

**MINUTES OF IQAC/HOD MEETING HELD ON 20.07.2022(WEDNESDAY) IN THE ORALSURGERY SEMINAR ROOM ITS-CDSR AT 10:30 A.M.**

**Point's Raised/Apprired/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- HOD Oral Medicine to make target of Special cases comparison to 2019 and Special cases numbers to be increased and to ensure every OPD is seen by MDS faculty to identify special cases.
- HOD Oral Medicine to mention revenue of breakup of special cases packages separately in total revenue of Department in their presentation.
- HOD Oral Medicine to ensure reporting of CBCT to be done on the same day.
- HOD Conservative Dentistry to check the data before presentation.
- HOD Conservative Dentistry to improve the reporting of second referral patients- details should be given regarding the patients not reporting to department after their first referral.
- HOD Conservative Dentistry to make a proposal for treatments for free for BPL patient to be done by UG students.
- HOD Community to monitor the number of patients for new bus route and try to increase the number.
- HOD Community and HOD oral Surgery to mention the no. of extraction done in camps in their monthly presentation.
- HOD Pediatric Dentistry to look into the percentage of patients who are treated more than 2 hours and try to decrease the duration.
- HOD Oral Pathology to ensure investigations slide to include data only for six months.
- All Department HODs to ensure to make a roster/posting for interns and UGs to observe / assist PGs and also to do minor procedures in cases allotted to PGs.

Department of Oral Medicine, Conservative, Community, Pediatric and Oral Pathology HOD's showcased their departmental functioning through presentation:

- Dr. Nidhi Puri, Professor Department of Oral Medicine gave her presentation.
- Dr. Sonali Taneja, HOD, Department of Conservative gave her presentation.
- Dr. Priyanka, Professor, Department of Community Dentistry gave her presentation.
- Dr. Shivani Mathur, HOD, Department of Pediatric Dentistry gave her presentation.
- Dr. Anshi Jain, Reader Department of Oral Pathology, gave her presentation.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 18.07.2022(MONDAY) IN THE ORAL SURGERY SEMINAR ROOM ITS-CDSR AT 11:30 A.M.**

**Point's Raised/Appraised/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- Incharge Faculty of OPD, Prosthodontics to train computer operator regarding patients who require treatment in Prosthodontics department and not to make patients wait unnecessarily who do not require treatment and to refer them appropriately.
- HOD Prosthodontics ensures with regard to the different treatment carried out by PGs and the number of patient treated, HOD to give reasons where the PG student has done less patients.
- HOD Prosthodontics should ensure that the presentation should be checked well in advance and faculty should come prepared with valid reasons for any deviation.
- Incharge CAD CAM & HOD Prosthodontics to ensure that data should be compared to 2019 for guideline but target should be more for 2022.
- Incharge CAD CAM & HOD Prosthodontics ensure Lab work in CAD CAM to be improved and to discuss with faculty regarding failures and come out with proper solutions.
- HOD Oral Surgery ensures that IPD revenue is not to be included along with OPD revenue.
- HOD Oral Surgery ensures OPD revenue and consumption of department to be assessed separately on a monthly basis.
- HOD Oral Surgery ensures Turn around time for patients 0-20 minutes the percentage is less and HOD to work on the same to increase the percentage to 70% & above in the next presentation.
- HOD Oral Surgery ensures OPD referral- primary referral to be separate.

Department of Prosthodontics and Oral Surgery HOD's showcased their departmental functioning through presentation:

- Dr. Soorya Poduval HOD Department of Prosthodontics, Dr. Siddhi Tripathi CADCAM Incharge & Dr.Gaurav Issar Implant HOD give their presentations
- Dr. Amit Gupta Professor, Department of Oral Surgery, give his presentation.

Director PG Courses concluded the meeting

**MINUTES OF IQAC/HOD MEETING HELD ON 13.07.2022(Wednesday) IN THE BOARDROOM ITS-CDSR AT 12:00 P.M.**

**Point's Raised/Appraised/Discussed/Instructed by Director PG Courses Dr Srinath Thakur**

- MOM of the last HOD meeting & details of the same discussed.
- College & Department OPD for the month of June, 2022.
- Revenue collection for the month of June, 2022.
- No. of units of Zirconia Crowns fabricated in the CADCAM Lab for June, 2022.
- No. of Implants for the month of June, 2022.

- ECHS Details for the month of June, 2022.
- Consumption Collection Analysis for the month of June, 2022.

**Point's Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty.**

- First module of next three departments of Interns Clinical Ascendency & Enhancement Program will be conducted in 1st week of August, 2022.

