

PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/053

Date:-22-01-2025

OFFICE ORDER

Dear All Head of Departments,

Subject: Submission of Basic Proforma for Interns Quota Manual

This is to kindly remind all Heads of Departments to submit the basic proforma for the Interns Quota Manual to the Principal's PA office by 24th January 2025.

Your prompt cooperation in this matter will be highly appreciated.

Thank you for your support.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/050

Date:-21-01-2025

OFFICE ORDER

Dear All Head of Departments,

Subject: Ensuring Cleanliness and Timely Resolution of Maintenance Issues

This is to remind all Heads of Departments (HoDs) about the importance of maintaining cleanliness and addressing maintenance issues promptly in your respective departments, seminar rooms, laboratories, toilets, and other areas under your purview.

To ensure seamless coordination and timely resolution of issues, please adhere to the following guidelines:

1. Cleanliness:

Ensure that your department, seminar room, labs, and toilets are maintained in a clean and hygienic condition at all times.

Conduct regular inspections and address any lapses immediately.

2. Plumbing and Electrical Issues:

In case of any plumbing, electrical, or other maintenance issues, the complaint must be entered in the Complaint Register placed in the Principal's Office.

The complaint must be submitted as a hard copy, duly signed by the Nodal Officer appointed by the concerned department or by the HoD himself/herself.

3. Resolution of Complaints:

The outsourced agency will address the complaints. The resolution timing will be recorded in the Complaint Register.

Kindly ensure that the appointed Nodal Officer or HoD regularly follows up on the status of the complaint.

4 Feedback on Resolution:

After the issue is resolved, the HoD must submit written feedback regarding the resolution, stating whether the issue has been satisfactorily resolved or if further action is required.

We request all HoDs to take this matter seriously and ensure strict compliance to maintain a conducive and professional working environment

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/048

Date:-20-01-2025

OFFICE ORDER

This is to inform all students (both UGs and PGs), Interns, faculty & staff that "Uttar Pradesh Day" is being organized on 24th January 2025 at 11: 30 am in the Auditorium (top floor Dental Block) as per notice received from ABVM University, Lucknow.

The theme of the programme is "Development and heritage on the path of progress Uttar Pradesh".

The following competitions/events will be organized which are as follows:-

- 1. Cultural programme
- 2. Competition
- 3. Road show
- 4. Conference
- 5. Seminars
- 6. Exhibitions

Dr. Neeraj Kant Panwar (Head of Department, Pedodontics & Preventive Dentistry) will be Incharge to organize the above events. **Dr.** Vartika Verma (Senior Lecturer, Department of Periodontology) & **Dr.** Jyoti Ravi (Senior Lecturer, Department of Oral Pathology).

All students (both UGs and PGs), Interns, faculty & staff shall submit their names to take part in the above events should to **Dr. Vartika Verma** (Senior Lecturer, Department of Periodontology) & **Dr. Jyoti Ravi** (Senior Lecturer, Department of Oral Pathology) by 23th January 2025.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

CC to: -

- 1. Registrar copy,(ABVM University, Lucknow)
- 2. Hony, Secretary, for kind information
- 3. Joint Secretary, for kind information
- 4. Director General KGI
- 5. All HOD's / Departments
- 6. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/048

Date:-20-1-2025

NOTICE

1st Year BDS University Practical Examination Schedule (Supply.) January, 2025. (Time-09:00am)

SR No.	Date	Day	Name of Subject
1	23/01/2025	Thursday	Human Anatomy

Note:-Those students who have not cleared their dues will not be allowed to appear in the CCS University Practical examinations.

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meeting

Cc to:

- 1. Office Copy
- 2. Notice Board
- 3. Respective HODs
- 4. Girls & Boys Hostel



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/047

Date:-20-01-2025

OFFICE ORDER

Dear All Head of Departments,

Subject: Request for Participation in Reel Making Event

Greetings!

We are excited to announce a Reel Making Event, aimed at fostering creativity and providing students with a platform to showcase their talent. We would like to invite students from your esteemed department to participate in this event and bring their unique perspectives and creativity to the forefront.

Please find attached the event leaflet with all the necessary details, including the theme, guidelines, and submission process. We kindly request your support in encouraging the students of your department to participate and make this event a grand success.

We look forward to enthusiastic participation from your department. For any further queries, please feel free to contact us.

Thank you for your cooperation and support.

Warm regards,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/046

Date:-18-01-2025

OFFICE ORDER

Dear All Heads of Departments/Students,

This is to inform all students that from 20.01.2025 the timing for submitting leave applications will be fixed as follows:

Leave Application Submission Hours:

Monday to Saturday: 11:00 AM to 12 PM, 2.30 PM to 3.30 PM

Leave applications will not be accepted outside of these hours (Except Emergency cases only)

Kindly ensure that all leave requests are submitted within the designated time frame to avoid any inconvenience.

Only for Emergency Cases

For any further queries, please contact the administration office.

Thank you for your cooperation.

Sincerely,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

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PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/045

Date:-18-01-2025

OFFICE ORDER

Dear All Department Heads,

Subject: Submission of Dental Chair Complaints

It is hereby informed that all respective departments are required to report any issues, malfunctions, or complaints regarding dental chairs to Dr. Ashish Kumar (Head of Dental Chair committee) for timely resolution and maintenance.

Instructions:

- 1 Submit detailed complaints in writing, clearly specifying the issue with the chair(s) (e.g., malfunctioning parts, electrical faults, upholstery damage).
- 2 Include the chair's identification number or location for precise reference.
- 3 Submit the complaints by [insert deadline date] to ensure prompt action.

Your cooperation is essential to maintain operational efficiency and patient care standards.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
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PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/044

Date:-17-01-2025

NOTICE

IVth Year BDS University Practical Examination Schedule (Main & Supply.)

January, 2025. (Time-09:00am)

SR No.	Date	Day	Name of Subject
1	21/01/2025	Tuesday	Orthodontics & Dentofacial Orthopedics

Note:-Those students who have not cleared their dues will not be allowed to appear in the CCS University Practical examinations.

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Cc to:

- 1. Office Copy
- 2. Notice Board
- 3. Respective HODs
- 4. Girls & Boys Hostel



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/043

Date:-17-01-2025

STUDENTS NOTICE

This is to inform all the BDS-2nd year students Batch 2022-23 that BDS 2nd year examination is to be held on as mentioned below with other details:-

Sr No.	No. Date Day		Subject	
1	21.01.2025	Tuesday	General Pathology & Microbiology	
2	23.01.2025	Thursday	General and Dental Pharmacology & Therapeutics	
3	25.01.2025	Saturday	Dental Materials	

Center of BDS Examination: Kalka Dental College, Meerut

Venue: Room No. LT-I (3rd Floor Dental Building)

Time of Examination: 11AM to 02.00 PM

Instructions to Candidates

1. Candidates will be allowed to enter the examination hall on production of Admit Card.

- 2. Candidates are instructed to enter the examination hall atleast 01 hour before the commencement of the examination. After 10:30 am no candidate will be allowed to enter the examination hall.
- 3. Candidate will be allowed to leave the examination hall only after 2 hours of the commencement of the examinations.
- 4. Candidates shall sign the attendance sheet when directed by invigilator(s).
- 5. Candidates are not allowed to carry any textural material printed or written matter or bits of paper or any other material except the admit card inside the examination hall. Papers, cellular phones, Bluetooth devices or any electronic scanning/transmission device are prohibited in the examination hail.
- 6. Candidates who indulge in any misdemeanour shall be deemed as misbehaviour and the defaulting candidates shall forfeit the right to continue in the examination hall. The decision of the Chief invigilator shall be final.
- 7. No candidate should leave his/her seat in the examination hall without permission of the invigilator until he/she finally submits the answer booklet to the invigilator.
- 8. Candidate shall not leave any identification mark anywhere in the answer book. if any candidate put's any type of identification mark on the answer book, then it will be considered as use of unfair means and suitable action will be taken as per rules.

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/04D

Date:-17-01-2025

Office Order

Dear All Heads of Departments,

<u>Subject: Conduction of Pre-Thesis Evaluation for Postgraduate Departments</u> <u>before submission of main thesis</u>

This is to inform all Heads of Postgraduate Departments that the evaluation of the pre-thesis must be conducted twenty days prior to the submission of the main thesis.

To ensure uniformity and collaboration, it has been decided to organize the prethesis evaluations at a common platform encompassing all postgraduate disciplines of this institution.

You are kindly requested to coordinate with your department faculty and postgraduate students to prepare for the pre-thesis evaluation Detailed schedules and requirements will be communicated shortly.

Your cooperation in this matter is essential to ensure a smooth and efficient process. For any queries or suggestions, please feel free to contact the undersigned.

Thank you for your support and timely action.

Best regards,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/041

Date:-17-01-2025

Office Order

Dear All Heads of Departments,

Subject: Submission of Required Information for Self-Assessment Form of DCI

This is to inform you that the required information from your respective departments is urgently needed for the completion of the Self-Assessment Form of the Dental Council of India (DCI).

You are requested to compile and submit the necessary details at the earliest. Kindly ensure that the information reaches this office within three days from the date of this communication.

Your prompt cooperation in this matter is highly appreciated. Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your support

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/040

Date:-17-01-2025

Office Order

Dear All Heads of Postgraduate Departments,

All Heads of Departments (HoDs) of postgraduate disciplines are requested to direct:

- 1. Third-year postgraduate students of their respective disciplines to submit their main thesis by the end of February 2025.
- 2. First-year postgraduate students to submit the synopsis of their thesis by the end of March 2025.

The submission process must strictly follow the guidelines of ABVM University and DCI regulations.

Additionally, the following must be ensured:

Submission of library dissertations.

Deliverance of seminars, participation in journal clubs, case discussions, and completion of the required quota of clinical work as per DCI/ABVM University norms.

Fulfillment of the required quota for paper/poster presentations and research paper publications, as per the prescribed guidelines.

Strict adherence to attendance criteria for both academics and clinicals, as per regulations.

Note: Any deviations from these guidelines will not be tolerated.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies.

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
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PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/039

Date:-17-01-2025

Office Order

Dear All Heads of Departments,

Subject: Submission of Basic Proforma for Interns Quota Manual

This is to kindly remind all Heads of Departments to submit the basic proforma for the Interns Quota Manual to the Principal's PA office by 20th January 2025.

Your prompt cooperation in this matter will be highly appreciated.

Thank you for your support.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

CC to: -

Hony, Secretary, for kind information
 Joint Secretary, for kind information

3. Director General KGI

4. All HOD's / Departments

5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/038

Date:-16-01-2025

Office Order

Dear All Heads of Departments,

Subject: Guidelines for Sanction of Leave for Faculty and Staff

This is to remind all Heads of Departments (HoDs) about the procedure for sanctioning faculty and staff leave to ensure smooth departmental functioning.

1. Prior Leave Sanction:

Faculty and staff members must obtain prior leave approval from the respective HoD.

Once sanctioned by the HoD, the leave application must be forwarded to the undersigned for final approval.

2. HoD Leave Process:

If a HoD intends to proceed on leave, they must:

a. Assign their responsibilities to the next appropriate authority within the department.

b. Obtain prior approval for their leave from the Principal.

