



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH



NAAC Accredited Dental College

## Minutes of IQAC meeting held on 15<sup>th</sup> March 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.Faizal Febin Thaha (Trustee)
7. Dr.Sudeep.S (Associate Dean - Faculty)
8. Dr.Afsal.A (Associate Dean – Student Affairs)
9. Dr.Vinod Mony (Associate Dean - Academics)
10. Mrs. Roshni (HR)
11. Dr Abe Antony (Alumni Association)

### Absentees :

1. Dr.Roopesh (Examination Section)
2. Mr.K.Gireesan (Dentech Dental Lab)
3. Mrs.Beena Ajith (Member,Block Panchayath)

### Meeting Agenda :

1. Preparation for peer team visit
2. Compilation of data for AQAR 2021-22

Dr.Rajesh Pillai, Principal & Chairperson of IQAC welcomed all the members for the meeting . He congratulated all the IQAC members for successful submission of SSR.



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Dr.Smitha.C, IQAC Co-ordinator informed the committee regarding the on going SSS (Student Satisfaction Survey) & updated the status of DVV clarification.

Dr.Biju.B, informed the committee regarding the renovation works to be completed which was submitted by criteria 4- Head, Dr.Arunima P.R. He also confirmed the completion of all the ground works for solar panel installation.

Dr.Faizal Febin Thaha, the management representative advised the committee to proceed with the renovation works & assured the maximum support from the management side.

Dr.Rajesh Pillai updated the committee regarding the feedback analysis, regarding the curricular aspects & requirement of incorporations of more co-curricular & extracurricular activities. He emphasized on undertaking appropriate measures to initiate more number of Add on courses and Value added courses and capability enhancement schemes to equip our students.

Dr.Viond Mony suggested to allot a separate designated hour for conducting mentor-mentee interactions, remedial classes & club activities.

Dr.Smitha.C suggested the seminars & discussions also to be included in this hours so that it will be an exercise for enhancing the communication skills of the students.

The committee unanimously accepted the suggestion & the management representative, ~~Dr.Faizal advised Dental Education Technology Department to~~ frame a time schedule for the same & Dr.Afzal.A to communicate the changes to all the students.

Dr.Arunima.P.R suggested the renovation of cultural room so that the meetings of clubs can be coordinated and for easy documentation. Also suggested the requirement of a turf as part of improving sports facility and providing better training in various sports activities.



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Dr.Biju.B suggested to initiate the same by June 22 after getting sanctioned by the management.

Dr.Ambili.R put forward the proposal for setting up a central research laboratory which in being noted after the formal & informal feedback from various stakeholders and peers.

Dr.Faizal agreed to both the proposals and instructed Dr.Biju.B to do the necessary follow. He also advised the committee to disburse Ramdan Gift (Festival allowance) to all the staffs of the college & finance manager to prepare the same.

Dr.Afzal A (Associate Dean - Student Affairs) informed the committee regarding the induction of BDS, 2021 batch, and all the preparations for class commencement to be completed.

The committee advised Associate Dean Academics to chart out the academic calendar, orientation class schedule, arrange sessions like motivation and carrier guidance, library orientation and campus tour. Also arrange parents meeting and a session to explain to parents and students regarding the student support mechanisms available in the campus. The proposal is to be discussed in academics committee.

Dr.Rajesh Pillai informed the committee that this year in I BDS we are expecting 2 University toppers as per their performance and the committee requested the management representative Dr.Faizal to allocate some special fund to the students who secure ranks for university examination.

Dr.Faizal advised Finance Manager to allocate fund for both student toppers & their mentors.

The committee unanimously supported the decisions.

Dr.Smitha.C  
IQAC Co-Ordinator



Dr.Rajesh Pillai  
IQAC Chairman