

# MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IA & EC/ 2022/243

Date: 25/08/2022


## CIRCULAR

The Institutional Academic and Examination Committee Meeting will be held on 30/08/2022 at 01:30 pm in the Conference room of Mansarovar Dental College. Request the concerned committee members to attend the meeting.

S.NO	Position	Name of the person
1	Chairperson	Dr. B. Gurudutt Nayak
2	Committee coordinator (Controller of Exams) UG and PG	Dr. Richa Agarwal
3	Member (UG)Dept	Dr. Sapna Singh
4	Member (UG)Dept	Dr. Diwakar Mishra
5	Member (UG)Dept	Dr. Eshani Saxena
6	Member (PG) Dept	Dr. Saumil Dwivedi
7	Member (PG) Dept	Dr. Rashmi Singh

### **Agenda:**

1. To read and confirm the minutes of the last meeting held on 04/03/2022
2. To discuss the submission of the dissertation to the research committee for plagiarism
3. To discuss the timetable, duty roster, and submission of question paper of the first internal examination.
4. Follow up on the proper functioning of the PTM committee.
5. To discuss the about of slow learners and conduction of remedial classes for them.
6. To discuss the schedule of seminars, presentations, interdisciplinary program and group discussions for both UG and PG students.
7. To discuss the progress report of postgraduate students.
8. Any other relevant matter to discuss with the permission of the chair.

  
**Principal**  
**Dr. B. Gurudutt Nayak**  
**Principal**  
Mansarovar Dental College  
BHOPAL

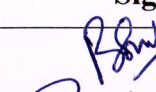
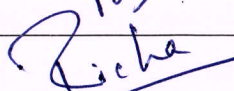

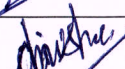
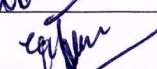
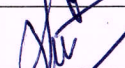
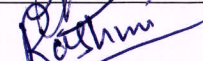
## Institutional Academic and Examination Committee

ACADEMIC YEAR 2022-2023

Date: 30/08/2022

The first meeting of Institutional Academic and Examination Committee; Mansarovar Dental College for the academic year 2022-23 was held in the Conference room, on 30/08/2022 at 01:30 pm.

### MEMBERS:

S.NO.	Position	Name of the person	Signature
1	Chairperson	Dr. B. Gurudutt Nayak	
2	Committee coordinator (Controller of Exams) UG and PG	Dr. Richa Agarwal	
3	Member (UG)Dept	Dr. Sapna Singh	
4	Member (UG)Dept	Dr. Diwakar Mishra	
5	Member (UG)Dept	Dr. Eshani Saxena	
6	Member (PG) Dept	Dr. Saumil Dwivedi	
7	Member (PG) Dept	Dr. Rashmi Singh	

### Agenda:

1. To read and confirm the minutes of the last meeting held on 04/03/2022
2. To discuss the submission of the dissertation to the research committee for plagiarism
3. To discuss the timetable, duty roster, and submission of question paper of the first internal examination.
4. Follow up on the proper functioning of the PTM committee.
5. To discuss the about of slow learners and conduction of remedial classes for them.
6. To discuss the schedule of seminars, presentations, interdisciplinary program and group discussions for both UG and PG students.
7. To discuss the progress report of postgraduate students.
8. Any other relevant matter to discuss with the permission of the chair.

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**Minutes of the Meeting are as follows:**

Dr. B. Gurudutt Nayak, Principal of **Mansarovar Dental College** welcomed the members.

1. Dr. Richa Agarwal Committee coordinator (Controller of Exams) UG and PG of MDC read the minutes of the last meeting and committee members unanimously accepted the minutes of the last meeting held on 04/03/2022.
2. The Principal instructed all the PG guides to get assurance from postgraduate students for submission of their dissertation for checking before 25<sup>th</sup> October 2022.
3. The examination committee scheduled the first internal examination from 06/09/2022. Committee members and HODs/ incharges of respective departments shall prepare the relevant timetable. The principal instructed that the question papers should be submitted to the Exam controller one week before the date of the examination.
4. Follow-up of the parent's teacher committee was taken.
5. Slow learners will be identified based on their performance in the first and second internal examination. HODs / in charges are instructed to conduct remedial classes for the improvements of these students.
6. Topics have been decided and distributed to students for presentation, seminar and group discussion.
7. HODs discussed the progress report of PG students.
8. Since there was no other matter the meeting ended with a vote of thanks by Dr. Richa Agrawal committee coordinator.

**Resolutions**

1. Dissertations of all the PG students should be submitted for plagiarism.
2. Time table, duty roster and question papers will be submitted to exam controller.
3. Proper functioning of PTM will be followed up.
4. Remedial classes for slow learners will be scheduled.
5. Seminar and group discussion topics and scheduled will be finalized.
6. Progress report of PG students will be discussed.



**Coordinator**

DR RICH AGRAWAL



**Chairperson**

## Action taken report for Previous meeting

Sr. No.	RESOLUTION	ACTION TAKEN REPORT
1.	Syllabus of BDS students should be completed.	Syllabus of BDS students has been completed one month before the examination
2.	Dates of internal examinations should be finalized.	Dates of internal examination have been finalized as per the academic calendar.