Before any leave is approved, kindly ensure that:

1. The leave request is submitted with adequate notice.

2. The request is reviewed and verified for any operational impact.

3. Necessary adjustments or replacements for duties are made if applicable.

4. Appropriate documentation is provided, if necessary (e.g., medical certificate for sick leave).

It is imperative to follow this protocol strictly to maintain operational efficiency and avoid any disruptions in academic, patient work and administrative tasks.

Thank you for your cooperation.

Best regards,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

CC to: -

1. Hony, Secretary, for kind information

2. Joint Secretary, for kind information

3. Director General KGI

4. All HOD's / Departments

5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/037

Date:-16-01-2025

Office Order

Dear Heads of Departments,

Subject: Reminder Regarding Submission of Crucial Departmental Details

This is to remind you that certain departments have not yet submitted the required details as sought in the previous communication. Specifically, the following information is pending:

- 1. Number of patients visiting your department per day along with the criteria laid down by DCI for two units.
- 2. Details of lectures, seminars, journal club meetings, and case discussions conducted in your department.

These details are essential to identify gaps, improve operations, and ensure compliance with DCI criteria. Your specific suggestions and recommendations to fulfill the DCI requirements are also awaited.

It is reiterated that this information must be submitted within two days

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/036

Date:-16-01-2025

Office Order

Dear, Committee Member's Name

Subject: Reminder: Non-Submission of Report and Specific Recommendations

I hope this message finds you well.

This is to bring to your attention that the ["Materials Audit Report for] has not been submitted as per the agreed timeline. The timely submission of this report is critical for [state purpose, e.g., "ensuring compliance with audit protocols and maintaining operational efficiency"

In light of this, we kindly request you to prioritize the preparation and submission of the report within the next two days

To assist you, please consider incorporating the following recommendations:

- 1. Ensure Detailed Analysis: Include a comprehensive review of all materials, their usage, and discrepancies, if any.
- 2. Highlight Key Findings: Clearly outline significant observations and any areas of concern.
- 3. Provide Actionable Suggestions: Suggest corrective actions or improvements where necessary.

Looking forward to your prompt response and submission.

Best regards,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Committee Member's
- 6. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/035

Date:-14-01-2025

Office Order

All Heads of Departments,

<u>Subject: Request for Status Update on Final Year BDS Students Comprehensive Report and Recommendations</u>

Committee Members

I am writing to enquire about the status of the comprehensive report and recommendations regarding the complaints submitted by the final year BDS students. It has come to our attention that the report and recommendations are still awaited, and this matter requires urgent attention.

Given the importance of timely resolution, you are kindly requested to submit your response, including the report and recommendations, within two days positively. Your cooperation in resolving this matter promptly will be greatly appreciated.

Thank you for your understanding and swift action.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/034

Date:-14-01-2025

Office Order

This is to inform all the students (both UG's and PG's), Interns & faculty that Kalka Dental College in coordination with Vidyanta will be conducting workshop on topic "Basic Cardiopulmonary Life Support" on 23rd January 2025 in Dental Building auditorium.

All students and faculty members are directed to whole heartedly participate in this academic oriented program and make it a successful event.

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Heads of Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/032

Date:-13-01-2025

EXAMINATION DUTY NOTICE

The Following faculty members are appointed for the smooth conduct of BDS 3rd Year regular University examination for the Batch 2021-2022 as per directions of Atal Bihari Vajpayee Medical University, Lucknow;-

S.No.	Date/Subject	Name of Faculty	Duty Assigned	Signature
		Dr. Neeraj Kant	Chief Invigilator	
	15-01-2025	Panwar		
1.	General Medicine	Dr. Vartika Verma	Invigilator	
1.	(Wednesday)	Mr. Arif	Examination Assistant	
	(wednesday)	Mr. Rahul	Daftari	
		Ms Anjali	Grade IV	
	17-01-2025	Dr. Lalita Yadav	Chief Invigilator	
	General Surgery	Dr. Ashish Kumar	Invigilator	
2.	(Friday)	Mr. Arif	Examination Assistant	
	100 200 100 100 100 100 100 100 100 100	Mr. Rahul	Daftari	
		Mr. Kapil	Grade IV	
	DOSESTIONERS OF CORN SERVICE STATE OF THE SERVICE STATE STATE OF THE SERVICE STATE OF THE SER	Dr. Abhishek Kapoor	Chief Invigilator	
	20-01-2024 Oral Pathology	Dr. Asib Ahmad	Invigilator	
3.		Mr. Arif	Examination Assistant	
	(Monday)	Mr. Rahul	Daftari	
		Mr. Rame	Grade IV	

Center of BDS Examination: Kalka Dental College, Meerut

Venue: Room No. LT-I (3rd Floor Dental Building)

Time of Examination: 11AM to 02.00 PM

Note: Chief Invigilator is hereby directed to kindly verify the installation of CCTV with recording at examination centre-2 days before exam. For any query regarding the same, he can contact the undersigned.

Faculty members appointed are directed to collect the Answer booklets, seating plan from Principal Office and reach the examination centre 20 minutes before the start of examination. Question Papers will be delivered to exam centre by the office of Undersigned.

* Chief Invigilators are directed to send the sealed packet of answer booklets to the Controller of . Examination, Atal Bihari Vajpyee Medical University, Lucknow, Uttar Pradesh-226010 immediately after completion of examination.

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to:-

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Office Copy
- 5. Concerned Faculty



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/031

Date:-13-01-2025

Office Order

Office of the Principal [Kalka Dental College]

To,

All Heads of Departments

Subject: Procedure for Routing Official Issues/Permissions

Dear HODs,

This is to inform you that, effective immediately, any issues or permission requests concerning faculty, undergraduate and postgraduate students, and staff working under your control must be routed through the Principal's Personal Assistant (PA) Office.

The process is as follows:

1. Routing Through Principal's PA Office:

All official requests/issues must first be submitted to the Principal's PA Office.

The PA Office will maintain a proper record of each request, assigning it a unique number and date for tracking purposes.

2. Submission to Principal's Office:

The Principal's PA Office will compile the received requests in a dak pad and present them to the Principal's Office twice daily at 12:00 PM and 3:00 PM.

3. No Direct Access to Principal's Chamber:

No faculty member, student, or staff should approach the Principal's chamber directly. Except all HOD's all communication must follow the outlined procedure to ensure proper documentation and record maintenance.

This procedure aims to streamline communication, maintain an organized record, and ensure efficiency in addressing all concerns. Your cooperation in adhering to this process is essential and appreciated.

Thank you for your understanding and prompt action in implementing this directive.

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Office Copy

S.No.	All Department Cleaning
1	Glass Cleaning
2	Scraling Cleaning
3	Fan Cleaning
4	Web Cleaning
5	Fire equipment cleaning
6	Tiles Cleaning
7	PVC Wall Pannel cleaning
8	Giril cleaning
9	Stair cleaning
10	aluminium cleaning
11	Dustbin cleaning
12	Sink & tap cleaning
13	all Department Slab cleaning
14	Mirror cleaning
15	Detal Chair should be Proper cleaning
16	Cabin Glass aluminium cleaning
1.7	out side partical board cleaning
18	showcase cleaning
19	Dental chair Junk cleaning
20	Adjust fan all department cleaning
21	Dispenser cleaning
22	Notice board cleaning
23	Electrice Board cleaning
24	X-ray Wiywer cleaning
25	stair windows glass, slab, windows chaza cleaning
26	fall cilling cleaning
27	Strailization room sink & tap plile, proper clean
	toilet should be clean all hod Department
28	common wash room 3 time clean
29	water cooler & water filling clean
30	water despenser & water bottel clean
31	wall clock all department
32	sinary , Photos clean
33	denal life clean
34	dental dept. all lab
	semminar room scrren, projector, chair, and
35	tables clean
36	windows girill dusting , web clean, glass clean
37	curtain clean
38	dental opd stair , office stair clean
39	all Dept. washing and cleaning
	main gate channel and tin set, web clean, dusting
40 clean	



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/030

Date:-13-01-2025

Office Order

Subject: Compliance with Minutes of Meeting Regarding Sanitation of Departments

Dear All Concerned HODs, Manager Facilities, and Supervisor, Outsourced Sanitation Agency,

Please find enclosed the minutes of the meeting held on 10th January 2025 in the Principal's office regarding the working of the outsourced sanitation agency in the dental institution.

You are kindly requested to ensure strict compliance with the resolutions discussed and agreed upon during the meeting. Specifically, attention is drawn to the following:

- 1. Allocation of sanitation personnel to each department and adherence to their responsibilities.
- 2. Maintenance of cleanliness in all departments, lecture halls, seminar rooms, and toilets as per the specified schedule.
- 3. Timely addressing of plumbing and other maintenance issues. Daily monitoring and reporting by the designated Nodal Officers, with immediate rectification of shortcomings by the sanitation agency supervisor.

Your cooperation in implementing these resolutions is crucial to maintaining high standards of cleanliness and hygiene in the institution.

Thank you for your prompt action.

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meetus

Enclousure-1 Copy of Sanitation work

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HOD's / Departments
- 5. Mrs. Yogita, Facility Manager
- 6. Supervisor, Outsourced Sanitation Agency
- 7. Office Copy



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KALKA DENTAL COLLEGE

PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/029

Date:-13-01-2025

Minutes of the Meeting

Date: 10th January 2025

Venue: Principal's Office

Subject: Review of the New Outsourced Sanitation Agency's Working in the Dental

Institution

Attendees:

Dr. Purshotam Jha, Dean Academics, KGI

All Heads of Departments (HODs)

Mrs. Yogita, Manager Facilities

Supervisor, Outsourced Sanitation Agency

Agenda:

Evaluation of the working of the new outsourced sanitation agency

Discussion and Resolutions:

1. Allocation of Sanitation Personnel:

Out of the nine personnel assigned to the dental institution, one sanitation worker will be allocated to each concerned department.

Each worker will be responsible for maintaining the cleanliness of their respective department as per the agreed terms and conditions.

The cleaning activities...

The cleaning activities are to be completed before 9:00 AM each day.

2. Cleaning Standards:

All departments, lecture halls, seminar rooms, and related areas shall be cleaned daily.

Toilets will be cleaned thrice a day to maintain hygiene standards.

3. Plumbing and Other Maintenance Issues:

Daily plumbing and related maintenance issues for all departments shall be addressed by the plumber assigned by the outsourced agency.

Contd/....2



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

(2)

4. Monitoring and Reporting:

Each department will nominate a Nodal Officer to oversee the performance of the sanitation staff in their respective areas.

The Nodal Officer will maintain a daily logbook to record their satisfaction with the cleanliness and sanitation activities.

Any shortcomings will be reported immediately to the supervisor of the outsourced sanitation agency, who will ensure rectification without delay.

5. Manpower Compliance:

The outsourced agency must ensure that the number of sanitation personnel assigned to the dental institution is never less than the prescribed nine workers.

Conclusion:

The resolutions were unanimously agreed upon, and all present committed to ensuring their proper implementation. Any deviations or persistent issues will be reviewed in subsequent meetings.

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

an .

