

MINUTES OF THE IQAC MEETING HELD ON 12.08.2019

AGENDA:

- MDS Model exam Performance
- MDS Part I and Part II University Exam
- 50 year of Maxillofacial surgery walkathon
- 1 year MDS Work Schedule
- Convocation
- Basic Science Class for 1 year MDS
- Intern's completion report submission
- MDS Part I Performance
- Research Methodology classes for first year PG students


The meeting commenced at 11.00 am. The meeting was presided by Principal Dr. Radhakrishnan Nair K. All members were present. The minutes of the meeting is as follows:

1. Final year MDS model exam performance was not satisfactory. Improvement exam to be conducted accordingly.
2. MDS Part II University Examination commences from 3rd June 2019 and Part I commences on 7th June 2019.
3. Dr. Joseph Edward, Department of Oral Surgery, said that in lieu of 50th year of Maxillofacial Surgery walkathon to be conducted and the dates will be finalized and informed accordingly.
4. The work schedule for 1 year MDS students has to be submitted to the Principal's office by the respective departments.
5. Convocation is on 8th June 2019. All the faculties have to attend the convocation ceremony which commences at 5pm.
6. The Basic Science classes for the 1 year MDS students to be scheduled. All the HODs should see that the post graduates attend the classes regularly. The departmental work to be scheduled for the 1 years accordingly so that they will not absent from the classes.

7. The department heads should entrust the charge of the interns to a faculty in their department, and keep a record of the work completion and days of posting of the interns in the department. The intern's completion report to be submitted to the Principal's office by the respective department at the end of the postings.
8. The Part I MDS result was not satisfactory. The students were found not attending Basic Science classes. The HODs should schedule the work of the students accordingly that the 1 year MDS students could attend the classes regularly.
9. The Research Methodology for first year PG students will be held on 3rd and 4th August 2019.
10. Clinical club meeting(interdisciplinary) made compulsory for all PGs.
11. Lack of time for co-curricular activities hence events calendar to be planned.
12. Community camp with mere student involvement.

The meeting concluded at 12.30 pm.




Principal
PRINCIPAL
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
MEEYANOOR, KOLLAM

MINUTES OF THE IQAC MEETING HELD ON 15.12.2019

AGENDA:

- University MDS Examination rank
- Departmental meeting to be conducted
- Practical Exam instructions
- Student's Preclinical Performance
- NAAC meeting
- Mental Health Day
- Online submission
- Progress report-MDS
- Weekly test
- Feedback from students
- Email creation
- KUHS Notification – PhD centre


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. Dr. Deepa MS was assigned as MDS Part I coordinator
2. Principal informed that Dr. Rakhi P V and Dr. Merin Joseph secured 2nd and 3rd rank in Conservative Dentistry and Dr. Nripan T secured 3rd rank in Oral Pathology in University MDS Part II examination held during June 2019.
3. Department meeting to be conducted regularly before HOD meeting and the minutes book to be maintained. The academic issues to be discussed and measures taken to be formulated during the departmental meeting.
4. The Practical exam chairman should follow the instructions of the University.

5. The number of students failing in Preclinicals were found to have increased and hence measures to impart adequate training to improve the students to be implemented.
6. NAAC meeting to be held on 3 October 2019. NAAC assessor Dr. Ipe Varghese will be giving an orientation regarding all the NAAC criteria. HODs of all the department and NAAC coordinators should attend the meeting without fail.
7. Mental Health Day will be observed on 10th October 2019, Mental health awareness program will be conducted for BDS students on 9th October 2019 from 10.00am to 12.00pm at Hall No.1.
8. The online submission of Title of Dissertation for Final year MDS students commences from 16 November 2019.
9. Abstract of the dissertation to be submitted to Azeezia Ethics Committee by the MDS part II students.
10. The Progress report of MDS students to be submitted to Dean Dr. Nandakumar.
11. Weekly test to be conducted for BDS students as part of continuous evaluation process.
12. Feedback from students to be taken by the subject teachers in the feedback form provided and the HODs are entrusted to analyze the feedback and steps to be taken accordingly.
13. Email have been created for each department. The official communication to department from Principal to be mailed in the email ID provided.
14. KUHS has issued notification to apply for PhD Centre. The last date for application to be submitted on 23 December 2019. Th PG departments were directed to submit the application to KUHS for PhD Centre.

The meeting concluded at 3.00 pm.




Principal
PRINCIPAL
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
TEYYANCOOR, KOLLAM-691

MINUTES OF THE IQAC MEETING HELD ON 06.03.2020

AGENDA:

- IMAGE
- Rapid review program
- Attendance
- Training on Palliative Care
- Forensic Medicine
- Model Exam-MDS Part I
- Second sessional exam- BDS
- Mentor Meeting
- List of publications

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 staff coordinator for IMAGE is Dr. Yeshwasini. There will be a class regarding the guidelines for IMAGE for the teaching and non-teaching faculties. The date will be intimated soon. The department heads are to assign one staff to attend the class.
2. The BDS syllabus from 2016 batch includes palliative care to be taught by public Health Dentistry. The hours of class is 14 hours.
3. Principal informed that the department of Conservative Dentistry will be conducting rapid review program for MDS students on 2nd February 2020.
4. The attendance of the basic sciences classes to be submitted to the department HODs.
5. The faculty from Public Health Dentistry has attended the training on palliative care conducted by KUHS.
6. The Forensic Medicine to be taught during the third year by the faculty of Forensic Medicine of Azeezia Medical College. The Principal of the Medical College was communicated regarding the same and the timetable will be revised accordingly.
7. The Model examination for MDS Part-I is scheduled to commence from 28.04.20 and Part-II will commence from 27.04.20. The practicals to be conducted by the respective departments.

8. The second sessional examination dates for BDS was communicated. The Ist BDS exam commences from 16.03.20, 1st BDS exam commences on 24.03.2020 and final BDS part 1 commences on 09.03.20
9. The question papers to be submitted to the Internal assessment committee Chairman-Vice Principal Dr. R. Rathy, 5 days prior to the examination
10. The mentors meeting was held on 28.02.2020. The measures for slow learners to help improve their performance was briefed. The meritorious UG students should be encouraged for paper presentation at conferences and workshops.
11. The publication of the faculties in the DCI prescribed format to be mailed to the Principal's office

The meeting concluded at 3.00 pm



Principal

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YANCOOR, KOLLAM