

MINUTES OF IQAC / HOD MEETING - NOVEMBER, 2023

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

Thu, Nov 23, 2023 at 10:11 AM

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. 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>, "Dr. Ayush Razdan Singh" <dr.ayushrazdansingh@its.edu.in>, "Dr. Arunkumar K V" <dr.arunkumarkv@its.edu.in>

Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@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. Akhil Manocha" <akhilmanocha@its.edu.in>

I.T.S Centre for Dental Studies & Research

Delhi-Meerut Road, Ghaziabad

MINUTES OF IQAC/HOD MEETING HELD ON

08.11.2023 and 20.11.2023 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	Oral Medicine	To increase the number of CBCT scans	Weekly basis	To be done by Dr. Akshay Rathore and Follow-up by Dr. Roopika Handa
		To increase the number of extra oral radiographs	By 30.11.2023	To be done by Dr. Akshay Rathore and Follow-up by Dr. Roopika Handa
		To mention the work done along with the quota for BDS students and Interns in the monthly IQAC presentation	Monthly basis	To be done by Dr. Anuradha Yadav and Follow-up by Dr. Roopika Handa
		To mention the no. of Social Media Reviews in the monthly IQAC presentation	Monthly basis	To be done by Dr. Anuradha Yadav and Follow-up by Dr. Roopika Handa

2	Oral Surgery	To increase the number of treatments	Weekly basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar
		To monitor and increase the number of IPD cases	Daily basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar
		To improve the same day paid treatment in the department	Daily basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar
		To visit the nearby hospitals for collaboration and increase the IPD cases	By 25.11.2023	To be done by Dr. Alok Bhatnagar and Follow-up by Director-Principal
		To mention the IPD cases into OT and minor OT cases separately in monthly IQAC presentation	Monthly basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar
3	Public Health Dentistry	To prepare and maintain all P.G speciality wise work done record for MMG and Sanjay Nagar Satellite	Daily basis	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuvan Deep Gupta
4	Prosthodontics	To monitor the clinical work done of all P.G's students	Daily basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
5	CAD-CAM	To increase the number of Zirconia Crowns	Daily basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
6	Conservative	To increase the number of treatments	Weekly basis	To be done by Dr. Anshul Arora and Follow-up by Dr. Sonali Taneja
7	Pediatric Dentistry	A lecture/ session on harmful effects of tobacco and smoking can be conducted for Children during Children's week celebration	By 25.11.2023	To be done by Dr. Shivani Mathur and Follow-up by Director-Principal
8	Orthodontics	To maintain a proper record file for all communication done with the parents regarding Dr. Rupika Gupta, MDS IIInd year student academic work performance in the department	By 30.11.2023	To be done by Dr. Piush Kumar and Follow-up by Dr. Payal Sharma
		To mention the quota of the work done for Interns in monthly IQAC presentation	Monthly basis	To be done by Dr. Piush Kumar and Follow-up by Dr. Payal Sharma
9	Oral Pathology	To make a comparative analysis of equipments utilization of advanced research lab for last 3 months in the monthly IQAC presentation	Monthly basis	To be done by Dr. Anshi Jain and Follow-up by Director-Principal

10	All Departments	All the department must send the monthly presentation by 3rd of every month	3rd of every month	To be done by HOD's of all departments
		to evaluate and analyze the department functioning including OPD, treatments, work done and allotment of cases to the P.G students etc	Every 15 days	To be done by HOD's of all departments
	All Departments	All departments to ensure that two copies (1 copy each) of all the books published by the faculty members of their departments have to be submitted to the departmental library and the Central Library for academic references	Monthly basis	To be done by HOD's of all departments

Thanks & Regards
 Dr. Devi Charan Shetty
 Director-Principal
 Professor & Head
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MINUTES OF IQAC / HOD MEETING - DECEMBER, 2023

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

Wed, Dec 27, 2023 at 4:06 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. 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>, "Dr. Ayush Razdan Singh" <dr.ayushrazdansingh@its.edu.in>, "Dr. Arunkumar K V" <dr.arunkumarkv@its.edu.in>
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MINUTES OF IQAC/HOD MEETING HELD ON

