



**Minutes of IQAC Meeting held on 13<sup>th</sup> July 2018 in the Conference hall at 11.00AM**

**Meeting No :1**

The meeting was attended by the following members:

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

**Absentees**

- |                   |   |                           |
|-------------------|---|---------------------------|
| 1. Mr.Nizar M     | - | Management Representative |
| 2. Dr.Abey Antony | - | Student Representative    |

**Agenda**

1. Review of Teaching-Learning and Evaluation
2. Activities to be conducted by IQAC during the year 2018-19.
3. Best Practices to be adopted during the year 2018-19
4. Any other matter with permission of the Chair

**Minutes**

The IQAC Chairman Dr.N.O.Varghese welcomed the IQAC members and Dr.Smitha, NAAC Coordinator to read the minutes and the action taken of last IQAC meeting held on 17<sup>th</sup> November 2017.

**1. Review of Teaching – Learning and Evaluation**

IQAC Chairman informed that the preparation of Academic Schedule for the year 2018-19 of each batch to be started and the work is assigned to Associate Dean (Academics). Associate Dean (Academics) is also assigned the preparation of Academic year planner and it should include the topics to be covered by each faculty on specific date with duration. Dr.Sudeep suggested that apart from the prescribed syllabus, content beyond syllabus is also to be provided by the faculty members to widen their knowledge in every subject. The committee decided to identify the slow learners of each batch through aptitude tests and special training is to be given after the working hours.

**2. Activities to be conducted by IQAC during the year 2018-19**

The NAAC Coordinator told that the activities to be conducted by the IQAC during the year 2018-19 to be listed out. The Committee members discussed the matter and listed out the plan of action for the year 2018-19.



- As instructed by the Chairman, the International Faculty Week to be conducted during the year 2018-19. The Committee decided to assign Dr.Sivakumar for preparing an outline for the program.
  - As directed by DCI, a Tobacco Cessation Clinic to be started in the Campus and the same is allotted to Dr.Sivakumar and Dr.SunjithSudhakaran.
  - For the implementation of Canadian System of Dental Education in Clinics, renovation works to be done in clinics and Dr.Varun is assigned to prepare the plan for the same.
  - More Research projects are to be initiated. Proposal for the same to be prepared by Director (Research).
- 3. Best Practices to be adopted during the year 2018-19**

The Committee discussed the matter and suggested to introduce a new program “Earn while you Learn” for the students and Interns to make them financially independent. Administrator is assigned to prepare a proposal for the same and to be submitted to the Chairman for approval.

**4. Any Other matter**

Dr.PrasanthilaJanam, Director (CDE)presented the consolidated data of CDEs conducted by all the departments in details and the topics which need to incorporate into the upcoming CDEs.

Dr.Sudeep suggested for conducting training in CBCT, Forensic Odontology, Implantology, Laser Dentistry & Exposures in Comprehensive Clinic for the Interns.

Dr.Babu Mathew, Director-Research presented the proposal for the future research projects with fund details and the IQAC team requested him to do Gap analysis in the projects.

It was decided to conductperiodical meetings with staff members for monitoring and ensure the quality of students and department activities. The progress of syllabus completion, performance of students, patient case quota completion of students etc. to be reviewed in the departmental meetings. A meeting calendar to be prepared at the beginning of every year that consists of all meetings like academic committee meeting, departmental meetings, clinical clubs, CDE programs etc.

The meeting came to an end by 12.30PM.

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