

**Minutes of IMC Meeting held in
Year 2022**



ARMY COLLEGE OF DENTAL SCIENCES

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NAAC Accredited 'A' & Certified ISO 9001 : 2015 & ISO 14001 : 2015

Minutes of Meeting for Institutional Management Committee (IMC) held for AY 2021-2022

The following issues from all stakeholders were addressed in the meeting: -

1. Academic

Approval and recognition of MDS degree is with executive committee members of DCI and will be forwarded to Ministry of Health and Family Welfare, Govt of India. All committees were reconstituted as per the new NAAC guidelines.

2. Student Development

Ethics Committee registration has been completed.

3. Staff Development

Registration of Prevention of Sexual Harassment (POSH) has been completed. Recruitment of replacement vacancies have been completed and all selected candidates have been informed.

4. Infrastructure Development

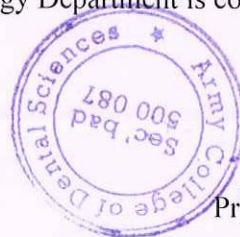
Cleaning of septic tank was carried out.
Mandir renovation and construction of shed completed.

5. Finance

Project of CBCT installation is completed.
Solar Renewable Energy project approval was given by the Chairman.

6. Administration

Extension work of waiting area at Radiology Department is completed.



Principal

PRINCIPAL
Army College of Dental Sciences
Secunderabad-500 087

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Minutes of Meeting for Institutional Management Committee (IMC) held on 23rd June 2021

The following issues from all stakeholders were addressed in the meeting: -

1. Academic

Rs 45 lakhs have been obtained from Punjab National Bank for Mobile Dental Van of ACDS as per the specifications given by team of doctors of ACDS.

The Process for submission of documents for NAAC is already underway and a time-based plan has been prepared.

2. Student Development

Proposal of Procuring CBCT for the institute has been approved through CTS funds. Student exchange Program was not implemented this year due to COVID restrictions.

Inter Departmental PG and UG Meet was conducted via Zoom Meeting.

3. Staff Development

Hiring process of Junior and Senior Lecturer has been initiated.

4. Infrastructure Development

Proposal for construction of new PG block with space requirement of 20,000 sq ft has been accepted by AWES.

5. Finance

The Chairman has allotted ACDS Rs 20 Lakhs for Procurement of Dental College Patient Management and Inventory Management system and Related Hardware. This will help in switching to paperless system in the institute.

6. Administration

Conversion of 30 old Hydraulic Chairs into electric chairs has been initiated.



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Principal
Army College Of Dental Sciences

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MINUTES : ARMY COLLEGE OF DENTAL SCIENCES INSTITUTE MANAGEMENT
COMMITTEE MEETING HELD ON 03 FEB 2022

General

1. The Institute Management Committee (IMC) Meeting of ACDS was held at HQ Telangana & Andhra Sub Area Conference Hall on 03 Feb 2022 at 1100 hrs. The following were present :-

- (a) Maj Gen Ranjeet Singh Manral, GOC TASA and Chairman ACDS.
- (b) Maj Gen AB Gorthi, AVSM, VSM (Retd).
- (c) Brig Sanjay Singh, Comdt MH, Secunderabad.
- (d) Brig EV Reddy (Retd).
- (e) Col Kamaldeep Singh, KC, Col GS (Trg), HQ TASA.
- (f) Col B P Panda, VSM, CO MDC, Secunderabad.
- (g) Col (Dr) K A Jeevan Kumar (Retd).
- (h) Dr S Subramanya Sharma, Principal ACDS.
- (j) Dr NDVN Shyam, Prof & HOD of Oral Pathology, Govt Dental College, Hyderabad, Rep of KNRUHS.
- (k) Dr Prasad Chitra, Prof & HoD of Orthodontics, ACDS
- (l) Dr Mamta Kaushik, Prof & HoD of Conservative Dentistry, ACDS
- (m) Col P G Krishna (Retd), Registrar and Member Secy, ACDS

2. Registrar ACDS welcomed the new Chairman of ACDS Maj Gen Ranjeet Singh Manral and other new and old members of IMC. IMC members introduced themselves to the new Chairman ACDS.