11.12.2023, 18.12.2023 & 20.12.2023 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M

S.No	Department	Action to be Taken	CURRENT STATUS	TARGET	Timeline	To be Done/ Follow-up by
1	Oral Surgery	Proposal for revenue sharing model for Hospitals for increasing the IPD cases to be made	-	-	30.12.2023	To be done by Dr. Alok Bhatnagar and Follow-up by Director-Principal
2	Public Health Dentistry	MMG visit to assess space available for expansion in dental clinics.	-	-	By 30.12.2023	To be done by Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To check details of the treatment done against the number of ECHS patients.	-	-	Monthly basis	To be done by Dr. Abhinav Bhargava and Follow-up by Dr. Bhuvan Deep Gupta
3	Prosthodontics	To check for equipment utilization report for ceramic furnace and physio dispenser in monthly IQAC meeting slide	-	-	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
4	Periodontology	To increase the new number of patients in the department	30 new patients per day	Dec,2023 - 35 Jan-2024 - 38 Feb-2024 - 42	Monthly basis	To be done by Dr. Sumit Malhotra and Follow-up by Director-Principal
5	Implantology	To increase the number of implant cases	43 implants	Dec,2023 - 67 Jan-2024 - 70 Feb-2024 - 75	Monthly basis	To be done by Dr. Sumit Malhotra and Follow-up by Director-Principal
6	Orthodontics	Written and signed record in respect of all interactions done with Dr. Rupika, P.G Student regarding her work performance to be maintained.	-	-	By 30.12.2023	To be done by Dr. Piush Kumar and Follow-up by Dr. Payal Sharma

7	All Departments	All the department must send the monthly presentation by 3rd of every month	-	-	3rd of every month	To be done by HOD's of all departments
		All departments to ensure that two copies (1 copy each) of all the books published by the faculty members of their departments have to be submitted to the departmental library and the Central Library for academic references	-	-	Monthly basis	To be done by HOD's of all departments

Thanks & Regards
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 Professor & Head
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MINUTES OF IQAC / HOD MEETING - MARCH, 2024

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

Sat, Mar 23, 2024 at 8:47 AM

To: "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. 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>, Pius 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>, "Dr. Ayush Razdan Singh" <dr.ayushrazdansingh@its.edu.in>, "Dr. Arunkumar K V" <dr.arunkumarkv@its.edu.in>
 Cc: RP Chadha <rpchadha@its.edu.in>, Arpit Chadha <arpitchadha@its.edu.in>, BK Arora <bkarora@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. Akhil Manocha" <akhilmanocha@its.edu.in>

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MINUTES OF IQAC/HOD MEETING HELD ON

15.03.2024 & 20.03.2024 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M

S.No	Department	Action to be Taken	Current Status	Target	Timeline	To be Done/ Follow-up by
1	Oral Medicine	To increase the number of Packages	55	Mar,2024 - 60 Apr,2024 - 65 May,2024- 70	Monthly basis	To be done by Dr. Anuradha Yadav and Follow-up by Dr. Akshay Rathore
		To increase the number of treatments	53	Mar,2024 - 60 Apr,2024 - 65 May,2024- 70	Monthly basis	To be done by Dr. Anuradha Yadav and Follow-up by Dr. Akshay Rathore
		To increase the Number of Biopsy	17	Mar,2024 - 20 Apr,2024 - 22 May,2024- 24	Monthly basis	To be done by Dr. Anoop Kurian Mathew and Follow-up by Dr. Akshay Rathore
2	Oral Surgery	To increase the number of Extractions in camps	25	Mar,2024 - 30 Apr,2024 - 35 May,2024 - 40	Monthly basis	To be done by Dr. Amit and Follow-up by Dr. Arunkumar KV
		To improve the first day/same day treatment	68%	Mar,2024 - 72% Apr,2024 - 75 % May,2024 - 80%	Monthly basis	To be done by Dr. Amit and Follow-up by Dr. Arunkumar KV
3	Public Health Dentistry	Work done at Sanjay Nagar and MMG Satellite slide to be added	-	-	Monthly basis	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuvan Deep Gupta
4	Prosthodontics	To organize a In-Campus Denture Camp drive along with Public Health Dentistry department	-	-	By 15.04.2024	To be done by Dr. Neeta Pasricha & Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To give proposal for procurement of digital shade guide	-	-	By 30.03.2024	To be done Dr. Neeta Pasricha and follow-up by Director-Principal