**Coordinator**  
DR RICHHA AGRAWAL



**Chairperson**

# MANSAROVAR DENTAL COLLEGE, BHOPAL

Ref.No.-MDC/IA & EC/ 2023/ 118

Date: 04/03/2023


## CIRCULAR

The Institutional Academic and Examination Committee Meeting will be held on 06/03/2023 at 02:00 pm in the Conference room of Mansarovar Dental College. Request the concerned committee members to attend the meeting.

S.NO	Position	Name of the person
1	Chairperson	Dr. B. Gurudutt Nayak
2	Committee coordinator (Controller of Exams) UG and PG	Dr. Richa Agarwal
3	Member (UG)Dept	Dr. Sapna Singh
4	Member (UG)Dept	Dr. Diwakar Mishra
5	Member (UG)Dept	Dr. Eshani Saxena
6	Member (PG) Dept	Dr. Saumil Dwivedi
7	Member (PG) Dept	Dr. Rashmi Singh

### Agenda:

1. To read and confirm the minutes of the last meeting held on 30/08/2022
2. To discuss the completion of the syllabus for UG and PG students.
3. To discuss the timetable, duty roster, and submission of question paper of the Pre-University examination.
4. Follow up the remedial classes of slow learners and seminar, Presentation by advance learners.
5. To discuss about dates and panel of final practical examination for BDS IV year students.
6. Discussion to conduct Mock examinations for Post Graduate students.
7. Any other relevant matter to discuss with the permission of the chair.

  
**Principal**  
**Dr. B. Gurudutt Nayak**  
**Principal**  
Mansarovar Dental College  
BHOPAL


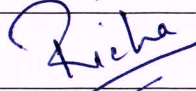

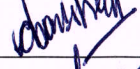
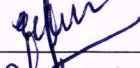
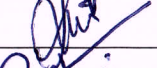

## Institutional Academic and Examination Committee

THE ACADEMIC YEAR 2022-2023

Date: 06/03/2023

The second meeting of the Institutional Academic and Examination Committee; Mansarovar Dental College for the academic year 2022-23 was held in the Conference room, on 06/03/2023 at 02:00 pm.

### MEMBERS:

S.NO	Position	Name of the person	Signature
1	Chairperson	Dr. B. Gurudutt Nayak	
2	Committee coordinator (Controller of Exams) UG and PG	Dr. Richa Agarwal	
3	Member (UG)Dept	Dr. Sapna Singh	
4	Member (UG)Dept	Dr. Diwakar Mishra	
5	Member (UG)Dept	Dr. Eshani Saxena	
6	Member (PG) Dept	Dr. Saumil Dwivedi	
7	Member (PG) Dept	Dr. Rashmi Singh	

### Agenda :

1. To read and confirm the minutes of the last meeting held on 30/08/2022
2. To discuss the completion of the syllabus for UG students.
3. To discuss the timetable, duty roster, and submission of question paper of the Pre-University examination.
4. Follow up the remedial classes of slow learners and seminar, Presentation by advance learners.
5. To discuss about dates and panel of final practical examination for BDS IV year students.
6. Discussion to conduct Mock examinations for Post Graduate students.
7. Any other relevant matter to discuss with the permission of the chair

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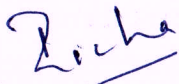
**Minutes of the Meeting are as follows:**

Dr. B. Gurudutt Nayak, Principal of **Mansarovar Dental College** welcomed the members.

1. Dr. Richa Agarwal, Committee coordinator( Controller of Exams) UG and PG of MDC read the minutes of the last meeting and committee members unanimously accepted the minutes of the last meeting held on 30/08/2022.
2. Dr. B. Gurudutt Nayak discussed with the staff about the syllabus completion. All the teachers teaching for BDS were instructed to complete their syllabus atleast one month before the end of session.
3. Committee members and HODs/ incharges of respective departments shall prepare the relevant timetable. The principal instructed that the question papers should be submitted to the Exam controller one week before the date of the Pre-University examination.
4. Follow-up was taken from the respective faculty for the remedial classes, presentations, and seminars.
5. HODs are instructed to finalize the timetable and send the examiner panel to MPMSU 15 days before the conduct of practical examinations of BDS IV year students.
6. It was decided to conduct Mock examination from 05/06/2023
7. Since there was no other matter the meeting ended with a vote of thanks by Dr. Richa Agrawal committee coordinator.

**Resolutions**

1. Syllabus of the BDS II and III year students should be completed before pre university
2. Time table, duty roster and question papers of pre university will be submitted to exam controller
3. Dates and panel will be finalized
4. Mock examination of PG students as per the guidelines of MPMSU

  
**Coordinator**

DR RICHHA AGRAWAL

  
**Chairperson**

## Action taken report for Previous meeting

Sr.No.	RESOLUTION	ACTION TAKEN REPORT
1	Dissertations of all the PG students should be submitted for plagiarism	All the post graduate students have submitted their dissertations
2	Time table, duty roster and question papers will be submitted to exam controller	Time tables, duty roster and question papers have submitted one week before first and second internal examinations to exam controller.
3	Proper functioning of PTM will be followed up.	PTM was conducted after first internal examination.  All the grievances have been submitted to PTM committee.
4	Remedial classes for slow learners will be scheduled	Remedial classes were scheduled for slow learners and classes are going on smoothly.
5	Seminar and group discussion topics and scheduled will be finalized.	Seminars and group discussions are running according to schedule.
6	Progress report of PG students will be discussed.	Progress report of PG students were discussed.



**Coordinator**

DR RICHHA AGRAWAL



**Chairperson**