sup>th</sup> Sep 2021	9.00 am	Dr Shrikant	Ortho, Oral Surgery Pg's
	Activators	25 <sup>th</sup> -28 <sup>th</sup> Oct 2021	9.00 am	Dr Raghunandan	Ortho, PedoPg's
	Orthodontic Considerations for Prosthetic Rehabilitation	15 <sup>th</sup> -18 <sup>th</sup> Nov 2021	9.00 am	Dr Irfan	Ortho, Prostho



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	Interceptive orthodontics	6 <sup>th</sup> -9 <sup>th</sup> Dec 2021	9.00 am	Dr. Sumesh	Ortho, PedoPg's
	Orthodontic Management of Endodontically Treated Teeth	3 <sup>rd</sup> -6 <sup>th</sup> Jan 2022	9.00 am	Dr Khadeer	Ortho, Endo Pg's
	Tmd And Orthodontics	7 <sup>th</sup> -10 <sup>th</sup> Feb 2022	9.00 am	Dr Laxmikanth	Ortho, OMRPg's
Add on course	Orthodontic material in market today	24 <sup>TH</sup> -29 <sup>TH</sup> SEP 2021	9.00am- 3pm	Dr. Fouzia	MDS students of orthodontics
	Lingual matrix	7 <sup>th</sup> -11 <sup>th</sup> March 2022	9.00am- 3pm	Dr. Khadeer	MDS students of orthodontics and interns
Field visits	Skanda Life Sciences	14 <sup>th</sup> Feb22	3PM-5PM	Dr. Anju	MDS students of orthodontics
	3D printing at Oxford engineering college	19 <sup>th</sup> April 2022	10am-12pm	Dr. Vandana	MDS students of orthodontics and interns
Industry visits	-	-	-	-	-





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**Action plan for the courses - 2021 - 22**  
**Prosthodontics, and Crown & Bridge**

Course	Proposed Title	Proposed Date	Proposed Time	Incharge	Proposed Audience
UG Timetable	-	-	-	1 <sup>st</sup> BDS - Dr. Savitha 2 <sup>nd</sup> BDS- Dr. Srinu 3 <sup>rd</sup> BDS- Dr. Ravi Sinha 4 <sup>th</sup> BDS- Dr. Javad Interns- Dr. Srinu	BDS
PG Timetable	-	-	-	1 <sup>st</sup> MDS - Dr. Deepa 2 <sup>nd</sup> MDS-Dr.RaviKumar 3 <sup>rd</sup> MDS - DrMalathi D	MDS
Add on	INDIRECT VENEERS : DETAILS AND HANDS ON	23/09/21 TO 30/09/21	10:00 Am - 03:00 Pm	DR MANAIKYA ARABOLM DR MALATHI DAYALAN	2 <sup>ND</sup> 3 <sup>RD</sup> MDS STUDENTS
	OCULAR PROSTHESIS SIMULATION OF HUMAN ANATOMY	17/01/22 TO 25/01/22	10:00 Am - 03:00 Pm	DR SYED JAVAD	1 <sup>ST</sup> MDS STUDENTS
	SMILE DESIGNING	18/04/22 TO 26/04/22	10:00 Am - 03:00 Pm	DR SRINU DR NEERAJA	2 <sup>ND</sup> MDS STUDENTS
Interdisci plinary/ Interdepa rtmental	Face Bow transfer for full mouth rehabilitation	6 <sup>th</sup> - 9 <sup>th</sup> July, 2021	10:00 Am - 02:00 Pm	Dr Malathi Dayalan	Prosthodontics, Endo, Oral Surgery (PGs)
	Bone mapping & three dimensional fabrication of Dental implants surgical stent	24 <sup>th</sup> -27 <sup>th</sup> August, 2021	10:00 Am - 02:00 Pm	Dr Ravikumar	Prosthodontics, Oral Surgery, Perio (PGs)
	Diagnosis & treatment planning for pre-prosthetic surgery	13 <sup>th</sup> - 16 <sup>th</sup> September, 2021	10:00 Am - 02:00 Pm	Dr Savitha	Prosthodontics, Oral Surgery(PGs)
	Resection and rehabilitation - Maxillofacial prosthesis	26 <sup>th</sup> - 29 <sup>th</sup> October, 2021	10:00 Am - 02:00 Pm	Dr Javad	Prosthodontics, Oral Surgery, Oral medicine (PGs)
	Appliance therapy for TMDs	25 <sup>th</sup> - 29 <sup>th</sup> November, 2021	10:00 Am - 02:00 Pm	Dr Ravi Sinha	Prosthodontics, Ortho, Oral medicine (PGs)
	Principles of smile designing and treatment planning	13 <sup>th</sup> - 16 <sup>th</sup> December, 2021	10:00 Am - 02:00 Pm	Dr Srinu	Prosthodontics, Endo, (PGs)
	Vertical Dimension - what, how and when to manipulate	4 <sup>th</sup> - 7 <sup>th</sup> January, 2022	10:00 Am - 02:00 Pm	Dr Neeraja	Prosthodontics, Endo, Oral Surgery (PGs)

