

## IQAC meeting held on 10/7/2016

### **AGENDA**

- 1 . Scientific committee & examination committee
- 2 . Teaching schedule
- 3 . Dental Operating Microscope
- 4 . College day
- 5 . CDE/Workshops/Conferences

### **Minutes**

- 1 . Scientific & Examination Committee reconstituted to monitor the conduct of exams.
- 2 . Dental Operating Microscope is required for students. The proposal has been conveyed to the director.
- 3 . Pedro/rado CD programmes should be conducted during the month of October.
- 4 . College Day celebrations entrusted to the student council.
- 5 . Staffs requested for notice board in all departments.
- 6 . Dr.Kurien requested for maintenance of Pre-clinical lab in Prosthodontics.
- 7 . Dr.Vineeth put forth change in Time-Table in Orthodontics department.
- 8 . CDE programmes should be conducted by all departments.

  
Principal  
COLLEGE OF DENTISTRY  
KOLLAM  
Principal  
KOLLAM-691 011

## **MINUTES OF THE IQAC MEETING HELD ON 05.04.2017**

### **Agenda:**

- Department infra structure issues
- Department meeting
- Formation of Implant Committee
- Committee for TMD clinic

The meeting commenced at 2.15pm. The meeting was presided by Principal Dr.

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

1. All departments except department of orthodontics are submitting teaching schedule regularly. The department of Orthodontics directed to submit the same on time.
2. The staff should see that the students adhere to dress code and usage of mobile phone prohibited with in college campus.
3. Dr. Jayanth Jayarajan informed that there is no notice board in the department and requested for one.
4. Dr. Kurien from department of prosthodontics informed that there is gas leak in the preclinical lab and necessary steps to be taken to correct it at the earliest.
5. The list of staff in charge for the interns to be submitted to Principal's office by the HODs.
6. The department meeting to be held every month end and is a must as part of NAAC documentation.

7. Dr. Sameer briefed regarding the school dental camp conducted and informed that community department will be undertaking community based camps soon.
8. The Director put forth suggestion to commence centre for implant and laser treatment as an interdisciplinary approach. The implant committee to be constituted with Dr. Nandakumar as Chairperson and members – Dr. Kurien and Dr. Joseph Edward.
9. Dr. Alex requested for a programmable centrifuge to be made available in the priority clinic.
10. Dr. Padmakumar, HOD, Department of Periodontology briefed regarding the Rapid review conducted on 25<sup>th</sup> & 26<sup>th</sup> February 2017.
11. Dr. Deepa, HOD Department of OMR has been entrusted to form the committee for TMD clinic.

The meeting concluded at 3.35pm

  
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## **MINUTES OF THE IQAC MEETING HELD ON 05.06.2017**

### **AGENDA:**

- Department camps
- Student support cell
- PG internals
- BDS internal exams
- Monthly attendance of students

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 directed that each department should undertake speciality camps apart from the regular dental camps conducted by the department of community dentistry.
2. The pass percentage of BDS part II result is 98%. The part I result needs improvement and the departments should take measures to improve the performance of the students. The BDS part I students who failed in the February university exam should attend the model exam conducted during May 2017.
3. The Principal informed that student support cell has been constituted with committee members involving Vice Principal Dr. Rathy, two teaching faculty – Dr. William and Dr. Maneesha, student representatives, ladies hostel warden and Men's hostel warden. The students with academic or non academic grievances should report to the student support cell.
4. The internal examination for final year MDS students were conducted by Departments of Periodontics, Conservative Dentistry and Prosthodontics and the results were found to be poor. The results of the PG internal exam to be submitted to Principal's office.
5. The tentative date of the university exam as published by KUHS will be commencing from 25<sup>th</sup> July 2017.

6. The usage of mobile phone is prohibited in the campus. Strict action will be taken against the students if found so.
7. Dr. P.O. Abraham administrative officer briefed regarding the steps for support in the Academic for a better performance and role of teaching staff. The meeting of the parents with the subject teachers to be arranged accordingly as per the need.
8. The chairman opined that steps to be taken for interdisciplinary approach for patient management.
9. The Principal informed that monthly attendance of the students should be displayed on the notice board by all the departments and the same have to be forwarded to the university.
10. Vice Principal, Dr. Rathy said that progress report were send to the parents of students with poor performance. The failed students never attended the classes for the failed subjects. Remedial classes have been scheduled for I year BDS students but the attendance is only 10-20%. The Parents were contacted but response is poor and they have given psychological reason for students not attending classes.
11. The committee directed that the patients should receive good hospitality; and prompt treatment should be instituted without delay.

The meeting concluded at 3.15pm.

  
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