**Point's Raised/Appraised/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- Periodontology department HOD to add microscope usage in equipment utilization report on monthly basis in their presentation.
- Orthodontics department HOD to add the detailed UG work done of students less than 70% work done in their presentation.
- Orthodontics department HOD to give relaxation to BPL patients and can provide option of two Instalments for orthodontics treatment.
- Proposal for revision of treatment charges to be made by HOD Orthodontics department and approval to be obtained by 15th July, 2022.
- Orthodontics department HOD to instruct all Faculty and PGs to continue taking information on source of new patients and awareness of knowing about orthodontics treatment in our college.

Department of Periodontology and Orthodontics HOD's showcased their departmental functioning through presentation:

- Dr. Sumit Malhotra, HOD, Department of Periodontology, briefed on no. of patients, implants, special cases, PG & UG attendance and work done, Publications etc.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, delayed cases, PG & UG attendance and work done, Publications etc.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 19.08.2022 (FRIDAY) IN THE BOARDROOM ITS-CDSR AT 10:30 A.M.**

**Point's Raised/Appraised/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- HOD Periodontology to check on Turn Around Time of 0-30 minutes which is constantly reducing give reasons and to increase the percentage of the same.
- HOD Periodontology to give reasons for reduction of surgical procedures and to have procedure wise PPT slides comparing 2019/20/21/22 in the next presentation.
- HOD Orthodontics to come out with strategies and aggressive marketing to reach yearly targets.
- HOD Orthodontics to make sure the percentage of preclinical quota for 3rd BDS is reached and to segregate the data of work done according to the number of days posted in the department. Department's role is important to make sure the slow learners also complete the quota.

- HOD Oral Pathology to discuss with Dasna Jail authorities regarding biopsies received from Dasna Jail and further treatment to be carried out if required.
- HOD Oral Pathology to send letter to Dr. Huma regarding lack of attendance and extension of PG tenure.
- All HODs to ensure priority to be given to student's academics/ patient treatment/ meetings and admin work/personal work in the same order as mentioned.
- All HODs to instruct faculty not to give appointments to patients during their students' academic activity and faculty to make weekly time table regarding their work schedule and display in the department.

Department of Periodontology, Orthodontics and Oral Pathology HOD's showcased their departmental functioning through presentation:

- Dr. Sumit Malhotra , HOD Department of Periodontology gave his presentations.
- Dr. Payal Sharma, HOD Department of Orthodontics gave her presentation.
- Dr. Devi Charan Shetty, Principal & HOD, Department of Oral Pathology gave his presentation.

Director PG Courses concluded the meeting.

#### **MINUTES OF IQAC/HOD MEETING HELD ON 10.08.2022 (WEDNESDAY) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

##### **Point's Raised/Apprired/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- HOD Prosthodontics to look into the number of procedures done in the department which is less when compared to 2019 and give reasons for the same and to put more efforts to improve the same.
- HOD Prosthodontics to look into same day paid treatment analysis which has decreased from 79% to 61% and give reasons for the same and to improve in future.
- There is no requirement for extra staff for allotment of patients to postgraduate students which has to be done by MDS Faculty who is on OPD duty.
- HOD Conservative to focus on the number of treatments done in the department and to increase the same when compared to 2019.· ECHS patients are less and reduced. Director/Principal to look into the matter and instruct Dr. Anubhav Sharma Incharge of ECHS to contact the concerned authority at ECHS Clinic to increase the referrals.

Department of Prosthodontics, Conservative & Endodontics and Pediatric Dentistry HOD's showcased their departmental functioning through presentation:

- Dr. Soorya Poduval, HOD Department of Prosthodontics along with Dr. Siddhi Tripathi (CAD CAM) and Dr. Gaurav Issar (Implantology) gave their presentations.
- Dr. Sonali Taneja, HOD Department of Conservative Dentistry gave her presentation.· Dr. Shivani Mathur, Professor Department of Pediatric & Preventive Dentistry gave her presentation.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 08.08.2022 (Monday) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

**Director Dr. Srinath Thakur Presented College Statistics**

- MOM of the last HOD meeting & action taken on assigned task discussed.
- College, Department OPD and Other Statistics for the month of July, 2022.

