



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES**  
**Shavige Malleshwara Hills, Kumaraswamy Layout**  
**Bangalore 560 111**  
**Accredited A+ Grade by NAAC**



March 14, 2024

DSCDS/Internal/2024/030

**CIRCULAR**


In view of upcoming DCI Periodic Inspection (any time after 18/03/2024), all the HOD's are hereby informed to ensure that the OP register, work done register / treatment register, stock book and indent book are updated as per DCI requirements of the respective Departments.

HOD's of PG departments are informed to keep all records pertaining to Postgraduate didactic work upto date. They are also informed to go through the MDS DCI proforma (recognition) and prepare their department profiles in softcopy accordingly.

Similarly all records pertaining to undergraduate teaching as per inspection requirements (timetables, Postings, record books, internal assessment record etc.,) should be kept updated. **All Heads of the Departments are informed not to sanction any kind of leaves till completion of Inspection.**

**Copy to**

1. The Vice Principal
2. Associate Dean – UG, PG & Administration
3. Teaching Faculty whatsapp group
4. Non teaching whatsapp group
5. ERP
6. Office file

  
**PRINCIPAL**  
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