5	CAD-CAM	To increase the number of Zirconia Crowns	210	Mar,2024 - 220 Apr,2024 - 230 May,2024- 240	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To increase the number of PFM Crowns	213	Mar,2024 - 220 Apr,2024 - 225 May,2024- 230	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
6	Periodontology	To improve the first day/same day treatment	73%	Mar,2024 - 80% Apr,2024 - 82% May,2024- 84%	Monthly basis	To be done by Dr. Rahul Chopra and Follow-up by Dr. Sumit Malhotra
7	Pediatric Dentistry	To improve the first day/same day treatment	71%	Mar,2024 - 75% Apr,2024 - 77 % May,2024 - 80%	Monthly basis	To be done by Dr. Shikha Choubey and Follow-up by Dr. Shivani Mathur
8	Orthodontics	To make canopy for Orthodontic patient screening during college camps	-	-	By 10.04.2024	To be done by Dr. Payal Sharma and Follow-up by Director-Principal
		To conduct specialty camps in nearby Colleges	-	-	By 20.04.2024	To be done by Dr. Piush Kumar & Dr. Payal Sharma and Follow-up by Director-Principal
		To define quota for conversion of Orthodontic cases for BPL cards	-	5 per month	Monthly basis	To be done by Dr. Piush Kumar and Follow-up by Dr. Payal Sharma
		To define quota for P.G conversion of Orthodontic cases for college students from college camps	-	1 per college camp	Monthly basis	To be done by Dr. Piush Kumar & Dr. Payal Sharma and Follow-up by Director-Principal
9	All Departments	All the department must send the monthly presentation by 3rd of every month	-	-	3rd of every month	To be done by HOD's of all departments

Thanks & Regards
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Professor & Head
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MINUTES OF IQAC / HOD MEETING - MAY, 2024 - Revised

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

Tue, May 28, 2024 at 9:39 AM

To: "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. 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>, "Dr. Akshay Rathore" <dr.akshayrathore@its.edu.in>, "Dr. Shikha Choubey" <dr.shikhachoubey@its.edu.in>, "Dr. Ayush Razdan Singh" <dr.ayushrazdansingh@its.edu.in>, "Dr. Arunkumar K V" <dr.arunkumarkv@its.edu.in>

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MINUTES OF IQAC/HOD MEETING HELD ON

13.05.2024, 15.05.2024 & 17.05.2024 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M

S.No	Department	Action to be Taken	Current Status	Target	Timeline	To be Done/ Follow-up by
1	Oral Medicine	To improve the number of scheduled patients	95	May, 2024 - 140 June, 2024 - 150 July, 2024 - 160	Monthly basis	To be done by Dr. Anoop K. Mathew and Follow-up by Dr. Akshay Rathore
		To improve the percentage of scheduled reported patients	35%	May, 2024 - 40% June, 2024 - 42% July, 2024 - 44%	Monthly basis	To be done by Dr. Anuradha Yadav and Follow-up by Dr. Akshay Rathore
		To submit the proposal for procurement of New CBCT machine and advanced software	-	-	By 20.05.2024	To be done by Dr. Akshay Rathore and Follow-up by Director-Principal
		To give proposal for discount on CBCT for BPL patients	-	-	By 20.05.2024	To be done by Dr. Akshay Rathore and Follow-up by Director-Principal

