

**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/Apprired 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 Orthodontics @ 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 Orthodontics 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/Appraised 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 Prosthodontics/OS/Perio/Implant Incharge	Data prepared for all departments. Course implants for students completed by 15 March.
Old Patient Analysis in Prosthodontics	HOD Prosthodontics	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 CAD/CAM Lab	CAD/CAM 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/Appriised 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

**MINUTES OF IOAC MEETING HELD ON 07.08.2019 & 09.08.2019 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Progress on No. of CBCT Scans
 - Express Card Analysis of dropped conservative patients.
 - Increasing Multi Referral of patients.
 - Evening Clinic Expense Analysis
- College & Department OPD for the month of July.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- There was an increase in OPD in comparison to last year & last month.
- There was a decrease in revenue in comparison to last year & last month.
- There was a decrease in no. of Packages & RCT in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for July'19.
- No. of course/paid implants for the month of July.
- ECHS/Express Card Details for the month of July.
- Consumption collection analysis for the month of July & instructed all departments to monitor their consumption.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- He enquired about the status of Special Cases in Oral Medicine & encouraged department to work on long term follow up of these cases to ascertain long term effects of treatment.
- Oral Medicine should ensure allotment of maximum cases to Under Graduate for clinical exposure.
- Oral Surgery to send impacted tooth cases for CBCT if indicated.
- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Raised concern on No. of biopsies/blood investigations being referred by concerned departments & instructed to improve the same.
- Raised concern on the attendance of IInd Yr. BDS in all departments.
- Advised Conservative Department to allot more number of RCT's to Under Graduate students.
- He reviewed Undergraduate Curriculum progress of all departments.

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

- Concern on falling numbers of PFM crowns, Prosthodontics department to work on it.
- Oral Surgery to check TAT of all delayed cases.
- Oral Surgery to increase monthly implants numbers & encourage students to take up thesis on Implants.
- Concern raised over the consumption collection ratio of Community Dentistry.
- Maintaining patient data of all implant patients is the responsibility of the Implantology Department.
- Periodontics Department advised for revision of charges based on consumption collection ratio.
- Conservative Department to analyze RCT drop rate Express Card vs General Card.
- Conservative Department advised to allot more RCT cases to Under Graduate students to effectively manage department load, department to analyze current RCT load of UG/PG/Faculty.
- All departments to counsel patients requiring IInd/IIIrd referral, to report to the concerned departments for treatment.
- Reviewed no. of fixed cases started in Orthodontics & advised department to ensure proper allotment of cases to Faculty/PG.
- All concerned departments to ensure referral of Blood Investigations & Biopsy to Oral Pathology.

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.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	CDE Oral Surgery & CDE Pedodontics	On 14 th & 21 st September'19 respectively
2.	Revision of Periodontics Charges	Done
3.	Allotment of RCT's to Under Graduate Students	Department instructed to allot more no. of RCT's to under graduate students.
4.	Biopsy/Blood Investigations	All concerned departments instructed to refer cases to Oral Pathology.

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

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD 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 month of August
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- There was an increase in OPD in comparison to last year & last month.
- There was an increase in revenue in comparison to last year & last month.
- There was a increase in no. of Packages & RCT in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CADCAM Lab for August'19.
- No. of course/paid implants for the month of August.
- ECHS/Express Card Details for the month of August.
- Consumption collection analysis for the month of August & instructed all departments to monitor their consumption.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- 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/Appraised/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.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Steps to increase Patient Number	12,283 patients reached in the month of September
2.	ECHS pending amount	Rs. 1.25 lakhs received from ECHS
3.	Hair Transplant Clinic	Proposal has been prepared by Oral Surgery
4.	List of delayed/ failed implants	Hyper links created in Implant Department Presentation for the same.
5	Implementation of transfer form in Orthodontics	Transfer form implemented to be filled when cases are transferred

**MINUTES OF IOAC MEETING HELD ON 11.10.2019 & 16.10.2019 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Status of Hair Transplant Clinic in Oral Surgery
 - Status of delayed implant patients
 - Status of ECHS Pending Payment
 - Implementation of patient transfer protocol in Orthodontics
- College & Department OPD for the month of September.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- All departments to adhere to standard follow up appointments for patients (not exceeding more than 7 days)
- There was an increase in OPD in comparison to last year & last month.
- There was an increase in revenue in comparison to last year but decrease in comparison to last month.
- There was an increase in no. of Packages & RCT's in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for September'19.
- No. of course/paid implants for the month of September.
- ECHS/Express Card Details for the month of September.
- Consumption collection analysis for the month of September & instructed all departments to monitor their consumption.
- Community to add revenue generated by satellite patients referred to college in their presentation.
- Periodontics to add data of Endo-Perio lesions in their presentation.
- Orthodontics department to present Age Analysis of Fixed Ortho Case in next presentation.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Inquired about the status of CSA Training Module and suggested use of Easy Test Software in the same.
- Enquired about the status of Oro Facial Pain Clinic.
- All departments should monitor Supply Batch Attendance in their departments.
- Advised Conservative Department to allot more number of RCT's to Under Graduate students.
- He reviewed Undergraduate Curriculum progress of all departments.

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

- Enquired about the status of CSA Training Programme and advised for MCQ test for all participants post module to check understanding of programme.
- 40% of the camp patients should be provided treatment at the camp venue only.
- Departments should not plan more than one academic activity per day for post graduate students.
- Staff/Students attending seminars outside the college should share a small presentation about the same with fellow students after coming back, this will help in sharing knowledge and new concepts.
- All departments should monitor treatment conversion percentage of OPD Incharges and should present the same in their presentations.
- All patients should be counselled by OPD Incharge regarding treatment plan & any patient not opting for treatment should be made to meet senior faculty before leaving in all departments.
- Request for Rs.100 discount on conscious sedation charges for multiple visits approved.
- FOC General Anaesthesia cases for pedo patients also approved for academic interest.
- Pedodontics to make proposal for Sedation Course for Practitioner.
- All departments should follow up with purchase department in case they receive defective/unsatisfactory dental material from store.
- Conservative Department to monitor treatment conversion percentage of Express Card consultants.
- Conservative Department to work on improving TAT (Turn Around Time) for its patients.
- Prosthodontics to work on improving same day treatment percentage.
- Prosthodontics to ensure that all OPD's are seen by faculty only.
- Promotional sms regarding discounted price of implants to be sent to all extraction cases.
- Course Implant quota to be divided between Prosthodontics/Oral Surgery/Periodontics also to be ensured that all students put implants as per their quota before completion of course.
- Dr. Manoj to give additional time in CAD/CAM Lab.

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.
- Dr. Saurabh Juneja, Reader, Department of Oral & Maxillofacial Pathology, briefed on no. of biopsies, blood investigations & progress of Advanced Research Centre.

