

MINUTES OF THE IQAC MEETING HELD ON 07.09.2018

AGENDA:

- Implantology classes for interns by Dr. Alex Mathew
- Interns-Unauthorized Absence
- World Environment Day
- Research Methodology workshop for Medical & Dental Post Graduates
- Department CDE program

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. Principal informed that a class on implantology will be conducted by Dr Alex Mathew on for all interns. All department HOD were directed to see that the interns should attend the class without fail.
2. It has come to notice that the interns are on unauthorized absence which is affecting the smooth functioning of the clinics. The interns are to apply for the casual leave and take prior permission from HOD of the respective department without fail. It has been decided that for one day of unauthorized absence an extension of 3 days is to be done.
3. Department of community dentistry has taken initiative for an herbal plant garden in commemoration with world environment day on 5th June 2018 which was inaugurated by Director Dr. Midhulaj.
4. Initiative for raising fund as helping hand for one student GincyThankachan who is under palliative care since 6 months to be undertaken.
5. Principal informed that Dr. Deepa M.S & Dr. Harish are given the charge of MDS theory valuation camp which will be conducted at Conference Hall.
6. Principal directed that the report of CDES& other academic activities to be submitted without fail to Principal's Office.

7. Principal appreciated regarding the conduct of the research methodology workshop for Post Graduates by Azeezia dental college convened by Vice Principal Dr. R. Rathy.

8. Final BDS part I posting have started and Principal asserted that change of posting schedule will not be allowed unless there is a special request by HODS.

9. Staff members are asked to extend support for the nutritional week by their active participation.

10. Dr. Joseph Edward suggested that assisting staff should be directed for the smooth collection of treatment charges by proper monitoring.

11. Implant committee to be constituted.

12. Orientation of clinical students in basic mechanics of dental chair.

The meeting concluded at 3.00pm



A handwritten signature in blue ink, appearing to be 'R. Rathy', written over a horizontal line.

Principal

PP
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
MEEZYANOOR, KOLLAM-691

MINUTES OF THE IQAC MEETING HELD ON 03.12.2018

AGENDA:

- CDE programme
- Uploading internal average – final part I
- Clinical club

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. CDE programme "Radion 3" was conducted by Department of Oral Medicine & Radiology on 12 October 2018. CDE on "Sterilization & Disinfection" was conducted on 13 October 2018 at Azeczia Medical College Auditorium.
2. The online submission of title of dissertation for III MDS students commenced from 17 November 2018 and the last date for submission is 15 December 2018
3. The list of publications of the staff & Post graduates of the respective department to be submitted to the Principal's Office.
4. The timetable has been modified by including library hours for all the students. The modified time table has been circulated to all the departments.
5. The uploading of internal average and the attendance for final year part I student commences from 3 December 2018 and last date is 14 December 2018. The board meeting will be conducted on 7th December 2018.
6. Clinical club will be conducted during 2nd & 4th week Tuesday at 2pm every month. All post graduates must attend the clinical club. The club secretary Dr. Padmakumar was directed to make a schedule for clinical club three months in advance.

The meeting concluded at 3.00pm



Principal
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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 1 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 30th 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 08th April 2019. The question paper to be submitted to Principal office on/before 5th April 2019.
6. The second sessional examination dates for BDS was communicated. The 1st 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 2nd 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 5th floor.

8. Department of Oral Medicine and Radiology is organizing the Dentist Day programme on 6th 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

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