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerua

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Dean Academics KGI
- 5. All HOD's / Departments
- 6. Mrs. Yogita, Facility Manager
- 7. Supervisor, Outsourced Sanitation Agency
- 8. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/027

Date:-10-01-2025

STUDENTS NOTICE

This is to inform all the BDS-3rd year students Batch 2021-22 that BDS 3rd year examination is to be held on as mentioned below with other details:-

Sr No.	Date	Day	Subject	
1	15.01.2025	Wednesday	General Medicine	
2	17.01.2025	Friday	General Surgery	
3	20.01.2025	Monday	Oral Pathology & Microbiology & Forensic Odonotolog	

Center of BDS Examination: Kalka Dental College, Meerut

Venue: Room No. LT-I (3rd Floor Dental Building)

Time of Examination: 11AM to 02.00 PM

Instructions to Candidates

- 1. Candidates will be allowed to enter the examination hall on production of Admit Card.
- 2. Candidates are instructed to enter the examination hall atleast 01 hour before the commencement of the examination. After 10:00 am no candidate will be allowed to enter the examination hall.
- 3. Candidate will be allowed to leave the examination hall only after 2 hours of the commencement of the examinations.
- 4. Candidates shall sign the attendance sheet when directed by invigilator(s).
- 5. Candidates are not allowed to carry any textural material printed or written matter or bits of paper or any other material except the admit card inside the examination hall. Papers, cellular phones, Bluetooth devices or any electronic scanning/transmission device are prohibited in the examination hail.
- 6. Candidates who indulge in any misdemeanour shall be deemed as misbehaviour and the defaulting candidates shall forfeit the right to continue in the examination hall. The decision of the Chief invigilator shall be final.
- 7. No candidate should leave his/her seat in the examination hall without permission of the invigilator until he/she finally submits the answer booklet to the invigilator.
- 8. Candidate shall not leave any identification mark anywhere in the answer book. if any candidate put's any type of identification mark on the answer book, then it will be considered as use of unfair means and suitable action will be taken as per rules.

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies
Principal

Kalka Dental College
Restapur Bye Pass Road, Meerut



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/026

Date:-10-01-2025

OFFICE ORDER

Meeting of Dean Academics, Vice-Principal, All HOD's, Sanitation AMC Incharge and Mrs. Yogita Tripathi (facility manager) will be held today at 11:15 AM at Principal Office.

Agenda: Implementation of Sanitation in Dental Institution by outsources AMC Agency.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Principal
Kalka Dental College
Persapur Bye Pass Road, Meerup

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Dean Academics KGI
- 5. All HOD's / Departments
- 6. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/025

Date:-10-01-2025

OFFICE ORDER

Staff and Students going for Friday prayer posted in whichever department got to have gate pass issued from concerned department to avoid any conforation, with security of this institution.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Principal

Kalka Dental College Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Dean Academics KGI
- 5. All HOD's / Departments
- 6. Security Incharge
- 7. Office Copy
- 8. Notice Board



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/023

Date:-09-01-2025

OFFICE ORDER

Dear All Heads of Departments,

Subject: Strict Adherence to Attendance and Examination Protocols as per ABVV and DCI Norms

In reference to our previous directive, this is to reiterate the mandatory compliance with the attendance and examination regulations prescribed by Atal Bihari Vajpayee Vishwavidyalaya (ABVV) and the Dental Council of India (DCI) for both undergraduate and postgraduate students.

Attendance Requirements:

Undergraduate Students: A minimum of 75% attendance in both theory and practical/clinical sessions is compulsory for each subject annually.

Postgraduate Students: An 80% attendance in theory and 90% in clinical/practical sessions per semester is required to be eligible for end-semester examinations.

Implementation and Monitoring:

Quarterly Attendance Reports: Departments must compile and upload attendance reports for all students at the end of each quarter.

Publication: These reports should be:

Uploaded on the college website.

Displayed prominently on departmental notice boards.

Shared with parents via their registered mobile numbers.

Examination Eligibility: Students failing to meet the required attendance norms will be ineligible to appear for university examinations.

Faculty Responsibilities:

Lecture Scheduling: Faculty members are advised to conduct lectures strictly according to the established schedule and within the prescribed timeframes.

Terminal Examinations: Conduct terminal examinations in theory, practicals, and clinicals as per the schedules prescribed by ABVV.

Your cooperation is essential in maintaining the academic standards set forth by our governing bodies. Please ensure strict adherence to these guidelines to uphold the integrity of our educational programs.

Thank you for your attention to this matter.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/022

Date:-09-01-2025

OFFICE ORDER

Dear All Heads of Departments,

Subject: Reinforcement of Leave Approval Process for Students

In continuation to the previous order no. 007 it is once again reiterated that:-

- 1. All students must obtain prior sanction for leave from their respective teachers. If the student is posted in a clinical department, leave approval must also be obtained from the concerned clinical department before approaching the Principal.
- 2. Students residing in the hostel must submit a WhatsApp message from the registered mobile number of their parent (as registered with the institution) seeking leave. This message must be presented along with:

Approval from the concerned warden

Signature of the hostel in-charge

Only after obtaining these approvals can the student approach the Principal for final sanction.

Note: Any deviation from this procedure will be taken seriously, except in rare emergency situations.

All Heads of Departments are requested to ensure strict compliance with the above guidelines.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Principal
Kalka Dental College

Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Departments
- 5. Office Copy



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/021

Date:-08-01-2025

OFFICE ORDER

This is to inform all the Students (both UGs and PGs), Interns & faculty that "Sadhanashri Kutumb" is conducting Internship program in upcoming Maha Kumbh -2025 at Prayagraj. Anyone who is interested can give their name (As per enclosed Directions) to the co-ordinators of this group is being organized as per notice received from ABVM University, Lucknow.

Interested Students (both UGs and PGs), Interns & faculty who are interested in participating as intern submit then name to below mentioned co-ordinators.

- 1. Dr. Amit Siwach Prof. & Vice Principal, Deptt. Of Prosthodontics.
- 2. Dr. Neeraj Kant Panwar Hod, Deptt. Of Pedodontics.

CC to: -

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Departments
- 5. Students (both UGs and PGs)
- 6. Office Copy

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies









VAYAM-Vission Accord of Youths for Advancing Mankind (मानवता के उत्थान की युवा दुष्टि)

Invitation for Internship Program

Sadhanashri Kutumb feels privileged by inviting you all to its 'Internship Program' for making significant contribution in the success of 'VAYAM' a giant program being organized by the Kutumb in upcoming Maha Kumbh-2025 at Prayagraj. You may join us in any one of the internship programs given below.

Sr.No.	Post of Intern	No. Of Vacancies	Eligibility	Honorarium	Special Opportunity
1	VAYAM Volunteer	2000	Graduate in any discipline. Students in final year may also apply.	7000/- Per Month	Certificate
2-	Monitoring Volunteer	1000	Post-graduate in any discipline. Students in final year may also apply.	8000/- Per Month	
3-	Yoga Volunteer	2000	Graduate in Yoga. Students in final year may also apply.	7000/- Per Month	of Participation program
4.	Yoga Instructor	1000	Post graduate in Yoga. Students in final year may also apply.	8000/- Per Month	J 5
5.	Ayurveda Instructor	500	Post-Graduate / Graduate / Diploma in Ayurveda. Students in final year may also apply.	8000/- Per Month	this internship

Note: Meals and Accommodation is additional to the honorarium for selected candidates.

Period of Internship Program: January 01 to March 01, 2025

Selection Procedure:

- 1- Merit shall be prepared on the basis of marks obtained by the Candidates in their,10th , 12th and Graduation.
- 2- Short-listed candidates shall be invited for interview.
- 3- Selection shall be made on the basis of merit and marks obtained in the interview.
- 4- The Candidates who has been completed his personality development course before 2024 shall be eligible for 10 Marks weightage.
- 5- The Candidates having command on languages Hindi and English shall be eligible for 5 Marks weightage.
- 6- The Candidates having NSS certificate shall be eligible for 5 Marks weightage.
- 7- The Candidate must produce his all educational qualification documents, Bank Passbook, 2 Photos, Aadharcard, Pan Card (If possible) at the time interview.

Rules and Regulations

- The Candidates must have permanent mobile number and e-mail address.
- 2- All the information regarding selection process shall be sent on the mobile number and through e-mail.
- 3- The selection procedure shall be completed by December-2025.
- 4- It is mandatory for the candidates to follow the instructions, rules and the regulations.
- 5- The selected interns shall stay in the premise of VAYAM during this internship program.
- 6- The organization reserves all the rights to alter the number of Seats for internship.
- 7- Sadhanashri shall feel proud to facilitate the candidates with outstanding performance during this internship

Apply on - www.sknyas.org. Phone No. - +91 9454713121 Gmail - info.skinternship@gmail.com



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/020

Date:-07-01-2025

OFFICE ORDER

Dear All Heads of Departments,

Subject: Promotion of Positivity and Well-Being through Yoga and Zumba Classes

As part of our ongoing efforts to promote positivity and vibrancy among students, faculty, and staff, the institution is introducing Yoga and Zumba classes. These activities aim to enhance both physical and mental health, bringing a renewed sense of hope and energy within our community.

We request your department's active participation in this initiative. Kindly share a suitable time schedule for conducting these classes in coordination with academic and extracurricular activities. The proposed schedule should ensure maximum participation from undergraduate and postgraduate students, as well as faculty and staff.

Your cooperation will play a crucial role in making this initiative a success. Please send the suggested schedule by two days to Email/Whatsapp.

Let us work together to foster a positive and vibrant environment for everyone at the institution.

Warm regards,

CC to: -

1. Hony, Secretary, for kind information

2. Joint Secretary, for kind information

3. Director General KGI

4. All Departments

5. College Website

6. Office Copy

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/019

Date:-06-01-2025

NOTICE

Dear Students,

Get Ready for Prosthodontist Day!

We are thrilled to announce that our Prosthodontist Day event is just around the corner, scheduled to take place on 22nd January! This power-packed event promises to be an unforgettable experience, offering a diverse range of activities designed to challenge your skills, showcase your talents, and foster learning and networking opportunities.

To participate in our exciting competitions, kindly submit your entries before 10th January 2025. Number of participants per competition will be 2-4 students per group. We have four thrilling competitions lined up for you:

Competition 1: Prosthetic Palettes: Glass painting Competition. (Note: Students are requested to submit the entries of this competition, on or before 21st January 2025)

Competition 2: Ink- spired Prosthetics: Glue Gun/3D Pen Prosthodontics

Competition 3: Creative Casts: Prosthodontic Models using Plaster/Stone

Competition 4: The Prosthodontic Selfie Spot

(Note: Students are requested to submit the entries of this competition, on or before 18th January 2025)

The final competition would be among all the Batches. Regarding the batch entries and the criteria of competition contact Dr. Radhika Bahl (PG 2nd Yr)

Mark your calendars for 22nd January. We eagerly look forward to seeing you all there!

Best regards,

Department Of Prosthodontics & Crown & Bridge

Dr. Anil Sharma Head of the Department



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/018

Date:-06-01-2025

REVISE OFFICE ORDER

Dear Heads of Departments,

Subject: Extension of Library Timings for All Departments

We would like to inform you that, in response to requests from faculty and students, the library timings have been extended to better accommodate the academic and research needs of all departments.

