

**MINUTES OF IQAC MEETING HELD ON 22.10.2018 IN THE BOARD ROOM ITS-
CDSR AT 10:30 A.M.**

Points raised/apprised by IQAC Chairman Dr Vinod Sachdev.

- He apprised the minutes of meeting of the last IQAC meeting and briefed about the action taken on assigned tasks.
- He briefed on the College & Department OPD for the last 3 months.
- He informed about the inauguration of Facial Esthetic Clinic in Periodontics Department.
- He instructed that all departments should ensure quality and timely treatment of all Normal & Express card patients.
- He briefed that there was an increase in OPD in comparison to last year and an increase in revenue in comparison to last year.
- He briefed that there was an increase in no. Packages (RCT +Crown) in Conservative Department.
- He briefed that there was a fall in the units of Zirconia Crowns fabricated in CADCAM Lab.
- He briefed that no. of course implants placed in last 3 months have increased and instructed to maintain the numbers in subsequent months so that students may get adequate exposure.
- He briefed on ECHS/Express Card Details for the last quarter.

Points Raised/Apprised by IQAC coordinator, Dr. D.C Shetty.

- He emphasized need for establishing proper clinical protocol for case selections which will eliminate confusion in treatment planning and serve patients in an effective manner. The departments were asked to do the needful and get it approved.
- He also said that pilot studies should be done by departments to verify the results before adopting new treatment modalities.
- OPD Incharge's of all departments should track all patients referred from OMR who have not reported in the department to find out the reason for the same.
- He briefed on the Internal & External studies being carried out in Advance Research Centre and requested all departments to encourage their students for taking up research topics which can be conducted in the centre.

- He reemphasized that no. of biopsies should increase from all concerned departments.

Points Raised/Appriised by Secretary Mr. B.K. Arora.

- He said that Pain Clinic Data should be added in next IQAC meeting by Oral Medicine Department.
- He suggested that Interns can be engaged to track patients who are not reporting to their 1st referral department to assess the root cause.
- He instructed Prosthodontics department to make efforts to increase same day treatment percentage and no. of Zirconia units.
- He said that Prosthodontics department should do PFM Package Analysis based on patients referred to their department followed by age analysis of the same.
- For course implants he instructed all departments to stick to their department wise quota and place all implants before the final module.
- He said that all Implant Patient should be tracked up to rehabilitation and age analysis of these cases should be carried out.
- That Faculty should be motivated to give their clinical work to CADCAM Lab.
- He said that all CADCAM work coming from G.Noida should be completed on time and LAB should set itself a target of 500-600 Units/month.
- He approved idea of separate Express Card Clinic for Conservative Department.
- He said to remove pendency and improve overall patient satisfaction rate department should focus on increasing Single Sitting RCT's.
- He said that Conservative Department should work on motivating patients for Packages.
- He said Conservative department can close all pending Package Cases till June
- He suggested that Faculty in Orthodontics should take up more cases, he also approved allotment of white card cases to Senior Lecturers.
- He said that all delayed cases from 2015/16 should be separately tracked for their progress.
- He suggested providing Express Card patients with file folders, toothpaste/brush, instructions booklet etc. to improve overall experience of the patients.

All Department HOD's showcased their departmental functioning through presentation.

- Dr. Manu, Ass. Prof., Department of Oral Medicine, briefed about OPD, CBCT Scans & Package Cases in the month of August.
- Dr Sanjeev, HOD Department of Oral Surgery, briefed on no of treatment procedures, OPD and number of implants placed in the department.
- Dr. Ipseeta, Professor Department of Community Dentistry briefed on Satellite and Camp Data.

- Dr. Manoj , Prof., Department of Prosthodontics, briefed on no. of patients, crowns and Implants
- Dr Nikhil, HOD, Department of Periodontics, briefed on no. of patients, special procedures like laser, Dental Implants etc.
- Dr Sonali, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr Payal HOD, Department of Orthodontics, briefed on Fixed Cases & Follow up of delayed cases
- Dr Shivani, Prof Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. D. C Shetty, Principal & HOD, Department of Oral Pathology briefed on Biopsy & Blood investigation numbers, Research Centre Data, ICMR Grant etc.