Prof & H.O.D.  
DEPT. OF PROSTHODONTICS  
THE OXFORD DENTAL COLLEGE  
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<b>Value Added Course</b>	Stress management during examinations	07/10/2021 to 14/10/2021	3:00 pm – 5:30 Pm	Dr. Ravi Sinha	1 <sup>rd</sup> year BDS Students
	Dental Office Management	17/02/2022 to 25/02/2022	3:00 pm– 5:30 Pm	Dr. Lipi Bardia	4 <sup>th</sup> year BDS Students
<b>Field visits</b>	Laxmi Dental Laboratory, Bangalore.	18/04/2022	9:30 am – 3:30pm	Dr. Malathi Dayalan	2 <sup>nd</sup> year PGs
	Laxmi Dental Laboratory, Bangalore	23/06/2022	9:30 am – 3:30pm	Dr. Ravi Kumar	3 <sup>rd</sup> year PG
<b>Industry visit</b>	-	-	-	-	-



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**Action plan for the courses - 2021 - 22**

**Conservative Dentistry & Endodontics**

Course	Title	Date	Time	Incharge	Audience
Add On Courses	Esthetic Dentistry with Indirect Restorations	18/10/2021 - 23/10/2021	9:30 am	Dr. Archana	Endo MDS Students, Interns
	Geriatric Dentistry	8/11/2021 - 13/11/2021	9:30 am	Dr. Champa	Endo MDS Students
	Minimal Invasive Dentistry	16/05/2022- 24/03/2022	9:30 am	Dr. Ashwija	Endo MDS Students, Interns
Interdisciplinary/ Interdepartmental	Esthetic Restorative Endodontics	21/2/2022- 24/2/2022	9:30 am	Dr. Archana	Ortho, Endo MDS Students
	Management of Pain: Anesthetic Techniques	7/03/2022 - 10/03/2022	9:30 am	Dr. Archana	Perio, Endo MDS Students
	Recent Advances In Obturation Techniques	14/03/2022- 17/03/2022	9:30 am	Dr. Champa	Perio, Endo MDS Students
	Post & Core: Recent Trends In Post Endodontic Restoration	25/04/2022- 30/04/2022	9:30 am	Dr. Ashwija	Prostho, Endo MDS Students
	Endo- <u>perio</u> Lesions	5/05/2022- 9/05/2022	9:30 am	Dr. Ashwija	Perio, Endo MDS Students



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	Vital Pulp therapy	25/05/2022-28/05/2022	9:30 am	Dr. Ashwija	<del>Endo</del> , Endo MDS Students
	Gingival tissue management	2/06/2022-6/06/2022	9:30 am	Dr. Champa	<del>Prosth</del> , Endo MDS Students
Value-added	The right way to write	9/8/2022 - 17/08/2022	3:00 pm	Dr. Champa	Endo MDS Students
	Bridging the gap between academic learning & clinical practice	4/10/2022-13/10/2022	3:00 pm	Dr. Archana	Endo MDS Students
Field visits	The Oxford Medical College	17-5-2022	9:30 am	Dr. Archana	1 <sup>st</sup> <del>Yr</del> MDS Students
	<del>Kanya</del> Diagnostics	14-06-2022	9:30 am	Dr. Champa	MDS Students
Industry visit	-	-	-	-	-