**Point's Raised/Apprired/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- HOD Oral Medicine to make sure and refer the patients for multiple treatments to increase conversion ratio. The faculty checking the OPD should communicate well with the patient and convince the patient regarding different treatment required and motivate to get the same done.
- HOD Oral Medicine to find out reason for decrease in BPL patients.
- HOD Oral Medicine to increase CBCT referrals from Departments and also number of Special Cass packages.
- HOD Oral Surgery to compare revenue from OPD/IPD, paid treatment of BPL Category and camp details of extractions with previous 2 months.
- HOD Oral Surgery to appreciate PG who has done maximum extraction in Camps- in presence of Director/Principal.
- HOD Oral Surgery to make separate department patients and hospital patients revenue & consumption.
- HOD Oral Surgery to make effort to increase implant number and to motivate for immediate extraction and implant placement.
- HOD Public Health Dentistry to increase the OPD/ Revenue which is very less for July, 2022 and consumption percentage is more for July, 2022- to find out reasons for the same.
- All HODs to find out reasons for UG Attendance less than 60% and warn the students and send officiale mail to parents.

Department of Oral Medicine, Oral Surgery & Community HOD's showcased their departmental functioning through presentation:

- Dr. Roopika Handa, HOD Department of Oral Medicine gave her presentation.
- Dr. Rahul Kashyap, HOD Department of Oral Surgery gave his presentation.
- Dr. Priyanaka Bhushan, Professor Department of Community gave her presentation.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 09.09.2022 (FRIDAY) IN THE BOARDROOM ITS-CDSR AT 10:30 A.M.**

**Point's Raised/Apprired/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- All HODs to include Interns duty and cases done in their presentations.
- All HODs should submit their presentations well in advance and not on the day of presentation to Dr.Akhil for evaluation at Principal & Director's office .

- To find out feasibility of introducing token system for patients.
- HOD Conservative department to follow the checking of OPD and Orion entry by Interns and Sr. Lecturer and avoid BDS Tutor making only Orion entries.
- HOD Conservative department to add regarding paid and unpaid treatments of BPL patients in their presentation
- HOD Conservative Department to consider for waiving off outstanding amount which are pending for more than 6 months and for patients not reporting for more than 3months
- HOD Periodontology to initiate attendees treatment of scaling in other departments and to check on secondary referrals to conservative department.
- HOD Implantology to remove mentioning of old quota in the presentation.
- HOD Pediatric Dentistry to mention the comparison of the patient treatment number before and after the revision of charges.
- HOD , Pediatric dentistry to compare three months details in equipments utilization report slide of the presentation
- HOD Orthodontics to include patient google reviews in their presentations.
- HOD Oral Pathology to send a notice to PG Dr. Huma Farnaz who is not attending college Since Feb,2022 through Academic program office.

Department of Conservative, Periodontology, Prosthodontics and Implantology, Pediatric Dentistry, Orthodontics & Oral Pathology HOD's showcased their departmental functioning through presentation:

- Dr. Sonali Taneja, HOD Department of Conservative Dentistry gave her presentation.
- Dr. Sumit Malhotra, HOD Department of Periodontology gave his presentation.
- Dr. Soorya Poduval, HOD Department of Prosthodontics gave his presentation along with Dr. Gaurav Issar, HOD Department of Oral Implantology.
- Dr. Shivani Mathur, HOD Department of Pediatric Dentistry gave her presentation.
- Dr. Payal Sharma, HOD, Department of Orthodontics gave her presentation.
- Dr. Devi Charan Shetty, Principal & HOD, Department of Oral Pathology gave his presentation

Director PG Courses concluded the meeting.

#### **MINUTES OF IQAC/HOD MEETING HELD ON 07.09.2022 (WEDNESDAY) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

##### **Director Dr. Srinath Thakur Presented College Statistics**

- MOM of the last HOD meeting & action taken on assigned task discussed.
- College, Department OPD and Other Statistics for the month of August, 2022.

**Point's Raised/AppriSED/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- Director & Principal to closely monitor and guide HOD and faculty of Oral Medicine department as newly appointed faculty managing the department.
- HOD Oral Medicine to increase new & old patient OPD and try to reach 2019 figures.
- HOD Oral Medicine should focus and increase special cases, Pain clinic treatment cases and packages.
- HOD Oral Medicine to have only 3 months comparison for TAT in presentation.
- HOD Oral Surgery to mention the consumption report and should not include GA Patients.
- HOD Oral Surgery to find out reasons why primary referrals not reaching Oral Surgery.
- HOD Oral Surgery to assess work done of some PGs which is less and to counsel them and to improve the same.
- HOD Public Health Dentistry to come out with Action Plan to increase the number of patients at Satellite Clinics to 2019 level.
- HOD Public Health Dentistry to collect data of patient coming to Satellite Clinics and send bulk messages motivating them to attend.
- HOD Prosthodontics to give proper reasons for treatment taking more than 30 days which has increased.
- HOD Prosthodontics to mention quota of UG work and to have minimum of 8 google reviews of patients in the presentation.
- HOD Prosthodontics to monitor the working of CAD CAM Lab and ensure the process of fabrication of crowns and bridges is perfect.

