



Minutes of IQAC Meeting held on 7th July 2017 in the Conference hall at 11.00AM

Meeting No : 1

The meeting was attended by the following members:

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| 1. Dr.N.O.Varghese | - | Chairman |
| 2. Mr.Nizar M | - | Management Representative |
| 3. Dr.Biju Balachandran | - | Administration Representative |
| 4. Dr.PresanthilaJanam | - | Faculty Representative |
| 5. Dr.Vivek V | - | Faculty Representative |
| 6. Dr.Sudeep S | - | Faculty Representative |
| 7. Dr.Ambili | - | Faculty Representative |
| 8. Dr.Shinu Salim | - | Alumni Representative |
| 9. Dr.Abey Antony | - | Student Representative |
| 10. Mrs.Roshini | - | Employees Representative |
| 11. Dr.Smitha C | - | NAAC Coordinator |

Agenda

1. Welcoming the IQAC members by Chairman
2. Review and action taken of the last IQAC meeting
3. Last year AQAR report summary and evaluation
4. Action plan of next IQAC
5. Any other matter with permission of the chair.

Minutes

The IQAC Chairman Dr.N.O.Varghesewelcomed the IQAC members and appraised the members regarding the effective accomplishment of the plan of action proposal of 2016-17 and the preparation of the AQAR of 2016-17 and emphasised on the speeding up of the activities which are in pipeline. Principal also invited the members to contribute their suggestions for the plan of action for the next academic session.

The NAAC coordinator informed the members that the draft AQAR of 2016-17 is ready and it will be submitted before the next Management Committee for approval. She also emphasised on the sustainability of quality in different area of the institution such as academics, research, administration and infrastructure.

The IQAC Chairman introduced the plan of implementation of microteaching process (MILA) as advised by the top management and other educationists globally. It was decided to follow Multiple Interactive Learning Algorithm (MILA) – a Canadian Dental Education System to provide individual attention to students and impart effective, enthusiastic teaching learning environment.



Dr.Sudeep put forward the need of establishing a class room integrated Lab system of simultaneously imparting of theory and practical skills to the students and the committee decided to make a proposal for the same

Dr.Vivek highlighted the need of Priority Dental Clinic with concerned department specialists for prioritized treatment for patients as part of quality treatment to the people and decided to establish a Priority Dental Clinic under the supervision of the administrative wing.

Dr.Biju Balachadran recommended the proper and punctual periodical meetings with faculties to monitor and ensure the department activities and quality academics. It was decided to direct the academic committee to perform quarterly internal academic audits.

Dr.Prasanthila Janam recommended the need of conducting hands on training and workshops and included along with CDEs and to invite annual proposal from all the departments.

Dr.Biju Balachandran emphasised the improvement in treatment quality and it was decided to assign the PRO for regular collection and analysis of patient feedbacks for effective patient management.

It was decided to upgrade the college museums and requested the Finance Manager to prepare an estimate for the same.

Dr.Sudeep suggested to observe World Mental Health Day and direct the Student Counsellor to give a proposal for the same.

Dr.Ambili outlined the need for improvement of research facilities and it was decided by the IQAC to appoint a Director exclusively for research to encourage and monitor the research activities.

It was decided to conduct more faculty development programs to enhance teaching skills and student management

It was decided to direct all the departments to prepare strategic plans to implement the programs proposed for current academic year.

The meeting came to an end by 12.30PM.

Dr.Smitha C (Coordinator – NAAC) Prof.Dr.N.O.Varghese (Chairman – NAAC)