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**DEPARTMENT OF ORAL PATHOLOGY  
ACTION PLAN FOR THE COURSES - 2021-22**

Course	Proposed title	Proposed date	Proposed time	Incharge	Proposed Audience
UG Timetable	-	-	-	1 <sup>st</sup> BDS - Dr. Shruti Srinivasan,	1 <sup>st</sup> BDS students
	-	-	-	2 <sup>nd</sup> BDS - Dr. Seema M	2nd BDS students
	-	-	-	3 <sup>rd</sup> BDS - Dr. Saleha J,	3rd BDS students
PG Timetable	-	-	-	-	-
Value added course	Museum Techniques	06/12/2021 - 15/12/2021	3:00 pm - 5:00 pm	Dr. Leeky Mohanty	Interns
	Machine learning in Pathology and Healthcare	07/02/2022 - 15/02/2022	3:00 pm - 5:00 pm	Dr. Saleha M	3 <sup>rd</sup> BDS students and Interns
Interdisciplinary /Inter departmental course	Biopsy techniques and pitfalls	23 <sup>rd</sup> - 26 <sup>th</sup> August, 2021	9.30am - 1.30pm	Dr. Leeky Mohanty	OMR, Oral Surgery and Perio PGs
	Scope of Oral Pathology in Dental Practice	15 <sup>th</sup> - 18 <sup>th</sup> Nov, 2021	9.30am - 1.30pm	Dr. Saleha J	Interns
	Clinico - Pathological correlation of Developmental anomalies of the teeth	3 <sup>rd</sup> - 6 <sup>th</sup> Jan, 2022	9.30am - 1.30pm	Dr. Shruti S	3 <sup>rd</sup> BDS students
	Clinico - Pathological correlation of Periapical lesions	8 <sup>th</sup> - 11 <sup>th</sup> March, 2022	9.30am - 1.30pm	Dr Seema M	Oral surgery, Endo, Perio PGs
	Epithelial changes in Oral submucous fibrosis - An insight	17 <sup>th</sup> - 20 <sup>th</sup> May, 2022	9.30am - 1.30pm	Dr. Leeky Mohanty	OMR, Oral Surgery PGs
Add on course	Dental Identification and Forensic Odontology	13/09/2021 - 17/09/2021	9.00 am- 3.00 pm	Dr. Seema M	Interns
	Insights into diagnosis of Oral cancer	21/03/2022 - 25/03/2022	9.00 am- 3.00 pm	Dr. Leeky Mohanty	OMR. Oral surgery PGs and interns



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	Clinical Microbiology	06/06/2022 - 17/06/2022	9.00 am - 12.00 pm	Dr. Saleha J	OMR. Oral surgery, Endo PGs
Fields visits	Lab visit to Dept of Biotechnology at Oxford Engineering college	25/05/ 2022	9.30 am - 11 am	Dr. Shruti S	3 <sup>rd</sup> BDS students
Industry visit	-	-	-	-	-



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**Department of Periodontology**

**Resolution taken:**

HOD of the department has finalized role and responsibilities for conduct of activities. Below attached list of faculties to fulfill the assigned task. Action plan of the department is framed as below and forwarded to institutional curriculum committee for perusal and approval.

Course	Proposed Title	Proposed Date	Proposed Time	Incharge	Proposed Audience
UG Time-table	-	-	-	3 <sup>rd</sup> Year- Dr. Koel Dr. Shradha Dr. Deepa Dr. Sindhu	BDS
	-	-	-	4 <sup>th</sup> Year- Dr. Shobha Dr. Praveen Dr. Amita Dr. Shanmukha	
PG Time-table	-	-	-	Dr. A R Pradeep Dr. Savitha Dr. Ashish	MDS
Value-added	'Publish or Perish'	3 <sup>rd</sup> -19 <sup>th</sup> November 2021	3:00pm-5:00pm	Dr. A R Pradeep	Interns and MDS Students of Department of Periodontology
	'How to Build a Rapport you're your Patients'	3 <sup>rd</sup> -11 <sup>th</sup> June 2022	3:00pm-5:00pm	Dr. Ashish Nichani	Interns and MDS Students of Department of Periodontology
Interdisciplinary/Interdepartmental	Interdisciplinary approach in Perio-Ortho	26 <sup>th</sup> -29 <sup>th</sup> July 2021	9:00am-1:00pm	Dr. Savitha A N	MDS Students of Department of Periodontology and Department of Orthodontics
	Electrosurgery	9 <sup>th</sup> - 12 <sup>th</sup> August 2021	9:00am-1:00pm	Dr Ashish Nichani	MDS Students of Department of Oral Pathology, Conservative and Periodontology
	Oral Hygiene Practices	13 <sup>th</sup> -16 <sup>th</sup> September 2021	9:00am-1:00pm	Dr Shobha	MDS Students of Department of Periodontology and Public Health Dentistry
	PRF and its regenerative	25 <sup>th</sup> -28 <sup>th</sup> October	9:00am-1:00pm	Dr. Praveen J	MDS Students of Department

