

SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL

Run By : SHRI DHANWANTRY EDUCATIONAL SOCIETY (REGD.)

SECTOR 46-B, CHANDIGARH

College : 0172-2631021, 5046200 Hospital 0172-5046000, 7710778822

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Affiliated with Shri Krishna AYUSH University Kurukshetra (Hry.)

No. Sadch /2026/906

Date : 09.04.2026

OFFICE CIRCULAR

The Human Resources Development Cell, in collaboration with the IQAC, is organizing a training program for all clerical staff, including UG and PG departments, as well as the Information Technology team.

The training session will focus on **QCI topics and documentation**.

Trainer: Dr. Nithin Krishnan (HOD, Rog Nidan)

Venue: SDACH, Department of Rog Nidan

Date: 09.04.2025

Time: 04:00 PM

All concerned staff members are hereby directed to attend the training without fail.

Principal
PRINCIPAL
Shri Dhanwantry Ayurvedic College
& Hospital, Sec. 46-B, Chandigarh

Copy to : Dr. Nithin Krishnan

EVENT REPORT

Shri Dhanwantry Ayurvedic College and Hospital, Chandigarh

Committee: INTERNAL QUALITY ASSURANCE CELL

1. Event Details

Component	Description
Title of the Event	QCI topics and documentation
Date	9 th April, 2026
Time	4:00 PM
Venue	Rog Nidan department
Nature of Event	Academic
Mode	Offline
Target Group	Clerical Staff
Number of Participants	8
Organized by	IQAC
Collaborating Agency	Human Recourses

2. Objectives of the Event

- To ensure proper documentation and maintenance of departmental records as per AQAR and IQAC requirements of every department.
- To train staff on systematic record keeping and academic activity reporting.
- To review departmental preparedness based on "Points for Kind Perusal" checklist.
- To streamline Academic, Research, Achievement, Community services and administrative processes within the department.

3. Brief Report

IQAC conducted this training for clerical staff, providing them with the detailed information regarding QCI guidelines and maintenance of departmental record.

- The training session focused on documentation, compliance, and quality enhancement measures.
- The session began with an overview of IQAC and AQAR documentation requirements.
- Detailed discussion was conducted on key documentation components including:
- Time tables (UG/PG), Lesson planners, and Integration Matrix
- CO-PO mapping and outcome analysis
- Logbooks (clinical, practical, teaching diary)
- Feedback systems, analysis, and Action Taken Reports (ATR)
- Departmental meeting records (MoM), audit reports, and internal reviews
- Faculty were trained on maintaining:
- Attendance registers (students and staff)

- Clinical and bedside teaching records
- Assessment tools like OSCE/OSPE/DOPS
- LMS/ERP usage and e-repository maintenance
- Emphasis was given to academic activities documentation, including FDPs, CME participation, research, publications, and awards.
- Demonstration was provided for proper filing, indexing, and quick retrieval system of departmental records.
- The importance of simulation lab usage, MEU allocation, SOPs, and safety compliance was highlighted.
- Interactive discussion was held to resolve queries related to documentation gaps and improvements.

4. Outcome Achieved

- The Pre-Test and Post-Test assessment reflected a significant improvement in understanding of documentation practices related to meetings and academic departmental activities among the clerical staff.
- Out of 8 participants, 5 staff members demonstrated strong conceptual clarity, answering all or most questions correctly in the post-test.
- The remaining 3 staff members showed substantial improvement, with only one incorrect response each, indicating a clear grasp of the subject with minor gaps.
- The training effectively enhanced knowledge regarding:
 - Preparation of Minutes of Meeting (MoM)
 - Importance of documentation and record maintenance
 - Filing, storage, and audit readiness
 - Use of digital tools for documentation
- Overall, the session successfully achieved its objective of building competency in systematic documentation practices among clerical staff.

5. Outcome Analysis

- The performance data indicates that 100% of participants benefited from the training session.
- 62.5% (5 out of 8) participants achieved a high level of understanding, demonstrating excellent retention and clarity of concepts.
- 37.5% (3 out of 8) participants showed near-complete understanding, with only minor errors, suggesting the need for minimal reinforcement.
- The results highlight that the training methodology—combining explanation, examples, and practical relevance—was highly effective.
- The small margin of error among a few participants suggests:
 - a) Scope for brief revision sessions or follow-up guidance
 - b) Reinforcement of specific concepts such as MoM structure and documentation components
- Overall, the training contributed to improved documentation accuracy, accountability, and audit preparedness, aligning with institutional quality standards.