In the interest of students (Both under graduate & Post graduates) and faculty Central library timing of this institution is as below mentioned.

New Library Timings:

• Monday to Saturday: 9:00 AM to 7:00 PM

• Reading Section: 9:00 AM to 10:00 AM & 6:00 PM to 7:00 PM

• Book Issuance Timing: 10:00 AM to 6:00 PM

• Sunday: Closed

These extended hours will come into effect from 06.01.2025. The department heads to inform their respective faculty and students about these new timings to ensure maximum utilization of the library resources.

CC to:-

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Departments
- 5. Office Copy
- 6. Library Incharge

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/017

Date:-04-01-2025

NOTICE

BDS 2nd year (Batch 2022-23) Internal Assessment Theory Examination Schedule-2025

S. No	Date	Day	Subject	Time
1	06/01/2025	Monday	General Pathology & Microbiology	10:00 am to 01:00 pm
2	07/01/2025	Tuesday	Pharmacology	10:00 am to 01:00 pm
3	08/01/2025	Wednesday	Dental Materials	10:00 am to 01:00 pm

Note:- (1) All Examinations will be held in LT-1.

(2) Attendance is compulsory.

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies
Principal

Kalka Dental College Partapur Bye Pass Road, Meerus

Cc to:

- 1. Office Copy
- 2. Respective HODs
- 3. Notice Board
- 4. Girls & Boys Hostel



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/016

Date:-06-01-2025

OFFICE ORDER

Dear Heads of Departments,

Subject: Extension of Library Timings for All Departments

We would like to inform you that, in response to requests from faculty and students, the library timings have been extended to better accommodate the academic and research needs of all departments.

In the interest of students (Both under graduate & Post graduates) and faculty Central library timing of this institution is as belowmentioned.

New Library Timings:

• Monday to Saturday: 9:00 AM to 7:00 PM

• Reading Section: 9:00 AM to 10:00 AM & 6:00 PM to 7:00 PM

• Book Issuance Timing: 10:00 AM to 6:00 PM

• Sunday: Closed

These extended hours will come into effect from 06.01.2025. The department heads to inform their respective faculty and students about these new timings to ensure maximum utilization of the library resources.

CC to:-

1. Hony, Secretary, for kind information

2. Joint Secretary, for kind information

3. Director General KGI

4. All Departments

5. Office Copy

6. Library Incharge

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/016

Date:-04-01-2025

NOTICE

BDS 3rd year (Batch 2921-22) Internal Assessment Theory Examination Schedule-2025

S. No	Date	Day	Subject	Time
1	06/01/2025	Monday	General Medicine	10:00 am to 01:00 pm
2	07/01/2025	Tuesday	General Surgery	10:00 am to 01:00 pm
3	08/01/2025	Wednesday	Oral Pathology	10:00 am to 01:00 pm

Note:- (1) All Examinations will be held in LT-1.

(2) Attendance is compulsory.

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Cental College
Partapur Byc Pass Road, Meerus

Cc to:

- 1. Office Copy
- 2. Respective HODs
- 3. Notice Board
- 4. Girls & Boys Hostel



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/015

Date:-04-01-2025

OFFICE ORDER

Dr. Purshottam Jha Dean Academics Kalka Group of Institutions

Subject: Request to Chair as Co-opted Member in Disciplinary Committee

Dear Mr Purshotam Jha,

I am writing to request your kind consent to chair the disciplinary committee as a co-opted member in a matter concerning a representation submitted by the final-year BDS students. The issue pertains to a conflict involving the boys' hostel and certain second-year BDS students.

The inquiry will be conducted in collaboration with Dr. Amit Siwach, Vice Principal and Boys' Hostel Incharge, and other members of the disciplinary committee. Your leadership and impartial guidance in this matter will be invaluable for ensuring a fair and comprehensive investigation.

You are kindly requested to chair the inquiry and submit a detailed report along with specific recommendations within seven days to address and resolve the matter effectively.

For Kind Information and Necessary Action:

- 1. Hony Secretary
- 2. Hony Joint Secretary
- 3. Director General
- 4. Concerned Dean Academics KGI (Chairing the Enquiry)
- 5. Dr. Amit, Vice Principal & Hostel Incharge
- 6. Members of the Disciplinary Committee
- 7. Complainant Final Year BDS Hostel Students
- 8. Complaint copy of final year students

Thanking you.

Sincerely,

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Montal



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/014

Date:-04-01-2025

OFFICE ORDER

Dr. Amit Siwach

Vice principal and boy's hostel inchrage

Subject: Request as Co-opted Member in Disciplinary Committee

Dear Dr. Amit vice principal and boys hostel incharge

I am writing to request your kind consent to co opt as member along with other disciplinary committee members in a matter concerning a representation submitted by the final-year BDS students. The issue pertains to an issue involving the boys' hostel and certain second-year BDS students.

The inquiry will be conducted in collaboration Mr Jha Dean Academics, Kalka Group of Institutions with other members of the disciplinary committee members. Your leadership and impartial guidance in this matter will be invaluable for ensuring a fair and comprehensive investigation.

You are kindly requested to co-opt...

For Kind Information and Necessary Action:

- 1. Hony Secretary
- 2. Hony Joint Secretary
- 3. Director General
- 4. Concerned Dean Academics KGI (Chairing the Enquiry)
- 5. Dr. Amit, Vice Principal & Hostel Incharge
- 6. Members of the Disciplinary Committee
- 7. Complainant Final Year BDS Hostel Students
- 8. Complaint copy of final year students

Thanking you.

Sincerely,

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/013

Date:-04-01-2025

OFFICE ORDER

All disciplinary committee members of this institution

Subject: Request to all disciplinary committee members to hold enquiry and submit comprehensive reports along with recommendations on issue in the boy's hostel between final year hostel students and 2nd year students

I am writing to all members of disciplinary committee of this institution along with other co-opted committee members in a matter concerning a representation submitted by the final-year BDS students. The issue pertains to an issue involving the boys' hostel and certain second-year BDS students.

The inquiry will be conducted under the chairmanship of Mr. Jha Dean Academics, Kalka Group of Institutions with other members of the disciplinary committee members. Your leadership and impartial guidance in this matter will be invaluable for ensuring a fair and comprehensive investigation.

The members of disciplinary committee of this institution along with Mr. Purshotam Jha, Dean Academics as chairperson of enquiry and Dr. Amit Siwach, vice Principal as co-opted member shall conduct the inquiry and submit a detailed report along with specific recommendations within seven days to address and resolve the matter effectively.

For Kind Information and Necessary Action:

- 1. Hony Secretary
- 2. Hony Joint Secretary
- 3. Director General
- 4. Concerned Dean Academics KGI (Chairing the Enquiry)
- 5. Dr. Amit, Vice Principal & Hostel Incharge
- 6. Members of the Disciplinary Committee
- 7. Complainant Final Year BDS Hostel Students
- 8. Complaint copy of final year students

Thanking you.

Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Macrus



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/012

Date:-03-01-2025

OFFICE ORDER

Dear Heads of Departments,

In supersession to previous order a new disciplinary committee of this Institution constituted.

DISC	IPLINARY COMMITTEE
1.	Dr. Anil Sharma
2.	Dr. Deepak Gupta
3.	Dr. Padam Singh
4.	Dr. Panna Mangat
5.	Dr. Shipra Nagar
6.	Dr. Lalita Yadav
7.	Dr. Neeraj Kant Panwar
8.	Dr. Sumit Dutta

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All HODs/Departments
- 5. Office Copy
- 6. All Concerned Committee Members
- 7. College Website



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/011

Date:-03-01-2025

OFFICE ORDER

Dear Heads of Departments,

Subject: Framing of Dental Material Audit Committee

A committee comprising the following members of this institution is hereby constituted to conduct a Dental Material Audit. The committee will audit all clinical departments and submit a comprehensive report along with recommendations within seven days.

1. Dr. Padam Singh (Head of Periodontology)

Member

2. Dr. Panna Mangat (Head of Endodontics)

Member

3. Dr. Abhishek Kapoor (Professor, Oral and Maxillofacial Surgery) - Member

Kindly ensure necessary cooperation for the smooth functioning of the audit process.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal

Kalka Dental College

Partapur Bye Pass Road, Meerus

- 1. Hony, Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. All Departments
- 5. Office Copy
- 6. Concerned Committee Members
- 7. Central Store Incharge



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/010

Date:-03-01-2025

OFFICE ORDER

Dear Heads of Departments,

Subject: Extension of Library Timings for All Departments

We would like to inform you that, in response to requests from faculty and students, the library timings have been extended to better accommodate the academic and research needs of all departments.

In the interest of students (Both under graduate & Post graduates) and faculty Central library timing of this institution is changes.

New Library Timings:

Monday to Friday: 9:00 AM to 7:00 PM

Reading Section: 9:00 AM to 10:00 AM & 6:00 PM to 7:00 PM

• Book Issuance Timing: 10:00 AM to 6:00 PM

• Sunday: Closed

These extended hours will come into effect from 03.01.2025. We kindly request all department heads to inform their respective faculty and students about these new timings to ensure maximum utilization of the library resources.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerua

CC to:-

1. Hony, Secretary, for kind information

2. Joint Secretary, for kind information

3. Director General KGI

4. All Departments

5. Office Copy

6. Library Incharge

To

Date: 03.01.2025

The Hony. Secretary
Kalka Dental College
Meerut

Subject: Proposal for Increasing Library Timings

Respected Sir,

With due respect, I am submitting a proposal for your kind consideration and approval to enhance the central library timings for the convenience of students and staff. The proposed timings are as follows:

Library Timings: 9:00 AM to 7:00 PM

Reading Section: 9:00 AM to 10:00 AM and 6:00 PM to 7:00 PM

Book Issuance Timings: 10:00 AM to 6:00 PM

This adjustment is intended to provide extended access to library facilities, thereby supporting academic endeavors and ensuring better utilization of resources.

I humbly submit this proposal for your kind perusal and approval.

2 11/21°

Yours sincerely,

PrincipalKalka Dental College, Meerut



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/009

Date:-03-01-2025

OFFICE ORDER

Dear Heads of Departments,

Subject: Assignment of Role as Hostel Counselor

In the interest of smooth administration and ensuring the welfare of students residing in hostels, the following faculty members are hereby assigned the role of counselors for the respective hostels:

- 1. Dr. Amit Siwach Prof. & Vice Principal, Deptt. Of Prosthodontics Counselor for Boys' Hostel Dr. Amit Siwach is entrusted with the responsibility of ensuring the well-being of students in the Boys' Hostel. His duties will include addressing student grievances, fostering a positive hostel environment, and ensuring adherence to hostel rules and regulations.
- 2. Dr. Panna Mangat Prof. & Head Deptt. Conservative, Counselor for Girls' Hostel

Dr. Panna Mangat is assigned the responsibility of counseling and supporting students in the Girls' Hostel. She will oversee the students' welfare, address their concerns, and maintain discipline in the hostel premises.

Both counselors are expected to:

Conduct regular meetings with the hostel residents to address their issues and gather feedback.

Work in coordination with administration for smooth hostel functioning.

