

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

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Wed, Jul 27, 2022 at 3:14 PM

To: HOD Dental Gzb <hod_dntl_gzb@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>, "Dr. Nidhi Puri" <nidhipuri@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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

Point's Raised/AppriSED/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.

Regards

Dr. Srinath Thakur
Director- PG Courses
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MINUTES OF IQAC/HOD MEETING HELD ON 18.07.2022

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Tue, Jul 19, 2022 at 2:34 PM

To: HOD Dental Gzb <hod_dntl_gzb@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>
Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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/Apprired/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 alongwith 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.

Regards

Dr. Srinath Thakur

Director- PG Courses

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MINUTES OF IQAC Meeting

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Thu, Jul 14, 2022 at 6:36 PM

To: HOD Dental Gzb <hod_dntl_gzb@its.edu.in>, Rishi Rath <rishirath@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>

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

Point's Raised/Apprired/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/Apprired/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/Apprired/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.

Regards

Dr. Srinath Thakur

Director- PG Courses

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Minutes of IQAC/HOD Meeting held on 19/08/2022

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in> Fri, Aug 19, 2022 at 3:45 PM
 To: HOD Dental Gzb <hod_dntl_gzb@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashpatil@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>
 Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Radha D Chandra <radhadchandra@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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

Point's Raised/AppriSED/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.

Regards
 Dr. Srinath Thakur
 Director- PG Courses
 I.T.S. Centre for Dental Studies & Research
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MINUTES OF IQAC/HOD MEETING HELD ON 09.09.2022 (FRIDAY)

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Sat, Sep 10, 2022 at 3:46 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Sinny Goel" <dr.sinnygoel@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Soorya Poduval" <sooryapoduval@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Radha D Chandra <radhadchandra@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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

Point's Raised/Appraised/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.

Regards

Dr. Srinath Thakur

Director- PG Courses

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MINUTES OF IQAC/HOD MEETING HELD ON 07.09.2022 (WEDNESDAY)

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Thu, Sep 8, 2022 at 3:12 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Sinny Goel" <dr.sinnygoel@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Soorya Poduval" <sooryapoduval@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Radha D Chandra <radhadchandra@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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.

Regards

Dr. Srinath Thakur

Director- PG Courses

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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.

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Fri, Oct 14, 2022 at 4:02 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Sinny Goel" <dr.sinnygoel@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Soorya Poduval" <sooryapoduval@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@its.edu.in>, Devi Charan Shetty <devicharanshetty@its.edu.in>, Anil Kumar Muradnagar <anilk@its.edu.in>, Radha D Chandra <radhadchandra@its.edu.in>, Secretary Office ITS GZB <secoff.mn@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Akhil Manocha" <akhilmanocha@its.edu.in>

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.

Regards

Dr. Srinath Thakur

Director- PG Courses

I.T.S. Centre for Dental Studies & Research

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MINUTES OF IQAC/HOD MEETING HELD ON 21.11.2022

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Tue, Nov 22, 2022 at 11:37 AM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Sinny Goel" <dr.sinnygoel@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Soorya Poduval" <sooryapoduval@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>

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

Point's Raised/AppriSED/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.

Regards

Dr. Srinath Thakur

Director- PG Courses

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MINUTES OF IQAC/HOD MEETING HELD ON 18.11.2022 (FRIDAY)

Dr. Srinath Thakur <dr.srinaththakur@its.edu.in>

Sat, Nov 19, 2022 at 3:33 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Sinny Goel" <dr.sinnygoel@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Soorya Poduval" <sooryapoduval@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>

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MINUTES OF IQAC/HOD MEETING HELD ON 18.11.2022 (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 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.

Regards
Dr. Srinath Thakur

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MINUTES OF IQAC/HOD MEETING HELD ON 16.12.2022

Devi Charan Shetty <devicharanshetty@its.edu.in>

Thu, Dec 22, 2022 at 9:38 AM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

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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 Dr. Rahul Kashyap
		To monitor the consumption of the department.	Every 15 days (1 st & 15 th of every month)	
		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 (1 st & 15 th 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 1 st and 15 th 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 Bhusan and cheked 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.

