

## MINUTES OF THE IQAC MEETING HELD ON 08.04.2019

### AGENDA:


- Assign subject mentor
- Mentors meeting
- Library dissertation – II MDS
- Upload - CDE/Workshop/Conference report
- Internal exam – MDS part I and Model exam – MDS final year
- Second sessional examination
- College day
- Dentist Day programme

The meeting commenced at 2.00pm. The meeting was presided by Principal Dr. Radhakrishnan Nair K. All members were present. The minutes of the meeting is as follows:

1. The department HODs were directed to assign subject mentor for the respective department. The mentors should submit the report to the Principal.
2. The meeting of the mentors with Principal and Vice Principal to be held every month last Monday.
3. II-year MDS students library dissertation to be completed by 30<sup>th</sup> March 2019.
4. The report and photos of CDE/Workshop/Conference conducted by the respective departments to be submitted to Vice Principal for uploading in the website.
5. The MDS part I internal exam is scheduled to be held on 08.04.2019 and MDS final year Model exam commences from 08<sup>th</sup> April 2019. The question paper to be submitted to Principal office on/before 5<sup>th</sup> April 2019.
6. The second sessional examination dates for BDS was communicated. The Ist BDS exam commences from 13.03.2019; II BDS exam commences on 21.03.2019; III BDS exam commences on 09.03.2019 and Final year Part I commences on 13.03.2019.

7. The College Day will be held on 2<sup>nd</sup> March 2019. The inaugural function will be from 11.00am onwards and the events to be concluded by 5.00 pm. All staffs to attend the inaugural function to be held at Medical College Academic Auditorium at 5<sup>th</sup> floor.
8. Department of Oral Medicine and Radiology is organizing the Dentist Day programme on 6<sup>th</sup> March 2019 which will be at Lecture Hall I with inaugural function at 9.30 am. The resource persons are Dr. Vinod Krishnan and Dr. Madhav Manoj.

The meeting concluded at 3.00pm.

  
PRINCIPAL  
AZEEZIA COLLEGE OF ~~Principal~~  
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