

## MINUTES OF THE IQAC MEETING HELD ON 03.09.2021

### AGENDA:

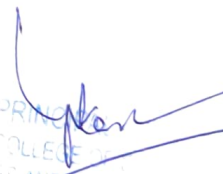
- Crown and Bridge course
- Mentor – Mentee
- Submission of program schedule to IQAC
- Faculty appraisal form
- Absentees to be submitted
- BDS Part II valuation
- Dissertation submission
- Create e-content
- Aesthetic Dentistry course
- Purchase of MOODLE

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. Dr. Kurien Varghese said that the implant course for PGs will be conducted and shall plan for Crown & Bridge course for interns.
2. The templates of personal details were mailed to mentees and they were instructed to mail the filled forms to the respective mentors. The mentors were directed to interact with their mentees through online platform as required.
3. The HODs to prepare and submit schedule of one year programmes to be conducted by the respective department to IQAC.
4. The faculty appraisal form will be mailed to HODs. The HODs have to appraise the faculty performance after the teaching staff has submitted their self appraisal to the HOD.

5. The list of absentees to be submitted electronically (via email) to principalazeeziadentalcollege@gmail.com on the same day.
6. The BDS part II valuation commences from 9<sup>th</sup> August and the faculties to do university duties without fail.
7. The Principal informed that the submission of dissertation will be before 30<sup>th</sup> November 2021 and the assessment of the status of PG dissertation has to be made.
8. The HODs shall promote their faculties to create e-content for students.
9. The college has purchased Learning Management system (MOODLE). The training has been imparted to all staff. The orientation will be given by Mr. Arun (Kappian Associates) in the next week. The time and date shall be informed once finalized.
10. Department of Conservative Dentistry planning to conduct aesthetic dentistry courses for UGs.
11. Visit to –state-of-art dental lab(muvattupuzha),
12. Training for undergraduate in palliative care
13. Certificate course in conservative dentistry and implant dentistry.

The meeting concluded at 3.00 pm.

  
Principal  
AZEEZI ADENTAL COLLEGE  
MUVATTUPUZHA  
MEDICAL CAMPUS