

June 2016

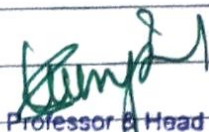
Venue of Meeting: Department of Orthodontics

Agenda of Meeting: Record Maintenance in Department

Members:
 Dr Sudhira Mungai
 Dr Rohit Duggal
 Dr Satnam Singh
 Dr Amanpreet Natt
 Dr Harjeet Singh

Minutes of Meeting →

- 1 Regular Maintenance of OPD register to be done and supervised by faculty.
- 2 Duty rooster Daily prepared for maintenance of Records on Weekly basis.
- 3 Payments of treatment recorded in payment register and Monthly Income calculation to be Done.
- 4 Method to ensure proper Maintenance of patient Records were discussed.
- 5 Duties allocated to update Monthly Report Data.
- 6 Stock Register to be Maintain and updated on Regular Basis.



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August 2016


Venue of Meeting → Department of Orthodontics

Agenda of Meeting → Academic progress of UGs and PGs

Members → Dr Sudhir Munjal
 Dr Rohit Duggal
 Dr Satnam Singh
 Dr Amanpreet Nall
 Dr Harneet Singh

Minutes of Meeting

1. Recommendations were made to complete the syllabus well before time.
2. Continuous evaluation of academic status of student with theory test and practical exam.
3. Seminar and journal club to be conducted for postgraduate student on regular basis.


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October 2016


Venue of meeting: Department of orthodontics

Agenda of meeting: exam preparation of postgraduate students

Members: Dr. Sudhir Menjal
 Dr. Rohit Duggal
 Dr. Satnam Singh
 Dr. Amanpreet Natar
 Dr. Harmeet Singh

Minutes of meeting:

1. The arrangement of case records and study models discussed.
2. Duties have been allotted to the first and second year postgraduate students regarding arrangements on the day of exam.
3. Sterilization and disinfection protocols in the department reviewed.
4. Staff has been allotted duties to ensure smooth functioning on the exam day.
5. The accommodation and hospitality arrangements for the external examiners were reviewed.


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March 2017

Venue of meeting → Department of Orthodontics

Agenda of Meeting → Biomedical Waste management

Members → Dr. Sudhin Munjal
Dr. Satnam Singh
Dr. Amanpreet Natt
Dr. Harneet Singh

Minutes of Meeting

1. Suggestions were made to conduct regular meetings with lab assistants and Safai chawals to educate them about proper waste disposal
2. Latest guidelines regarding biomedical waste management were reviewed
3. Staff members were allocated special duties to oversee the enforcement of waste management protocols in the department on a weekly basis
4. Postgraduate students were given instructions regarding waste disposal while dealing with patients in the clinical area.
5. Proper maintenance of the registers documenting biomedical waste management in the department.

Sudhin

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Department of Research &

July 2017

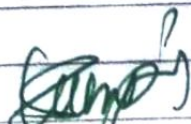
Venue of meeting → Department of Orthodontics

Agenda of Meeting → UG and PG teaching progress

Members → Dr. Sudhin Munjal
Dr. Anjanpreet Natti
Dr. Satnam Singh
Dr. Harmeet Singh

Minutes of the Meeting →

1. Seminars and journal clubs to be conducted regularly by the postgraduate students.
2. Clinical case presentations to be conducted regularly by second and third year PG students.
3. Suggestions were reviewed to conduct CPC programs to ensure successful interdisciplinary management of clinical cases.
4. Guidance to be provided to all the postgraduate students regarding management of emergencies in the clinical setting.
5. Orientation programs were planned for the first year undergraduate students.


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September 2017

Venue of meeting: department of Orthodontics

Agenda of meeting: sterilization protocol in the department

Members: Dr. Sudhiv Munjal

Dr. Manpreet Natt

Dr. Satnam Singh

Dr. Harmeet Singh

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Minutes of meeting:

- 1) Recommendations were made to enforce strict sterilization protocols in the department at all times.
- 2) Meetings were scheduled for lab assistants and staff nurses to emphasize on the importance of sterilizing the instruments and operating area after each patient.
- 3) Meetings to be arranged for undergraduate students to discuss the sterilization protocol to be followed while making and storing alginate impressions.
- 4) Recommendations were made regarding sterilization of the waiting area after operating hours.
- 5) Postgraduate students were instructed to lay out problems to enforce awareness among the patients and the staff regarding infections like HIV & H1N1.

February 2018

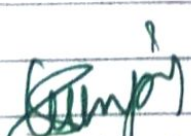
Venue of the meeting: Department of Orthodontics

Agenda of meeting: Change in pattern of the post-graduate examinations

Members:
Dr. Suchis Munjal
Dr. Satnam Singh
Dr. Amanpreet Natt
Dr. Harneel Singh

Minutes of meeting:

1. Review of change in pattern of post-graduate examinations from academic year 2018.
2. Suggestions were made regarding basic sciences classes for first year post-graduate students based on syllabus given by DCI.
3. Preparatory test series to be conducted for post-graduate students according to new exam pattern.
4. Discussions were concluded on ways to ensure that all the academic requirements for post-graduate students were completed based on curriculum provided.