Provide guidance and support to students in academic and personal matters.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to:-

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Secretary Dental council of India
- 4. Director General KGI
- 5. Concerned Doctors
- 6. All Departments
- 7. Hostel Wardens (Boys and girls hostel)
- 8. Office Copy
- 9. Notice Board

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/007

Date:-02-01-2025

OFFICE ORDER

Dear Heads of Departments,

Subject: Leave Approval Protocol for Interns

It has come to our attention that interns working in various departments are applying for leave without prior approval from the concerned HOD. To maintain smooth operations and ensure proper coordination, it is hereby directed that:

- 1. All interns working in your respective departments must obtain prior permission from the concerned HOD before applying for any leave.
- 2. Any leave application submitted without such prior approval will not be entertained.
- 3. Non-compliance with this directive will be viewed very seriously and may result in appropriate actions as deemed necessary.

We seek your cooperation in enforcing this protocol effectively. Please ensure that all interns in your department are informed of this requirement.

Thank you for your attention to this matter.

Best regards,

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

CC to:-

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Office Copy
- 5. All Departments

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

To,

The Chairman

Kalka Group of Institutions

Meerut

Subject: Minutes of the meeting

Dear Sir,

Please find the minutes of the meetings with the Patient Grievance Committee held on 28th Dec'2024. Following points were discussed and implemented with effect from the

28thDec'2024.

- 1. Documentation of Patient Recall:- All Departments will clearly specify date and time of the recall with the doctor's signature.
- 2. All old cards will be submitted to the Oral Medicine & Radiology department on regular basis.
- 3. Whenever patient is coming for the next visit, the card will be issued by the Reception duly signed and stamped. Only after this, the patient will be entertained by the department on subsequent visits.
- 4. This process should be swift without any patient waiting period.
- 5. The Rs5/- will be charged only when one procedure is finished by the respective department and on further referral or on the next procedure.
- 6. The committee will further work on the empanelment of the college on ECHS PANEL.
- 7. Submission of the proposal for the revival of the RAF Center.

The Following members attended the meeting:-

S.No \		Name	Capacity in meeting
1.	ما ي	Dr.Rakesh K Gupta	Principal
2.	. 1 1	Dr.Amit Siwach	Vice Principal/Committee
4	mer	-	Head
3	levi	Dr.Neeraj Kant Panwar	Committee Member
4.	· Willy	Dr.Meetika Pahuja	Committee Member



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/001

Date:-01-01-2025

OFFICE ORDER

All Heads of Departments,

Subject: Mandatory Compliance with ABV University Attendance Criteria

This is to remind all departments that ensuring students meet the mandatory attendance requirements, as stipulated by ABV University, is of utmost importance. Attendance is a critical criterion for students to be eligible to appear in the university examinations.

It is imperative that all Heads of Departments closely monitor student attendance and take proactive measures to ensure compliance with the required norms. Any deviation or lapses in attendance that fall below the university's criteria will be viewed very seriously and dealt with as per university regulations.

You are requested to:

- 1. Regularly review and update attendance records.
- 2. Notify students and their parents/guardians in a timely manner about any shortfalls in attendance.
- 3. Conduct counseling sessions for students falling behind to ensure they understand the consequences of non-compliance.

The institution expects strict adherence to this directive to maintain academic discipline and uphold university standards. Your cooperation in this matter is highly appreciated.

Thank you for your support and diligence.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Interior

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind Information
- 3. Director General KGI
- 4. Office Copy
- 5. All Departments



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/002

Date:-01-01-2025

OFFICE ORDER

All Heads of Departments,

<u>Subject: Mandatory Compliance for Terminal and Send-Up Exams and Fee</u> <u>Payment before Submission of University Forms</u>

This is to emphasize the need for strict adherence to the guidelines set forth by Atal Bihari Vajpayee University regarding the conduction of terminal and send-up examinations prior to the submission of university forms for the upcoming university examinations.

Please ensure the following:

1. Terminal and Send-Up Examinations:

All departments must conduct the terminal and send-up exams in a timely and thorough manner. Students who do not satisfactorily complete these exams or fail to meet the required academic standards must not be permitted to submit their university forms.

2. Fee Payment Compliance:

All payments related to theory and clinical examinations, as per the university's prescribed criteria, must be completed in full before the submission of the forms.

Students with outstanding dues will not be allowed to proceed with the university form submission process.

3. Documentation and Records:

Maintain accurate records of the terminal and send-up examination results and fee payment status. Submit these records to the office for verification prior to sending the forms to the university.

Non-compliance with these criteria will be taken very seriously, as it may jeopardize the institution's standing and the students' eligibility for the university examinations. Your cooperation in ensuring these guidelines are strictly followed is highly appreciated.

Let us work together to uphold the standards and reputation of our institution.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to:-

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Office Copy
- 5. All Departments

Principal
Kalka Dental College
Partapur Bye Pass Road, Scorus



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/004

Date:-01-01-2025

NOTICE

All Heads of Departments,

Meeting notice for all Hod's on 2nd January, 2025 at 2.00pm at principal chamber

Agenda:

Framing annual calendar for all the activates of institution well in advance

Reviewing Implementation of recall patient registration..

Reviewing the suggestion and implementation of same for enhancement of new patient inflow

Library working and timing

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

CC to:-

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Office Copy
- 5. All Departments

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/003

Date:-01-01-2025

OFFICE ORDER

All Heads of Departments,

Subject: Mandatory Compliance with Uniform and ID Card Policy

This is to reiterate the importance of adhering to the uniform and ID card policy for all students, staff, and faculty members of your respective departments. As per the management's directive (Order No. KPS/MEERUT/2024 dated 31/12/2024), the following guidelines must be strictly enforced:

1. Uniform Compliance:

All students, staff, and faculty must wear the prescribed uniform at all times within the campus premises.

Regular checks should be conducted to ensure compliance.

2. Valid ID Card Display:

A valid institutional ID card must be visibly displayed by everyone while on campus. Replacement IDs should be issued immediately in case of loss, and the department should ensure no individual is without an ID card.

3. Monitoring and Reporting:

Heads of Departments must monitor adherence to these rules within their departments. Any instances of non-compliance must be documented and reported to the administration for appropriate action.

Failure to comply with the above instructions will result in action as per the management's orders. It is imperative that we maintain discipline and uphold the standards of our institution.

Your cooperation in ensuring strict compliance is essential and appreciated.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, No. crut

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Director General KGI
- 4. Office Copy
- 5. All Departments



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2025/005

Date:-01-01-2025

OFFICE ORDER

Dear Members of the Hostel Committee and Wardens,

Subject: Strict Compliance for Issuance of Leave Slips for Hostel Residents

This is to emphasize the mandatory protocol for granting leave to hostel residents based on parental approval. To ensure accountability and the safety of our students, the following guidelines must be strictly adhered to:

1. Mandatory Mail/WhatsApp Message from Parent:

Students requesting leave must ensure that their parent/guardian sends a Mail/WhatsApp message to the hostel warden from their registered mobile number (as provided during admission).

The message should explicitly state the reason for the student's leave and the duration of the stay at home.

2. Verification and Issuance of Slip:

Wardens and hostel committee members must verify the authenticity of the message before issuing the leave slip.

The slip should only be issued after ensuring that the message aligns with the contact information and consent provided during the student's registration.

3. Following Due Protocols:

Maintain a record of all leave requests, including the WhatsApp messages from parents and the issued slips. Ensure the leave slips are signed and dated, following institutional protocols.

Any deviation from this procedure will be viewed seriously, as it compromises the safety and accountability measures in place. Your cooperation is crucial in maintaining discipline and ensuring the welfare of our students.

Thank you for your strict compliance.

Your Sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director, PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

- 1. Hony. Secretary, for kind information
- 2. Joint Secretary, for kind information
- 3. Office Copy
- 4. Hostel Committee member
- 5. Boys & Girls Wardens



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0238

Date:-31-12-2024

Office Order

Dear All Heads of Departments,

Subject: Request for Updates on Academic, Cultural, and Other Achievements

As part of our initiative to highlight and showcase the vibrant activities and achievements across various institutions of the Kalka Group, we are pleased to announce the launch of a monthly newsletter. This publication will serve as a platform to celebrate the efforts and accomplishments of our students, faculty, and staff.

To make this monthly newsletter a success, we kindly request you to share detailed updates regarding the following:

1. Academic Activities:

Significant academic milestones or events.

Workshops, seminars, or symposiums conducted.

2. Sports and Cultural Achievements:

Student or faculty participation and victories in sports and cultural competitions.

Organization of or participation in cultural festivals and events.

3. Camps and Community Outreach:

Health, education, or awareness camps organized.

Contributions to community service or patient care.

4. Specialty Days:

Celebrations or observances of specific specialty-related days with activities or programs.

5. Continued Education Programs:

Continued dental education or similar programs conducted or attended.

6. Research and Publications:

Student and faculty presentations in national and international conferences.

Published research papers or articles in journals.

7. Other Remarkable Achievements:

Any special awards, recognitions, or notable milestones.

We request you to submit this information by along with any supporting photographs or documents, to ensure inclusion in the upcoming edition. Kindly ensure the details are accurate and complete.

Your prompt response and cooperation will help create a comprehensive and inspiring publication that reflects the excellence of the Kalka Group of Institutions.

Thank you for your support.

Warm regards

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meeruk

Enclosures:



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0239

Date:-31-12-2024

Office Order

Dear Heads of Department,

In order to strengthen our community outreach activity and ensure higher inflow of patients in the college, the Post-graduate students have been deputed on daily basis on Public Health Dentistry camps. Kindly ensure that PG's focus on finding clinical cases for their respective specialties.