Director PG Studies finally concluded the meeting.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Daily monitoring of treatment conversion percentage by consultants to be done in Conservative & Prosthodontics	Being done on daily basis in Prosthodontics and Conservative
2.	Data of Patients upto age of 22 years being referred to Pedodontics to be maintained & presented	Done, will be presented by Pedodontics
3.	Data of Endo-Perio Lesions treated to be presented Periodontics	Done, will be presented by the department
4.	Age Analysis of Fixed Ortho Cases	Done, will be presented by Orthodontics
5	Promotional SMS to patients for Implants	Done

**MINUTES OF IOAC MEETING HELD ON 11.11.2019 & 22.11.2019 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Same day Treatment Conversion Percentage in Prosthodontics/Conservative
 - Age analysis of Fixed Orthodontics cases
 - Status of Course Implants
 - Status of CSSD
 - Status of Conservative Outstanding
- College & Department OPD for the month of October.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- All departments to adhere to standard follow up appointments for patients (not exceeding more than 7 days)
- There was an increase in OPD in comparison to last year but decrease in comparison to last month.
- There was a decrease in revenue in comparison to last year and last month.
- There was a decrease in no. of Packages & RCT's in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for October'19.
- No. of course/paid implants for the month of October.
- ECHS/Express Card Details for the month of October.
- Status of Evening OPD for the month of October.
- Consumption Collection Analysis for the month of October & instructed all departments to monitor their consumption.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Specialized Oral Cancer Screening Camp should be organized by Oral Medicine department.
- Short patient education video to be shot by Oral Medicine and Community Department for Oral Facial Pain & Tobacco Cessation Centre.
- Enquired about the status of course implants and advised all departments to ensure that all students place their quota of implants before the course completion.
- Implant department should present details of failed implants with reasons.
- Prosthodontics to take Impression Technique Module for all Conservative Staff/PG's.
- All departments should monitor Supply Batch Attendance in their departments.
- Advised Conservative Department to allot more number of RCT's to Under Graduate students.

- He reviewed Undergraduate Curriculum progress of all departments.

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

- Any substantial difference in the consumption pattern must be analyzed by all departments.
- Conservative Department to ensure that all patients pay their outstanding amount by second visit.
- Reviewed progress of CSSD instructed to draft SOP, Quality Assurance Programme for the same.
- All CBCT reports now to be sent on mail no dvd to be used.
- Suggested coordinating with Mass Communication Institutes in Noida for shooting educational videos for patients.
- Enquired about the progress of CSA Training Module.
- Prosthodontics to monitor consultant wise same day treatment conversion percentage on daily basis.
- Inquired about the progress of course implants and instructed all concerned departments to ensure that all students place implants before completion of course.

Points Raised/AppriSED/Discussed/Instructed by Vice Chairman Mr. Arpit Chadha Sir:

- In case of complaints/tickets raised by the department, same should also be communicated to concerned personnel via email .
- In case any Consultant/PG is on unplanned leave they should inform their scheduled patients one day prior and reschedule their appointments as per their convenience, if patient wants to get their treatment done on the same date they should make necessary arrangements by coordinating with the opd incharge.
- It should be ensured that all students should have minimum 75% attendance, for students with less then required attendance necessary disciplinary action should be taken.
- All department should present work done by their under graduate students in their monthly presentation, it should be ensured that they get sufficient number of clinical cases.
- Any achievement by the Staff/students should be shared on social media handles of the college and also a mail should be sent to all users sharing the details of the same.
- Efforts should be made to mobilize urban patients from Raj Nagar, Kavi Nagar , Nehru Nagar etc. to the college.
- Conservative Department to update their PFM Package Cases.
- Feedback calls to missed appointment cases to be initiated by the software, with objective of enquiring about the reason for missed appointment.
- Conservative and Prosthodontics department to add monthly consumption of Pre Clinical Labs in their presentation.

- Star Performers of all departments should be provided with a badge representing the same.
- All departments should be put 2-3 google reviews on the official google page of the college by the patient undergoing specialized procedures, describing their experience at ITS.
- All departments to review their treatment charges every six months, details of the same should be shared with the director's office.
- All departments should display photoalbum of special cases done in the department in the patient waiting area.
- All departments to present progress on ICMR Projects, Conferences etc. in their monthly presentation.

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. Saurabh Juneja, Reader, Department of Oral & Maxillofacial Pathology, briefed on no. of biopsies, blood investigations & progress of Advanced Research Centre.

Director PG Studies finally concluded the meeting.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Alternate arrangements to be made for patients when Consultant/ PG on unplanned leave	All departments instructed to reschedule the patients or arrange alternate consultants as per patients convenience
2.	Google Reviews by all departments for	All departments have been instructed to

	special procedures	put 2-3 reviews/week on official google page
3.	Photo albums to be displayed in patient waiting area	All departments instructed to share lay out and photographs for the albums
4.	CBCT Reports to be shared on E- mail	Implemented
5.	Institute to focus on ICMR/DST Grants	All departments instructed to share proposal for ICMR/DST projects
6.	CSSD Implementation of SOP, Training & Quality Assurance	Done
7.	Patient Education Video (Oro Facial Pain & TCC)	In progress. Mail has been sent to institutes for collaboration

**MINUTES OF IOAC MEETING HELD ON 09.12.2019 IN THE BOARD ROOM ITS-
CDSR AT 10:30 A.M.**

Points Raised/AppriSED/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Details of alternative arrangements for patients in case consultant/pg is on unplanned leave
 - Google reviews to be put by all departments on weekly basis
 - Status of photo albums to be displayed in patient waiting area
 - Status of CSSD
 - Implementation of CBCT Report sharing by email
- College & Department OPD for the month of November.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- All departments to adhere to standard follow up appointments for patients (not exceeding more than 7 days)
- There was an increase in OPD in comparison to last year and last month.
- There was an increase in revenue in comparison to last year and last month.
- There was an increase crease in no. of Packages & RCT's in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for November'19.
- No. of course/paid implants for the month of November.
- ECHS/Express Card Details for the month of November.
- Status of Evening OPD for the month of November.
- Consumption Collection Analysis for the month of November & instructed all departments to monitor their consumption.

Points Raised/AppriSED/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- 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 focus on increasing special cases in their departments.
- Emphasized importance of constant updating of knowledge base by enrolling in various courses.
- Enquired about the status of course implants and advised all departments to ensure that all students place their quota of implants before the course completion.
- Discussed concept of accelerated orthodontics.
- Discussed ways of increasing cancer surgery cases in college.
- Advised oral surgery department to motivate extraction cases for prosthetic rehabilitation.
- Advised all departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Presentation for local ENT surgeons to be done for CBCT/Oro Facial Pain referrals by Oral Medicine.
- Enquired about the status of CSSD, Dr. Shetty to visit to assess further requirements for CSSD.
- Encouraged all faculty members to enroll in online courses, all departments to share the details of the same in their presentations.
- All departments to ensure that all Post Graduate/Under Graduate Students should have adequate attendance as per requirement.
- Orthodontics department to carry out Faculty & PG wise Age Analysis of Fixed Ortho cases.
- Orthodontics Department to share detailed proposal for Fellow Ship for Self Ligating Fixed Ortho cases.
- Conservative Department to focus on increasing Single Sitting RCT's.
- Oral Surgery Department to set up Hair Transplant Clinic at the earliest.
- All patients going back with out treatment should be seen by senior faculty member in all the departments.
- Enquired about the status of CSA Training Program and also suggested assessment exam, identifying training need areas, rotation of staff etc. to further improve the program.
- Approved sending of express card work to professional dental labs for better quality in Prosthodontics Department.
- Suggested that crown fabrication process should include die cutting & ditching for better quality work, instructed CAD/CAM Lab to focus on improving quality of crowns.
- Reemphasized that all implant data should be maintained by implant department.

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.

- D. Radhika Chopra , Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.