Department of Oral Medicine, Oral Surgery, Community & Prosthodontics HOD's showcased their departmental functioning through presentation:

- Dr. Roopika Handa, HOD Department of Oral Medicine gave her presentation.
- Dr. Rahul Kashyap, HOD Department of Oral Surgery gave his presentation.
- Dr. Priyanaka Bhushan, Professor Department of Community gave her presentation.
- Dr. Soorya Poduval, HOD Department of Prosthodontics gave his presentation.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 13.10.2022 & 14.10.2022 (THURSDAY & FRIDAY) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

**Director Dr. Srinath Thakur Presented College Statistics**

- MOM of the last HOD meeting & action taken on assigned tasks discussed.
- College, Department OPD and Other Statistics for the month of September, 2022.

**Point's Raised/Apprired/Discussed by Director/ Principal**

- HOD Oral Medicine to monitor & achieve the target of CBCTs of different departments.
- HOD Oral Medicine to monitor & increase Special Cases, pain clinic cases & packages and try to reach 2019 numbers.

- HOD Oral Medicine to monitor smooth functioning CSSD and maintain proper documentation.
- HOD Oral Surgery to regularly check camp extraction register & to increase implant number as per the target.
- HOD Public Health Dentistry to mention the outcome of plan of Action in the Action Taken Report.
- HOD Public Health Dentistry to monitor and continue working in the same intensity to increase camp patients.
- HOD Prosthodontics to complete the quota of Implant for Course Implants.
- HOD Prosthodontics to monitor & supervise the fabrication of CAD CAM units to the satisfaction of the referring doctor.
- HOD Periodontology to initiate scaling of attendees of others departments.
- HOD Conservative to increase the CAD/CAM referrals.
- HOD Pediatric Dentistry to include changes made in Action Taken Report.
- HOD Orthodontics to work on primary referrals which are very less. Oral Medicine department to refer Ortho treatment required cases first to Ortho department

Dr. Roopika Handa, HOD Department of Oral Medicine gave her presentation.

Dr. Amit Gupta, Professor Department of Oral Surgery gave his presentation.

Dr. Priyanka Bhushan, Professor Department of Community gave her presentation.

Dr. Soorya Poduval, HOD Department of Prosthodontics gave his presentation.

Dr. Sumit Malhotra, HOD Department of Periodontology gave his presentation.

Dr. Avinash Patil, Professor, Department of Conservative gave his presentation.

Dr. Shivani Mathur, Professor, Department of Pediatric Dentistry gave her presentation.

Dr. Payal Sharma, HOD Department of Orthodontics gave her presentation.

Dr. Anshi Jain, Reader Department of Oral Pathology gave her presentation.

Director PG Courses concluded the meeting.

#### **MINUTES OF IQAC/HOD MEETING HELD ON 21.11.2022 (MONDAY) IN THE BOARDROOM ITS-CDSR AT 12:00 P.M.**

##### **Point's Raised/Apprihed/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- HOD Periodontology to find out regarding less attendance of interns in the second module of clinical ascendency program.
- HOD Orthodontics to try in achieving yearly target and to add google reviews in the presentation.
- HOD Orthodontics to send PG on rotation to camps for motivating patients for Ortho treatment.
- HOD Prosthodontics to find out reasons for reduction in PFM Crowns and to increase both PFM and Zirconia crown and bridge numbers.
- HOD Prosthodontics to increase implant number and achieve the target.



- HOD Oral Pathology to send letter to Dr. Huma Farnaz PG through APO regarding continuous absence since January, 2022.
- All HODs to make a consolidated report of attendance & feedback department wise of the Interns clinical ascendency program.
- All HODs to make proposal of the role of the department and strategies to increase number of patients in their respective departments.

Department of Periodontology, Orthodontics, Prosthodontics, & Oral Pathology HOD's showcased their departmental functioning through presentation:

- Dr. Sumit Malhotra, HOD Department of Periodontology gave his presentation.
- Dr. Payal Sharma, HOD Department of Orthodontics gave her presentation.
- Dr. Manoj Kumar, Professor Department of Prosthodontics gave his presentation.
- Dr. Anshi Jain, Reader Department of Oral Pathology gave her presentation.

Director PG Courses concluded the meeting.

