

IQAC MEETING HELD ON 24-7-2023

AGENDA

1. Research policy
2. CDE activities
3. E-content
4. IQAC proposed event & report form
5. Events

Action taken report of the meeting held on 28-3-2023

1. Indexing of documents planned
2. Template for presentation provided
3. Action planned on departments requirements submitted by HOD to principal
4. Website updated
5. Feedback received from stakeholders
6. Revised SSR uploaded in website
7. NAAC review meeting held
8. MOODLE activities checked
9. Research and publication submitted by all department in format provided .

The meeting commenced at 2 .00 p.m. All committee members were present in the meeting. The meeting was presided by IQAC coordinator Dr.Rathy .R.

The minutes of the meeting are –

- 1 . Three Research proposal (UG/PG/Faculty) per year by each department.
- 2 . Dr. Jayanthi .P entrusted to formulate Research policy.
- 3 . Dr.Nripan .T entrusted to organize activities for Alumni & also General Body meeting of Alumni.
- 4 . Dr. Arjun entrusted to give the documents pertaining to Sports & cultural activities of students.
- 5 . The UG student participation in all CDE activities of our institution .
- 6 . Mr. Sajith, IT Head shall conduct training on computer skills for Non-Teaching staffs on 11th August at 2.30 p.m.
- 7 . All department directed to conduct one Add on course/year. Maximum two Add on course can be conducted simultaneously without an overlap.
- 8 . Patient education video (4 minutes) shall be provided by each department per month.
- 9 . E-content creation by faculties for student by all department (1 video per department / year). The best videos to be uploaded in website. All e-content will be uploaded in MOODLE.

10. Speciality camps to be conducted by department in collaboration with Public Health Dentistry.
11. Field visit for students by Public Health Dentistry to water treatment plant. Lab visit to dental care lab by prosthodontics.
12. Patient Management Software- Grapes : Oral Medicine & Radiology & Pedodontics are using Grapes software. Other department expressed their difficulties. The department were directed to give report to Principal regarding the shortcomings in using the Grape software.
13. The department to update the department registers – departmental meetings, sterilization & disinfection register, work register.
14. Proposed event to be submitted to IQAC before the event.
15. Scroll news & the brochure of event to be forwarded to whatsapp no. 9544620955 (Arun- IT staff) before the event.
16. After the event the report/photos to be uploaded in website to be mailed to azeeziawebsite@gmail.com.
17. Whatsapp group including the designer Mr. Ananth Krish created by Dr. Aarathi Vijayan for brochure, certificate designing. The HOD to assign one staff from their department & provide their whatsapp no. to Dr. Aarathi Vijayan so that they may be added for easy communication .
18. QR code created for Patient Feedback which shall be provided to the departments shortly . The patient to be directed by the department to provide their feedback by scanning the QR code.
19. Events conducted – 9th Rapid review by Dept. of Periodontics.
20. Events to be conducted – a) IPR – Webinar on 26th July 2023.
 - b) Add on course by Public Health Dentistry commenced from 25th July to 19th Sep 2023
 - c) Triple 'O' symposium held on 4th August 2023.
 - d) CDE on conscious sedation by Dept. of Pedodontics on 16th August 2023.
 - e) Add on course by dept. of Oral Pathology & Microbiology from 18th August 2023.

PRINCIPAL
AZEEZIA COLLEGE OF DENTAL
SCIENCES AND RESEARCH
MEEYYANOOR, KOLLAM-686117



IQAC CHAIRPERSON