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JUNE 2018

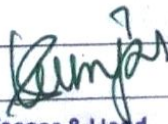
Name of meeting : Department of Orthodontics

Agenda of meeting : UG and PG teaching progress

Members : Dr. Seelvir Muryal
Dr. Satnam Singh
Dr. Harneet Singh

Minutes of meeting :

- 1) Seminars and journal clubs to be conducted regularly by the postgraduate students.
- 2) Clinical case presentations to be conducted for all the cases allotted to the postgraduate students and attended by all the staff members, second and third year PG students.
- 3) Chair side discussions to be conducted for special clinical cases.
- 4) Guidance to be provided to all the postgraduate students regarding handling of various clinical situations.
- 5) Provision to be made to provide basic life support training to all the postgraduate students.


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November 2018.

Venue of meeting: Department of orthodontics

Agenda of meeting: Hand hygiene instructions

Members: Dr Sudhir Mungfal.
Dr Satnam Singh.
Dr Harmeet Singh.

Minutes of meeting:

- 1) The hand hygiene protocol followed in the department was reviewed.
- 2) Tutorial to be conducted for the student, lab assistants & staff members regarding the correct technique of hand washing.
- 3) Posters to be put up near the washing areas depicting the correct steps of hand washing.
- 4) The importance of hand hygiene to be emphasized with the help of presentation.

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FEBRUARY 2019


Venue of Meeting - Department of Orthodontics

Agenda of Meeting - NABH documents

Members - Dr. Sudhir Munjal
Dr. Satnam Singh
Dr. Harneet Singh
Dr. Rahul Mittal

Minutes of meeting -

1. The various documents required for NABH were reviewed.
2. Staff members were allocated duties regarding the collection, documentation and maintenance of data required for NABH.
3. Suggestions were made for regular maintenance of various registers with regard to the NABH inspections.
4. Quality indicators to be maintained for NABH inspections.



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JUNE 2019

Venue of meeting: Department of Orthodontics

Agenda of meeting: Renovation of the department

Members: Dr. Sudhir Munjal


Dr. Satnam Singh

Dr. Harneet Singh

Dr. Rahul Mittal

Minutes of the meeting:

1. The redesigning of the record room adding more shelves for storage of patient records reviewed
2. Audio system to be installed in the seminar room for presentations.
3. Recommendations for the installation of new projector screen in the seminar room.
4. Flex and posters to be put up outside the clinical area depicting instructions to patients and the steps in sensitization.


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DECEMBER 2019

Venue of meeting - Department of Orthodontics

Agenda of meeting - UOI academic progress

Members - Dr. Sudhvir Munjal

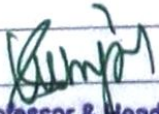
Dr. Satnam Singh

Dr. Harvinder Singh

Dr. Rahul Mittal

Minutes of meeting -

1. The performances of the evaluation tests were reviewed and interventions planned.
2. Suggestions were discussed to make videos showing demonstrations of various wire bendings included in the undergraduate curriculum.
3. Videos to be made with depictions of steps involved in impression making and study model preparation.
4. Practice mock tests of various wire bending exercise to be planned.
5. Students to be familiarized with various spotters that are to be prepared for the exams.


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MAY 2020

Venue of meeting - Department of Orthodontics

Agenda of meeting - COVID 19 protocols

Members - Dr Sudhir Munjal
Dr Satnam Singh
Dr Harmeet Singh
Dr Rahul Mittal

Minutes of meeting-

- 1 Rules were laid out regarding the use of head caps, face masks, face shield and PPE kits while operating on patients in the clinical area.
- 2 Template was laid out for sanitization of every patient coming to department.
- 3 Recommendations were made to provide provisions for social distancing in the waiting and clinical areas.
- 4 Suggestions were made to sanitize the department including the seminar room and OR area regularly.
- 5 Protocol to quarantine the staff and students who were residing near COVID hotspots were discussed.



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July 2020

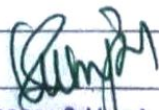
Venue of meeting - Department of Orthodontics

Agenda of meeting - UG & PG online teaching program during the COVID times

Members - Dr. Sudhir Mehta
Dr. Satnam Singh
Dr. Harneet Singh
Dr. Rahul Mittal

Minutes of meeting -

1. Seminars and journal clubs to be conducted regularly by the post graduate students online.
2. Textbook discussions to be conducted by the faculty for the post graduate students on a weekly basis.
3. Practice tests to be conducted for postgraduate students every week.
4. Suggestions were made to plan online teaching schedule for the undergraduate students.
5. Review of latest COVID-19 protocol to be followed when college would be reopened.



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March-2021

Venue of meeting: Department of Orthodontics

Agenda of meeting: NABH documents review

Members: Dr. Sudhin Murgul
Dr. Satnam Singh
Dr. Harmel Singh
Dr. Rahul Mittal

Following points were included in minutes of the meeting:

1. Documents collected for NABH inspections were reviewed.
2. Staff members who were allotted various document responsibilities presented the data as per the NABH protocols.
3. Registers were reviewed to ensure proper documentation of all the department activities according to recommendations of NABH.
4. The presentation made depicting an overview of the department activities & infrastructure was reviewed for recommendations based on the guidelines.
5. The research data of the faculty members were discussed to be included in the data.

Singh

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