

## MINUTES OF THE IQAC MEETING HELD ON 06.04.2021

### AGENDA:

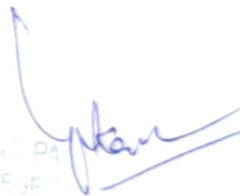
- Covid guidelines
- Timetable
- Tentative university examination
- Teaching schedule
- Work register
- ICP Training – Non teaching staffs
- Project report
- Attendance
- Feedback
- Value added courses
- Monthly report & annual report

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

1. The theory classes are to commence on offline mode shortly and the arrangements of lecture halls have been made.
2. The time table for Final BDS part I, part II & II BDS regular and additional batches have been rescheduled accordingly so that classes can be conducted adhering to the Covid protocol.
3. The teaching faculties have the responsibility to see that the students follow the Covid guidelines within the classrooms, clinics & college premises.
4. The Tentative schedule for university examination of 2021 published by KUHS is - IBDS - 12<sup>th</sup> July, II BDS - 21<sup>st</sup> June, III BDS - 14<sup>th</sup> June, Final BDS Part I - 3<sup>rd</sup> may and IV BDS Part II- 12<sup>th</sup> May 2021.
5. The teaching schedule to be submitted to principal's office on or before 25<sup>th</sup> of the previous month.
6. Work register for the staff to be maintained in the department. Periodic check of the registers will be conducted.

7. Training for non- teaching staff on ICP (Infection Control Protocol) to be conducted.
8. Students project to be encouraged among undergraduates. There is an opportunity for undergraduates to apply for ICMR-STS every year.
9. The daily attendance of online classes to be produced to the Principal's Office without fail.
10. Feed back for the classes will be obtained from students using Google form.
11. Value added courses- BLS course for interns to be conducted by Department of OMFS
12. The competency-based skill assessment form prepared will be mailed to all department co-ordinators and the HODs have to guide the Coordinators to customise the form as per their subject requirement.
13. The special coaching for slow learners undertaken in the respective department to be documented.
14. The department to prepare monthly report and annual report.
15. The revised mentor system to be followed and the mentors to use the template provided for mentor-mentee feedback and maintain a logbook which is to be reviewed by mentoring cell every month.
16. The list of mentor-mentee for current academic year to be published.

The meeting concluded at 3.00 pm

  
PRINCIPAL  
AZEEZ COLLEGE  
SCIENCES AND - **Principal**  
MEEYYANOOR KUTLAL