Action to Be Taken:

Action Required	Action By	Remarks as on 10-12-18
Pain Clinic Data	HOD Oral Medicine	Data added to the presentation for next IQAC meeting
Daily monitoring of CADCAM Lab.	CAD CAM Incharge	The work is being done at a better turnover rate and lab has been asked to work extra at an extra payment
Faculty CAD CAM Work	Dr. Aatish CAD CAM Incharge	Had a talk with faculty regarding the expectations and deficiency in work
Implant Patients Monitoring	HOD Prosth/OS/Perio/Implant Incharge	Backlog checked and pending patients called.
Allotment of Fixed Ortho cases to faculty	HOD Ortho	Faculty cases increased and separate category for professors.
Separate Express Clinic	Mr Sandeep Gambhir	Clinic layout approved and work started

Files and folders to express patients in Orthodontics	HOD Orthodontics	Colagate to sponsor the brushes and mouthwash. Kits will be given from next month.
Track patients from OMR	All HODs	Interns have been designated to do trackoing along with OPD incharge
Treatment protocols to be rechecked	All HODs	Treatment protocols re-evaluated as per international guidelines

**MINUTES OF IQAC MEETING HELD ON 10.12.2018 & 14.12.2018 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points raised/apprised by Chairman IQAC Dr Vinod Sachdev.

- He apprised the minutes of meeting of the IQAC meeting and briefed about the action taken on the assigned tasks.
- He briefed on the College & Department OPD for the month of November.
- He instructed that all departments should ensure quality and timely treatment of all Normal & Express card patients.
- He briefed that there was an increase in OPD in comparison to last year but decrease in comparison to last 2 months.
- He briefed that there was a decrease in revenue in last two month.
- He briefed that there was an increase in no. of Packages in Conservative Department.
- He briefed about the no. of units of Zirconia Crowns fabricated in CAD-CAM Lab. and raised concern on the falling numbers from Department of Prosthodontics.
- He briefed that no. of course/paid implants for the month of October-November.
- He briefed on ECHS/Express Card Details for the month of October- November.
- He also briefed on the consumption collection analysis for the month of October-November.

Points Raised/Apprised by Coordinator IQAC, Dr. D.C Shetty.

- He said that efforts should be made to improve multiple referrals in all departments.
- OPD Incharge's of all departments should work on patient counselling while attending the patients in their respective department.
- He said that no. of biopsies/blood investigations should increase from all concerned departments.

Points Raised/Apprised by Secretary Mr. B.K. Arora Sir

- He suggested that a Oro Facial Pain Workshop can be organized by Oral Medicine in collaboration with local dentists & nearby colleges.
- He suggested that Turn Around Time (TAT) should be calculated for OMR patients (Time taken from Clinical Examination to Referral) to ensure timely referral of patients.
- He suggested that sutures can be placed after Extractions in Oral Surgery to improve patient follow up.
- He suggested that Oral Surgery Department should try to bid for the National Conference.
- He suggested that all students should be made to sign an undertaking for depositing full term fees in case of withdrawal from the course at the time of admission.
- He instructed that Prosthodontics department should monitor treatment time of all patients and should ensure timely completion of all cases.