#### **MINUTES OF IQAC/HOD MEETING HELD ON 18.11.2022 (FRIDAY) IN THE BOARDROOM ITS-CDSR AT 10:30 A.M.**

##### **Director Dr. Srinath Thakur Presented College Statistics**

- MOM of the last HOD meeting & action taken on assigned tasks discussed.
- College, Department OPD and Other Statistics for the month of October, 2022.

##### **Point's Raised/Apprired/Discussed/Instructed by Secretary Mr. B.K Arora Sir**

- To increase the patient number to come in par with 2019.
- HOD Oral Medicine to improve on clarity of presentation and analyse the statistics and state the reasons for the change.
- HOD Oral Medicine to be monitored and achieve the desired CBCT targets.
- HOD Conservative to check on conversion of paid patients which is reduced and to come out with reasons and solutions.
- HOD Pedodontics to send a request to the purchase department regarding Pit and fissure sealant which is cost effective.
- HOD Public Health Dentistry to monitor the camp patients and follow the action plan to increase the number.

Department of Oral Medicine, Conservative Dentistry, Pediatric Dentistry, & Public Health Dentistry HOD's showcased their departmental functioning through presentation:

- Dr. Roopika Handa, HOD Department of Oral Medicine gave her presentation.
- Dr. Sonali Taneja, HOD Department of Conservative Dentistry gave her presentation.
- Dr. Shivani Mathur, HOD Department of Paediatric Dentistry gave her presentation.
- Dr. Priyanaka Bhushan, HOD Department of Community gave her presentation.

Director PG Courses concluded the meeting.

**MINUTES OF IQAC/HOD MEETING HELD ON 16.12.2022 (FRIDAY) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M**

S.No	Department	Action to be Taken	Timeline	To be Done/ Follow-up by
1	Oral Medicine	To put standees/ Flex depicting the special type of treatments done in the department.	By 22/12/2022	To be done by Dr. Anuradha Yadav & follow up by Dr. Roopika Handa
		Take follow up of special cases to increase the old number of patients.	Monthly basis	To be done by Dr. Roopika Handa
		To organise one CDE and one Guest Lecture for the department	By Jan 2023	To be done by Dr. Roopika Handa & to cross verify by Dr. D.C Shetty
2	Oral Surgery	Functioning of the department to be monitored	Monthly	To be followed up by Dr. D.C. Shetty
		To check on the number of New treatments started.	Weekly	To be done by Dr. Amit Gupta & follow up by
		To monitor the consumption of the department.	Every 15 days (1st & 15th of every month)	Dr. Rahul Kashyap
		To increase the number of major IPD cases.	Weekly	To be done by Dr. Ankur Padmaja & follow up by Dr. Rahul Kashyap & to cross verify by Dr. D.C Shetty

3	Prosthodontics	To increase the number of flexible denture cases.	Weekly	To follow-up by Dr. Neeta Pasricha
		To monitor & increase the number of patients for Crown & Bridge.	Weekly	To be done by Dr. Siddhi Tripathi
		To check and monitor turnaround time more than 90 minutes.	Daily	To follow-up by Dr. Neeta Pasricha
		To check & monitor treatment more than 30 days	Every 15 days (1st & 15th of every month)	To be done by Dr. Manoj Kumar & to be cross verified by Dr. D.C Shetty
		HOD check on the number of Bioner course implants which are remaining in stock.	By 22/12/2022	To follow-up by Dr. Gaurav Issar
		To increase the number of Zirconia crowns and talk to different department faculties and also outside private practitioners to give crowns for fabrication.	Every 15 days	To be done by Dr. Manoj Kumar & follow up by Dr. Neeta Pasricha & to be checked by Dr. D.C Shetty on 1st and 15th of every month
		To check for the possibility of layering of crowns to be done in the college CAD CAM lab for all crowns fabricated from Den Expert Lab.	By 22/12/2022	To be done by Dr. Siddhi Tripathi & follow up by Dr. Neeta Pasricha & to be checked by Dr. D.C Shetty & to be tabled in next meeting
		HOD Prosthodontics should hold a meeting with HOD Prosthodontics of I.T.S Greater Noida to check the functioning of the department	By 31/12/2022	To be done by Dr. Neeta Pasricha

4.	Public Health Dentistry	Follow up of camp patients after every camp for visiting the college on daily basis	Daily basis	To be done by Dr Priyanka Bhushan
		Monitoring of the Satellite clinic OPD and patient workflow	Weekly Basis	To be done by Dr Priyanka Bhushan and checked by Dr D.C Shetty
		To increase the number of patients being screened and treated in the camps.	Daily Data to be maintained	To be done by Dr Priyanka Bhushan
		To give a detailed report for the camp along with SWOT analysis for every camp.	After each camp	To be done by Dr Priyanka Bhushan and checked by Dr D.C Shetty every 15 days.

