



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH



NAAC Accredited Dental College

Minutes of IQAC meeting held on 3rd January 2022 in Conference Hall at 12.30pm.

The meeting was called to order and chaired by Principal. The meeting was attended by the following members:

Attendees:

1. Dr.Rajesh Pillai (Principal)
2. Dr.Smitha C (IQAC Coordinator)
3. Dr.Biju Balachandran (Administrator)
4. Mr.Parameshwaran Nair (Finance Manager)
5. Dr.Ambili.R (Research)
6. Dr.Sudeep.S (Associate Dean - Faculty)
7. Dr.Deepu Leander(Faculty Representative)
8. Dr.Afsal.A (Associate Dean – Student Affairs)
9. Dr.Vinod Mony (Associate Dean - Academics)
10. Dr Abe Antony (Alumni Association)
11. Dr.Vivek.V(Faculty Representative)
12. Dr.Arunima.P.R(Faculty Representative)
13. Dr.Bassim Burhan (Student representative)

Absentees :

1. Dr.Faisal Febin Thaha (Trustee)
2. Mr.K.Gireesan (Dentech Dental Lab)
3. Mrs.Beena Ajith (Member,Block Panchayath)

Meeting Agenda :-

1. Reconstitution of IQAC
2. Assessment of course and learning outcome
3. Document preparation for SSR submission

Principal welcomed the members and informed them of the agenda and appealed for co-operation in implementation of the forthcoming plans. The members welcomed and congratulated Dr.Rajesh Pillai, nominated as Principal and IQAC Chairman and Dr.Smitha.C as IQAC Coordinator. The members extended their complete co-operation in implementing all accepted decisions taken by IQAC.



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH



NAAC Accredited Dental College

Dr.Smitha.C addressed the members and informed the need for reviewing various Department activities. The students and interns should be assessed if their clinical competency review and documentation of the same to be done. She also informed of the need to map Course outcome of various undergraduate courses and Program Specific Outcomes (PSO) of various post graduate courses.

Dr.Ambili.R informed the need to update missing aspects of Faculty profile file and updating the academic qualifications, CDE participation and joining orders of staff of their respective departments. She also suggested the need for reporting of additions in the publications. This is to be updated in Department files as well as research Department of Faculties.

Dr.Rajesh Pillai suggested preparing student logbook for UG, PG students and interns for documentation of clinical attributes.

Dr. Afsal.A informed the need for distribution of student handbook for next Academic Year to students so that they can be made aware of all the new methodology of assessments of clinical attributes.

Dr.Vinod Mony suggested the need for teachers' Logbook for proper documentation of academic activities by the faculties.

Dr.Rajesh Pillai, declared the probable month of uploading the SSR will be March. Hence all the criteria heads should speed up with the document preparation & scanning of the documents.

Dr.Smitha.C informed that the logbooks can be prepared by the Department of Dental Education Technology members as per the requirement.

Dr.Biju.B informed that arrangements can be made for preparation, printing and publishing of handbooks and logbooks.

Dr.Rajesh Pillai , declared the probable month of uploading the SSR will be March. Hence all the criteria heads should speed up with the documents preparation and scanning of the documents.

The meeting ended by 1.30 pm.

Dr.Smitha.C
IQAC Coordinator



Dr.Rajesh Pillai
IQAC Chairman