

**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.
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- 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/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. & 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/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 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

- 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 2<sup>nd</sup> 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 1<sup>ST</sup> 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
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- 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.
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- 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.
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Director PG Studies finally concluded the meeting.