Director PG Studies finally concluded the meeting.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Photo album of special cases in all departments	Done, photo albums prepared by all departments and displayed in patient waiting area
2.	Google Reviews by all departments	Being done by all departments
3.	DST Projects/ICMR Grants	All departments asked to apply and update
4.	Star Performer Concept	Implemented all departments given special badges
5.	Photo album of special cases in all departments	Done, photo albums prepared by all departments and displayed in patient waiting area
6.	Google Reviews by all departments	Being done by all departments
7.	DST Projects/ICMR Grants	All departments asked to apply and update

**MINUTES OF IOAC MEETING HELD ON 20.01.2020 & 22.01.2020 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Status of Photo Albums in all departments
 - Status of Google reviews to be put by all departments on weekly basis
 - Status of CSSD
 - Status of ICMR/DST Projects
 - Status of Conferences/Conventions of all departments
- College & Department OPD for the month of December.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- All departments to adhere to standard follow up appointments for patients (not exceeding more than 7 days)
- There was a decrease in OPD in comparison to last month.
- There was a decrease in revenue in comparison to last month.
- There was an increase crease in no. of Packages & RCT's in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for December'19.
- No. of course/paid implants for the month of December.
- ECHS/Express Card Details for the month of December.
- Status of Evening OPD for the month of December.
- Consumption Collection Analysis for the month of December & instructed all departments to monitor their consumption.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- 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 focus on increasing special cases in their departments.
- All departments to put google reviews for special treatments.
- Enquired about the status of course implants and advised all departments to ensure that all students place their quota of implants before the course completion.
- Advised all departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- OPD executives can be trained to counsel patients about their treatment requirements to improve referral.

- Plan school and college camps to improve opd in Pedo & Ortho departments.
- Ortho department to present 2019 detailed analysis of fixed ortho cases.
- Community department to present single snap shot for satellite centres.
- Oral Surgery to add percentage in TAT slide.
- Prosthetic Rehabilitation Pamphlets to be attached with OPD card of every extraction patient in Oral Surgery.
- Physiotherapy departments can be part of special sports injury camps being organized by Pedodontics Department.

Points Raised/AppriSED/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- All departments to apply for ICMR/DST Projects, status to be updated in department presentation.
- Target set for 150 New Patients/Day for 2020, all departments to put efforts for the same.
- Efforts to be made to increase opd of Periodontics department.
- IVR feedback calls to all missed appointment patients to enquire about the reason.
- All departments to post google reviews from patients.
- Unofficial page of ITS Dental Colleges on google to be removed.
- Reviewed photo albums of all departments, all departments to follow pattern of Oral Medicine department for Patient Album and Pedodontics department for Post Graduate Album.
- All departments to work on motivating patients for multiple referrals and strict monitoring of referrals should be done by all departments.
- Oral Medicine departments to make efforts to increase biopsy numbers.
- All departments to make efforts to increase CBCT numbers.
- All departments to correlate OPD with no. of treatment procedures.
- Name of star performers should be displayed by all departments.
- Photo Album should be made of all college achievements for admission purpose.
- All departments' equipment requirements as per priority, list to be prepared & discussed.
- All official circulars from Director/Principal's office should be acknowledged/replied.
- Camps should be planned in schools and colleges to increase opd.
- Special Ortho Camps should be planned in Mohan Nagar campus.
- Enquired about the status of Conferences/Conventions planned for coming years.
- Oral Surgery should counsel all extraction cases for prosthetic rehabilitation, prosthodontics to further follow up on all extraction cases.

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

Director PG Studies finally concluded the meeting.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Photo album of special cases in all departments	Done, photo albums prepared by all departments
2.	Google Reviews by all departments	Being done by all departments
3.	DST Projects/ICMR Grants	All departments have applied
4.	Prosthetic Rehabilitation Pamphlet Distribution	Done, Pamphlet being attached with OPD Cards of all extraction cases
5.	Star Performer Concept	Done , all department asked to display Star Performer & provide badge
6.	Unofficial Google Page of I.T.S Dental College	Page has been reported to google with help of Mohanagar IT Team
7.	New Equipment Requirements	List of instruments as per priority prepared for all departments.

**MINUTES OF IOAC MEETING HELD ON 10.02.2020 & 14.02.2020 IN THE BOARD
ROOM ITS-CDSR AT 10:30 A.M.**

Points Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Status of Photo Albums in all departments
 - Status of Google reviews to be put by all departments on weekly basis
 - Status of ICMR/DST Projects
 - Status of Conferences/Conventions of all departments
- College & Department OPD for the month of January.
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- All departments to adhere to standard follow up appointments for patients (not exceeding more than 7 days)
- There was a decrease in OPD in comparison to last month.
- There was a decrease in revenue in comparison to last month.
- There was an increase crease in no. of Packages & RCT's in Conservative Department.
- No. of units of Zirconia Crowns fabricated in the CADCAM Lab for January.
- No. of course/paid implants for the month of January.
- ECHS/Express Card Details for the month of January.
- Status of Evening OPD for the month of January.
- Consumption Collection Analysis for the month of January & instructed all departments to monitor their consumption.

Points Raised/Appraised/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Briefed on ITI Proposal for collaboration with I.T.S Dental College.
- Advised all departments to refer patients indicated for CBCT.
- Enquired about the status of course implants and advised all departments to ensure that all students place their quota of implants before the course completion.
- Advised all departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- BPL Sticker to be put on front of OPD card, detailed proposal to be prepared for adding new treatment modalities in BPL category.
- Reviewed progress of enrolment in online courses by faculty of all departments.
- Meeting to be scheduled with G.Noida Prosthodontics department to discuss issues regarding CAD CAM crowns.
- Only special cases which can't be fabricated in CADCAM Lab to be sent to outside labs.
- CADCAM Lab to focus on improvement in quality of PFM/Zirconia crowns.
- Periodontics departments should send staff and under graduate students to conservative department for allotting cases for scaling as per requirement.
- Prosthodontics department to monitor same day and overall conversion percentage.
- Conservative department to monitor conversion of Deep Caries Excavation to RCT cases.
- Conservative to analyze work load, treatment conversion, avg. completion time etc. for consultants working in Express Clinic.
- Orthodontics department to identify cases for Night Guards/Splints.
- Pamphlet distribution to be done by Orthodontics through news papers in near by areas for increasing no. of Fixed Ortho cases before board exams.
- All patients leaving without treatment in Orthodontics should be counselled by senior faculty before going.

Points Raised/AppriSED/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- Action plan to be prepared for increasing daily opd of the college to 500 total patients per day.
- All departments to present yearly (2018/19) consumption collection analysis in the next meeting.
- All departments to apply for ICMR/DST Pojects, status to be updated in department presentation.
- Encouraged all faculties to enrol for online courses which provide certificate after clearing exams.
- Efforts to be made to increase OPD of Periodontics department to ensure adequate number of cases to undergraduate students.
- Enquired about ITI proposal for Dental Implants.
- All equipment complaints to be put on Almighty Complaint Management System by departments.
- In case complaint is not resolved same should be escalated to Director/Principal office through mail.
- Complaint Register can also be maintained in all departments to track status of complaints.

- School and college camps to be organized at regular intervals for improving ortho & pedo opd.
- Tie ups can be done with successful local practitioners for setting up dental chairs to increase referral to college on pattern of satellite clinics.

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

- Dr. Nikhil Sharma, HOD, Department of Periodontics, briefed on no. of patients, special procedures like laser, Dental Implants etc.
- Dr. Kashinatha , Prof., Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Radhika Chopra , Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.

Director PG Studies finally concluded the meeting.

