



**AZEEZIA**  
**COLLEGE OF DENTAL SCIENCES & RESEARCH**

08.08.2023

**CIRCULAR**

The Curriculum meeting will be held on 11.08.2023 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

**AGENDA**

- 1 . MDS Part II Model exams.
- 2 . Question Papers
- 3 . Indexing of documents.
- 4 . Batch co-ordinators report

**PRINCIPAL**

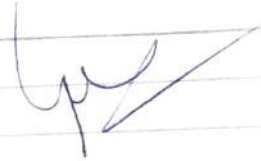
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MEEYYANOOR, KOLLAM-691 537

11/8/2023

The following members  
attended the meeting.

Dr. K. Radhakrishnan Nair



Dr. R. Rathy.




Dr. Jayanthi P.



Dr. Kurien Varghese




Dr. Anurathi Vijayan



Dr. Deepa M.S.



Dr. Parvathy G.



Dr. Gibi Babu Philip



## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 11-08-2023

The meeting commenced at 1.30 p.m. The meeting was presided by the Principal, Dr. Radhakrishnan Nair.K. All departments were represented.

### ACTION TAKEN REPORT OF THE MEETING HELD ON 12.06.2023


1. Department Projects (Research ) documented.
2. The Teaching-Learning documents filed in the departments.
3. Strategic Plan documents prepared by Dr. M.S. Deepa.
4. Monthly Teaching Schedule and Monthly Report submitted in the prescribed format.

#### The minutes of the meeting are :

1. The MDS Part II model exam scheduled on 14,16,18<sup>th</sup> August. The result to be submitted to Principal.
2. The last date of submission of Part 1 marks is 18<sup>th</sup> August 2023.
3. The 2 sets of Question paper to be submitted to Vice-principal (Chairman-Examination committee) 5 day prior to commencement of examination and one set to be selected for printing 1 day prior to exam.
4. Question paper Best practices – Answer Key to be prepared for the question paper prior to valuation.
5. Batch co-ordinators will be submitting their report by 25<sup>th</sup> of every month.
6. All curriculum aspect documents must be properly indexed and filed in the respective departments

The meeting concluded at 2.30 p.m.

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**AZEEZIA**  
**COLLEGE OF DENTAL SCIENCES & RESEARCH**

10.10.2023

**CIRCULAR**

The Curriculum meeting will be held on 13.10.2023 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

**AGENDA**

- 1 . PG Attendance.
- 2 . MDS exams
- 3 . Regular Absentees

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13-10-2023

The following members attended  
the meeting.

Dr. K. Radhakrishnan Nair

Dr. R. Rathy.

Dr. Padmakumar T.P.

Dr. Deupa M.S.

Dr. Jayanth Jayarajan

Dr. Anathi Vijayan

Dr. Jayanthi P.

## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 13.10.2023

The meeting commenced at 2.00p.m. The meeting was presided by the Principal Dr. Radhakrishnan Nair .K. All departments were represented.

### ACTION TAKEN REPORT OF THE MEETING HELD ON 11.08.2023

- 1 . Final Year Part 1 marks submitted.
- 2 . Two sets of Question papers & Answer Keys prepared prior to every sessional exams.
- 3 . Curriculum Documents indexed & filed in the department.

#### The minutes of the meeting are :

- 1 . The HOD of PG departments directed to monitor the PG punching and attendance register .
- 2 . I MDS exam scheduled to held on 22<sup>nd</sup> November. The respective department directed to conduct the exam.Periodic exam for II MDS to be conducted as per schedule provided by KUHS for the respective admission year.
- 3 . Professional ethics,Palliative care and Value based courses provided by department of Public Health Dentistry.
- 4 . Online session on Ergonomics to be conducted for clinical students.
- 5 . Sessional examination failures should compulsorily write the remedial exams . students failing to do so will not be allowed to appear for the University exams.
- 6 . Teaching Learning methods should be modified by all departments.
- 7 . Regular absentees and failures should attend special classes. Parents should be regularly informed regarding their wards progress.

The meeting concluded at 3.00 p.m

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**AZEEZIA**  
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12.12.2023

**CIRCULAR**

The Curriculum meeting will be held on 15.12.2023 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

**AGENDA**

- 1 . Lesson Plan.
- 2 . Remedial Measures
- 3 . NAAC – AQAR 2022-23

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15-12-2023

The following members attended the meeting.