Head of Department  
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	potential	2021			of Periodontology and Oral Surgery
	Laser	8 <sup>th</sup> -11 <sup>th</sup> December 2021	9:00am-1:00pm	Dr. Shanmukha	MDS Students of Department of Periodontology, Oral Medicine and Oral Surgery
	Aesthetics in Periodontology	8 <sup>th</sup> -11 <sup>th</sup> February 2022	9:00am-1:00pm	Dr. Amita	MDS Students of Department of Periodontology, Conservative and Pedodontics.
	Iatrogenic Causes of Periodontitis	18 <sup>th</sup> -21 <sup>st</sup> April 2022	9:00am-1:00pm	Dr. Praveen	MDS Students of Department of Perio, Prostho, Endo, Oral Surgery
Add on courses	Laser training course	18/10/2021 - 23/10/2021	9:00am-3:00pm	Dr. Shikha Tripathi Dr. A R Pradeep	MDS Students of Department of Periodontology
	Laser training course	13/12/2021 - 17/12/2021	9:00am-3:00pm	Dr. Sana Farista Dr. A R Pradeep	MDS Students of Department of Periodontology
Field Visits	Department of Microbiology, TOMC	12/08/2021	9:00am-3:00pm	Dr. Shanmukha	MDS Students of Department of Periodontology
	Department of Microbiology, TOMC	19/02/2022	9:00am-3:00pm	Dr. Ashish	MDS Students of Department of Periodontology
Industry visit	-	-	-	-	-

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### Agenda Items:

- To discuss on research ethic guidelines and to plan ethical clearance meeting for those conducting major study projects.
- To review on disciplinary guidelines for undergraduates and postgraduates.
- To plan for CDE programme on good clinical practice.
- Plan for white coat ceremony for 3<sup>rd</sup> BDS students.
- Training programme for interns with regard to infection control.

### Discussion:

- The Professional ethics committee planned the research ethical guidelines and ethical clearance for major study projects.
- The committee planned disciplinary guidelines for undergraduates and postgraduates.
- The committee has finalized the speakers for training the students in patient communication and infection control in dental clinics The Professional ethics committee planned the date and programme for white coat ceremony.
- Finalised date for the training programme of interns with regard to infection control.
- The committee has made circulars to inform the details of the above programmes.
- CDE programmes for interns about good clinical practice.

### New Action Items

1. Awareness programme was conducted for the non-teaching staff with regard to infection protocol to be followed due to COVID -19.
2. Students were guided about following the personal protection equipment's to be used due to COVID -19

Dean and Director  
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Dean & Director



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**Library Advisory**

Sl. No.	Name	Designation	Department
1.	Dr. A R Pradeep	Chairperson	Principal
2.	Mrs. Suprabha	Member Coordinator	Chief Librarian
3.	Dr. Anuradha Pai	Member	Dept. of Oral Medicine and Radiology
4.	Dr. Harish Kumar	Member	Dept. of Oral and Maxillofacial Surgery
5.	Dr. Sirekha	Member	Dept. of Conservative and Endodontics
6.	Dr. A.R Pradeep	Member	Dept. of Periodontology
7.	Dr. Malathi Dayalan	Member	Dept. of Prosthodontics
8.	Dr. Archana Krishnamurthy	Member	Dept. of Public Health Dentistry
9.	Dr. Laxmikanth	Member	Dept. of Orthodontics
10.	Dr. Priya Subramaniam	Member	Dept. of Pedodontics
11.	Dr. Leeky Mohanty	Member	Dept. of Oral Pathology
12.	Shruthi R	Member	UG Student Female
13.	Rahul Sinha	Member	UG Student Male
14.	Dr. Jeenu Johnny	Member	PG Student Female
15.	Dr. Athul S Nath	Member	PG Student Male