Thanks & Regards
Dr. Devi Charan Shetty
Principal
Professor & Head

Department of Oral Pathology
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President
to
SHRI ARPIT CHADHA
Vice Chairman, I.T.S - The Education Group

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MINUTES OF IQAC/HOD MEETING HELD ON 19.12.2022

Devi Charan Shetty <devicharanshetty@its.edu.in>

Thu, Dec 22, 2022 at 9:43 AM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, "Dr. Gaurav Issar" <dr.issar@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>
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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 th 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 st & 15 th of every month)	To be done by Dr. Sumit Malhotra

4	Conservative	Monitoring of same day paid treatment numbers	Every 15 days (1 st & 15 th 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 st & 15 th 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 rd year & 4 th 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

Thanks & Regards
Dr. Devi Charan Shetty
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Professor & Head
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MINUTES OF IQAC/HOD MEETING HELD ON 15.02.2023

Devi Charan Shetty <devicharanshetty@its.edu.in>

Thu, Feb 16, 2023 at 1:45 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, "Dr. Anuradha Yadav" <dr.ayadav@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

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I.T.S Centre for Dental Studies & Research

Delhi-Meerut Road, Ghaziabad

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

S.No	Department	Action to be Taken	Timeline	To be Done/ Follow-up by
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

6.	All departments	To make quota and ensure clinical case discussions are taken by faculty for UG Students/ Interns	Daily basis	To be done by all Heads of the department and followed by Dr. D.C Shetty
		To ensure each faculty member have atleast one Pubmed/Scopus Journal publication every year	Monthly basis	To be done by all Heads of the department

Thanks & Regards
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MINUTES OF IQAC/HOD MEETING HELD ON 08.02.2023 & 10.02.2023

Devi Charan Shetty <devicharanshetty@its.edu.in>

Sat, Feb 11, 2023 at 2:23 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Rahul Kashyap" <dr.rahulkashyap@its.edu.in>, "Dr. Amit Gupta" <dr.amitgupta@its.edu.in>, "Dr. Priyanka Bhushan" <dr.priyankabhushan@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, "Dr. Anuradha Yadav" <dr.ayadav@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

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MINUTES OF IQAC/HOD MEETING HELD ON 08.02.2023 and 10.02.2023 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	Training of Students for giving IM/IV injections	28/02/2023	To be done by Dr. D. C. Shetty
		To mention proposed dates for upcoming Department CDE/Webinar/ Guest Lecture for 2023	20/02/2023	To be done by HODs of all departments & Cross verified by Dr. Payal Sharma
		All department to mention publication summary in their monthly presentation	Monthly Basis	To be done by HODs of all departments

	Oral Medicine	To increase the number of old OPD patient	Weekly Basis	To be done by Dr. Roopika Handa & cross verified by Dr. D.C. Shetty
		To increase the number of special cases, treatment / packages	Weekly Basis	To be done by Dr. Roopika Handa & cross verified by Dr. Sonali Taneja
		To contact ENT Specialists in Ghaziabad Area for referral of cases related to CBCT and Oro-facial pain	18/02/2023	To be done by Dr. Anuradha Yadav & followed by Dr. D.C. Shetty
		To contact transport union or association of Ghaziabad to conduct a camp for them to evaluate any special case / pathology present	23/02/2023	To be done by Dr. Roopika Handa
		To conduct and gather information sleep Apnea training / course for PG students	28/02/2023	To be done by Dr. Roopika Handa & cross verified by Dr. D.C. Shetty
3	Oral Surgery	To increase the number of IPD Cases	Weekly basis	To be done by Dr. Rahul Kashyap & cross verified by Dr. D.C. Shetty
		To increase the no. of Implants done by department	Daily basis	To be done by Dr. Amit Gupta & followed by Dr. D.C. Shetty
		To improve Turn Around Time of patients.	Every 15 days (1 st & 15 th of every month)	To be done by Dr. Amit Gupta & followed by Dr. Rahul Kashyap
		To increase the number of JC presentation for PG Second year students	Monthly basis	To be done by Dr. Rahul Kashyap & cross verified by Dr. Sonali Taneja