**MINUTES OF IQAC/HOD MEETING HELD ON**

**19.12.2022 (MONDAY) IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M**

S.No	Department	Action to be Taken	Timeline	To be Done/ Follow-up by
1	All Departments	Overall department Performance in 2022 and future plans for the year 2023	5 <sup>th</sup> January, 2023	To be done by all HODs and to be presented in January, 2023 HOD meeting
2	Interns feedback	Feedback from Interns regarding clinical exposure in all departments to be taken	Monthly	To be done by APO office, Mr. Pawan Sharma
3	Periodontology	To maintain data of follow up of pts. Referred for CBCT Scans	Weekly	To be done by Dr. Sumit Malhotra
		To increase the no. of Old OPD	Every 15 days (1 <sup>st</sup> & 15 <sup>th</sup> of every month)	To be done by Dr. Sumit Malhotra

4	Conservative	Monitoring of same day paid treatment numbers	Every 15 days (1 <sup>st</sup> & 15 <sup>th</sup> of every month)	Data to be maintained by Dr. Sonali Taneja & cross verified by Dr. D.C. Shetty
		Monitoring of the number of cases converting from Deep caries to RCT.	Weekly basis	To be done by Dr. Sonali Taneja & cross verified by Dr. D.C. Shetty
		To make sure faculty checks UG work done and correct Orion entry is made on a daily basis.	Daily basis	To be done by Dr. Anshul Arora & follow up by Dr. Sonali Taneja
		To analyzed average number of days taken and visits taken for RCT completion	Monthly basis	To be done by Dr. Sonali Taneja
		To ensure RCT's are also given to UG Students	Every 15 days (1 <sup>st</sup> & 15 <sup>th</sup> of every month)	To be done by Dr. Avinash A. Patil and follow up by Dr. Sonali Taneja and cross verified by Dr. D.C. Shetty
		To ensure UG work done to be together of both postings	Daily basis	To be done by Dr. Avinash A. Patil & follow up by Dr. Sonali Taneja
5	Pediatric & Preventive Dentistry	To maintain & follow up on no. of case done under microscope	Daily basis	To be done by Dr. Sonali Taneja
		To mentioned quota for BDS 3 <sup>rd</sup> year & 4 <sup>th</sup> year separately	Monthly basis	To be done by Dr. Manvi Malik & follow up buy Dr. Shivani Mathur
		To ensure pts. with chief complaint of Ortho are referred to Orthodontics department	Daily	To be done by Dr. Shivani Mathur
6	Orthodontics	To monitor the patients coming from camps after starting PG posting to camps	Every 15 days	Data to be maintained and followed up by Dr. Payal Sharma
		To monitor the completion of the Quota of UG Students	Monthly basis	To be done by Dr. Piush Kumar and followed by Dr. Payal Sharma
7	Oral Pathology	To make MOU's with college/labs/Hospitals with respect to Research Centre	Monthly basis	To be done by Dr. Anshi Jain and cross verified by Dr. D.C. Shetty

**MINUTES OF IQAC/HOD MEETING HELD ON**  
**15.02.2023 (WEDNESDAY) IN THE BOARDROOM ITS-CDSR AT 11:30 A.M**

<b>S.No</b>	<b>Department</b>	<b>Action to be Taken</b>	<b>Timeline</b>	<b>To be Done/ Follow-up by</b>
1	Periodontology	To monitor and ensure increase of old OPD Patients	Weekly basis	To be done by Dr. Sumit Malhotra
2	Conservative	Orion entries can be done by UG Students/Interns of their patients and cross checked by Faculty incharge	Daily basis	To be done by Dr. Avinash Patil and followed by Dr. Sonali Taneja
		To ensure different types of RCT cases are given to UG students	Daily basis	To be done by Dr. Anshul Arora and followed by Dr. Sonali Taneja
3	Pediatric Dentistry	Every faculty to ensure atleast one paper per year is published in Scopus/Pubmed Journal	Monthly Basis	To be done by Dr. Shivani Mathur
4	Orthodontics	To identify different vendors for model scanner for digitisation of ortho patients record	By 22/02/2023	To be done by Dr. Piush Kumar and followed by Dr. Payal Sharma
		To ensure duty of Post Graduate students for School camps and Sunday society camps	Monthly basis	To be done by Dr. Payal Sharma and followed by Dr. D.C. Shetty
5	Oral Pathology	To separate Biopsy and Haematological Investigations in their monthly presentation	Monthly basis	To be done by Dr. Anshi Jain