Dean and Director  
The Oxford Dental College, Bommanahalli  
Hosur Road, Bengaluru - 560 068



**CHILDREN'S EDUCATION SOCIETY (Regd.)  
THE OXFORD DENTAL COLLEGE**

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences,  
Karnataka Bang; Recognised by Dental Council of India, New Delhi)  
Sommanahalli, Hosur Road, Bangalore - 560 058  
Ph: 080 61754680 Fax: 080 - 61754693E-mail:deandirector@odc@gmail.com  
Website: www.theoxford.edu

**Date: 10/08/2021**

**MEETING NOTICE**

**To,**

All Committee Members-reg

**Subject:** Library Committee meeting- reg.

This is to inform all committee members that the Library Advisory Committee will meet in the Library on Aug 14<sup>th</sup> 2021 at 11.30 am. All members of the committee are requested to attend the same.

**Nichani**

**(Dr. Ashish S**

**Chairman  
Library Committee**

**Agenda:**

1. Orientation Programme for Students
2. Stock Verification
3. Books Requirements
4. E-resources-HELINET



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Website: www.theoxford.edu

Ref: No.: TODCL/01-21/22

Date: 10/08/2021

### MEETING NOTICE

Subject: Library Committee meeting- reg.

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The Library committee meeting has been called on 14/08/2021 at 11.30 AM in the Library to discuss matters concerning the library & its improvement. All the members are requested to attend the same without fail.

#### Library Committee Members:

<u>Sl.No</u>	<u>Name</u>	<u>Position</u>	<u>Departments</u>
1	Dr. <u>Raghu</u> <u>andan</u>	Co Chairman	Dept. of Orthodontics
2	Dr. Bharath	Member	Dept. of Pedodontics
3	Dr. Tushar	Member	Dept. of Prosthodontics
4	Dr. <u>Sush</u> <u>mini</u>	Member	Dept. of Oral Medicine
5	<u>Dr. Mad</u> <u>husudhan</u>	Member	Dept. of Public Health and Dentistry
6	<u>Dr. Sale</u> <u>ha</u>	Member	Dept. of Oral Pathology
7	<u>Dr. Mue</u> <u>edul</u>	Member	Dept. of Oral Surgery
8	<u>Mrs. Sup</u> <u>rabha S</u>	Member Secretary	Chief Librarian

#### Students Members:



1	<u>Dr. Athu</u> <u>l S. Nath</u>	Member	PG Student, Pedodontics
2	<u>Dr. Kavya</u> <u>shree</u>	Member	PG Prosthodontics
3	<u>Nithin</u> <u>Raj S.L</u>	Member	UG Student

Thanking you,

(Dr. Ashish SNichani)

Chairman

Library Committee





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Website: www.theoxford.edu

### MINUTES OF THE LIBRARY COMMITTEE MEETING

The Library committee meeting was held on 14/08/2021 under the chairmanship of Dr. Ashish S. Nichani and the following undersigned members were present.

The committee has reviewed last meeting minutes which was held on 23-11-2020. The Committee discussed in detail about previous suggestions for the improvement of library and the committee recommends of the following: -

1. The committee members discussed and suggested to librarian to conduct an orientation class for freshers. (I BDS students)
2. The committee has discussed and checked the status of journals for 2021
3. The committee has suggested to the librarian to take departmental stock verification from all the departments for the year 2021.
4. The meeting has submitted to Dean /Director a list of textbooks (new editions) to be purchased for UG & PG students.
3. The committee members have discussed about not accessing e-resources of HELINET which are freely accessible.

(Dr. Ashish S. Nichani)  
Chairman

Library Committee

1. Dr. Raghunandan
2. Dr. Bharath
3. Dr. Tushar
4. Dr. Sushmini
5. Dr. Madhusudhan
6. Dr. Saleha
7. Dr. Mueedul
8. Mrs. Suprabha S.