3. Registrar gave out the progress on the points of previous IMC meeting. Thereafter, Principal presented the Academic points, followed by Registrar presenting the administrative aspects including the income and expenditure state for the Financial Year 2020-21 as on 31 Dec 2021 and the Draft Budget Plan for the Financial Year 2022-23. Details of the presentation, discussions and decisions arrived at are given in the succeeding paragraphs.

PART - IPROGRESS ON THE MINUTES OF PREVIOUS IMC HELD ON 23 JUN 2021

Ser No	Points	Action	Info
4.	<p><u>MDS Recognition Insp by DCI.</u> Registrar info IMC that MDS recog insp by DCI was conducted on 28 & 29 Jul 2021. Approval & recog of MDS degree from DCI & MOH & FW, GOI will normally take 6 to 9 months and the present status is that Executive Committee members of DCI approached General body on 20 Dec 21 for approval and it is yet to be fwd by DCI to MOH & FW, GOI.</p> <p><u>Dirns.</u> Chairman directed that the matter be pursued with DCI and recog be obtained at the earliest.</p>	ACDS	All
5.	<p><u>Rect of Teaching Staff.</u> Registrar info that rect of replacement vacancies were filled and all selected candidates have been recruited.</p>	ACDS	All
6.	<p><u>E-Library.</u> Registrar info IMC that KNR UHS & Dr NTR UHS are not providing the e-library facilities and it is mandatory as per DCI. So pvt firm M/S Knimbus, Haryana was hired to provide e-library facilities wef 01 Jul 2021 for an amount of Rs 88,500/- per annum.</p>	ACDS	All
7.	<p><u>POSH Committee.</u> Registrar info that POSH committee regn has been completed.</p> <p><u>Dirns.</u> Chairman directed that notices at Academic Block and hostels be placed to intimate students updating particulars of POSH committee members. He also directed that the students are to be briefed by POSH Committee members regularly.</p>	ACDS	All
8.	<p><u>Ethics Committee Registration.</u> Registrar info that Ethics Committee registration has been completed. Prior sanction of Ethics Committee is being obtained by student for dissertation topics.</p>	ACDS	
9.	<p><u>NGO Darpan Registration.</u> Registrar info that HQ AWES has not agreed to the proposal and recommend case to be taken up with HQ AWES as research funds are routed through Darpan Portal.</p> <p><u>Dirns.</u> Chairman directed that the issue needs to be taken up again with AG's Branch to facilitate release of research funds to professional Colleges.</p>	ACDS	All
10.	<p><u>Cleaning of Septic Tank.</u> It was intimated that cleaning of Septic tank was carried out.</p>	ACDS	All
11.	<p><u>Extn of Mandir.</u> Registrar info that the Mandir renovation and construction of Shed is completed.</p>	ACDS	All
12.	<p><u>Extn of Waiting Area: Radiology Dept.</u> Registrar info that extension work of waiting area at Radiology Dept is completed.</p>	ACDS	All

Ser No	Points	Action	Info
13.	<u>Repair of Security Wall.</u> Registrar info that the work is pending as it is not included in the budget. The same is being included in Budget for FY 2022-23.	ACDS	All
14.	<u>CCTV Installation in PG Hostel, Mess, Est & Accts Section and Girls Hostel Lobby.</u> Registrar info that installation of CCTVs has not been carried out and is being included in Budget of FY 2022-23.	ACDS	All
15.	<u>Renewal of Contracts: Security & Conservancy, Cafeteria and Pharmacy.</u> Registrar info that Security & Conservancy contracts have been renewed till 31 Aug 2022. Pharmacy contract has been renewed till 31 Mar 2022. Contract of Cafeteria has been changed to Sarani Enterprises and signed till 04 Sep 2022.	ACDS	All
<u>ACADEMIC POINTS BY PRINCIPAL</u>			
16.	<u>BDS Admissions & Univ Exams.</u> Principal explained regarding the admissions of 2021 to be held in 2022 and also explained about the University theory exams are in progress. The admissions for BDS batch of 2021 is likely to take place in third week of Feb 2022.	ACDS	All
17.	<u>Performance University Exams.</u> Principal explained that comparative results of the College with University percentage is good and efforts are being put in for further improvement.	ACDS	All
18.	<u>Important Events/ Achievements/ Visits.</u> Principal briefed the achievements/ events held and planned wef Jul 2021 till Dec 2021 to include NIRF ranking of 30 (Thirty) achieved by College and obtaining of ISO certificate 9001 of 2015 and 14001 of 2015. Award of Member of the Order of the British Empire (MBE) to Dr. Himangi Bhardwaj of first batch of ACDS and obtaining of 9 th rank in All India Civil Services exams in 2021 by Dr. Apala Mishra of 2012 batch was briefed to Chairman and members of IMC.		All
19.	<u>MoUs.</u> Principal briefed regarding the new MoUs signed with Sri Ramachandra Dental College (SRIHER), Chennai, International Rotary Club Sainikpuri and Swashodhan Trust, Hyderabad. Principal also briefed about the financial implications of new MoU to be signed with Foreign University, Faculty of Dental Sciences, University of Puthisastra, Cambodia. Principal info that Cambodia is not on the list of countries with whom India has signed MoU for student Exch Program and other Education related activities. <u>Dirns.</u> Chairman directed that the case be taken up with Ministry of HRD to ascertain whether the College can proceed to sign MoU with Puthisastra University, Cambodia.	ACDS	All

