

INSTITUTIONAL BEST PRACTICES

Best practice 1

Title: Reviving a 'Reading a Ecosystem to holistic library practices''

Objectives:

- To promote healthy reading habits among newly admitted students through library service, resources, facilities.
- To create a better research ecosystem by providing remote access to digital access of the central library.

Context:

- Library membership drive-cum-orientation program
- Optimum utilization of library resources.

Practice:

Every year, central library conducts membership drive cum orientation programme for newly admitted students across departments. The section in charge of membership and circulation and trained staff have been entrusted with responsibility of extending the services through library membership drive cum orientation programme.

The central library has created a conducive environment for reading and research.

Evidence of success:

The library membership drive cum orientation programme has increased the usage of library facilities, both in physical and digital platform.

A sustained increased in the use of digital resources by faculty and students.

Problems encountered and resources required:

The distance of the academic department from the central library and the short intervals and breaks in between classes are major hindrances for physical usage of library resources.

Following resources are required while implementing the practice:

Trained, capable and dedicated staff for each section.

Adequate number of subscribed e-resources along with computer facility with uninterrupted internet connectivity and library automation software.

BEST PRACTICE – 2

1. **Title of the Practice:** "DIGITALIZATION OF DENTAL RECORDS"
2. **Goal:** To record digital records of all patients in Bhojia dental college and hospital.
3. **The Context:** BDC has adopted computerised means for recording presenting complaints, medical and dental histories, clinical examinations, diagnoses and follow-ups. It allows analysis of different aspects of administrative and clinical processes. It has dramatically solved critical administrative issues that a Dental College faces in Patient flow, Store Management, Assets Management. As a whole, the healthcare industry is facing intense pressure to improve quality, control costs, and meet ever - changing government requirements. To meet these challenges, our institution has focused on improving our workflow and restructure our information system.

4. The Practice: All UG, interns and PG students have been trained for appropriate usage of computers for recording all patient details. All staff members have also been trained about different aspects of entry of details, retrieval of patient details and generation of reports. Incharges from each department have been appointed for micro-management of respective department's functionalities.

Efficiency-

This system is being used to efficiently streamline the patients wherein we can directly refer the patient from one department to other with their digital records.

Digital protection-

Avoidance of loss and damage to patient records

5. Evidence of Success: Monthly assessments of PG students are also performed for evaluation of daily workload of students of different departments.

Patient, OPD and Department Management

- Central Registration For New And Old Patients
- Patient Category
- Quick OPD Registration
- Assigning Of OPD To Faculty, PG & UG
- Doctor Appointment Diary
- Faculty and PG Linking With Department
- Department Wise Follow Tracking
- Department Wise Material Consumption

6. Problems: Even though all members of the hospital have been trained, new batches of students need training. New aspects of analytical evaluation are also difficult, but are underway