- He said that it should be ensured that all patients referred from prosthodontics to other department for some treatment should get their treatment started at the earliest and strict monitoring of such patients should be done to ensure the same.
- He said that Prosthodontics department should focus on same day treatment percentage and make efforts to improve it.
- He said that Implant Department should maintain complete data of all implant patients further on. (From placement to rehabilitation)
- He said that Age Analysis of course Implant Patients should also be done and a data of total implants placed till date should also be prepared.
- He raised concern over the fall in no. of Zirconia and PFM units and said all efforts should be made to improve the numbers specially in Prosthodontics.
- He said that Age Analysis of the crowns fabricated in Lab should be carried out under new timelines (0-5 days/5-10 days/10-15 days)
- He said all CAD/CAM work should be completed at the earliest and there should be no pendency in the lab.
- He said that some PG's from Prosthodontics department can be posted in conservative on rotation basis to complete the crown work for the patients after their RCT is complete.
- He said that Conservative Department should clear the outstanding amount against the department at the earliest.
- He suggested that ECHS patients in Orthodontics Department can be offered Fixed Ortho @ Rs. 6500/- and patient can pay the balance amount after deduction of the ECHS amount.
- He asked Orthodontics Department to present yearly summary of the Fixed Ortho Cases in the next meeting.
- He said that Periodontics Department should distribute pamphlets for the promotion of New Esthetic Clinic, Dr. Shubra & Dr. Mallika's Certificates should also be displayed in the same.
- He suggested that Sunday Camps should be organized in Residential Societies & promotion should be done rigorously near Gaushala Satellite Centre.
- He also suggested that College Buses can also be engaged for providing Pick Up & drop facility for the patients.

Points Raised/AppriSED by Hon'ble Vice chairman Mr. Arpit Chadha Sir:

- He said that all Express Card patients should get quality & timely treatment; regular analysis should be carried out to ensure the same, based on which targets should be set for the percentage of overall Express Card OPD.
- He suggested that all departments should encourage the patients to review the I.T.S Dental College after completion of the treatment.
- He said the all departments should work on ensuring the multiple referral of the patients.
- He said all CWM Course Implants should be placed by the students in the stipulated timeframe.

All Department HOD's showcased their departmental functioning through presentation.

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed about OPD, CBCT Scans, Pain Clinic & Package Cases.
- Dr. Sanjeev Kumar, HOD, Department of Oral & Maxillofacial Surgery briefed on the OPD, Major Surgeries & Implants placed.
- Dr. Ipseeta Menon, Professor, Department of Community Dentistry briefed on Satellite and Camp Data.
- Dr. Shalabh Kumar, HOD, Department of Prosthodontics, briefed on no.of patients, crowns and Implants.
- Dr Nikhil Sharma, HOD, Department of Periodontics, briefed on no. of patients, special procedures like laser, Dental Implants etc.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr Payal Sharma, HOD, Department of Orthodontics, briefed on Fixed Cases & Follow up of delayed cases
- Dr Shivani Mathur, Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Saurabh Juneja, Reader, Department of Oral & Maxillofacial Surgery briefed on no. of biopsies, blood investigation and progress of Advance Research Centre.

Director PG Studies finally concluded the meeting.

Action To Be Taken:

Action Required	Action By	Remarks as on 16-1-19
Turn Around Time	All HODs	All departments have prepared the report and will look to decrease it.
Express card clinics Conservative	Mr. Sandeep	The clinics are functional
Oro Facial Pain Workshop	HOD Oral Medicine	The workshop has been planned and will be conducted
Implant Data till date & Age Analysis of Course Implants	HOD Prosth/OS/Perio/Implant Incharge	Age analysis done and being monitored.
Prosth PG Posting in Conservative for crown rehabilitation	HOD Prosth/Cons	The duty roster has been made and 2 postgraduates have been sent to

		Conservative
Fees For Students leaving course early	Mr. Pawan	Next batch onwards the undertaking will be signed
Conservative Outstanding	HOD Cons	Data being monitored and efforts made to decrease the pending receipts
Fixed Ortho Yearly Summary	HOD Ortho	Data prepared
Bid for Oral Surgery Conference	HOD Oral Surgery	Will do the needful in conference
Sunday Camps in Residential Areas and Gaushala promotion	HOD PHD	Pamphlets have been distributed and a rickshaw announcement has been done for same.
Esthetic Clinics Marketing	HOD Conservative	Posters placed in department.
Patient Review System	Dr. Aatish Malik	Software to be arranged but manual collection started

**MINUTES OF IQAC MEETING HELD ON 16.01.2019 & 21.01.2019 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points raised/apprised by Chairman IQAC Dr Vinod Sachdev Sir.