Dr. K. Radhakrishnan Nair

Dr. R. Rathy

Dr. Padmakumar T. P.

Dr. Kurien Varghese

Dr. Jayanth Jayarajan

Dr. Deepa M.S.

Dr. Anathi Vijayan

Dr. Jayanthi. P.

Dr. Parvathy. G.

Dr. Gibi Babu Philip

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## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 15.12.2023

The meeting commenced at 1.30p.m. The meeting was presided by the Principal Dr. Radhakrishnan Nair .K. All departments were represented.

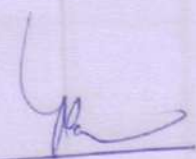
### ACTION TAKEN REPORT OF THE MEETING HELD ON 13.10.2023

- 1 . HoDs will monitor the PG attendance.
- 2 . Remedial exams conducted .
- 3 . Regular absentees must report to Vice-Principal.

#### The Minutes of the meeting are:

- 1 . The students absenting the classes to be viewed seriously & appropriate steps to be taken by HOD. Absentees list should be submitted to Principal's office every day regularly.
- 2 . Lesson plan to be displayed.
- 3 . Report of Remedial measure taken for failed candidates to be submitted to Principal.
- 4 . University exams for Ist , IIIrd & IV year from January 3 onwards.
- 5 . The department faculties to create e-content & upload in youtube for academic purpose of Teaching – Learning.
- 6 . All Teaching Faculties to attend training in educational technology every year.
- 7 . Report on academic performance to be submitted after every Sessional exam with suggestion for improvement.
- 8 . NAAC AQAR to be uploaded by 21<sup>st</sup> of December.

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06.02.2024

## CIRCULAR

The Curriculum meeting will be held on 09.02.2024 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

### AGENDA

- 1 . Curriculum Feedback.
- 2 . Interns postings
- 3 . Monthly Report
- 4 . Teaching Schedule

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9.2.2024.

The following members attended the meeting.

Dr. K. Radhakrishnan Nair

Dr. R. Rathy

Dr. Kurien Varghese

Dr. Jayanth Jayarajan

Dr. Anathi Vijayan

Dr. Parvathy G.

Dr. Jayanti. P.

Dr. Deepa M.S.

Dr. Gibi Babu Philip

## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 09.02.2024

The meeting commenced at 2.00 p.m. The meeting was presided by the Principal Dr. Radhakrishnan Nair .K. All departments were represented.

### ACTION TAKEN REPORT OF THE MEETING HELD ON 15.12.2023

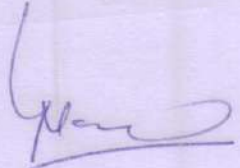
- 1 . University exams conducted.
- 2 . Remedial exams report submitted to Principal .
- 3 . Report on academic performance submitted.
- 4 . NAAC AQAR 2022-23 uploaded

#### The Minutes of the meeting are:

- 1 . Action to be taken by the Department HoDs for the unauthorized absence of students from classes.
- 2 . NAAC Co-ordinator entrusted to collect Curriculum Feedback for the academic year 2023-24 .
- 3 . Teaching Schedule to be submitted by all departments before 25<sup>th</sup> of every month.
- 4 . Monthly report of all departments to be submitted .
- 5 . Interns posting to be monitored by the respective HoDs .
- 6 . Passing marks necessary in sessional exams to qualify for the University exams. Students with poor marks in all the three exams willnot be able to write the University exams.
- 7 . Parents to be notified about their wards performance after every sessional exams via PTA meeting and Post.
- 8 . Question Paper & Answer Keys to be filed separately in all Departments Yearwise.

The meeting concluded at 3.00 p.m

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06.04.2024

## CIRCULAR

The Curriculum meeting will be held on 08.04.2024 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

### AGENDA

- 1 . Add on courses for Interns.
- 2 . Remedial Exams
- 3 . Interns Clinical posting
- 4 . Absentees List

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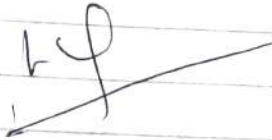
8-4-2024

The following members attended the meeting.