6. Photographs of the Event





Chandigarh, Chandigarh, India
 Shri Dhanwantry Ayurvedic College And Hospital, 77,
 Chandi Path, 46b, Sector 46, Chandigarh, Chandigarh
 160047, India
 Lat 30.699202° Long 76.767178°
 Thursday, 09/04/2026 05:06 PM GMT +05:30

7. Attachments

- Attendance Sheet (with Name, Designation, Signature)
- Event Poster / E-banner
- Pre and Post test sheets
- Certificate Copy

8. Event Coordinators

Dr. Nithin Krishnan
 Ms. Supriya Saini

(IQAC Co-ordinator)
 (IQAC Non- teaching member)

9. Approval by

This is to certify that the above report is reviewed and approved for AQAR documentation.

Name	Signature	Date
Dr. Sumit Srivastava		10/ 04/2026

ANNEXURE 1: ATTENDANCE SHEET

ATTENDANCE SHEET

SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL, CHANDIGARH

Attendance Sheet – Training session of clerical department

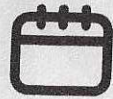
S. No.	Name	Designation in Committee/ Department	Present (Yes/ No- reason of absence)
1	Bharti Jain	Clerk (Samhita Siddhanta & Sanskrit)	Yes
2	Prerna	Clerk (Balroga & Swasthvritta)	Yes
3	Parveen Rani	Clerk (Kayachikitsa & Kriya Sharir)	Yes
4	Kajal Kaur	Clerk (Prasuti Tantra & Stree Roga)	Yes
5	Pradeep	Clerk (Dravyaguna Vigyan)	Yes
6	Vijay	Clerk (Panchkarma & Rachana sharir)	Yes
7	Bhumika	Clerk (Agadtantra & Ras shastra)	Yes
8	Richa	Clerk (Shalakya tantra & Shalya tantra)	Yes
9.	Preriti	Clerk (Rog nidan evam Vikriti vigyan)	No (Informed Leave)

Meeting Details

- **Committee / Department Name:** Internal Quality Assurance Cell
- **Date:** 09/04/2026
- **Time:** 4:00PM – 5:00PM
- **Venue:** Rog nidan department
- **Agenda:** Training on documentation of Meetings and Department activities.

Signature of authority: _____





APRIL 09TH, 2026 (THURSDAY)
AT 04.00 PM - 05.00 PM

Training Programme



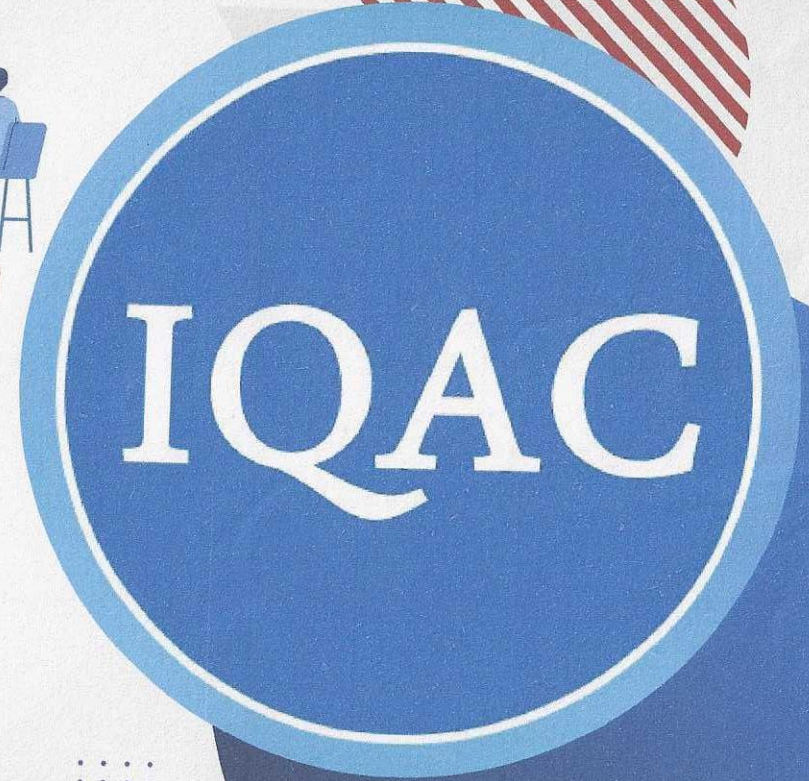
Topic : QCI TOPICS & DOCUMENTATION

ORGANISED BY

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
& HUMAN RESOURCES DEVELOPMENT CELL.**

