

## MINUTES OF THE IQAC MEETING HELD ON 11.12.2021

### AGENDA:


- Patient's grievances
- GRAPES software
- Implantology Committee
- Re- examination
- Skill training program
- College website
- Submit publication
- Faculty enrolment program
- Implant course
- MDS Dissertation
- Gender Equity Program
- Website

The meeting commenced at 10.30 am. The meeting was presided by Principal Dr. Radhakrishnan Nair K. All members were present. The minutes of the meeting is as follows:

1. The steps to address patient's grievance were discussed and it was decided to provide contact number for the complaints/suggestions from patients which will be displayed at the prominent places within the college campus.
2. Measures to prevent delay in treatment were also put forth. Patient's feedback to be analyzed every week by the Feedback Committee.
3. The intent for materials to be submitted by the respective material in charge. The Staff of the departments to use Grapes software for intent.
4. The implant cases to be undertaken by co-ordination of departments of Prosthodontics, Oral & Maxillofacial Surgery and Periodontics. The Implantology Committee is to be formed and meeting to be held at the earliest.

5. Re-examination to be conducted for the students absenting from Second Sessional due to Covid infection /quarantine.
6. Skill training program (16 hours) conducted by Dr. Anoop Lal from 7 to 30<sup>th</sup> September for undergraduates.
7. The college website is upgraded and the department contents has been forwarded to website designer.
8. On review of Post graduate activities, all post graduates have fulfilled their academic requirements. All post graduates except oral pathology are lacking publications. The post graduates should be encouraged to do at least two publications during their second year.
9. Faculty Enrollment Program to be verified by the respective faculties with queries from KUHS.
10. Implant Course for post graduate by the department Prosthodontics started from 4<sup>th</sup> November. The course duration is 3 months.
11. The last date for submission of MDS Dissertation extended till 15<sup>th</sup> January 2022.
12. The usage of MOODLE to be monitored biweekly by the academic committee.
13. Gender Equity Program and Self defense training was conducted for Under Graduates from 26<sup>th</sup> October to 2<sup>nd</sup> December 2021.
14. The department details and activities to be updated in the website. The activities with Photo in jpeg format and brief writeup to be mailed to [azeeziawebsite@gmail.com](mailto:azeeziawebsite@gmail.com) which will be uploaded in gallery.

The meeting concluded at 12.00 pm

  
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