Ser No	Points	Action	Info
20.	<p><u>Est of Behavioural Sciences Unit with CDM, Secunderabad.</u> Principal informed regarding about the Letter of Intent (LoI) with CDM, Secunderabad for est of Behavioural Sciences Unit at ACDS and briefed about Preliminary pgmes on Soft Skill and Behavioural Management conducted on 06 Jan 2022 by Col Ajeesh Joseph & Gp Capt Vishwas Ashok Jamkar of CDM; A case for detailment of instructors to conduct classes at ACDS for student and staff has been fwd to CDM, Secunderabad. The reply from CDM, Secunderabad is awaited.</p> <p><u>Dirns.</u> Chairman directed that the proposal is good and to wait for reply from CDM. He also informed that if required, Comdt CDM can be approached for favorable decision in the matter.</p> <p style="text-align: center;"><u>ACADEMIC AGENDA PTS / IMP EVENTS FOR YEAR 2022</u></p>	ACDS & GS (Trg), HQ TASA	All
21.	<p><u>Outcome Based Edn.</u> Principal explained in brief the "Attributes" of a Dental profession in the outcome based edn. Chairman appreciated the efforts and exhorted faculty to implement NEP-2020 policy. He also explained about courses to be undertaken in the following :-</p> <p>(a) Behavioural Sciences.</p> <p>(b) Dental Edn Unit.</p> <p>(c) Research as learning tools.</p> <p>(d) Holistic learning.</p>	ACDS	All
22.	<p><u>Scientific Academic Forum – SAF CDE Pgme.</u> Principal info members regarding the SAF Pgme. Scientific Academic Forum is an organizational level committee to coordinate and conduct all internal and external courses/lectures/workshops in consultation with the respective departments to ensure participation and delivery of latest updates in knowledge, skills and attitudes to students and faculty. The total No of pgmes organised by SAF is 24 and 52 DCI CDE pts have been obtained from Telangana State Dental Council.</p>	ACDS	All
23.	<p><u>Dental Edn Unit.</u> Principal briefed about DEU. The Dental Education Unit is an empowered group of faculty who pursue excellence in teaching and learning processes by facilitating and certifying the faculty and students in various aspects of professional education and practice by creating opportunities for continuous Faculty/Student Development, hereby enhancing/enriching competencies/ proficiencies. It was started in Oct 2021 and four pgmes were conducted.</p>	ACDS	All