- He apprised the minutes of meeting of the last IQAC meeting and briefed about the action taken on the assigned tasks.
- He briefed on the College & Department OPD for the month of December.
- He instructed that all departments should ensure quality and timely treatment of all Normal & Express card patients.
- He briefed that there was an increase in OPD in comparison to last year & last month.
- He briefed that there was an increase in revenue in comparison to last month.
- He briefed that there was an increase in no. of Packages in Conservative Department.
- He briefed about the no. of units of Zirconia Crowns has increased from last month in CADCAM Lab. He also raised concern on the falling numbers of Zirconia Units from Department of Prosthodontics instructed department to increase the same.
- He also raised concern on the no. of repeats in CADCAM Lab and said that all repeats should be authorized by HOD of the concerned department.
- He briefed that no. of course/paid implants for the month of December.
- He briefed on ECHS/Express Card Details for the month of December.
- He also briefed on the consumption collection analysis for the month of December.

Points Raised/Apprised by coordinator IQAC, Dr. D.C Shetty Sir.

- He said that efforts should be made to improve multiple referrals in all departments.
- He said that Pain Clinic should be a platform for different department to work in coordination integrating counselling, medication and appliance therapy.
- He said that no. of biopsies/blood investigations should increase from all concerned departments.

Points Raised/Apprised by Secretary Mr. B.K. Arora Sir

- He suggested that an Oro Facial Pain Workshop can be organized by Oral Medicine in collaboration with ENT Specialist/Physicians/local dentists & nearby colleges in the second half of February.
- He suggested that Oral Surgery Department should increase their implant contribution.
- He instructed that Prosthodontics department should monitor treatment time of all patients and should ensure timely completion of all cases.
- He said that Prosthodontics department should analyze their old patients and review no. of visits being taken for each treatment.
- He said that Implant Department should prepare yearly data with percentage share of each department.
- He said that all departments should complete their Course Implant quota by February & planning for next implant module should be started at the earliest.

- He said that all pending cases of Bioner Implants should be followed up and completed at the earliest.
- He said that deadline should be decided by CAD/CAM Lab to reach the target of 500 zirconia crowns, lab should also give warranty cards with zirconia crowns.
- He said that 50% of the crowns should be completed in less than 5 days, 30% in 5-10 days and only 20% of cases should take more than 10 days.
- He said report prepared by Miss Deepti Anand should also be included in the presentation.
- He said that Conservative Department should reconcile the Package Data for previous months and present it in next meeting.
- He said that poor patients who are not able to pay for their treatment can be referred by Conservative to Community department for comprehensive clinic for FOC treatment.
- He suggested that Ortho department should set a target of 650 Fixed Ortho Cases for 2019.
- He suggested that Orthodontics department should regularly review no. of deboned cases and carry out Age Analysis to ensure timely completion of treatment.
- He said that Periodontics Department should place standee for the Esthetic Clinic in the central reception area of the college.
- He suggested that reporting of Evening OPD should be done to Dr. Ipseeta Menon.
- He suggested that Public Health Department should continue their efforts by organizing outreach activities in nearby areas so as to maximize the patient inflow.

Points Raised/Apprired by Hon'ble Vice chairman Mr. Arpit Chadha Sir:

- He said that all General & Express Card patients should get quality & timely treatment.
- He said that efforts should be made to increase the new OPD to 125/day and planning should be done for the same.
- He raised concern on the falling OPD & Revenue of Evening Clinic.
- He said the all departments should work on ensuring the multiple referrals of the patients.

All Department HOD's showcased their departmental functioning through presentation.

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed about OPD, CBCT Scans, TAT, Pain Clinic & Package Cases.
- Dr. Sanjeev Kumar, HOD, Department of Oral & Maxillofacial Surgery briefed on the OPD, Major Surgeries & Implants placed.
- Dr. Ipseeta Menon, Professor, Department of Community Dentistry briefed on Satellite and Camp Data.
- Dr. Shalabh Kumar, HOD, Department of Prosthodontics, briefed on no. of patients, crowns and Implants.

