

### **Minutes of the IQAC meeting held on 08.07.2019 in the Conference Hall at 10.30AM**

The meeting was attended by the following members. The meeting started at 10.30 am, chaired by Dr. N.O. Varghese, Principal.

1. Dr.N.O.Varghese (Principal) - Chair
2. Dr.Smitha C, Asst.Professor (Microbiology)- NAAC Coordinator
3. Dr.Biju Balachandran (Administrator)
4. Mr.Parameswaran Nair, (Finance Manager}
5. Dr.Sudeep S (Vice Principal)
6. Dr.Rajesh Pillai, Director (PG)
7. Dr.Deepu Leander, Professor (Ortho)
8. Dr.Nikhil Mathew Kurien, Professor (OMFS)
9. Dr.Ambili R, Professor (Perio)
- 10.Dr.Arunima P R, Professor (Perio)
- 11.Dr.Afzal A, Associate Dean (Student Affairs)
- 12.Dr.Vinod Mony, Associate Dean (Academics)
- 13.Mrs.Beena Ajith, Member, Block Panchayath, Nedumangadu, Trivandrum

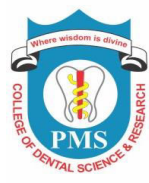
Absent

- 14.Dr.Shinu Salim ( Alumini representative)
15. Dr.Abey Antony

### **Meeting Agenda**

1. Infection control program for staff
2. Workshop on Research Methodology
3. Comprehensive training programs for interns
4. Teacher training Program
5. Sports meet by KUHS
6. Immunisation of Students and staff
7. Any Other Subjects approved by the Chair.

IQAC Chairman summarized the major achievements of the Institution. It was the 1<sup>st</sup> IQAC meeting of the year 2019-2020 and urged the committee members to



ascertain their maximum co-operation for the submission of pending AQAR. The Principal indicated the requirement for reconstituting the academic committee for effective functioning and monitoring of teaching learning process.

Dr.Rajesh Pillai proposed the need of conducting an infection control training program for the clinical students and staffs. The committee entrusted Dr.Nikhil M Kurien to initiate the needful for the same.

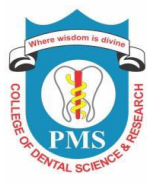
Dr.Ambili R suggested conducting a Workshop on Research Methodology for the PG students and staffs and the committee entrusted Dr. Adarsh to make necessary arrangements for the same.

The Principal emphasized the need for conducting a training program for initiating comprehensive dental care system in the clinics for all faculty and supporting staff. The committee entrusted Dr. T.T.Sivakumar to do the necessary initiative for the same.

Dr.Sudeep S brought into the note of the IQAC members for the increase in priority cases, hence the facility improvement in priority clinics is a concern. The committee assigned Dr.Varun B R and Mr.Parameswaran Nair to make a sketch for the clinic renovation.

Campus placement interviews are becoming more essential now. Hence Dr.Afzal A proposed regarding the conduct of campus recruitments and assigned it to an external agency. The Administrative Officer agreed to invite Doctor & Doctor Associates for the purpose. And also entrust HR Manager to prepare the required circulars regarding the same.

Dr.Vinod Mony, Associate Dean Academics opinioned to initiate teacher training program as a part of strengthening academics and teaching learning for which the



committee assigned HR Manager to communicate with the Mar Theophilus Teacher Training Institute for conducting the program.

Mrs. Deepa K Nair informed the proposed date for the conduct of Sports meet by KUHS, hence practice and preparation time to be given to the students after the class hours. The Committee assigned Deepa K Nair to inform the physical instructor and do the needful for institutional participation.

Principal also informed the proposed date for UG induction ceremony and the committee entrusted the Administrative officer, Associate Dean (Academics) and SSGP Nodal Officer to do the required arrangements.

Dr. Biju Balachandran, Administrator put forwarded a proposal for the immunization of clinical & non-clinical staff and students for Hepatitis B and Tetanus and also advised the infection control team to do the preparation for the same.

Meeting came to end at 12 noon.

***Dr. Smitha C (Coordinator – NAAC)***

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