**MINUTES OF IQAC/HOD MEETING HELD ON**  
**12.05.2023, 19.05.2023 & 26.05.2023 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M**

S.No	Department	Action to be Taken	Timeline	To be Done/ Follow-up by
1	All Departments	To implement patient satisfaction drive in all departments	By 31.05.2023	To be done by Dr. D.C Shetty & all departments HOD's
2	Oral Medicine	To increase the number of special cases, treatment / packages	Weekly basis	To be done by Dr. Roopika Handa and follow-up by Dr. Sonali Taneja
		To provide segregation of all special cases done along with oral surgery department for last six months	By 31.05.2023	To be done by Dr. Roopika Handa & Dr. Amit Gupta
3	Oral Surgery	To increase the number of treatments done in the department	Weekly basis	To be done by Dr. Amit Gupta and follow-up by Dr. Alok Bhatnagar
		To increase the number of IPD cases	By 05.06.2023	To be done by Dr. Alok Bhatnagar and follow-up by Dr. Sonali Taneja
		To increase & monitor the number of patients done under the Ayushman Bharat scheme	Every 15 days	To be done by Dr. Amit Gupta and Dr. Alok Bhatnagar and follow-up by Dr. Devi Charan Shetty
6.	All departments	To make quota and ensure clinical case discussions are taken by faculty for UGStudents/ Interns	Daily basis	To be done by allHeads of the department and followed by Dr. D.C Shetty
		To ensure each faculty member haveatleast one Pubmed/Scopus Journal publication every year	Monthly basis	To be done by allHeads of the department

4	Public Health Dentistry	To increase the number of new and old OPD of the department	Monthly basis	To be done by Dr. Abhinav Bhargava and Follow-up by Dr. Bhuavan Deep Gupta
		To increase the number preventive treatment packages	Weekly basis	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuavan Deep Gupta
5	Prosthodontics	To increase the number of cases done under the Surgical Microscope	Monthly basis	To be done by Dr. Siddhi Tripathi and follow-up by Dr. Neeta Pasricha
		To encourage P.G students for using loupes for their clinical work	by 31.05.2023	To be done by Dr. Neeta Pasricha and follow-up by Dr. Sonali Taneja
		To monitor and improve TAT for patients	Weekly basis	To be done by Dr. Manoj Kumar and follow-up by Dr. Neeta Pasricha
		To monitor and improve scheduled patients	Weekly basis	To be done by Dr. Manoj Kumar and follow-up by Dr. Neeta Pasricha
6	CAD-CAM	To increase the number of Zirconia and PFM crown cases	Every 15 days	To be done Dr. Siddhi Tripathi and follow-up by Dr. Neeta Pasricha
7	Periodontology	To increase the number of Old patients	Weekly basis	To be done by Dr. Sumit Malhotra and follow-up by Dr. Devi Charan Shetty
7	Conservative	To increase the number of treatments done in the department	Weekly basis	To be done by Dr. Anshul Arora and Follow-up by Dr. Sonali Taneja
		To monitor the outstanding amount of the department	01/06/2023	To be done by Dr. Avinash Pa and Follow-up by Dr. Sonali Taneja
8	Pediatric Dentistry	To mention the breakup of the department OPD into General Card/ BPL/ School Camp patients	Monthly basis	To be done by Dr. Shivani Mathur and Follow-up by Dr. Devi Charan Shetty
9	Orthodontics	To check possibility for inhouse aligners	12.06.2023	To be done by Dr. Payal Sharma and Follow-up by Dr. Devi Charan Shetty