**SHRI DHANWANTRY AYURVEDIC
COLLEGE & HOSPITAL**

SECTOR, 46-B, CHANDIGARH



Points For Your Kind Perusal

S. No.	Checklist Item
1	Time table (UG and PG)
2	Lesson Planner
3	Integration Matrix (Horizontal and Vertical) - With circular, and Proofs
4	CO PO Mapping display
5	MoM Lesson planner execution
6	Department review reports
7	Clinical demonstration logbook
8	Practical demonstration logbook
9	UG Activity/ Record book
10	OSCE/OSPE/DOPS/Checklist/DOAP proofs with log or schedule
11	Feedback forms (Topic wise) - Analysis and MoM and ATR and Proofs
12	Attendance register - Student (UG/PG/Faculty/ Non Teaching)
13	Teachers Log/ Diary
14	Department Meeting records (MoM)
15	Patient screening files
16	Faculty personal files
17	Bedside teaching register/ clinical
18	Clinical rotation plan
19	Dept. Notice Board Photos/ Circulars/ Publication/ News/ Achievements, etc.
20	Department feedback/ analysis/ ATR
21	Ward allotment records
22	Formative assessment logs
23	NLH Activity logs with proofs
24	Simulation lab usage and allotment
25	MEU usage and allotment of faculty
26	Programmes or activities conducted file (Dept. Activity)
27	FDP/CME/etc. Attended and delivered
28	Publication data
29	Awards (Faculty/ Students)
30	AV/ ICT utilised mapping with proofs against lesson Planner
31	Proof of LMS/ ERP use
32	E Repository for department (PPT Video Etc.)
33	AMC/PMC/SOP/Laboratory manual

34	Instrument list/ Model/ Specimen/ Chart details
35	Outcome analysis/ MoM/ ATR
36	Labelling/Signage/Contact emergency in Dept
37	Student presentation/ Compilation list and proofs
38	Old Records/ Question banks with CO Millers Blooms/ Answer sheet with CO scores
39	Dept. Library/DELNET (Students and faculties)/ Usage/ Logbook/ Utilisation
40	Equipment utilisation register
41	Cleanliness/ Sanitation/SOP/AMC/ Audit
42	Fire and Safety orientation and drill exposure and awareness in department
43	Logbook for dept/ visitor logbook
44	Teaching/ Non Teaching orientation records for calibration
45	Task bank/ Activities
46	SOP/ Checklist for practicals
47	Rubrics
48	Stock registers
49	Procurement bills
50	Breakage register
51	Internal audit checklist, reports and MoM and ATR (All departmental activities)
52	Station allocation SOP (OSCE/ OSPE)
53	IA records/ Assessment records
54	Dept. Server/ Mail ID/ Google drive
55	Faculty/ Non Teaching Work load (Roles and Responsibilities)
56	Dept. PG UG posting schedules/ Roasters
57	Dept. Video 2 to 5 minutes at a glance
58	Faculty recorded video 2 videos minimum 15 minutes each Theory or Practical or Clinical any TL method
59	Research activities
60	Contribution (Policy)
61	SWOT Analysis
62	LH/ NLH with Pie Chart
63	Teaching planning template (Material)
64	Projects (SPARK etc.)
65	Expenditure incurred/ Budget/ Estimate for upcoming financial year
66	Intend forms
67	Calibration stickers
68	Spillage kit

69	Prakriti Assessment forms - Screening forms it summary reports
70	Assignment given to students - Faculty wise
71	Circular file - Institute or department file
72	Department Meeting - Circular with agenda, MoM, ATR, Documents for proof
73	Remedial classes timetable - Fast and slow learners - Attendance - Document proofs
74	Model question papers (CO Millers Blooms) with answer sheets with CO attainment scores
75	Field visit or surveys
76	Signatures in document
77	Station wise or posting wise faculty responsibilities
78	Mentor Mentee update
79	Faculty signed syllabus breakup
80	Faculty lecture notes
81	Inward and Outward register
82	DOAP session log and proofs
83	HOD attestation - All dept files circulars and needed documents
84	Any department specific files, data or details not mentioned above as per QCI
85	Filing, Flagging, Index, Quick retrieval system, Orientation and final readiness