Kindly find the attached duty roster of PG's

Thank you for your support

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

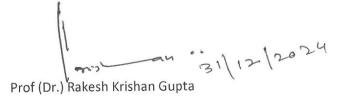
Enclosures: Hony Secretary for kind information

KALKA DENTAL COLLEGE DEPARTMENT OF PUBLIC HEALTH DENTISTRY

Schedule Of Dental Camp from 1st to 31st January 2025

S. No.	Date	Places	PRO Name	PG Name/Department
1.	01.01.2025	Village Khanpur	Punit	Akshata Gupta (Endo)
2.	02.01.2025	Village Kunda	Mohit	Babycha Thoudam
				(Prostho)
3.	03.01.2025	Village Mehrauli	Punit	Akansha Singh(Perio)
4.	04.01.2025	Village Mokhampur	Mohit	Pritam (Ortho)
5.	06.01.2025 Village Ghaat		Punit	Gaurav Tiwari (O.S)
6.	07.01.2025	Village Shivpuram	Mohit	Stalin (Pedo)
7.	08.01.2025	Village Kalanjari	Punit	Akshata Gupta (Endo)
8.	09.01.2025	Village Lisari	Mohit	Kumari Manisha Raj
				(Prostho)
9.	10.01.2025	Village Putha	Punit	Altamash Ayyub (Perio)
10.	11.01.2025	Village Satwai	Mohit	Naveen Kumar (O.S)
11.	13.01.2025	Village Naya Gaon	Punit	Nayan Shree (Endo)
12.	14.01.2025	Village Narhara	Mohit	Nisha Jha (Prostho)
13.	15.01.2025	J.S Public School	Punit	Meghna Das (Pedo),
				Sharun (Ortho)
14.	16.01.2025	Village Malyana	Mohit	Kumari Annu Tripathy
	A COLUMN TO THE PROPERTY OF TH			(Perio)
15.	17.01.2025	Village Atrara	Punit	Debajyoti Mandal (O.S)

16.	18.01.2025	Village Itara	Mohit	Viswesh S (Endo)
18.	20.01.2025	Banasthali School	Punit	Sanjana (Ortho),
				Parth Chaurasia(Pedo)
19.	21.01.2025	Village Chandsara	Mohit	Radhika (Prostho)
20.	22.01.2025	Sun Time School	Punit	Shephali Sinha (Ortho),
				Kamia (Pedo)
21.	23.01.2025	Village Uplehra	Mohit	Lavisha Garg (Perio)
22.	24.01.2025	Nav Bharat School	Punit	Pramod (O.S)
23.	25.01.2025	Village Jainpur	Mohit	Bharkha (Endo)
24.	27.01.2025	Mahendra Singh	Punit	Srishti Pandey (Ortho),
		School		Parth (Pedo)
25.	28.01.2025	Village Pepla	Mohit	Najmus Sahar (Prostho)
26.	29.01.2025	Village Chhajipur	Punit	Shweta Mishra (Perio)
27.	30.01.2025	SBS School	Mohit	Ekta Suman (Ortho),
				Kamia Singh (Pedo)
28.	31.01.2025	Village Dungrawali	Punit	Ieeshan Farooq Shah (Endo)



Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0237

Date:-28-12-2024

Office Order

Dear All Heads of Departments,

Subject: Proposal for Conducting Continued Dental Education (CDE)

Programs Quarterly

I hope this message finds you well.

To further enhance academic excellence and professional growth within our institution, I propose the implementation of a Continued Dental Education (CDE) Program every three months. This initiative will provide an excellent platform for knowledge sharing, skill enhancement, and discussion of advancements in various dental specialties.

Key Features of the Proposal:

- 1. Frequency: One program every three months.
- 2. Responsibility: Each postgraduate department will take turns organizing and conducting the CDE program. The topic should be related to their respective specialties and focus on recent developments or innovative practices.
- 3. Objectives:

Encourage learning beyond the curriculum.

Promote interdepartmental collaboration and exposure.

Provide an opportunity for faculty and students to engage with experts in the field.

4. Format: Departments may choose from lectures, workshops, hands-on sessions, or panel discussions depending on the topic.

I request each department to provide their suggestions on this initiative and confirm their willingness to participate. A tentative schedule for the rotational responsibility can be finalized in our next meeting based on your feedback.

Let us work together to make this initiative successful and beneficial for our institution.

Best regards,

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director PG Studies

Enclosures: Hony Secretary for kind information



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0234

Date:-28-12-2024

Notice

This is to inform all the Heads of the Department & Incharges, faculty members & students that as per the decision of the Management of Kalka Group of Institutions, Finale of the Sports stands postponed till further orders.

So the Under Graduate teaching, clinics and patient work will be resumed from today.

Prof (Dr.) Rakesh Krishan Gupta Principal & Director PG Studies



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0235

Date:-28-12-2024

Notice

This is to inform all the Head of the Departments & Incharges, faculty members & students that as per the decision of the Management of Kalka Group of Institutions, Dr Ashutosh, Professor, Department of Orthodontics will be appointed as Nodal Officer for the Kalka Group of Institutions with effect from 20th December 2024.

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director PG Studies

Enclosures: Hony Secretary for kind information.



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0236

Date:-28-12-2024

Office Order

Dear All Heads of Departments,

Subject: Proposal for Monthly Multispeciality Integrated Case Discussion/Seminar

In an effort to foster interdisciplinary learning and enhance collaborative academic discussions, I propose conducting a Multispeciality Integrated Case Discussion/Seminar once a month. This initiative aims to bring together faculty and postgraduate students from all departments to discuss and analyze complex cases or recent advancements in various specialties.

Key Details of the Proposal:

- 1. Frequency: One day every month (date to be decided collectively).
- 2. Format:

Each month, one postgraduate department, on a rotational basis, will take the lead in presenting a case or a seminar on a relevant and recent topic. The presentation should encourage integration and discussion across specialties.

3. Objective: To promote collaborative learning, share knowledge on the latest developments, and enhance diagnostic and treatment approaches through interdisciplinary perspectives.

I request each department to share their inputs regarding the preferred day and their willingness to participate in this initiative. Kindly confirm your department's availability and any suggestions for the smooth execution of this activity.

Looking forward to your cooperation in making this a productive and enriching experience for all

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta Principal & Director PG Studies

Enclosures:
Hony Secretary for kind information



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0233

Date:-27-12-2024

Office Order

All Heads of Departments,

Subject: Patient Recall Guidelines

Dear Heads,

This is to ensure streamlined management of patient recall across departments. Please note the following instructions and ensure strict adherence:

1. Documentation of Patient Recall:

All faculty members, postgraduates, interns, and undergraduate students involved in recalling patients must clearly specify:

Date and time of the recall.

Name of the doctor responsible.

Signature of the recalling personnel.

2. Endorsement of Patient Recall:

For recalls made by postgraduates, interns, or undergraduate students, these must be endorsed by the concerned head or faculty before finalizing.

3. Submission of Patient Recall Cards:

Recalled patient cards should be deposited with the reception area on the same day without delay.

4. Reception Stamping for Next Visits:

Ensure that on the patient's next visit, the recall card is stamped and dated at the reception area prior to initiating any procedures.

All concerned are advised to strictly follow these instructions to maintain uniformity and efficiency in patient management.

Thank you for your cooperation.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director PG Studies

Enclosures:

Hony Secretary for kind information



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0231

Date:-27-12-2024

Office Order

Dear Heads of Departments,

Subject: Routing of Leave Applications through Respective HODs

I hope this message finds you well.

This is to reiterate the importance of maintaining a streamlined process for handling leave applications for faculty, staff, and students (both postgraduate and undergraduate). To ensure proper documentation and effective management of departmental responsibilities, it is advised that all leave applications must be routed through the concerned Head of Department (HOD).

Guidelines for Leave Applications:

1. Faculty and Staff:

Leave requests should be submitted in advance through the department HOD for review and recommendation before final approval.

2. Postgraduate and Undergraduate Students:

All student leave applications must be reviewed and forwarded by the respective HOD, ensuring minimal disruption to academic schedules and clinical duties.

3. Responsibility of HODs:

Verify the necessity and feasibility of the leave while ensuring departmental activities are not adversely affected.

Maintain a record of approved leaves for faculty, staff, and students for future reference.

This procedure aims to promote accountability, efficient workflow, and seamless functioning within each department. Your cooperation in ensuring adherence to this policy is highly appreciated.

Thank you for your continued support and commitment to institutional excellence.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director PG Studies

Principal
Kalka Dental Collège
Partapur Bye Pass Road, Meerus

Hony Secretary for kind information

Enclosures:



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0232

Date:-27-12-2024

Office Order

Dear Clinical Department Heads and Team Members,

Subject: Upholding the Highest Standards of Infection Control and Biomedical Waste Management

As healthcare providers, maintaining the highest standards of infection control and biomedical waste management is a fundamental responsibility in ensuring the safety of our patients, staff, and the environment. The clinical setting demands unwavering vigilance to minimize risks and adhere to regulatory compliance.

Key Focus Areas:

1. Infection Control:

Adherence to standard protocols, including hand hygiene, use of personal protective equipment (PPE), and sterilization of instruments.

Routine monitoring and auditing of infection control practices.

Immediate reporting and addressing of breaches in protocol to prevent cross-contamination.

2. Biomedical Waste Management:

Proper segregation of waste at the source into designated categories (yellow, red, blue, and white containers as per guidelines).

Safe storage and timely disposal of waste through authorized agencies.

Regular training of staff on updated waste management protocols and compliance with local regulations.

Your Role and Responsibility:

Each department plays a vital role in maintaining these standards. Let us ensure:

Clinical areas are regularly inspected for cleanliness and compliance.

All personnel, including students and staff, are well-trained and adhere to infection control and waste disposal guidelines.

Continuous efforts are made to educate and reinforce these practices for the safety of all stakeholders.

Together, we can uphold a culture of safety, professionalism, and environmental stewardship. Your dedication to these practices reflects our commitment to delivering quality care while safeguarding public health.

For any assistance, training, or resources, please reach out to the Infection Control Committee or the Biomedical Waste Management team.

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

Enclosures:



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0226

Date:-26-12-2024

Office Order

Dear All Heads of Departments,

Subject: Ensuring Timely and Quality Disposal of Patients as per SOPs

It has been observed that timely disposal of patients visiting your respective departments is crucial for maintaining the quality of care and adhering to the laid-down time frameworks and SOPs for concerned procedures.

You are hereby requested to ensure the following:

- 1. Timely Attention to Patients: All patients visiting your department must be attended to promptly, and their treatment or procedures should be completed within the stipulated time as per SOPs.
- 2. Quality Treatment: Quality care is non-negotiable. Every patient must receive treatment of the highest standard, executed by the concerned faculty.
- 3. Supervision of Juniors: In cases where treatment or procedures are carried out by junior staff, it must be done under the absolute supervision of the faculty to ensure quality and compliance with protocols.

Please treat this matter with utmost seriousness, as it directly impacts patient satisfaction and the reputation of our institution. Regular monitoring will be carried out to ensure adherence to these guidelines.

Your cooperation in this regard is highly appreciated.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director PG Studies

Enclosures:

1. Hony Secretary for kind information.

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0228

Date:-26-12-2024

Office Order

Dear Heads of Departments,

Subject: Request for Deputation of Interns and PGs for Community Dentistry Camp

In an effort to strengthen our community outreach and ensure a higher inflow of patients to our respective departments, we plan to organize a Community Dentistry Camp. This initiative aims to identify and refer patients in need of specialized care to the appropriate departments, thereby enhancing both community service and clinical exposure for our teams.

You are kindly requested to:

- 1. Depute Interns and Select PG Students: Assign a few interns and postgraduate students from your department to actively participate in the camp.
- 2. Facilitate Patient Referrals: Ensure that the deputed team works in coordination with the camp organizers to identify patients requiring treatment in your respective departments.

This initiative will not only help in catering to a larger number of patients but also provide valuable hands-on experience to our interns and postgraduate students. Your cooperation in this endeavor will be instrumental in its success.

Please share the list of deputed staff by

Thank you for your support

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

Enclosures:



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0229

Date:-26-12-2024

Office Order

Dear Heads of Departments,

<u>Subject: Mandatory Biometric Attendance for Faculty and Postgraduate Students</u>

It is hereby instructed that all faculty members and postgraduate students in your respective departments must mark their attendance using the DCI-installed Aadhaar-based biometric system twice daily, once in the morning and once in the evening.

As the Head of the Department, it is your responsibility to ensure strict compliance with this directive. Kindly monitor and confirm that both faculty and postgraduate students of your department adhere to this requirement without fail.

Please note that any deviation from this instruction will be viewed seriously and may lead to necessary action.

Your cooperation in maintaining this protocol is essential.