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Detailed Proposal for adding new treatments in BPL Category	Proposals received from department & will be presented by Dept. of Community Dentistry
2.	Consumption/Collection Report on yearly basis	Being Presented
3.	Total OPD for the year 2018-2019 to be presented	Being Presented
4.	Dept. Of Conservative asked to present Total No. of Cases of Deep Caries which come back for treatment	Being presented by the Department
5.	Unofficial Google Page of I.T.S Dental College	Page has been reported to Google with help of Mohan Nagar IT Team

AUGUST 2019

S.NO.	ACTION TO BE TAKEN	STATUS
1.	No. of CBCT scans	All departments being encouraged to give thesis topic based on CBCT
2.	Evening Clinic Expense Sheet	Done, will be presented by the Community
3.	Express Card Analysis	Daily analysis being done
4.	Multiple Referrals	Departments being sensitized to ensure referral to next department & extensive counseling being given to all patients regarding their treatment needs

Sept 2019

S.NO.	ACTION TO BE TAKEN	STATUS
1.	CDE Oral Surgery & CDE Pedodontics	On 14 th & 21 st September'19 respectively
2.	Revision of Periodontics Charges	Done
3.	Allotment of RCT's to Under Graduate Students	Department instructed to allot more no. of RCT's to under graduate students.
4.	Biopsy/Blood Investigations	All concerned departments instructed to refer cases to Oral Pathology.

October 2019

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Steps to increase Patient Number	12,283 patients reached in the month of September
2.	ECHS pending amount	Rs. 1.25 lakhs received from ECHS
3.	Hair Transplant Clinic	Proposal has been prepared by Oral Surgery
4.	List of delayed/ failed implants	Hyper links created in Implant Department Presentation for the same.
5	Implementation of transfer form in Orthodontics	Transfer form implemented to be filled when cases are transferred

November 2019

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Daily monitoring of treatment conversion percentage by consultants to be done in Conservative & Prosthodontics	Being done on daily basis in Prosthodontics and Conservative
2.	Data of Patients upto age of 22 years being referred to Pedodontics to be maintained & presented	Done, will be presented by Pedodontics
3.	Data of Endo-Perio Lesions treated to be presented Periodontics	Done, will be presented by the department
4.	Age Analysis of Fixed Ortho Cases	Done, will be presented by Orthodontics
5	Promotional SMS to patients for Implants	Done

December 2019

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Alternate arrangements to be made for patients when Consultant/ PG on unplanned leave	All departments instructed to reschedule the patients or arrange alternate consultants as per patients convenience
2.	Google Reviews by all departments for special procedures	All departments have been instructed to put 2-3 reviews/week on official google page
3.	Photo albums to be displayed in patient waiting area	All departments instructed to share lay out and photographs for the albums
4.	CBCT Reports to be shared on E- mail	Implemented
5.	Institute to focus on ICMR/DST Grants	All departments instructed to share proposal for ICMR/DST projects
6.	CSSD Implementation of SOP, Training & Quality Assurance	Done
7.	Patient Education Video (Oro Facial Pain & TCC)	In progress. Mail has been sent to institutes for collaboration

January 2020

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Photo album of special cases in all departments	Done, photo albums prepared by all departments and displayed in patient waiting area
2.	Google Reviews by all departments	Being done by all departments
3.	DST Projects/ICMR Grants	All departments asked to apply and update
4.	Star Performer Concept	Implemented all departments given special badges
5.	Photo album of special cases in all departments	Done, photo albums prepared by all departments and displayed in patient waiting area
6.	Google Reviews by all departments	Being done by all departments
7.	DST Projects/ICMR Grants	All departments asked to apply and update

February 2020

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Photo album of special cases in all departments	Done, photo albums prepared by all departments
2.	Google Reviews by all departments	Being done by all departments
3.	DST Projects/ICMR Grants	All departments have applied
4.	Prosthetic Rehabilitation Pamphlet Distribution	Done, Pamphlet being attached with OPD Cards of all extraction cases
5.	Star Performer Concept	Done , all department asked to display Star Performer & provide badge
6.	Unofficial Google Page of I.T.S Dental College	Page has been reported to google with help of Mohanagar IT Team
7.	New Equipment Requirements	List of instruments as per priority prepared for all departments.

March 2020

S.NO.	ACTION TO BE TAKEN	STATUS
1.	Detailed Proposal for adding new treatments in BPL Category	Proposals received from department & will be presented by Dept. of Community Dentistry
2.	Consumption/Collection Report on yearly basis	Being Presented
3.	Total OPD for the year 2018-2019 to be presented	Being Presented
4.	Dept. Of Conservative asked to present Total No. of Cases of Deep Caries which come back for treatment	Being presented by the Department
5.	Unofficial Google Page of I.T.S Dental College	Page has been reported to Google with help of Mohan Nagar IT Team

MINUTES OF IOAC MEETING HELD ON 30.12.2020 & 11.01.2021 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.

Point's Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- College & Department OPD for the month of November & December 2020 (Till 22/12).
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- Briefed about the various academic activities/online seminars for PG students.

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

- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- SMS to be sent for pending/old patients.
- IVR calls for next day scheduled patients to be implemented
- Long camps to be started along with the proper SOP's for COVID-19.
- All departments to exclude the Express Card data while doing analysis for previous/current year.
- All Interns should be motivated to come on regular basis and attend the postings.
- All departments should call/follow up old patients for completion of pending treatment.
- Videos of Exercises done for UG's students should be stored in a structured, good quality videos.
- Dept. of Oral Medicine should start CBCT Module, Comprehensive module.
- Dept. of Oral Surgery should increase the IPD patients.
- Dept. of Community should start preventive clinic and present all satellite data in comparison to Pre-Lockdown period (Jan-Mar'2020).
- Dept. of Periodontics to maintain the maintain a proper record for follow up/cheduled patients.
- Dept. of Endodontics should focus on analysis of first day paid treatment, pending crown patients for pre lockdown period.
- Dept of Orthodontics should focus on more cases to PG students, White card (faculty) ortho treatment to be not used.

All Department HOD's briefed their departmental functioning:

- Dr. Upasana Sethi , HOD, Department of Oral Medicine, briefed on UG/PG activities, online seminars.

- Dr. Gagan Khare, HOD, Department of Oral Surgery, briefed on no. of patients, UG/PG Activities, Surgical cases.
- Dr Ipseeta Menon, HOD, Department of Community, briefed about promotional activities, status of satellite centres, PG'S seminars.
- Dr Jagadeesh ,HOD, Dept of Prosthodontics, briefed about OPD, crown cases, Implant Cases, PG Academic activities.
- Dr Sumit Malhotra, HOD, Department of Periodontics, briefed about No. OF OPD, UG/PG Academic activities.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients,special cases, PG'S cases and academic activities..
- Dr. Shivani Mathur , Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Follow up of delayed cases of PG's, transfer of Old Cases.
- Dr Saurabh Juneja, Dept. of Oral Pathology briefed about academic activities.

Director PG Studies finally concluded the meeting.

MINUTES OF IOAC MEETING HELD ON 29.10.2020 IN THE BOARD ROOM
ITS-CDSR AT 10:30 A.M.

Point's Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- College & Department OPD for the month of September & October (Till 15/10).
- All departments to ensure quality and timely treatment of all Normal & Express card patients.
- Briefed about the various academic activities/online seminars for PG students.

