

MINUTES OF THE IQAC MEETING HELD ON 03.09.2021

AGENDA

- Crown and Bridge course
- Mentor-Mentee
- Submission of program schedule
- 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 9th August and the faculties to do university duties without fail.
7. The Principal informed that the submission of dissertation will be before 30th 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



PRINCIPAL
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
MEEYYANOOR, KOLLAM-691 537

MINUTES OF THE IQAC MEETING HELD ON 11.12.2021

AGENDA:

- Patient's grievances
- GRAPES software
- Implantology Committee
- Re-examination
- Skill training program
- College website
- Submit publication
- Faculty enrolment program
- Implant course
- MDS Dissertation
- Gender Equity Program
- Website

The meeting commenced at 10.30 am. The meeting was presided by Principal Dr. Radhakrishnan Nair K. All members were present. The minutes of the meeting is as follows:

1. The steps to address patient's grievance were discussed and it was decided to provide contact number for the complaints/suggestions from patients which will be displayed at the prominent places within the college campus.
2. Measures to prevent delay in treatment were also put forth. Patient's feedback to be analyzed every week by the Feedback Committee.
3. The intent for materials to be submitted by the respective material in charge. The Staff of the departments to use Grapes software for intent.
4. The implant cases to be undertaken by co-ordination of departments of Prosthodontics, Oral & Maxillofacial Surgery and Periodontics. The Implantology Committee is to be formed and meeting to be held at the earliest.

5. Re-examination to be conducted for the students absenting from Second Sessional due to Covid infection /quarantine.
6. Skill training program (16 hours) conducted by Dr. Anoop Lal from 7 to 30th September for undergraduates.
7. The college website is upgraded and the department contents has been forwarded to website designer.
8. On review of Post graduate activities, all post graduates have fulfilled their academic requirements. All post graduates except oral pathology are lacking publications. The post graduates should be encouraged to do at least two publications during their second year.
9. Faculty Enrollment Program to be verified by the respective faculties with queries from KUHS.
10. Implant Course for post graduate by the department Prosthodontics started from 4th November. The course duration is 3 months.
11. The last date for submission of MDS Dissertation extended till 15th January 2022.
12. The usage of MOODLE to be monitored biweekly by the academic committee.
13. Gender Equity Program and Self defense training was conducted for Under Graduates from 26th October to 2nd December 2021.
14. The department details and activities to be updated in the website. The activities with Photo in jpeg format and brief writeup to be mailed to azeeziawebsite@gmail.com which will be uploaded in gallery.

The meeting concluded at 12.00 pm.



Principal

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MINUTES OF THE IQAC MEETING HELD ON 09.03.2022

AGENDA:

- MOODLE usage
- Monthly report
- Annual Report
- E-content
- IQAC report
- Add on course
- Website content verification
- NSS Activities

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 MOODLE Usage-the HOD shall assign one faculty as given below:

Community dentistry	- Dr. Naveen Jacob Varghese
Orthodontics	- Dr. Shifa Mohammed Jabar
Prosthodontics	- Dr. Gibi Babu Philip
Oral Medicine	- Dr. Preeja Premkumar
Conservative Dentistry	- Dr. Nima Syam
OMFS	- Dr. Unnithan Anjali Anandan
Oral Pathology	- Dr. Nripan T
Periodontics	- Dr. Aswathy Sudhakar
Pedodontics	- Dr. Arjun DS

2. The monthly and annual report of year 2019 to 2021 to be submitted to the Principal's office at the earliest.

3. E-content (video) to be prepared for each subject by respective department and upload in MOODLE for students.

4. The department should submit the proposed event form before conduct of event (CDE, Workshop, Conference) in the format provided to IQAC chairperson and submit the report after the event.

5. The department of Conservative Dentistry and department of Prosthodontics conducted Add on course "Conservative Esthetic Dentistry and Smile Designing from 19 October 2021 to December 21 2021
6. The department of Oral Medicine and Radiology conducted Add on course "Radiographics" from 17th November 2021 to 2 February 2022.
7. The department content in the website to be verified by respective department to notify if addition/deletions in content is required
8. The Proposed event for the month of March
 - Oral Health Day March 20 by the Department of Public Health Dentistry
 - Debate Competition March 5 by the Department of Public Health Dentistry
 - Career guidance Program March 6th by the Department of Public Health Dentistry
 - Webinar on Patent by the Department of Public Health dentistry
 - Conservative Day March 5th by the Department of Conservative Dentistry & Endodontics
 - 1 March GSK Pharma (for Interns and Post Graduates)
 - Video use of Antibiotics in medically compromised individuals
 - Amrit Maholsavam -Dental check up for special children and adults by the Department of Pedodontics
 - Add on course -Laser Application in Dentistry by the Department of Periodontics
 - SPIK scholarship exam by the department of Periodontics, Kannur Dental college
9. Community Dentistry - World Health Day- 7th April, special children screening camp was conducted on 5 April.
10. NSS Activities-Adopted village in Velichikkala.

The meeting concluded at 3.00pm.



PRINCIPAL