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerus

Enclosures:



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0230

Date:-26-12-2024

Office Order

Dear Faculty and Postgraduate Students,

Subject: Emphasizing the Significance of Research in the Dental Field

Research is the cornerstone of academic and professional advancement, providing the foundation for innovation, evidence-based practices, and improved patient care. In the dental field, research plays a critical role in addressing emerging challenges, improving treatment modalities, and enhancing our understanding of oral health and its impact on overall well-being.

As members of this esteemed institution, it is imperative that we actively contribute to this body of knowledge. By engaging in research, we not only deepen our understanding of key dental issues but also set benchmarks for clinical excellence and academic distinction.

Why Research Matters in Dentistry:

- 1. Innovating Patient Care: Research leads to the development of new techniques, materials, and technologies that improve the quality of dental care.
- 2. Evidence-Based Practice: It provides scientific backing for clinical decisions, ensuring treatments are safe and effective.
- 3. Professional Growth: Publishing research enhances our academic profile, opens opportunities for collaboration, and positions us as leaders in the field.
- 4. Community Impact: Research addresses public health issues, such as oral cancer, periodontal diseases, and access to care, benefiting society at large.

I encourage all of you—faculty and postgraduate students alike—to actively participate in research projects, publish in reputed journals, and present your findings at conferences. By fostering a culture of inquiry and innovation, we can collectively contribute to the advancement of dental science.

Let us work together to make our institution a hub of groundbreaking dental research. Should you need guidance or resources, please feel free to reach out to the research committee.

Warm regards

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta

Principal & Director PG Studies
Principal

Kalka Dental College Partapur Bye Pass Road, Meerut

Enclosures:

OF MEENUT

KALKA DENTAL COLLEGE

PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0227

Date:-26-12-2024

Office Order

Dear Heads of Departments,

Subject: Submission of Work Done Report by Departments

This is to kindly remind you to submit the Work Done Report for your respective departments as per the proforma enclosed. Please ensure that the report reaches the undersigned and the Honorary Secretary by the last day of the month.

Additionally, if your department has undertaken any other activities or followed procedures beyond those mentioned in the enclosed proforma, kindly include detailed information about the same in your submission.

Your timely submission will be greatly appreciated and is essential for maintaining accurate records.

Best regards

Enclosures:

Hony Secretary for kind information

Yours sincerely

Prof (Dr.) Rakesh Krishan Gupta
Principal & Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

work done performa.pdf Please upload work done proforma as per this link

Development activities done during month of January, 2025-26.

(Physical Targets & Achievements)

A	Periodontics Treatment.							
1	Name of proced	ure	Target 2024-2025	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Cumulative Achievement		
2	Oral Prophylaxis		5000					
3	Minor Periodontal Procedures	a. Splinting	50					
		b. Coronoplasty	500					
		c. Periodontal Appliences	25					
_		d. Bleaching	100					
		e. Polishing	100					
В	Periodontics Surgeries		400					
	Surgeries	Frenectomy						
		vestibuloplasty		1				
		operculectomy						
		flap surgeries with (bone						
L		graft/GTR/PRF)				-		
		Crown						
		Lengthening		-				
<u> </u>		Depigmentaion Furcation		-		-		
		involement						
		Dental Implants						
С	Other Procedures	a. Suture removal	300					
*		b. Subgingival irrigation	1000					
*		c. Splint removal	50					
*		d. Periodontal dresssing removal	350					
	Others							
	Total							
	Procedures							
D	Oral Health Education &		9000					
E	Motivation Councelling for tobaccoo		1000					
F	cessation Epidemiological study on periodontal diresese. New patients		10					
G				}		1		
ı	treated	i	1	I		l		

_	Old patients					
2	treated					
Ţ	Male					***************************************
I	patients					
						
J	Female patients					
	Total patients					
K	procedures.		12000		ļ	
	procedures	n		Tuonten		
C			edodontic	s Treatme		
				Achievements	Achievements	
			Target	during the	during the	Cumulative
	Name of Procedure	Type	2024-25	month of	month of	Achievement
	Procedure			November, 2024	December,	Hemevement
			, ,	Rovember, 2024	2024	
	Conservative					
	Dentistry	Temporary				
	,	GIC restoration				
		Composite				
		restoration				
		composite build				
		up	2000			
1		Amalgam restoration				
		restoration				
		Composite builtup				
		total	2000			
		oral prophylaxis				
		Minor gingival				
	Periodontal	surgical treatment			i	
2	treatment	Procedures(gingiv				
		ectomy)	,	1		
		Total	200			
		pulp caping				
		Direct pulp				
		capping				
l		Indirect pulp				
		capping Pulpotomy				
		Pulpectomy				
	Endodontics	RCT				
3	treatment	Fiber post	1000			
		Apexification				
		Apexogenesis				
		Intracanal				
		medicaments				
		Regenerative				
		endodontics soft tissue				,
		surgeries				
		Surgeries				
		Freneectomies/	300			
4	Surgical	Cyst	300			
1	Procedures	Surgical Ext				
1		Mucocela/Ranula				
<u> </u>		Extractions				
			1			
		Abscess drainage	5000	-		
_	Procedures	Excission of soft	1			
5		tissue lesions				
1		incisional ans				
		drainage	<u> </u>			

.

1 1		Dento alveolar				
3		abscess				
- 1		composite				
		Splinting-		1		
	Trauma	intermaxillary				
6						
1 1	management	fixation	000			
		Reimplantation	300			
		physiotheripy				
		Orthopedics				
		appliance.				
		Removal				
		Orthodontics				
7	Interceptive	applience				
	orthodontic	Removal				
	appliances	Orthodontics				
	арриансез	applience				
		activation	100			
		Myofunctional				
I				1		
! }		appliance				
l	,,	ONAM				
- 1		Stainless steel				
1	Preventive	crowns				
8	pedodontics	APF gel	1000			
اة إ		application				
		Pit and fissure		Ī		
		sealants				
		Space				
		maintainence	,			
		Fixed				
		removal				
		Cleft lip & plate	* .			
		parental				
		councelling				
		PNAM				
		Oblurator				
		SDF application				
1		Fixed				
		Orthodontics			,	
		Fixed		İ		1
		Orthodontics				
1		activation				
1		Removal				
		orthodontics				
		activation				
		Rmoval	1			
		1"				
<u> </u>		Orthodonties				
		Suture removal				
		Physiotherapy	1			1
		Arch bar Removal				
			1			
		Review Checkup				
		of fracture				
1		Pupectomy				
		intracanal	[
1		dressing				
		Demonstration of	1			
1		Brushing				
		technique]	
		Parents and	1			
1			4000			
1		patients				
1_	Other	councelling	-{			
8	Procedures	School Dental				
1	Toccanics	Health Programme			quota completed	
1			1			
		Grinding of Sharp]			
		Grinding of Sharp				
1		cusps of Teeth.]			
1		enameloplasty]			<u> </u>
1	•		-			

			_			
	1	Medication and				
		consultaion				
		Eugenol dressing				
		Eugenoi dressing				
		Aerylic croum				
		Bleaching				
		Corrective Pedo				
		(Fixed Ortho	30			
		Appl.)				
4		Post and core				
<u> </u>						
9	a. New patients		new			
7	b. Old patients		old			
10	a. Male and		male			
	female natients		female			
L	Total					
	Surgical					
	Procedures					
			i	İ		
	minor					
1	Total Dental				• •	
1	Procedures		1			
				T\4.5	L	
D		UC	nservati	ve Dentis	try	
1					Achievements	
1	İ			Achievements	during the	
s.		•	Target	during the	_	Cumulative
No.	Name of proc	edure	2024-25	month of	month of	Achievement
MO.	_		2021-20		December,	
				November, 2024	2024	
	m - 4 4 9 - D 4	D-d-d+ia	4500	I		
1	Restoration& Post	Endodontic	4500			
	GIC					
		Amalgam				
		Composite				
	Interim restoration					
	esthetic restoration					
	RCT/endodontic procedures		2200			
2	perforation repair	with MTA or other				
	Endodontics retrte	atment				
	Regenerative treat	ment				
	Post endocont	tic restoration,				
		de and fiber				
3	Vital Pulp Therapy					
<u> </u>	Direct pulp cappin					
-	Indirect pulp cappi				•	
 	Endodontic surger					
 	IPCMTA					
4	Regenerative Endo	dontices	20			
\vdash		COHUND				
5	Bleaching	romant troumatic	50			
-		gement traumatic				
_		own				
 		or preventive of				
<u> </u>		ching				
	Vital bleaching					
<u></u>	Non bleaching					
6	Miscellaneous		-			
		a. Interim restoration				
				I		
	b. ZOE dressing					
	b. ZOE dressing c. Intra-canal dres	sing				
	b. ZOE dressing c. Intra-canal dres					
	b. ZOE dressing c. Intra-canal dres	sing	14 000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty	sing I follow up	14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai	sing I follow up on	14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u	sing I follow up on	14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u g. Oral hygiene & c	sing I follow up on P Hiet counseling	-14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u g. Oral hygiene & c cast metal rest	sing I follow up on P Hiet counseling oration, inalys &	14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u g. Oral hygiene & c cast metal rest total numbers	sing I follow up on P Hiet counseling	14,000			
	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u g. Oral hygiene & c cast metal rest total numbers h. Others	sing I follow up on P Hiet counseling oration, inalys &	14,000			
7	b. ZOE dressing c. Intra-canal dres Rootcana d. Enameloplasty e. Crown cementai f. Trauma follow u g. Oral hygiene & c cast metal rest total numbers	sing I follow up on P Hiet counseling oration, inalys &	14,000			

			·		
5	Flexible fiber splint				
	rigid splint				
8	POST AND CORE				
*	Custom/prefabricated				
*					
	Pre-fabricated post CAST RESTORATION				
9	Inlav				
*	custom/pre-fabric				
10	SURGICAL ENDODONTICS	35			
10	MTA Bone graft				
11	OLD patients				
12	New patients				
13	Male patients				
14	Female patients				
	Total				
E	Orthodontic	s & Dente	ofacial Ortl	rodopaedio	:s.
s. No.	Particulars	Target 2024-25	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Cumulative Achievement
1	Removable orthodontic appliance				
2	Removable orthodontic appliance				
3	Additional removable orthodontic	750			
4	Fixed orthodontic appliance	200			
5	Fixed orthodontic appliance				
6	Bracket rebonding (per bracket)				
7	Lingual/transpalatal arch				
8	Additional cementation (per tooth)				
9	functional appliance	10			
	New Patients				
10	Miscelenious				
a.	Case history and clinical				
b	Radiographic				,
c	Impression/study models				
d	Model Analysis				
e	Case discussion with faculty				
f	Wire impingement/breakeage				
g	Chair side discussion &				
h_	TMD's Evaluation				
i.	Trimming of functional apliances Trimming of removable apliances				
1	Extra-oral & intra-oral photography				
k	Readjustment of fixed orthodontic				
-	Fixing of adjuncts in fixed appliance				
n	Resoldering of adjunts				
0	total procedure done				
12	New patients				
13	Old patients	1			
14	Male patients				
15	Female patients				
16	Total GR				
17	Total Patients		1		
F	Prosth		& Dental m		
	-	Target	Achievements	Achievements during the month	Cumulative Achievement
		2024-25	during the month of November,	of December,	TIOTITO A CHICHE
1			2024	2024	
			2024	AVAT	
	complete denture	1000			
2	Removable partial denture	1200			
3	Maxillofacial Prosthesis(obturator)				
a.	a. Primary impression:	<u></u>	<u></u>	<u> </u>	L