4	Public Health Dentistry	Detailed department action plan for the year 2023 to be given	13/02/2023	To be done by Dr. Priyanka Bhushan
		To provide breakup of preventive treatments and package done during the year 2022	13/02/2023	To be done by Dr. Priyanka Bhushan
		To give proposal for preventive clinic to be started in the department	15/02/2023	To be done by Dr. Priyanka Bhushan
		To make strategies/ steps to ensure proper screening of patients and to ensure 150 patients target to be achieved in every camp	15/02/2023	To be done by Dr. Abhinav Bhargava & followed by Dr. Priyanka Bhushan & cross verified by Dr. D.C. Shetty
		To make a pre-recorded audio file for every camp regarding venue ,stakeholders and facilities available and to be used for promotion and publicity during the camp	15/02/2023	To be done by Dr. Abhinav Bhargava & followed by Dr. Priyanka Bhushan
		Department to prepare and compile the data of case's of TCC done during last 1 year and can be kept as record for Inspection purposes as well	18/02/2023	To be done by Dr. Priyanka Bhushan
		Testimonials of TCC patients should be taken in form of videos to increased the number of TCC cases	20/02/2023	To be done by Dr. Ritu Gupta & Followed by Dr. Priyanka Bhushan
		Non teaching staff training program to be conducted by department in every six months	23/02/2023	To be done by Dr. Ritu Gupta & followed by Dr. Priyanka Bhushan
5	Prosthodontics	To make a detailed department action plan for the year 2023 to be given	13/02/2023	To be done by Dr. Neeta Pasricha
		To improve number of treatment taking of more than 30 days	Weekly basis	To be done by Dr. Manoj Kumar & followed by Dr. Neeta Pasricha
		To make a complete proposal for possibility of layer of Zirconia crowns to be done in college CAD-CAM lab for all crowns fabricated in DenExpert lab	16/02/2023	To be done by Dr. Siddhi Tripathi & follow up by Dr. Neeta Pasricha
		To make a complete proposal for possibility of fabrication of PFM crowns to be done in college CAD-CAM lab for all crowns fabricated in DenExpert lab	16/02/2023	To be done by Dr. Siddhi Tripathi & follow up by Dr. Neeta Pasricha
		To monitor timely delivery of crowns from CAD-CAM lab without any delay	Weekly basis	To be done by Dr. Siddhi Tripathi & follow up by Dr. Neeta Pasricha

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MINUTES OF IQAC/HOD MEETING - MAY, 2023

Devi Charan Shetty <devicharanshetty@its.edu.in>

Mon, May 29, 2023 at 12:18 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Anuradha Yadav" <dr.ayadav@its.edu.in>, "Dr. Alok Bhatnagar" <dr.alok@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Bhuvan Deep Gupta" <dr.bhuvandeepgupta@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Avinash A Patil" <dr.avinashapatil@its.edu.in>, "Dr. Anshul Arora" <dr.anshularora@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Manvi Malik" <dr.manvimalik@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>

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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

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 Patil 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

Thanks & Regards
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MINUTES OF IQAC/HOD MEETING - JUNE, 2023

Devi Charan Shetty <devicharanshetty@its.edu.in>

Fri, Jul 28, 2023 at 2:08 PM

To: "Dr. Roopika Handa" <dr.roopikahanda@its.edu.in>, "Dr. Alok Bhatnagar" <dr.alok@its.edu.in>, "Dr. Amit Gupta" <dr.amitguptaos@its.edu.in>, "Dr. Bhuvan Deep Gupta" <dr.bhuvandeepgupta@its.edu.in>, Ritu Gupta <ritugupta@its.edu.in>, "Dr. Neeta Pasricha" <dr.neetapasricha@its.edu.in>, "Dr. Manoj Kumar" <manojkumardf@its.edu.in>, "Dr. Siddhi Tripathi" <siddhitripathi@its.edu.in>, Sumit Malhotra <sumitmalhotra@its.edu.in>, "Dr. Rahul Chopra" <dr.rahulchopra@its.edu.in>, "Dr. Sonali Taneja" <sonalitaneja@its.edu.in>, "Dr. Anshul Arora" <dr.anshularora@its.edu.in>, "Dr. Shivani Mathur" <dr.shivanimathur@its.edu.in>, "Dr. Payal Sharma" <payalsharma@its.edu.in>, Piush Kumar <piushkumardf@its.edu.in>, "Dr. Anshi Jain (Reader)" <anshijain@its.edu.in>, HOD Pharmacology ITS Dental gzb <hod.pharma.gzb@its.edu.in>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Shikha Choubey" <dr.shikhachoubey@its.edu.in>

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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
3	Public Health Dentistry	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
		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, Prostho 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 IInd 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 IInd 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 IInd 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

Thanks & Regards
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