- Dr Nikhil Sharma, HOD, Department of Periodontics, briefed on no. of patients, Facial Esthetic CDE, special procedures like laser, Dental Implants etc.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr Payal Sharma, HOD, Department of Orthodontics, briefed on Fixed Cases & Follow up of delayed cases
- Dr Shivani Mathur, Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Saurabh Juneja, Reader, Department of Oral & Maxillofacial Surgery briefed on no. of biopsies, blood investigation, Workshop and progress of Advance Research Centre.

Director PG Studies finally concluded the meeting.

Action To Be Taken:

Action Required	Action By	Remarks as on 3 May 2019
New OPD should reach 125/Day	Director PG Studies/Principal/HOD Community	Camps have been increased and efforts towards multidepartmental referral
Oro Facial Pain Workshop	HOD Oral Medicine	Planned For March first week
Implant Data with percentage share and completion of course implants	HOD Prosth/OS/Perio/Implant Incharge	Data prepared for all departments. Course implants for students completed by 15 March.
Old Patient Analysis in Prosthodontics	HOD Prosth	Review of number of visits done
Facial Esthetic CDE	HOD Perio	Planning of CDE underway. Arrangement of speaker done. Dates to be finalized.
Patients unable to pay to be referred to Community	All HODs	Started working towards this. Patients in Ortho will be treated there itself with reduced cost.
Oral Surgery Conference	HOD Oral Surgery	Will be bidding for conference
Repeat in CADCAM Lab	CADCAM Incharge	Lab is repeating the crowns. Warranty cards need to be planned

MINUTES OF IQAC MEETING HELD ON 03.05.2019 & 10.05.2019 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.

Points raised/apprised by Chairman IQAC Dr Vinod Sachdev Sir.

- He apprised the minutes of meeting of the last IQAC meeting and briefed about the action taken on the assigned tasks.
- He briefed on the College & Department OPD for the months of Feb-April.
- He instructed that all departments should ensure quality and timely treatment of all Normal & Express card patients.
- He briefed that there was an increase in OPD in comparison to last year.
- He briefed that there was an increase in revenue in comparison to last year & last month.
- He briefed that there was an increase in no. of Packages & RCT in Conservative Department.
- He briefed about the no. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for Feb-Apr' 19.
- He briefed on no. of course/paid implants for the last 3 months.
- He presented All India Rank Analysis of students for current Post Graduate session.
- He also briefed on the consumption collection analysis for the month of April & instructed all departments to monitor their consumption.

Points Raised/Apprised by Principal, Dr. D.C Shetty Sir.

- He said that efforts should be made to improve multiple referrals in all departments.
- He also suggested that under graduate students can be given CBCT based studies to generate their interest in the subject and broaden their horizon.
- He suggested all departments to review their UG quota and should ensure that all undergraduate students get maximum clinical exposure during their postings, progress of the same should also be presented in their individual department presentation.
- He also briefed that this year also studies of two more postgraduate students have been approved by ICMR and also till date six projects have been awarded with prestigious ICMR grant.

Points Raised/Apprised by Secretary Mr. B.K. Arora Sir

- He suggested that student analysis based on ranks, colleges, demographic details should be carried out at the start of every new Post Graduate session.
- He raised concern on pending ECHS amount and instructed to analyze all pending ECHS patients to find out the root cause.
- He raised concern on the no. of CBCT scans for the month of April' 19 and asked all departments to take steps to improve the same.
- He asked Oral Surgery to improve their same day treatment percentage.
- He also asked them to prepare proposal for the Oral Surgery Conference.

- He raised concern on the falling OPD of Gaushala satellite and asked Community department to take steps to improve the same.
- He suggested to calculate capacity utilization of Lab for fabrication of PFM crowns.
- He suggested Conservative Department to increase Single Sitting RCT in the department.
- He suggested all departments to carry out TAT for all patients and map the same against the treatment procedures to access the ideal waiting time for the patient.
- He enquired about the progress of Facial Aesthetic Course from Periodontics.
- He suggested that all departments should present PG load in terms of no. of procedures.