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

- All departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Reviewed Undergraduate Curriculum progress of all departments.
- Briefed about the Online activities conducted for UG Students along with the online classes.

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

- Comprehensive Express Clinic should be started.
- Reviewed the Re-Visit Charges for OPD patients.
- BDS students should be called on voluntarily basis in small batches for completion of Quota for Pre-clinical/clinical exercises.
- Online Videos to be made for Pre-clinical exercises for UG students.
- Pre-clinical exercises for PG students to be done.
- Crown Quality Check by External Committee consisting of Faculty doing Private Practice should be done
- All departments should call old patients for completion of pending treatment.
- Dept. of Oral Medicine should focus on Oro-Facial Pain Clinic & Multiple Referrals.
- Dept. of Oral Surgery should increase the IPD patients.
- Dept. of Community should make Standee/Flex depicting opening of Satellite Centres and COVID-19 precautions taken during treatment on Satellites.
- Community should create awareness should among people in adopted village.
- Awareness activities should be conducted by Camp staff through demonstrations, announcements, etc and remain in touch with stakeholders.
- Dept of Prosthodontics should make leaflet depicting the work/case for promotions.
- Dept. of Oral Implantology should make a structured material for counselling of Implant Patients.
- Dept. of Endodontics should complete the pending crown cases and patient should be called for completion.

- Dept of Orthodontics should make leaflet depicting precautions taken/cases done for increasing & promoting orthodontic treatment.

All Department HOD's briefed their departmental functioning:

- Dr. Upasana Sethi , HOD, Department of Oral Medicine,briefed on UG/PG activities, online seminars.
- Dr. Gagan Khare, HOD, Department of Oral Surgery, briefed on no. of patients, UG/PG Activities, Surgical cases.
- Dr Ipseeta Menon, HOD, Department of Community, briefed about promotional activities, status of satellite centres, PG'S seminars.
- Dr Jagadeesh ,HOD, Dept of Prosthodontics, briefed about OPD, crown cases, Implant Cases, PG Academic activities.
- Dr Sumit Malhotra, HOD, Department of Periodontics, briefed about No. OF OPD, UG/PG Academic activities.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients,special cases, PG'S cases and academic activities..
- Dr. Shivani Mathur , Prof. Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Follow up of delayed cases of PG's, transfer of Old Cases.
- Dr Saurabh Juneja, Dept. of Oral Pathology briefed about academic activities.

Director PG Studies finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 09.02.2021,13.02.2021 & 17.02.2021 IN
THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

Point's Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Starting of Long Camps
 - SMS to the Old/Pending patients
 - Exclusion of Express Card Data From all departments
 - Implementation of confirmation of appointment through automatic IVR calls.
- College & Department OPD for the month of January.
- All departments to ensure quality and timely treatment of all patients.
- There was an increase in OPD in comparison to last month & decrease compared to last year.
- There was increase revenue in comparison to last month & last year.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for January.
- No. of course/paid Implants for the month of January.
- ECHS/Express Card Details for the month of January.
- Consumption Collection Analysis for the month of January & instructed all departments to monitor their consumption.

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

- Orthodontic Basic Course for Interns by Ortho Dept. can be planned including training about basic procedures, diagnosis, planning and at least 01 patient to be done by students during the course module.
- All Departments to present the details about the utilization of the Expensive Equipments present in the dept. in the presentation slides.
- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students and reviewed the UG patient quota.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Reviewed the registration & Re-visit charges and revised to Rs. 60/- (General Card) & Rs.150/- (Express card) with Revisit charges waived off w.e.f 18/2/2021.

- Reviewed the Treatment Charges for the CWM & Alpha Bio Care Implant for Express Card.
- New Implant module to be started for PG/Interns with one module to be started in Mid-March (for existing students) & other module in June/July (New Interns/PG).
- Check list for all the activities to be done to ensure the completion of all work within defined timeline.
- Digital Albums can be made by all departments for counselling & motivating patients.
- Reviewed the CBCT module done by OMR department. Certificates to be issued along with the module instead of giving later.
- All dept. to include Publication Summary i.e. Pubmed/Non-Pub med, Faculty/Student, Quarter/Month wise.
- All Departments to include the Google Reviews number done on monthly basis.
- Basic t/t like ART/Fluoride application, etc to be done at long camps.
- Monthly Department Review Meeting to be started for all departments to review the department activities & performance.
- Oral Medicine to add No. of IOPAR's for BPL Camp patients, YOY analysis of Investigation (Radiology) to be done.
- Oral Surgery Department to focus on increase on Surgery Cases, Increase of Implant cases/Immediate Implant cases, Special cases for PG students, No. of t/t for BPL camp patients to be added, Improvement on TAT, Work done/cases done by UG/PG data to be included .
- Tie –Up with Cancer Institute's/Hospital – Dharamshila, Rajiv Gandhi Cancer Hospital, Jaggarnath Cancer Hospital to be continued and PG can be posted on rotational basis.
- Prosthodontics to monitor same day and overall conversion percentage, No. of Zirconia crowns to be improved.
- Implant quota to be set for Express Clinic units separately, Implant cases quota revised for the year 2021 for Prosthodontics-30/month, Oral surgery-12/month, Perio-08/month, Gen. & Express Implant data to be shown separately by Implantology dept.
- CAD-CAM to focus on more private doctors/outside cases, improvement of No. of CAD –CAM Units, Crown Rejection data analysis to be done
- Periodontics to include YOY data for major treatment report, conducting of PG internal exam on Monday instead of Saturday.
- Conservative to monitor conversion of Deep Caries Excavation to RCT cases, Single Sitting RCT Cases, Revision of Packages charges, UG/PG activities/quota which could not be conducted due to pandemic should be completed through extra pre-clinical/clinical classes.
- Pedodontics department can conduct Nitrous oxide sedation course/module for Interns students.
- Orthodontics to give yearly analysis of completed/started/running cases for 2019-2021, to focus on converting Ortho white card patients to express card, referral from OMR directly & other departments analysis to be done, module/fellowship course for Ortho can be setup.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge , Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Ritu Gupta, Reader, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients,implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, Prof., Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Saurabh Juneja, Department of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Studies finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 15.03.2021,19.03.2021 & 26.03.2021 IN
THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

Point's Raised/Apprired/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Revision of Reg. & Re-visit Charges
 - Revision of Treatment Charges
 - Revision of Implant Charges for Express Card
 - Basic Treatment in Long Camps to be started
 - Major Equipment Utilization Report, Publication Summary, Google Reviews
 - Department Meeting to Review Increase in OPD but no increase in Revenue/No. of Treatments. .
- College & Department OPD for the month of February 2021.
- All departments to ensure quality and timely treatment of all patients.
- There was an increase in OPD in comparison to last month & decrease compared to 2019 & 2020.
- There was increase revenue in comparison to last month & last year.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for February.
- No. of course/paid Implants for the month of February.
- ECHS/Express Card Details for the month of February.
- Consumption Collection Analysis for the month of February & instructed all departments to monitor their consumption.

Point's Raised/Apprired/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students and reviewed the UG patient quota.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- All departments to analyze the No. of Treatments v/s New OPD for respective departments.
- All departments to do the TAT analysis with Comparison to 2019/2020.
- New Implant module to be started in April 2021 for existing students & later 2nd course for new batch (June/July 2021).