Ser No	Points	Action	Info
24.	<p><u>Outreach Pgmes & NSS Activities.</u> Principal briefed regarding the Dental camps and NSS & YRC Extension Programs from June 2021 onwards. The total beneficiaries included 2300 patients. The Patients who have reported to ACDS from camp is 160 and income generated from Camps is Rs 12,600/-. He also discussed about the fixing retractable awning to the Dental Van and improving audio visual systems to the Mob Dental Van costing approx Rs 1 to 2 lakhs.</p> <p><u>Dirns.</u> Chairman directed that modification suggested to Mob Dental van should include fans and other facilities to make the patients comfortable. Chairman also directed that ACDS should identify and extend the program to organisations which are taking care of specially challenged children/persons.</p>	ACDS	All
25.	<p><u>Lecture on Dental Hygiene at Army Centres / NCC Camps.</u> Principal briefed on the lectures conducted at Army Trg Centre and NCC Camps by ACDS.</p> <p><u>Dirns.</u> Chairman directed that these need to be conducted regularly.</p>	ACDS	All
26.	<p><u>NAAC.</u> Principal explained the time lines of events planned and for submission of SSR to NAAC, initiatives for better ranking and the fees to be paid to the NAAC.</p> <p><u>Dirns.</u> Chairman directed that efforts to be made to obtain A++ grading during the NAAC inspection.</p>	ACDS	All
27.	<p><u>Update on Bd Proceedings of Award Winners.</u> Principal informed that the Bd proceedings of Best Student trophy, Patrons Rolling Trophy and COAS trophy (over all best student) have been fwd to all concerned for approval.</p>	ACDS	All
28.	<p><u>Convocation Ceremony.</u> Principal intimated about the pgme and guests of honor. A separate briefing is being organised for the Convocation Ceremony on 10 Feb 2022.</p>	ACDS	All
29.	<p><u>Promotion without Pay & Benefits.</u> Principal explained regarding the Promotion of faculty without pay & benefits. The issue. was deliberated in detail by the IMC members.</p> <p><u>Dirns.</u> Chairman directed that case be taken up again with HQ Southern Comd and DGCW as it will benefit faculty w/o any financial implication.</p>	ACDS	All

Ser No	Points	Action	Info
30.	<p><u>Increase of BDS Seats from 40 to 50.</u> DCI inspection for increase of seats from 40 to 50 was carried out in 17 & 18 Dec 2019. Increase was not granted due to Non-recognition of ACDS under KNR UHS. BDS Degree of ACDS was recognized wef Nov 2020. College was undergone two DCI inspections in Dec 2020 and Jul 2021 for BDS & MDS recognition. DCI and Secy MOH & FW Govt of India have been requested to sanction increase from 40 to 50 seats without DCI inspection. MD AWES requested DGDS to liaise with MOHFW & DCI.</p> <p><u>Dirns.</u> Chairman directed CO MDC to progress the case with DGDS and ACDS should be prep for DCI Inspection, if the sanction is not accorded by MOH & FW.</p>	MDC (GL) & ACDS	All
31.	<p><u>Affiliation to MH.</u> Principal explained regarding the affiliation of College to MH Secunderabad and the assistance provided by MH Secunderabad. Though, MH Secunderabad is providing assistance, due to their commitments certain problems are being faced regarding teaching faculty. ACDS has signed MOU with ESI Hospital for extending teaching facilities. Principal informed that he interacted with Dean, ESI Medical Hospital and they have agreed to permit our students to attend classes of medical subjects at ESI. The methodology of sending our students to ESI Hosp and College are being finalized.</p> <p><u>Dirns.</u> Chairman directed that he be informed on the progress and all actions to be taken to benefit the students and ensure imparting quality education.</p>	ACDS	All
32.	<p><u>Procurement of ERP LMS.</u> The initial cost of procurement and high cost of AMC charged by vendors was explained. The firms have been asked to submit revised quotations reducing the AMC charges and the revised quotations have been received. The case for procurement of ERP and LMS is being processed on file.</p> <p><u>Dirns.</u> Chairman intimated that AMC charges quoted by them was very high and the case will be processed when received from ACDS on merits.</p>	ACDS & HQ TASA	All
33.	<p><u>Revision of Committees as per ISO & NAAC.</u> Principal explained about the revision of the committees as per ISO & NAAC. A total 26 committees were formed. The committees were ratified by IMC.</p>	ACDS	All