Points Raised/Apprired by Hon'ble Vice chairman Mr. Arpit Chadha Sir:

- He suggested to routinely conduct clinical audits to ensure quality of treatment.
- He encouraged all departments to bid for National Conferences, conduct regular CDE's & apply for ICMR grants in their respective specialties. He also suggested that slide for the same should be added in their individual departments presentation.
- He also instructed all departments to highlight department celebrations, achievements on social media.
- He enquired about the up gradation progress of UG section (Pedodontics) with monitors and headphones and instructed to complete the same at the earliest.

All Department HOD's showcased their departmental functioning through presentation.

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed about the Occlusal Splint CDE, OPD, CBCT Scans, TAT, Pain Clinic & Package Cases.
- Dr. Sanjeev Kumar, HOD, Department of Oral & Maxillofacial Surgery briefed on the OPD, Major Surgeries & Implants placed.
- Dr. Ipseeta Menon, Professor, Department of Community Dentistry briefed on Evening Clinic, Satellite and Camp Data.
- Dr. Manoj Kumar, Prof., Department of Prosthodontics, briefed on no. of patients, crowns and Implants.
- Dr. Nikhil Sharma, HOD, Department of Periodontics, briefed on Facial Aesthetic Course, no. of patients, special procedures like laser, Dental Implants etc.
- Dr. Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases & Follow up of delayed cases.

- Dr. Radhika Chopra, Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Saurabh Juneja, Reader, Department of Oral & Maxillofacial Surgery briefed on no. of biopsies, blood investigation, ICMR Grants and progress of Advance Research Centre.

- **Action To Be Taken:**

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Action Required	Action By	Remarks as on 09-09-19
Turn Around Time treatment wise analysis	All HODs	All departments have prepared the data and are monitoring it
Oral Surgery Conference	HOD Oral Surgery	Conference has been granted.
Interns CPC to be based on research topics	All HODs	Started by all Departments.
Revise UG Quota	All UG incharges	Quota revised and Clinical Competency exam for final year started
Pending ECHS amount	Dr. Aatish Malik	Data being monitored and efforts made to decrease the pending receipts
Increase in Single sitting RCT	HOD Conservative	Difficulties encountered due to lack of time and thus dedicated students given for This purpose.
Facial Aesthetics course	HOD Periodontics	Course was conducted in association with Satelac
PG load in each department	All HODs	Data prepared. Conservative PGs have time constrain for academic activity. Need to redistribute the time.
Clinical Audit	Dr. Aatish Malik	To be restarted
Patient Review System	Dr. Aatish Malik	Software started

MINUTES OF IQAC MEETING HELD ON 09.09.2019 & 13.09.2019 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.

Points Raised/AppriSED/Discussed/Instructed by Chairman IQAC Dr Vinod Sachdev.

- MOM of the last IQAC meeting & action taken on assigned task discussed :
 - Status of CDE programme of Oral Surgery & Pedodontics.
 - Allotment of RCT's to under graduate students.
 - Status of ECHS Pending Payment
- College & Department OPD for the last trimester.
- There was an increase in OPD in comparison to last year.
- There was an increase in revenue in comparison to last year.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for last 3 months.
- No. of course/paid implants for the last 3 months
- ECHS/Express Card Details for the last 3 months
- Consumption collection analysis for the month of June, July and August & instructed all departments to monitor their consumption.

Points Raised/AppriSED/Discussed/Instructed by Coordinator IQAC, Dr. D.C Shetty.

- He suggested integration of Oro Facial Pain in undergraduate & postgraduate curriculum.
- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- All departments to include Supply Batch Attendance in their presentation.
- Advised Conservative Department to allot more number of RCT's to Under Graduate students.
- He reviewed Undergraduate Curriculum progress of all departments.
- Presented monthly presentation for Oral Pathology department.