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Website: www.theoxford.edu

**Date: 14/11/2021**

### **MEETING NOTICE**

**To,**

All Committee Members-reg

**Subject:** Library Committee meeting- reg.

This is to inform all committee members that the Library Advisory Committee will meet in the library on Nov 18<sup>th</sup> 2021 at 11.30 am. All members of the committee are requested to attend the same.

**(Dr. Ashish S Nichani)**  
Chairman  
Library Committee

#### **Agenda:**

1. Increase the User Statistics
2. E-journals- HELINET
3. Extending the Library hours



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Website: www.theoxford.edu

Ref. No.: TODCL/01-21/22

Date: 14/11/2021

### MEETING NOTICE

Subject: Library Committee meeting- reg.

:: :: :: ::

The Library committee meeting has been called on 18/11/2021 at 11.30 AM in the Library to discuss matters concerning the library & its improvement. All the members are requested to attend the same without fail.

#### Library Committee Members:



Sl.No	Name	Position	Departments
1	Dr. Raghunandan	Co Chairman	Dept. of Orthodontics
2	Dr. Bharath	Member	Dept. of Pedodontics
3	Dr. Tushar	Member	Dept. of Prosthodontics
4	Dr. Sushmini	Member	Dept. of Oral Medicine
5	Dr. Madhusudhan	Member	Dept. of Public Health and Dentistry
6	Dr. Saleha	Member	Dept. of Oral Pathology
7	Dr. Mueedul	Member	Dept. of Oral Surgery
8	Mrs. Suprabha S	Member Secretary	Chief Librarian

#### Students Members:

1	Dr. Athul S. Nath	Member	PG Student, Pedodontics
2	Dr. Kavyashree	Member	PG Prosthodontics
3	Nithin Raj S.L	Member	UG Student

Thanking you,

(Dr. Ashish S Nichani)

Chairman

Library Committee



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### MINUTES OF THE LIBRARY COMMITTEE MEETING

The Library committee meeting was held on 18/11/2021 under the chairmanship of Dr. Ashish S. Nichani and the following undersigned members were present.

The committee has reviewed last meeting minutes which was held on 14-08-2021. The Committee discussed in detail about the previous minutes of committee & verified the services and the committee recommends of the following: -

1. The committee members discussed and suggested to librarian to increase the user's statistics in library.
2. The committee has discussed and checked the status of e-journals subscribed for 2021.
3. The committee has suggested to the librarian to take action for extending library hours for students.
4. The committee has discussed about NAAC inspection.
5. The meeting has submitted to Dean /Director status of HELINET Consortium.

(Dr. Ashish S. Nichani)  
Chairman  
Library Committee

1. Dr. Raghunandan
2. Dr. Bharath
3. Dr. Tushar
4. Dr. Sushmini
5. Dr. Madhusudhan
6. Dr. Saleha
7. Dr. Mueedul
8. Mrs. Suprabha S.





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**Date: 13/03/2022**

### **MEETING NOTICE**

**To,**

All Committee Members-reg

**Subject:** Library Committee meeting- reg.

This is to inform all committee members that the Library Advisory Committee will meet in the Library on March 16<sup>th</sup> 2022 at 11.30 am. All members of the committee are requested to attend the same.

**Nichani**

**(Dr. Ashish S**

**Chairman  
Library Committee**

#### **Agenda:**

1. Books & journals Purchase for 2022
2. Feedback from students
3. E-journals & e- books



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Website: www.theoxford.edu

Ref. No.: TODCL/01-22/23

Date: 13/03/2022

### MEETING NOTICE

Subject: Library Committee meeting- reg.

:: :: :: :: ::

The Library committee meeting has been called on 16/03/2022 at 11.30 AM in the Library to discuss matters concerning the library & its improvement. All the members are requested to attend the same without fail.