Dr. K. Radhakrishnan Nair



Dr. R. Rathy



Dr. Padmakumar T. P

Dr. Kurien Varghese



Dr. Jayanth Jayarajin



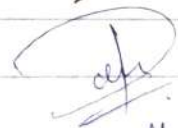
Dr. Roopesh. U.



Dr. Deepa M.S



Dr. Parvathy. G.



Dr. Jayanthi. P.



Dr. Gibi Babu Philip



## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 08.04.2024

The meeting commenced at 2.00 p.m. The meeting was presided by the Principal Dr. Radhakrishnan Nair .K. All departments were represented.

### ACTION TAKEN REPORT OF THE MEETING HELD ON 09.02.2024

- 1 . Unauthorized absentees to be monitored.
- 2 . Sessional exams marks to be mailed to the Parents.
- 3 . Department Filing.
- 4 . Interns posting.

#### The Minutes of the meeting are:

- 1 . The last date for submission of synopsis of dissertation is on 31<sup>st</sup> May 2024.
- 2 . An orientation on BDS New Curriculum – An insight for the faculties was conducted on March 12 th by Dr. Devadathan & Dr. Elbe Peter.
- 3 . The completion of Interns clinical posting to be submitted in the prescribed format after completion of each posting.
- 4 . Suggestion put forth that the Interns from 2018 batch onwards should attend atleast 5 Academic event (CDE/Workshop) plus all the Add on course as part of completion of internship program.
- 5 . Teaching Schedules to be submitted to the Principal's office on or before 25<sup>th</sup> of every month.
- 6 . Remedial Exams for failed students should be conducted by each department without affecting the student's classes. Report of Remedial measure taken for failed candidates to be submitted to Principal.
- 7 . The students absenting the classes to viewed seriously & appropriate steps to be taken by HOD. Absentee list should be submitted to Principal's office every day regularly.
- 8 . Curriculum Feedback from Students , Faculties , Alumnis, Professionals & Employers collected.

The meeting concluded at 3.00 p.m

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04.06.2024

## CIRCULAR

The Curriculum meeting will be held on 07.06.2024 at 2.00 p.m in the Conference Hall.  
All members are requested to attend the meeting.

### AGENDA

- 1 . Teacher - Guardian.
- 2 . Ethics Committee
- 3 . Interns attendance in Add-on Courses
- 4 . Online student satisfaction survey

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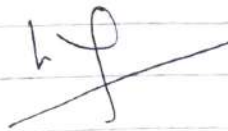
7-6-2024

The following members attended the meeting.

Dr. K. Radhakrishnan Nair



Dr. R. Rathy



Dr. Padmakumar T.P.

Dr. Kurien Varghese



Dr. Anurathi Vijayan



Dr. Deepa M.S.



Dr. Roopesh U.



Dr. Parvathy G.



Dr. Jayanthi. P



Dr. Gibi Babu Philip



## MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 07.06.2024

The meeting commenced at 2.00 p.m. The meeting was presided by the Principal Dr. Radhakrishnan Nair .K. All departments were represented.

### ACTION TAKEN REPORT OF THE MEETING HELD ON 08.04.2024


- 1 . Completion of Intern's clinical posting submitted in the prescribed format.
- 2 . Teaching schedules submitted by all departments.
- 3 . Remedial exams conducted by departments.
- 4 . Curriculum feedbacks collected online . Feedback Report submitted to the Trust.

#### The Minutes of the meeting are:

- 1 . The Teacher guardian reports to be submitted 30<sup>th</sup> of every month to Principal's office.
- 2 . P.T.A meeting held for all batches Parents informed about their ward's academic performance.
- 3 . The Final year University exam for MDS scheduled from 2<sup>nd</sup> December 2024.
- 4 . Ethics committee meeting held in May .
- 5 . The I BDS supplementary batch University theory exam commenced from 3<sup>rd</sup> June 2024.
- 6 . The list of absentees to be submitted to Principal's office daily.
- 7 . The students found on unauthorized absence from classes are to submit an explanation letter signed by principal/vice-principal to the department for further attendance in the classes.
- 8 . Interns should have 70% attendance in Add-on courses conducted by Departments. Details of Attendance to be submitted to the Principal's office along with the Checklist.
- 9 . Online Student Satisfaction Survey conducted and responses analysed and communicated to the Director.

The meeting concluded at 3.00 p.m

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