- Reviewed the Satellite Registration Charges to Rs. 30/- (Earlier Rs. 60/-) & 30% discount for all patients being referred from satellite to Dental College.
- All departments to include Publications summary for last 3 Months.
- Reviewed the status of IVR for scheduled appointment.
- CDE programmes can be started in college.
- Monthly Department Review Meeting to be started for all departments to review the department activities & performance.
- Oral Medicine to focus on increasing the CBCT scans, analyse the data about the revenue /Number of cases through various Intra Oral/Extra Oral Radiological Investigations .
- Dept. of CSSD should maintain separate file for the audit Report/SOP's followed and update on the ratio of no. of gowns available to require so that more no. of gowns can be indented.
- Oral Surgery Department to focus on different types of IPD cases, exposure to PG students, Deputing of Faculty on daily basis for patients sent back/referred without any treatment: Sign/approval/verified must be done, Patient No. v/s Treatment analysis to be done, proposal to add more treatment in BPL category to be given.
- Implant Quota for Senior faculty (Dr Amit & Dr. Vidhi) to be fixed by Oral Surgery Department
- Oral Surgery Department to Tie –Up with Cancer Institute's/Hospital – Dharamshila, Rajiv Gandhi Cancer Hospital, Jaggarnath Cancer Hospital to be continued and PG can be posted on rotational basis.
- Prosthodontics to focus on increasing of Old patients OPD, TAT , measures to be taken to increase the same day treatment, No. of PFM package crown undergoing In lab analysis to be done, Star Performer batch to be given to students, to include Quota/Work done data for UG/PG students.
- Implant Training for the PG 1ST year students to be given, Records of all Implant meetings/cases to be maintained.
- Implant quota revised to 50 Implants per month (Protho: 30, O.S :-12 , Perio :-08)
- CAD-CAM to focus on improvement of No. of CAD –CAM Units, models for motivation of patients for crown to be used.
- Periodontics should focus on use of more Diode laser & Realized/Unrealized amt. for BPL Patients to be analyzed.
- Conservative to focus on increasing the No. of RCT, PFM/Zirconia Packages
- Pedodontics dept to focus on Restorations, quota of Flouride Application for UG students
- Orthodontics to present data for general & Express patients separately, dept. review meeting to be conducted, Analysis of Cases- White/White faculty/Express for year 2019/2020/2021, Old cases should be closed if not reporting after fixed timeline.

Points Raised/AppriSED/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- Reviewed the status of Muradnagar Satellite Clinic.
- Department of Oral Medicine should focus more on Packages /Radiological Investigation.

- Major Equipment utilization for Prosthodontics Department needs improvement by increasing more no. of special cases.
- Department of Prosthodontics should focus same day treatment to increase the Old No. of patients.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge , Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Ritu Gupta, Reader, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients, implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, Prof., Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Saurabh Juneja, Department of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Studies finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 09.04.2021 & 12.04.2021 IN THE
BOARD ROOM ITS-CDSR AT 10:30 A.M.**

Point's Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed:
 - Revision of Reg. charges for satellite clinics
 - Gowns to be sterilized in CSSD Department
 - Comparison of Departmental data (March 2021 vs 2019)
 - Orthodontics Review Meeting
 - TAT Analysis Comparison with 2019/2020
 - Conversion ratio to be added

- College & Department OPD for the month of March 2021.
- All departments to ensure quality and timely treatment of all patients.
- There was an increase in OPD in comparison to last month & decrease compared to 2019 & 2020.
- There was increase revenue in comparison to last month & last year.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for March 2021.
- No. of course/paid Implants for the month of March 2021.
- ECHS/Express Card Details for the month of March 2021.
- Consumption Collection Analysis for the month of March 2021 & instructed all departments to monitor their consumption.

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

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- CDE Programme can be started in online mode.
- Express card patients' number to be improved to pre-Covid era.
- All department should update on the functional/non functional status on the important/major equipment's present in department.
- All departments to put summary of no. of google reviews in last 6 months.

- Oral Medicine to focus on increasing the CBCT scans, give preference to Express Card Patients.
- Oral Surgery Department to focus on different types of IPD cases, exposure to PG students, should present IPD & OPD Data/revenue separately, TAT analysis should be done, improve on same day paid treatment, coordinate with Perio Department for the protocols followed for patient management.
- Community PG students should attend other clinical departments Seminars on topics of interest
- Community department should focus on increasing the no. of BPL camp patients.
- Prosthodontics Acrylic lab should be treated as separate entity for material consumption.
- Prosthodontics to focus on increasing of old patients OPD, timely reporting of the scheduled patients.
- Conservative to focus on increasing the No. of RCT, PFM/Zirconia Packages
- Orthodontics to present data for No. of running ECHS patients

Point's Raised/AppriSED/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- Reviewed the status of Muradnagar Satellite Clinic.
- All faculty/student's publications/achievements should be publicized on various social media platforms.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Ritu Gupta, Reader, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients, implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, Prof., Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Saurabh Juneja, Department of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Studies finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 20.08.2021 & 23.08.2021 IN THE
BOARD ROOM ITS-CDSR AT 10:30 A.M.**

Point's Raised/Appraised/Discussed/Instructed by Director PG Studies Dr Vinod Sachdev

- MOM of the last HOD meeting & action taken on assigned task discussed:
 - Comparison of Departmental data (July 2021 vs 2019)
 - TAT Analysis Comparison with 2019/2020
 - Conversion ratio to be added
- College & Department OPD for the month of July 2021.
- All departments to ensure quality and timely treatment of all patients.
- There was an increase in OPD in comparison to last month & decrease compared to 2019 & 2020.
- There was increase revenue in comparison to last month & last year.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for July 2021.
- No. of course/paid Implants for the month of July 2021.
- ECHS/Express Card Details for the month of July 2021.
- Consumption Collection Analysis for the month of July 2021 & instructed all departments to monitor their consumption.

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

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Oral medicine department to reduce patient treatment time < 30 minutes for cases done by Undergraduates Students.
- All departments to follow the necessary COVID protocols.
- Community dentistry should improve TAT.
- Comprehensive posting for Oral Medicine, Oral Pathology & Community PGs.
- Oral Surgery Department must try to improve the number of patients, increase the no. Of cases for PG Students.

- Prosthodontics department to SMS patients of extractions for motivation for prosthesis, should focus on improving the number of patients, improve the no. Of treatments, monitoring of patients being sent back to be done.
- Implant course for upcoming interns (appeared final year BDS) should be planned.
- All departments to send patients to perio before the second visit as second referral.
- Orthodontics department should follow up the old cases regularly, maintain record for running cases v/s patient load.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Ritu Gupta, Reader, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients,implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, Prof., Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Saurabh Juneja, Department of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Studies finally concluded the meeting.

**MINUTES OF IOAC MEETING HELD ON 12.11.2021 & 23.11.2021 IN THE
BOARD ROOM ITS-CDSR AT 10:30 A.M.**

Point's Raised/AppriSED/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Oral medicine department to focus on improving the no of special case, biopsy and emphasis on increasing the OPD.
- Oral Surgery department should focus on increasing the no. of old patients by increasing the no of follow up, PG going to camp can do basic treatments at the camp site, help in increasing the no. of prosthetic cases by counselling/motivating the patient for Prosthesis, should maintain report for calling of pending patients who have not reported to dept within stipulated time period.
- Prosthodontics department to focus on Old OPD , Increasing the No. of Treatments, should mention YOY analysis for New v/s paid T/t analysis, review the OPD system run in the dept , should improve on TAT & No. of check up/sent back patients, focus on increasing the Zirconia /PFM crowns and focus on timely scheduling of patients
- Prosthodontics dept. to work on increasing the no. of Implant Cases done by the department.
- Periodontics Department to focus on improving the No. of Treatment started, counsel patients for the subsequent multiple visits, should mention no. of implant cases done by faculty & students separately.
- Conservative Department to focus on improving the No. of treatments started, cases given to UG students.
- Orthodontics department should monitor the patients who are not coming or coming after a long gap of time.
- All departments to mention the list of publications month wise.
- Thesis approval for PG students should be done before finalisation of the topic so that topic of thesis can be reviewed.