Ser No	Points	Action	Info
	<u>ADMINISTRATION & FINANCE</u>		
34.	Registrar ACDS has projected the issues pertaining to Administration, Major & Minor Projects and Finances of ACDS.		
	<u>Major Projects Completed.</u>		
35.	<u>Procurement of CBCT.</u> It was informed that the project has been Completed. Bharat Dynamics Limited, Hyderabad as part of Corporate Social Responsibility donated the CBCT machine and is being fully utilized for ACDS.	ACDS	All
36.	<u>Construction of PG Block.</u> Registrar info IMC that the Bd Proceedings for the PMC is held up at HQ Southern Command. MD AWES was appraised during web conf on 13 Jan 2022 and Brig Adm, HQ Southern Comd was briefed on 22 Jan 2022 and fresh letter fwd to HQ Southern Comd for finalization of PMC was fwd on 27 Jan 2022. Dr Mamta Kaushik, Prof & HoD of Conservative Dentistry intimated that plan of Construction needs to be revised to meet the requirements of PG Depts. It was informed that plan fwd to HQ AWES was only for obtaining sanction/ IPA. After PMC is finalised, fresh plans to include loc and other details will be worked out in consultation with PMC and all stake holders. Chairman informed the case is being resolved with HQ Southern Comd and sanction of PMC is likely to be accorded.	HQ TASA & ACDS	All
37.	<u>Solar Renewable Energy.</u> Registrar explained about the options of the Resco & Capex models and he also apprised that approval for Resco model has accorded and SoC being fwd to HQ TASA for IPA.	ACDS & HQ TASA	All
	<u>Dirns.</u> Chairman directed that the project should be implemented at the earliest.		
38.	<u>Progress on STP.</u> It was informed regarding the progress of STP that Statement of Case was returned by HQ AWES directing to use College Development Fund as CTS/ Grant-in- Aid cannot be utilized for infrastructure development. The approx cost of STP project is Rs 56 lakhs and College funds do not permit such a huge expdr. The issue of funding from welfare funds of HQ AWES was discussed.	ACDS & HQ TASA	All
	<u>Dirns.</u> Chairman directed to take up case with HQ AWES for sanction/ IPA from welfare funds.		
39.	<u>Property Tax.</u> Registrar explained the fresh tax liabilities on the property of ACDS and he also explained about the present status. JMC Commissioner was requested to relook on the Property Tax and JMC commissioner agreed to carry out reassessment on 06 Feb 22.	ACDS	All
	<u>Dirns.</u> Chairman directed that the issue to be resolved at the earliest with JMC commissioner and Regional Commissioner M & UA Dept.		

Ser No	Points	Action	Info
	<u>Minor Projects</u>		
40.	<p><u>Jio Internet Connection.</u> It was informed that Wi-Fi at Adm Block is fully functional. Provision of Wi-Fi connection for Girls and Boys hostels is being finalised. The expdr for the same is Rs 5,33,265/- and included in the budget for FY 2022-23.</p> <p><u>Dirns.</u> Chairman directed that utilisation of the Wi-Fi connection should be monitored and details of students/staff accessing free Wi-Fi should be maint by College before extending the facility to ensure that these facilities are not misused.</p>	ACDS	All
41.	<p><u>Progress on Disposal of Vehicles.</u> It was intimated that Board proceedings was delayed as Presiding Officer was on leave and will be finalised by 28 Feb 2022.</p> <p><u>Dirns.</u> Chairman directed to expedite the disposal of vehicles.</p>	ACDS	All
42.	<p><u>Procurement of 3D Printer.</u> It was explained that 5 quotations were recd for procurement of 3D Printer. Bd proceedings are being finalised and approval is in progress.</p>	ACDS	All
43.	<p><u>Est of Basic Skill Lab.</u> Bd proceedings are being finalised and approval is in progress for est of Basic Skills Lab from Grant-In-Aid.</p>	ACDS	All
44.	<p><u>Procurement of Kiosk & Software for ECHS.</u> It was informed that as per directions of Central Organisation ECHS there is requirement of installation of Kiosk at ECHS Reception from M/s Source Dot com Pvt Ltd to enable identification and authentication of ECHS beneficiaries at Hospitals. Approval has been accorded by HQ TASA and it will be procured and installed by 01 Mar 2022.</p>	ACDS	All
45.	<p><u>Procurement of Items out of GIA for FY 2021-22.</u> Registrar explained regarding the procurement of the equipment for FY 2021-22 out of GIA sanctioned. He also informed that the procurement will be completed by 31 Mar 2022.</p>	ACDS	All
46.	<p><u>Procurement of Items out of GIA for FY 2022-23.</u> Registrar explained regarding the proposed procurement of the equipments for FY 2022-23. Case was projected to HQ AWES for approval of Rs 32.15 Lakhs. Chairman informed that the eqpt for Wi-Fi is being procured both from College funds and GIA.</p> <p><u>Dirns.</u> Chairman directed that in future such procurements should not be duplicated and projected from one source only i.e, GIA or College fund.</p>	ACDS	All