**MINUTES OF IQAC/HOD MEETING HELD ON**  
**10.07.2023 & 26.07.2023 IN THE BOARD ROOM ITS-**  
**CDSR AT 10:30 A.M**

S.No	Department	Action to be Taken	Timeline	To be Done/ Follow-up by
1	All Departments	To conduct the sensitization program about Patient satisfaction drive in every 3 months among all the staff members and then run the drive for 15 days	Quarterly (Next drive on 01.09.2023)	To be done by Dr. D.C Shetty & all departments HOD's
		To mention the results for the Mock exam conducted for MDS IIIrd year students in the monthly presentation		To be done by HOD's of all departments
		To draft a policy regarding transfer/ take over of work during faculty vacations /PG provisionally promoted to next year to avoid any hindrance in the work of the department and patients b	31.07.2023	To be done by Dr. Sonali Taneja and follow-up by Dr. Devi Charan Shetty
2	Oral Medicine	To increase the number of Old OPD & monitor the no. of special cases	Weekly basis	To be done by Dr. Roopika Handa and Follow-up by Dr. Sonali Taneja
		To monitor and increase the scheduled patients	By 31.07.2023	To be done by Dr. Akshay Rathore and Follow-up by Dr. Roopika Handa
		To increase the Biopsy done in the department	Weekly basis	To done by Dr. Anuradha Yadav and Follow-up by Dr. Roopika Handa
		To monitor the Seminar and JC quota of Post graduate students	Monthly basis	To be done by Dr. Roopika Handa and follow-up by Dr. Sonali Taneja
		To present the TAT slide for every 3 months only in their departmental presentation	Monthly basis	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuavan Deep Gupta

3	Public Health Dentistry	To increase the number of preventive procedures	Weekly basis	To be done by Dr. Abhinav Bhargava and Follow-up by Dr. Bhuavan Deep Gupta
		To monitor and increase the OPD, Revenue and referral patients of Mohan Nagar Satellite	BY 31.07.2023	To be done by Dr. Bhuavan Deep Gupta and Follow-up by Dr. D.C. Shetty
		To monitor and increase the OPD, Revenue and referral patients of Nandgram Satellite.	BY 31.07.2023	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuavan Deep Gupta
4	Prosthodontics	To increase the number of treatments	By 29.07.2023	To be done by Dr. Siddhi Tripathi and follow-up by Dr. Neeta Pasricha
		To monitor the consumption of the department	Every 15 days	To be done by Dr. Manoj Kumar and follow-up by Dr. Neeta Pasricha
		To monitor and improve the same day paid treatment	Weekly basis	To be done by Dr. Manoj Kumar and follow-up by Dr. Sonali Taneja
5	CAD-CAM	To increase the number of Zirconia and PFM crown cases	Every 15 days	To be done by Dr. Siddhi Tripathi and follow-up by Dr. Neeta Pasricha
6	Periodontology	To increase the number of surgical procedures	05.08.2023	To be done by Dr. Sumit Malhotra and follow-up by Dr. Devi Charan Shetty
7	Implantology	To conduct the meeting of OS, Prosthodontics and Perio HOD's and Faculty members with Secretary Sir regarding Implants	31.07.2023	To be done by Dr. Sumit Malhotra and Dr. Devi Charan Shetty
8	Conservative	To monitor the patients who are not reporting after initiating the treatment with outstanding dues in last 6 months	31.07.2023	To be done by Dr. Anshul Arora and follow-up by Dr. Sonali Taneja
		To increase the usage of laser in department	Weekly basis	To be done by Dr. Sonali Taneja and follow-up by Dr. Devi Charan Shetty
		To add the no. of cases done by PG in avg no. of rct visits/days slides in the presentation	Every 15 days	To be done by Dr. Anshul Arora and follow-up by Dr. Sonali Taneja
		To monitor the BDS IIInd year students Theory and Practical attendance for the Department	05.08.2023	To be done by Dr. Anshul Arora and follow-up by Dr. Devi Charan Shetty

		To mention the no. of google and facebook reviews done by department on monthly basis	Monthly basis	To be done by Dr. Sonali Taneja
9	Pediatric Dentistry	To send SMS to parents of children screened in School camps	After every school camp	To be done by Dr. Rishabh Kapoor and follow up by Dr. Shivani Mathur
		To provide consent form to parents to get their ward dental treatment done	Before every school camp	To be done by Dr. Shikha Choubey and follow up by Dr. Shivani Mathur
10	Orthodontics	Allotment of New cases to Dr. Piush Kumar to be done	Monthly basis	To be done by Dr. Payal Sharma
		To check the possibility of shifting of ortho quota from BDS IIInd year to BDS IIIrd year	By 31.07.2023	To be done by Dr. Piush Kumar and Dr. Payal Sharma and Follow up by Dr. Devi Charan Shetty
		To mention the details of the posting in preclinical quota of BDS IIIrd year students slide in the monthly presentation	Monthly basis	To be done by Dr. Piush Kumar
11	Oral Pathology	To mention details of Theory and Practical Classes for BDS IIInd year in the Monthly presentation slide	Monthly basis	To be done by Dr. Anshi Jain
		To contact medical colleges and other universities offering forensic odontology course for registration of the upcoming IAFO National Conference	10.08.2023	To be done by Dr. Anshi Jain and follow up by Dr. Devi Charan Shetty