Point's Raised/AppriSED/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- Reviewed the policy for referral of patients from Oral Medicine to Periodontics dept. & other departments as well.

Point's Raised/AppriSED/Discussed/Instructed by Director –PG Courses, Dr Srinath Thakur

- Reviewed the functioning of all departments.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, HOD, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients,implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, HOD, Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Saurabh Juneja, ProfessorDepartment of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Courses finally concluded the meeting.

MINUTES OF IQAC MEETING HELD ON 10.12.2021, 13.12.2021 & 15.12.2021 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.

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

- MOM of the last HOD meeting & action taken on assigned task discussed :
 - Faculty performance review for Prostho dept.
 - Zirconia/PFM crowns review for Endo/Prostho dept.
 - Publication list for last 2 years
- College & Department OPD for the month of November 2021.
- All departments to ensure quality and timely treatment of all patients.
- There was an increase in OPD in comparison to last month & decrease compared to 2019.
- There was increase revenue in comparison to last month & 2019.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for November 2021.
- No. of course/paid Implants for the month of November 2021.
- ECHS/Express Card Details for the month of November 2021.
- Consumption Collection Analysis for the month of November 2021 & instructed all departments to monitor their consumption.

Point's Raised/Apprired/Discussed/Instructed by Principal, Dr. D.C Shetty Sir.

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to refer patients indicated for CBCT.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Oral medicine department to focus on improving the no of special cases, increase the white card patients, should mention the timeline for conducting the CDE & Webinar in 2022
- Community Department should set quota for treatments done by MDS students, should increase the no. of patients from camps & satellites to college, all satellite OPD needs to be increased.
- Prosthodontics department to focus on increasing Old OPD , No. of Treatments, monitoring of patients by senior faculty, all patients who are sent back without any

treatment should be monitored, add age analysis for PFM crowns, monitoring of quota of UG students, review the OPD system run in dept.

- CAD CAM dept. to work on increasing the Zirconia & PFM crowns.
- Revision of Implant Quota for Periodontics Dept. from 08 to 12.
- Periodontics Department to focus on counselling patients for the subsequent multiple visits.
- Conservative Department to focus on improving the No. of treatments started, cases given to UG students, to mention the quota for UG students in presentation, OPD to be done by senior faculty to increase the no. of treatments and case given to UG students.
- Thesis approval for PG students should be done before finalisation of the topic so that topic of thesis can be reviewed.

Point's Raised/Apprired/Discussed/Instructed by Hon'ble Vice Chairman Mr. Arpit Chadha Sir:

- Revised the Bioner Implant Charges for white card (Rs. 18000/-) & express card (Rs. 23000/-) patients
- Reviewed the no. of student category patients in last 3 months.
- Reviewed the Children's Week celebration.
- CDE programmes can be started and to be conducted by all departments in 2022.
- Reviewed the Express Card patients, need to be improved.
- Zirconia/PFM crowns needs to be increased.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients,implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, HOD, Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.

Director PG Courses finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 13.04.2022, 18.04.2022 &
20.04.2022 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

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

- MOM of the last HOD meeting & action taken on assigned task discussed
- College & Department OPD for the month of March 2022.
- All departments to ensure quality and timely treatment of all patients.
- There was increase in OPD compared to last month & decrease compared to 2019.
- There was increase in revenue in comparison to last month & 2019.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for March 2022.
- No. of course/paid Implants for the month of March 2022.
- ECHS/Express Card Details for the month of March 2022.
- Consumption Collection Analysis for the month of March 2022 & instructed all departments to monitor their consumption.

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

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Good practices training programme for Dental Chairside Assistant / Nurse/ clerk/ Computer Operator to be done.
- The thesis topics can be compared with good private/Govt. dental colleges in last 2-3 years, Initial approval for topic selection to be taken up by Principal and Director.
- All depts. To add the patient data of 2019 in their departmental presentation every month.
- Oral Surgery Dept. failed to furnish the data for the no. of extraction cases done by PG students in camps in last 3 months (as said by HOD during the dept. presentation)
- All departments to ensure that the monthly presentation is ready by 1st week of every month & HOD to take note of the variations & corrective actions to be taken .
- All CDE programs conducted by dept. should have more no. of outside participants, proper promotion/circulation of event to be done priorly to gain more outside participants and the report of the same within two days after the program.

- All multiple/full mouth rehabilitation cases to be done with internal fabricated surgical guide, rehab consent to be taken from patients mentioning any additional cost for extra components if necessary, also patients can be given option of outside fabricated surgical Guide explaining about all the costings for the same.
- Research Centre to maintain records & furnish recommendation letter from HOD/Senior faculty for any kind of research work for outside students, Reviewing of Charges for research centre to be done.
- All depts. to mention the quota & current status of Seminar/ JC, Case Presentation & CPC for all PG students as per latest DCI norms.
- All depts. To mention “Major Treatment Report” for last 3 months only.
- Oral medicine department to focus on increasing the no. of biopsy & CBCT.
- Oral Surgery Department to focus on increasing the no. of old patients, improve TAT, should display hoardings for special cases such as Cancer, etc as “Case of the Month” as a promotional initiative., should mention the no. of extraction done by PG students in camps on monthly basis.
- Community Department to mention breakup of long & short camp details along with the screened/treated patient details separately.
- Prosthodontics department to focus on increasing the no. of treatments, same day paid treatments & TAT to be improved. HOD to review the costing & treatment charges for the department.
- CAD CAM dept. to work on increasing the Zirconia & PFM crowns.
- Implantology department to mention month wise Breakup of Implants: Adin/Bioner
- Oral Surgery, Prosthodontics & Periodontics dept. to work on achieving the monthly Implant Quota.
- Conservative Department to focus on increasing the No. of treatments, TAT to be improved, increasing the no. of Single sitting RCT, Same day paid treatment to be improved.
- Pedodontics department to focus on improving TAT.
- Orthodontics department to set the target for no. of cases for white & express card patients taking the references from 2019 data.

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

- Dr. Upasana Sethi, HOD, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Priyanka Bhushan, Reader, Department of Community Dentistry briefed
 - on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of
 - patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of

- patients,implants, special cases.
- Dr Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on
 - no. of patients, RCT's and Package Cases.
- Dr. Shivani Mathur, HOD, Department of Pedodontics briefed on OPD &
 - treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed
 - Cases, Age Analysis & Follow up of delayed cases.
- Dr. Anshi Jain,Reader, Department of Oral Pathology briefed on No. of Biopsy , Blood Investigations.