#### Library Committee Members:

<u>Sl.No</u>	<u>Name</u>	<u>Position</u>	<u>Departments</u>
1	Dr. <u>Raghu</u> nandan	Co Chairman	Dept. of Orthodontics
2	Dr. Bharath	Member	Dept. of Pedodontics
3	Dr. Tushar	Member	Dept. of Prosthodontics
4	Dr. <u>Sushmi</u>	Member	Dept. of Oral Medicine
5	<u>Dr.Madhusudhan</u>	Member	Dept. of Public Health and Dentistry
6	<u>Dr.Saleha</u>	Member	Dept. of Oral Pathology
7	Dr. <u>Mueedul</u>	Member	Dept. of Oral Surgery
8	Mrs. <u>Suprabha S</u>	Member Secretary	Chief Librarian

#### Students Members:

1	Dr. <u>Athul S. Nath</u>	Member	PG Student, Pedodontics
2	Dr. <u>Kavashree</u>	Member	PG Prosthodontics
3	Rinku Jain	Member	UG Student

Thanking you,

(Dr. Ashish S Nichani)  
Chairman  
Library Committee



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### MINUTES OF THE LIBRARY COMMITTEE MEETING

The Library committee meeting was held on 16/03/2022 under the chairmanship of Dr. Ashish S. Nichani and the following undersigned members were present.

The Committee discussed in detail about the previous minutes and improvement of library services which was held on 18-11-2021 and the committee recommends of the following: -

1. The committee members discussed and suggested to librarian to take feedback from the students regarding library services.
2. The committee has discussed and suggested to librarian to purchase books for library for 2022.
3. The committee has suggested to the librarian to take requisition of journals from all the departments for the year 2022 for renewal of subscriptions.
4. The committee members have discussed about previous print journals 2020 and E-journals.
5. The committee has discussed about library requirements for NAAC inspection.

(Dr. Ashish S. Nichani)  
Chairman  
Library Committee

1. Dr. Raghunandan
2. Dr. Bharath
3. Dr. Tushar
4. Dr. Sushmini
5. Dr. Madhusudhan
6. Dr. Saleha
7. Dr. Mueedul
8. Mrs. Suprabha S.

Proceedings of the Institutional curriculum committee meeting

TODC/IQAC/ICC/2021-22/01

Date: 02/09/2021

The meeting was conducted with the members of the committee of Conduct & Participation in Conferences papers published, presented & Books, Chapters edited & authored on 02/09/2021 in the Oxford Dental College, Board room at 10.30 a.m.

All the members who attended the meeting gave valuable insights on conduction of conferences, seminars and workshops. More renowned speakers were planned to invite to deliver guest lecturers in respective department.

The following were the members present for the meeting










Name	Designation	Department
Dr Champa C	Chair Person	Reader Conservative Dentistry & Endodontics
Dr Savitha	Member Coordinator	Reader Prosthodontics
Dr Sushmini	Member	Reader Oral Medicine and Radiology
Dr Amitha	Member	Reader Periodontics
Dr Shilpashree	Member	Reader Public Health Dentistry
Dr Ashita	Member	Senior Lecturer Orthodontics
Dr Bharath	Member	Reader Pedodontics and Preventive dentistry
Dr Seema	Member	Senior Lecturer Oral pathology
Tejal	UG Student Female	Final BDS
Sachin	UG Student Male	Final BDS
Dr Vinitha	PG Student Female	Oral Medicine and Radiology
Dr Kalyan	PG Student Male	Oral Medicine and Radiology



**THE OXFORD DENTAL COLLEGE**  
**BOMMANAHALLI , HOSUR ROAD, BANGALORE- 68**

Minutes of meeting 20/10/2022

**MEMBERS**

1. Dr.A.R.Pradeep-Chairperson 
2. Dr.Sushmini .Hegde-Member Secretary
3. Dr.Priya Subramaniam 
4. Dr.Archana 
5. Dr.Malathi Dayalan 
6. Dr.Lakshmi kanth 
7. Dr.Srirekha 
8. Dr.Harish kumar
9. Roshan 
10. Dr.Nandini (prostho PG) 
11. Dr.Abu Sawood 

Member secretary welcomed the members and briefed about the agenda for the meeting. . The chairperson also put forth that MOUs for collaboration should be taken forward by all departments .The meeting also discussed regarding forth coming NAAC inspection .It was also discussed to conduct a programme on SOPs for conducting research.

Member secretary concluded the meeting thanking members for attending



Dr.Sushmini

Member secretary