Points Raised/AppriSED/Discussed/Instructed by Secretary Mr. B.K. Arora Sir

- Concern on pending ECHS Payment, advised that total outstanding amount should not be more than 1.5 lakhs at any time
- To analyze drop rate of patients not taking any treatment viz a viz general card.
- Oral Medicine department to analyze their TAT and work towards improving the same.
- Implant department to audit all delayed cases, detailed list of delayed cases to be presented in the meeting with reasons
- Detail of failed implant cases to be presented in the meeting with reasons
- Quality assessment/Grading to be done for all Zirconia Crowns fabricated in the lab by various departments, feedback received can be used to further improve the quality of work.

- All repeat cases of crowns should be analyzed for root cause analysis.
- Prosthodontics department to design Training Module on Crown Preparation & Impression Technique for UG/PG & Faculty to prevent repeat of crowns due to fault in impression techniques
- Concern on no. of PFM Crowns from Prosthodontics, department directed to work on patient counselling.
- Prosthodontics Department to ensure strict monitoring of TAT for all patients.
- Conservative Department to calculate Faculty Capacity Utilization to ensure optimum work utilization.
- Conservative Department to allot more RCT cases to Under Graduate students to reduce work load on Post Graduate students.
- No separate man power to be utilized for Express Card OPD in conservative, to be done by Senior Lecturers who will also treat them.
- All departments to present separate same day treatment conversion percentage for Normal & Express Card.
- All departments Faculty/PG Load should be shown as MOM (month on month) comparison.
- Oral Surgery to utilize Minor OT as express card clinic.
- Oral Surgery to show separate collection for OPD/Hospital/Implant
- Proposal for Hair Transplant Clinic to be made by Oral Surgery.
- Orthodontics to work on patient motivation to improve OPD conversion upto (60-70%)
- Scaling of Express card to be done in Ortho department only.
- Transfer of cases of final year students to be monitored and to be handed over after filling Transfer Form.
- Periodontics to put up standees' of Facial Esthetic Procedures for patient mobilization.
- Discussed proposal for CDE on Early Orthodontics Intervention & status of Conscious Sedation CDE Programme.
- Community Department to implement training module for all CSA's covering clinical, biomedical waste & customer service.

All Department HOD's showcased their departmental functioning through presentation:

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed about,OPD, CBCT Scans, TAT, Pain Clinic & Package Cases.
- Dr. Sanjeev Kumar, HOD, Department of Oral & Maxillofacial Surgery briefed on the OPD, Major Surgeries & Implants placed.
- Dr. Ipseeta Menon, Professor, Department of Community Dentistry briefed on Evening Clinic, Satellite and Camp Data.
- Dr. Jagadeesh ,HOD, Department of Prosthodontics, briefed on no. of patients, dentures,crowns and Implants.
- Dr Nikhil Sharma, HOD, Department of Periodontics, briefed on no. of patients, special procedures like laser, Dental Implants etc.

- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases & Follow up of delayed cases.
- Dr. Radhika Chopra , Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.

Director PG Studies finally concluded the meeting.

Action To Be Taken:

Action Required	Action By	Remarks as on 09-09-19
Turn Around Time treatment wise analysis	All HODs	All departments have prepared the data and are monitoring it
Oral Surgery Conference	HOD Oral Surgery	Conference has been granted.
Interns CPC to be based on research topics	All HODs	Started by all Departments.
Revise UG Quota	All UG incharges	Quota revised and Clinical Competency exam for final year started
Pending ECHS amount	Dr. Aatish Malik	Data being monitored and efforts made to decrease the pending receipts
Increase in Single sitting RCT	HOD Conservative	Difficulties encountered due to lack of time and thus dedicated students given for This purpose.
Facial Aesthetics course	HOD Periodontics	Course was conducted in association with Satelac
PG load in each department	All HODs	Data prepared. Conservative PGs have time constrain for academic activity. Need to redistribute the time.
Clinical Audit	Dr. Aatish Malik	To be restarted
Patient Review System	Dr. Aatish Malik	Software started