Director PG Courses finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 11.05.2022, 13.05.2022 &
18.05.2022 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

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

- MOM of the last HOD meeting & action taken on assigned task discussed
- College & Department OPD for the month of April, 2022.
- All departments to ensure quality and timely treatment of all patients.
- There was decrease in OPD compared to last month & as compared to 2019.
- There was increase in revenue in comparison to last month & 2019.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for April 2022.
- No. of course/paid Implants for the month of April, 2022.
- ECHS/Express Card Details for the month of April, 2022.
- Consumption Collection Analysis for the month of April, 2022 & instructed all departments to monitor their consumption.

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

- All Departments to work on patient counselling & to ensure that they are referred to next department for further treatments to improve multiple referrals.
- Advised all Departments to allot adequate number of clinical cases to Under Graduate students.
- Reviewed Undergraduate Curriculum progress of all departments.

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

- Regular monitoring of Good practices training programme for Dental Chairside Assistant /Nurse/clerk/Computer Operator to be done.
- Measures to be taken to increase the OPD and to conduct a meeting with PHD Department regarding the same and proposal to be made.
- Prosthodontics, Oral Surgery and Periodontics department to add details of full mouth rehab/surgical guide cases on monthly basis in the PPT.
- Value Added Courses for interns to be started and proposal for the same to be given department wise.
- Oral Medicine department to provide complete details of faculty enrichment Course by faculty Dr. Anuradha (Sleep Apnoea Course), Orofacial facial pain/ special cases to be improved.
- Oral Surgery Dept. to maintain and monitor the no. of extraction cases done by PG students in camps. Director-PG Courses to check the same on a regular basis. To

ensure extraction quota of UG Students is being completed and to increase the number of implant cases done by department.

- Prosthodontics department to give proposal for organizing free denture camps to increase the number of RPD/CD cases, Elaboration of BDS 3rd year clinical posting details to be made.
- CAD CAM dept. to work on increasing the Zirconia & PFM crowns, to include all cases in age analysis.
- Implantology department to mention Current Implant course data and proper maintenance of stock to be done.
- Periodontology department to ensure proper selection of Perio-Endo Cases requiring RCT.
- Conservative Department to monitor the number of cases done by faculty as clinician and as consultant only cases which are done by faculty completely to be recorded under their names, to work on cases of management of Endo-Perio lesions by carrying out flap surgery.
- Pedodontics department to give few mouth guards for free in Schools for relation building and maintain data for the same, proposal regarding free treatment and reduce treatment charges for BPL card patients to be done, to segregate the school camps in two categories as BPL School camps (30% discount) and Private school camps (will be treated as General Patients), to compare the treatment done by UG with last year, proper camp communication to be done with school managements.
- Orthodontics department to improve old OPD, UG Quota/ work done to be mentioned, to give proposal for pamphlet distribution for 10th and 12th class students for promotional activity, to give detailed SOP for delayed orthodontics cases.
- Basic Sciences departments to compare the data of UG students with previous batches, syllabus to be made in detailed, detailed new methods/equipments required for teaching to be given, full details of publication to be mentioned, to give proposal for upgradation of each basic sciences department.

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

- Dr. Nidhi Puri, Professor, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Priyanka Bhushan, Professor, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients, implants, special cases.
- Dr. Sonali Taneja, HOD Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.

- Dr. Shivani Mathur, HOD, Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Payal Sharma, HOD, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. Anshi Jain, Reader, Department of Oral Pathology briefed on No. of Biopsy, Blood Investigations.
- Dr. Rishi Rath, Coordinator Basic Sciences briefed on statistics on work done by department.

Director PG Courses finally concluded the meeting.

**MINUTES OF IQAC MEETING HELD ON 06.06.2022, 13.06.2022 &
17.06.2022 IN THE BOARD ROOM ITS-CDSR AT 10:30 A.M.**

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

- MOM of the last HOD meeting & action taken on assigned task discussed
- College & Department OPD for the month of May, 2022.
- All departments to ensure quality and timely treatment of all patients.
- There was decrease in OPD compared to last month & as compared to 2019.
- There was increase in revenue in comparison to last month & 2019.
- No. of units of Zirconia Crowns fabricated in the CAD/CAM Lab for May 2022.
- No. of course/paid Implants for the month of May, 2022.
- ECHS/Express Card Details for the month of May, 2022.
- Consumption Collection Analysis for the month of May, 2022 & instructed all departments to monitor their consumption.

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

- Briefed about upcoming Interns Clinical Ascendency & Enhancement Program.

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

- Interns Clinical Ascendency & Enhancement Program should meet the students expectations with program being clinically orientated, effective and in systematic manner. The program should be carried out on the lines of CDE. HOD's to make a note of the same.
- Prosthodontics & Conservative HOD to make Strategies regarding Increasing the CAD-CAM units. The strategies and follow up to be included in presentation.
- Oral Surgery Dept. HOD to mention UG students work done in tabular form (DCI & Dept. Quota), to focus on increasing the %age of TAT between 0-20 minutes & to mention the Detailed report of Major Treatment cases in the presentation.
- Community Department HOD to review the impact of revision of treatment charges at Nandgram & Gaushala Satellite Centres (30% discount), to review & monitor the camp patients after implementing the revised charges & addition of new bus routes & locations, Dept. presentation should be made more vibrant & systematic, should review Dental College, Greater Noida PHD, Dept. Presentation and make the necessary changes accordingly.
- Prosthodontics Department HOD to mention Equipment Utilisation for previous 6 months, to increase the no. of treatments, to make a other faculty from the department incharge of CAD-CAM department.

- Implantology department HOD to focus on maintaining the desired implant quota for white card patients so that PG students can learn, all implant data to be presented in a precise manner along with comparison of Old & New quota.
- Periodontology department HOD to focus on increasing the old patients (New: Old = 1:2), to include the data regarding impact on the no. of treatments & patients after the revision of treatment charges in the presentation.
- Conservative Department HOD to increase the number of RCT in comparison to 2019, to increase the no. of treatments, to focus on giving cases to BDS 3RD Year Students as treatment done by students are very less.
- Pedodontics department HOD to include the data regarding impact on the no. of treatments & patients after the revision of treatment charges in the presentation
- Orthodontics department HOD to take feedback from patients of how they knew about I.T.S & also of promotional activity.
- Basic Sciences departments HOD to mention the syllabus coverage/lectures under the headings DCI Quota/College Quota.

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

- Dr. Nidhi Puri, Professor, Department of Oral Medicine, briefed on OPD, CBCT, TAT, Pain Clinic & Package cases.
- Dr. Rahul Kashyap, Prof & In charge, Department of Oral & Maxillofacial Surgery , briefed on OPD, Surgeries, major treatment
- Dr. Priyanka Bhushan, Professor, Department of Community Dentistry briefed on satellite & camp data.
- Dr. Soorya Poduwal, HOD, Department of Prosthodontics, briefed on no. of patients, dentures, crowns and Implants.
- Dr. Sumit Malhotra, HOD, Department of Periodontics, briefed on no. of patients, implants, special cases.
- Dr. Avinash Patil, Professor, Department of Conservative/Endodontics, briefed on no. of patients, RCT's and Package Cases.
- Dr. Manvi Malik, Reader, Department of Pedodontics briefed on OPD & treatment procedures in the department.
- Dr. Piush Kumar, Professor, Department of Orthodontics, briefed on no. Fixed Cases, Age Analysis & Follow up of delayed cases.
- Dr. D.C Shetty, HOD & Principal , Department of Oral Pathology briefed on No. of Biopsy, Blood Investigations.
- Dr. Rishi Rath, Coordinator Basic Sciences briefed on statistics on work done by department.

Director PG Courses finally concluded the meeting.