

MINUTES OF THE IQAC MEETING HELD ON 06.07.2020

AGENDA:

- Add on courses
- Online courses
- University theory examination- MDS
- Practical exam
- Model theory exam
- External examiner – Recommendations.
- Guidelines for University exam
- Covid-19 negative certificate

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. Add-on course for skill enhancement for the BDS students to be conducted by the clinical departments.
2. The teachers are encouraged to attend online courses; the details of who attended Ecourse/ online courses to be documented.
3. Principal informed the HODs regarding the University theory examination for the MDS students which shall commence from 23 July 2020.
4. The practical exam proposed to occur during third week of August 2020.
5. The model theory exam for the post graduates to be conducted online by the respective HODs.
6. The external examiner may be recommended by the respective HODs to concerned practical convener so that external examiner from safe zone may be assigned accordingly.
7. Guidelines for the conduct of University practical exam will be given by KUHS.
8. Patient selected for exam should obtain COVID-19 negative certificate as directed by KUHS.

The meeting concluded at 3.00 pm.




Principal

PRINCIPAL
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
MEEYANOOR, KOLLAM-691 53

MINUTES OF THE IQAC MEETING HELD ON 10.11.2020

AGENDA:

- Moodle TOT
- Final BDS part A & B university exam
- Internship completion
- MDS dissertation status

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

- 1 . Moodle TOT at our institution was conducted from 17th August 2020 to 6th September 2020 by Vice Principal ,Dr.Rathy .
- 2 . The dates of theory examination for the Final BDS Part A & Part B students will be scheduled by the University within 45 days and the guidelines for practical exam will be issued by KUHS accordingly.
- 3 . The internship completion for the additional batch which concluded on 17th September 2020 to be considered based on the work assigned by the respective departments.
- 4 . The department wise status of the interns to be submitted to Principal's office.
- 5 . The work assigned by the department to the interns to be assessed & guided.
- 6 . The status of dissertation of II year MDS students has to be assessed by the respective PG guides and the list of the studies involving patients which are difficult to proceed to be intimated to the Principal through the head of the department.
- 7 . Trauma care posting for OMFS PG in higher centres.
- 8 . Career guidance program for intern and Alumni.
- 9 . Upgradation of all classrooms.

The meeting concluded at 3.00 p.m



Principal

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TEYYANOOR, KOLLAM-691 537

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.

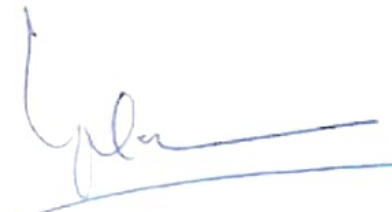
Radhakrishnan Nair K. All members were present. The minutes of the meeting is as follows:

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 1, 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 - 12th July, II BDS - 21st June, III BDS - 14th June, Final BDS - Part I - 3rd May and IV BDS Part II - 12th May, 2021.
5. The teaching schedule to be submitted to principal's office on or before 25^o 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-STC 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 OMPS
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

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