6	b. Maxillary border					
;	c. Mandibular borde	er molding with				
i	d. Jaw relation					
>	e. Denture try in					
<u> </u>	f. Denture insertion					
<u> </u>	g. 1st post insertio					
h.	h. 2nd post insertic					
4	FIXED PARTIAL DE	NTURES	500			
•	(crown)					
a.	A. Primary impress	ions				
b	b. Tooth					
c	c. Metal trial/body					
	d. Insertion of PFM					
	e. insertion of Acr	ylic Crowns				
d	d. Cementaion					
e	e. Follow up	NG OF POSTHESIS	200			
5 a.	a. Maxillary/Mandi	bular border	200			
<u>а.</u> В	b. Denture insertio					
c	c. Post insertion re	call				
6	REPAIR OF PROST	Hesis			-	
a.	Primary impression	1				
В	Insertion		650			
7	REMOVAL OF FACT		300 <u>-</u> 80			
8	RECEMENTAION O SPECIAL CASES	F.	50			
9 a.	A. Immedicate den	ture				
B B	b. Ovedrdenture					
c	c. Post and core					
D	d. Splints					
10	total of various ste	ps/others	10,000			
		OF PROCEDURES				
11	NEW PATIENTS					
12 13	OLD PATIENTS MALE PATIENTS					
13 14	Female patients					
15	TOTAL OPD					
G		Oral	and Mayi	llofacial Su	rgerv	
<u> </u>		O Tur	CIIC IIICIAI			
	Name of surgery/Procedure		Target 2024-25	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Total achivement
	IPD (in-					
1	ENT,GMC&		700			
_	Associated					
	hospital)					
	*	Total major				
	*	surgeries			,	
	*	surgeries a. Total Major			,	
	*	surgeries a. Total Major Trauma Surgery				
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure	200			
2	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total	200			
	*	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total extractions	200			
2		surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total extractions b. Trauma under	200			
	* OPD CASES	surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total extractions b. Trauma under LA=	200			
2		surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total extractions b. Trauma under LA= Other Minor				
2		surgeries a. Total Major Trauma Surgery b. Major Surgical Procedure c. Other surgical procedure under GA/LA Call & Emergency a. Total extractions b. Trauma under LA=	200 9000			

		b. Dry socket=	1			
7		c. Arch bar	1			1
<u>7</u>	l l	removal=	ļ			
		d. TMJ problem				
4	Miscellaneous /o		1500			
		a. Suture	\	1	1	I
		removal=	\			
		Betadine	1	į i		1
		Irrigation and dressing	1	ļ i	l	1
	1	-1	1			
	1	e. Consultaion +	1			
	ļ	mediculation+	ļ .	ļ	l i	1
<u> </u>	1	follow up.	, ·			
		Dressing				
	Call & emergency	y(patients seen in				
<u> </u>		procedures done				
5	Old patients		 		 	
7	New patients Male patients	Nos.				
	Female patients	Nos.				
·	Total patients					
9	(OPD) cases	Nos.		<u> </u>		
	Total					
	patients(IPD)			Į i	Į i	ļ
	cases (in ENT,	N os.	700	Į i	Į l	
ا ٽَا	GMC and		Į.	ļ	Į l	
	associated	1	\			
<u> </u>	hospitals)					
11	Total Trauma	1	\		1	
	IPD+OPD Total major		1000			
	Total major surgery patients		200	<u> </u>	<u> </u>	
	Total minor	N cs	1000			-
13	surgery patients	N os.	1000			
14	Total extractions	N os.	9000			
ļ		<u> </u>		 		
ŀ	Total minor	1	Į.		(
15	surgical patients	1	Į.	[
	including	1		Į i	(
1	extractions	<u> </u>				
	Total patients					
1	(IPD+OPD) cases]	Į.		1	1
16	and patients seen	N os.	1	1	1	
-3	in GMC			1		
	Emergency OMF	1		1	1	
<u> </u>	surgery section.	<u> </u>	22000	 		
17	total		22000		1	1
H		Oral	Medicin	ie & Radio	ology	
 					Achievements	
	ĺ	!		Achievements	during the	
1		1	Target	during the	month of	Total achivement
		!	2024-25	month of	December,	- Clar achivement
	ĺ	!		November, 2024		
					2024	
<u> </u>	Radiological proce					
1		e= 970	55000	1	[[
*	R/F 352 + onli	ine 909				
		B 000				
2	Digital OPG G/I					1
[39 + online 332	4				
						
 						
3	CBCT films		<u> </u>			
	<u> </u>					

.

	Proce	dures				
	Floce	:uures				
<u>8</u>	New OPD		_			
1	Old patients					
-						
2	New Patients		65000 "			
3	Male patients					
4						
4	Female patients					
	Total					
I			Oral Pa	athology		
<u> </u>		I	Old I		I	
S. No.	Name of procesure	Target 2024-25		nts during the ovember, 2024	Achievements during the month of December, 2024	Total Achivement
1	Total diagnostics done during the month/ procedures		.•			
2	Biopsy	80				
3	BLOOD TEST					
	* Blood sugar	200 1000				
	* Haematology * ESR	1000				
	* PCV					
1	* BLOOD	 ,				
	GROUPING Total	-				
4	Cytology/FNAC	200				
5	Oral Examination					
6	Male patients		1			
7	Female patients					
8	Total patients	1480				
J	Communit Dentistry	у	Target 2024-25	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Total achivement
1		Tobaccoo cassation				
	Preventive orodent	tal health	380 750			
2	1. Deptt. 2. Nagrota		750 750			
3	Out reach activitie	s & school health	5100 pts.			
	Total(OPD)		100			
	scaling Restoration (Temp	Permanent)	120 500			
4	Extractions		500			
	RCT		10			
<u> </u>	ZOE	ma				
\vdash	total procedure do No. of camps	iie	60	23 camps	02camp	25 camps
	Total		2290			
K			Emergen	cy Section		

9	Name of Procesure	Target 2024-25	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Total Achivement
1	Minor Surgical Procedures	150			
2	Taruma/RTA and Major surgeries	150			
3	Extractions				
	IPD				
5	Miscellaneous	**			
6	Emergency patients				
7	New Patients	2500			,
8	Old patients				
9	Male patients	**			
10	Female patients	1			
	Total	2800			
11	Total procedures done	2800	in all don	<u> </u>	
L_	Oi	a patients	s in all dep	1	
		Target 2024-25	Achievements during the month of November, 2024	Achievements during the month of December, 2024	Total achivement
а	Oral Medicine				
b	Periodontics				
c	Pedodontics				
d	Prosthodontics				
e	Orthodontics				
f	Conservative				
h	Oral surgery				
j	Total				
k		Major	Surgeries		
ı	oral Surgery				
m	Pedodontics				
n	Emergency				
0	Total				
p		Minor	Surgeries		
q	Surgery				
r	a. Minor Surgical procedures	-			
s	b. Oral surgery-extractions				
t	Pedodontics				
u	Emergency	-			
v	Periodontics				
	Total				
		Multi sp	eciality Impl	ant Center	
a	Dental Implant				
ь	Various dental Procesures				
	Total				
Γ.	OPP	from Annil	to December	2024	
A		Hom whin	to December	1,404T	
	April to Oct. 24	Nov. 24	Dec. 2024	total	
	New patients				4
	Old patients				
	Total				_
_	Preventive destistry(PCD)	OPD includi	ng out reach a	ctivities/Can	ips) w.e.f April
В	116ventive destistiyi OD		04	Nov. 24	Dec. 24
	A	pril to Oct.	44	10V. 44	Dec. 44

Pedo Ca	ımps patients v	w.e.f April to No	ovember, 2024.
camps out reach activities			
Total	0		
	,		
New + Old OPD			
PCD	•		
Pedo			

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PARTAPUR BY-PASS ROAD, MEERUT

3. All Departments PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0225

Date:-24-12-2024

OFFICE ORDER

All Heads of Departments

Subject: Submission of Lecture Schedule for Undergraduate Students

All Heads of Departments (HODs) are hereby requested to prepare and submit the schedule of lectures for undergraduate students of their respective departments. The schedule must include the following details:

- 1. Name of the Faculty Member
- 2. Day(s) of the Week
- 3. Timing and Duration of Each Lecture
- 4. Topics to Be Covered

The finalized schedule should be submitted to the undersigned at the earliest, within two to three days

Your cooperation in this matter is essential to ensure the timely commencement and smooth functioning of the academic calendar.

Prof (Dr.) Rakesh Krishan Gupta

Principal and Director PG Studies

Principal
Kalka Dental College
Partapur Bye Pass Road, Meerut

- 1. Hony. Secretary
- 2. Office Copy
- 3. All Departments



PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0224

Date:-24-12-2024

OFFICE ORDER

All Heads of Departments

Subject: Submission of Monthly Roster for Seminars, Journal Club, and Case Discussions

It is hereby directed that all Heads of Postgraduate Departments are required to prepare and submit a detailed monthly roster for the conduction of the following activities in their respective departments:

- 1. Seminars
- 2. Journal Club Meetings
- 3. Case Discussions

The roster should include:

Proposed dates for each activity.

Titles or topics to be discussed for each session.

Names of faculty members or students responsible for leading the sessions.

Kindly ensure the submission of the finalized roster to the undersigned at the earliest.

Prof (Dr.) Rakesh Krishan Gupta

Principal and Director PG Studies

Principal and Director PG Studio

Kalka Dental College
Partapur Bye Pass Road, Parta

- 1. Hony. Secretary
- 2. Office Copy
- 3. All Department



A DENTAL COLLEGE

PARTAPUR BY-PASS ROAD, MEERUT PH.: 0121-2440817, 8755651234

No. KDC/Notice/2024/0213

Date:-18-12-2024

OFFICE ORDER .

All Heads of Departments

Subject: Submission of Details Regarding Patient Inflow and Suggestions for Improvement

Heads of Departments

As per the directives and guidelines of the Dental Council of India (DCI), it is imperative to ensure adequate patient inflow to support the requirements for two units of postgraduate intake in each department.

You are kindly requested to submit the following details in tabular form within three (3) days from the date of this letter:

1. Required number of patient inflows as per DCI guidelines for two units of postgraduate intake.

2. Actual patient inflow in your respective department during the past quarter

or relevant timeframe.

3. Valuable advice and comments on measures to improve patient inflow in your department.

The data should be submitted in the format provided below:

Your cooperation in providing accurate and actionable data will enable us to address any gaps and improve the quality of services. Timely submission is crucial for planning and implementing necessary measures.

Please ensure the submission of the required information to the undersigned or email it to kalkadentalcollegemrt@gmail.com by 18/12/2024.

Thank you for your prompt attention to this matter.

Principal

Principal Kalka Dental College Partapur Bye Pass Road, No. 114

- 1. Hony. Secretary
- 2. Office Copy
- 3. All Departments