2	Oral Surgery	To increase the average number of treatments per new OPD	2.44	May, 2024 - 2.65 June, 2024 - 2.85 July, 2024 - 3.0	Monthly basis	To be done by Dr. Amit and Follow-up by Dr. Arunkumar KV
		To improve the first day/same day treatment	68%	May, 2024 - 75% June, 2024 - 78% July, 2024 - 80%	Monthly basis	To be done by Dr. Amit and Follow-up by Dr. Sonali Taneja
		To decrease the turn around time for patients (more than 60 minutes)	14%	May, 2024 - 10% June, 2024 - 9% July, 2024 - 8%	Monthly basis	To be done by Dr. Tushar Dubey and Follow-up by Dr. Amit Gupta
		To improve the scheduled reported patients	28%	May, 2024 - 35% June, 2024 - 45% July, 2024 - 50%	Monthly basis	To be done by Dr. Siddharth Rawat and Follow-up by Dr. Amit Gupta
		To mention breakup of all treatments/check up (with reasons) for BPL patients in IQAC monthly presentation	-	-	Monthly basis	To be done by Dr. Amit and Follow-up by Dr. Arunkumar KV
3	Public Health Dentistry	To monitor and increase the no. of ECHS old patients	-	-	Monthly basis	To be done by Dr. Abhinav Bhargava and Follow-up by Dr. Bhuvan Deep Gupta
		To identify new locations for conducting the camps (minimum 02 new locations per month)	-	-	Monthly basis	To be done by Dr. Bhuvan Deep Gupta & Dr. Ritu Gupta and Follow-up by Director-Principal
		To present comparative data for last six months of the new areas / locations started and old areas stopped for conduction of camps	-	-	By 31.05.2024	To be done by Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
4	Implantology	To plan for increase in implant procedures for ECHS patients	-	-	By 31.05.2024	To be done by Dr. Amit Gupta and Follow-up by Director-Principal

5	Prosthodontics	To organize a In-Campus Denture Camp drive along with Public Health Dentistry department in every 02 months	-	-	Last week of June 2024	To be done by Dr. Neeta Pasricha & Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To search for new old age homes for conducting denture camps	-	-	By 03.06.2024	To be done by Dr. Neeta Pasricha & Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To improve the average number of treatments per new patients	1.3	May, 2024 - 1.6 June, 2024 - 1.8 July, 2024 - 2.0	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To improve the same day paid treatments	66%	May, 2024 - 70% June, 2024 - 75% July, 2024 - 80%	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Sonali taneja
		To improve the turnaround time (less than 30 minutes)	32%	May, 2024 - 40% June, 2024 - 45% July, 2024 - 50%	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To add data for treatment conversion done by faculty during the OPD duty	-	-	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To make a policy for usage of casting furnace in CAD-CAM lab	-	-	By 22.05.2024	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To mention the breakup of treatment (Free / Paid/ checkup) for BPL Card Patients	-	-	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
		To take feedback from patients treated during two-Days free Denture Camp	-	-	By 24.05.2024	To be done by Dr. Neeta Pasricha and Follow-up by Director-Principal
		To monitor the number of cases allotted to UG and PG students	-	-	Monthly basis	To be done by Dr. Siddhi Tripathi and Follow-up by Dr. Neeta Pasricha
6	Conservative	To increase the number of RCT packages	209	May, 2024 - 240 June, 2024 - 245 July, 2024 - 250	Monthly basis	To be done by Dr. Ayush Razdan Singh and Follow-up by Dr. Sonali Taneja
		To monitor the Average No of Visits & Average RCT Days	-	-	Monthly basis	To be done by Dr. Anshul Arora and Follow-up by Dr. Sonali Taneja
		To ensure a minimum of 04 cases per day of RCT are allotted to UG students / Interns	-	04 cases per day	Daily Basis	To be done by Dr. Ayush Razdan Singh and Follow-up by Dr. Sonali Taneja
		To present a comparative data for waiting time of patients visiting the department for last 3 months	-	-	Monthly basis	To be done by Dr. Anshul Arora and Follow-up by Dr. Sonali Taneja

7	All Departments	All the department must send the monthly presentation by 3rd of every month	-	-	3rd of every month	To be done by HOD's of all departments
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Thanks & Regards