Ser No	Points	Action	Info
47.	<p><u>Conversion of Portion of Boys Hostel to Girls Hostel.</u> Registrar explained about the ratio of girls is higher than boys. He explained that the modification is required to segregate a portion of the Boys hostel to Girls hostel. The likely cost of project is about Rs 4.5 lakhs and will be done out of College Fund.</p> <p><u>Dirns.</u> Chairman directed that details of proposal be moved on file alongwith recommendations.</p>	ACDS	All
48.	<p><u>State of Accounts.</u> The state of accounts, term deposits of various funds till Dec 2021 alongwith the income over expdr was intimated to members. The proposed budget for FY 2022-23 was also intimated to members.</p>		
49.	<p><u>Addl Income Generation.</u> Registrar explained about the addl income generation for the college.</p> <p><u>Dirns.</u> Chairman directed that improvement of sports ground and hiring to organise to be planned and implemented.</p>	ACDS	All
50.	<p><u>Increment to Administrative/ Non Teaching Staff.</u> It was explained that performance based annual increment of 3% for all Non Teaching Staff (NTS) and Adm Staff who have completed one year of service is required to be given wef 01 Apr 2022. The 3% increment was not given in the year 2020 and it was recommended that in the year 2022 it is proposed to sanction 6% of increment. IMC members consented for the proposal.</p> <p><u>Dirns.</u> Chairman directed that the proposal be fwd on file with all financial implications.</p>	ACDS	All
51.	<p><u>Budget FY 2022-23.</u> The proposed budget for FY 2022-23 was presented to IMC members.</p> <p><u>Dirns.</u> Chairman directed that since the information was not given to IMC members prior to meeting, the same be circulated on noting sheet to all IMC members and incorporate the suggestions given by them. The proposed budget to put up for his perusal after circulating to all members on noting sheet.</p>	ACDS	All
<u>POINTS FROM IMC MEMBERS</u>			
52.	<p><u>Adm Work of Faculty.</u> Brig E V Reddy (Retd) intimated the adm work of faculty has increased due to ISO/ NAAC documentation procedures. He recommended that a suitable day in a week be earmarked by Principal to carry out all such adm work.</p> <p><u>Dirns.</u> Chairman directed Principal to work on the suggestion and be implemented.</p>	ACDS	All

Ser No	Points	Action	Info
53.	<p>Utilisation of 15 Acres. Brig E V Reddy (Retd) suggested the utilisation of 15 Acre land be given to a pvt organisation for Est of Med College/ Hosp as was given to Symbiosis Institute in Pune. In exchange for land, MoU can be signed and certain number of seats be reserved for wards of serving/ Retired Army personnel. MoU should include utilisation of med College staff and Hosp facilities by ACDS to train their students.</p> <p>Dirns. Chairman directed that feasibility of the same be examined before forwarding the proposal to HQ AWES.</p>	ACDS	All
54.	<p>Flexi Denture Eqpt. Brig E V Reddy (Retd) info that Flexi Denture Eqpt has also been given as CSR by BDL. The utilisation and earning be intimated by ACDS.</p> <p>Dirns. Chairman directed to utilise all the eqpt available and the earnings of Flexi Denture Eqpt be intimated to all IMC members.</p>	ACDS	All
55.	<p>Improvement of Entrance Gate. Col Kamaldeep Singh, KC recommended that facade of entrance, as also the name of ACDS on Mallikarjuna Building needs improvement.</p> <p>Dirns. Chairman directed that the maint be carried out immediately.</p>	ACDS	All
56.	<p>There being no other point, Chairman thanked everyone and declared the meeting closed.</p>		



[Signature]
Principal
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