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 Director-Principal
 Professor & Head
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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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I.T.S Centre for Dental Studies & Research

Delhi-Meerut Road, Ghaziabad

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

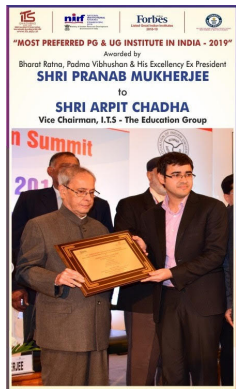
Thanks & Regards
Dr. Devi Charan Shetty
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Professor & Head
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A banner celebrating 23 years of I.T.S Dental College. It features the number '23' in a large, colorful font. To the right of the '3' are three silhouettes of people: a woman in a yellow suit, a man in a blue doctor's coat with a stethoscope, and a man in a red suit. The text 'YEARS OF CELEBRATION' is written below the '23'. Below the silhouettes, the phrase 'FRAMING THE FUTURE' is written in large, bold letters. On the right side of the banner, there is a red vertical strip containing the I.T.S logo, 'I.T.S DENTAL COLLEGE ESTD. 2000', a gold award seal for '1st PRIVATE DENTAL COLLEGE IN NORTH INDIA INDIA TODAY SURVEY 2022', and a NAAC accreditation seal for 'ACCREDITED WITH GRADE A'. The website 'www.itsdentalcollege.com' is at the bottom.



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MINUTES OF IQAC/HOD MEETING - OCTOBER, 2023

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

Wed, Nov 1, 2023 at 2:23 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. 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>, "Dr. Ayush Razdan Singh" <dr.ayushrazdansingh@its.edu.in>, "Dr. Arunkumar K V" <dr.arunkumarkv@its.edu.in>

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MINUTES OF IQAC/HOD MEETING HELD ON

18.10.2023 & 27.10.2023 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	Oral Medicine	To check and rectify the discrepancy in patients scheduling slide in the monthly presentation	Monthly basis	To be done by Dr. Akshay Rathore and Follow-up by Dr. Roopika Handa
2	Oral Surgery	To increase the number of treatments	Monthly basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar
		To collaborate with the nearby Hospitals to increase the IPD cases	By 03.11.2023	To be done by Dr. Alok Bhatnagar and Follow-up by Director-Principal
		To compare 6 months data in same day paid treatment analysis slide in the monthly IQAC presentation	Monthly basis	To be done by Dr. Amit Gupta and Follow-up by Dr. Alok Bhatnagar

3	Public Health Dentistry	To review work done by the P.G's going to Sanjay Nagar and MMG satellite. To prepare and maintain all P.G speciality wise work done record	Daily basis	To be done by Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To prepare an estimated monthly budget proposal of MMG and Sanjay Nagar Satellite centres	By 03.11.2023	To be done by Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
		To prepare details of patients coming by bus route wise and present the data in monthly IQAC presentation slide	Monthly basis	To be done by Dr. Ritu Gupta and Follow-up by Dr. Bhuvan Deep Gupta
		To do cost benefit analysis by comparing the expenditure incurred v/s revenue generated at Gaushala Satellite clinic	BY 04.11.2023	To be done by Dr. Bhuvan Deep Gupta and Follow-up by Director-Principal
4	Periodontology	To increase the revenue collection of the department	Monthly basis	To be done by Dr. Sumit Malhotra and follow-up by Director-Principal
5	Conservative	To remove the data of Oral Medicine from "1st and 2nd referral treatment done in other department and not referred to Endo" slide in the Monthly IQAC presentation	Monthly basis	To be done by Dr. Ayush Razdan Singh and Follow-up by Dr. Sonali Taneja
6	Orthodontics	To contact the parents of Dr. Rupika Gupta, MDS IIInd year students regarding her academic work performance in the department	by 04.11.2023	To be done by Dr. Piush Kumar and Follow-up by Dr. Payal Sharma
7	All Departments	All the department must send the monthly presentation by 3rd of every month	3rd of every month	To be done by HOD's of all departments

Thanks & Regards
Dr. Devi Charan Shetty
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Professor & Head
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