



PMS COLLEGE
OF
DENTAL SCIENCE & RESEARCH

MINUTES OF ACADEMIC DIRECTORS MEETING

The following members were present in the meeting with Trustees of NRI education Trust on 12/1/2017

- Dr N O Varghese – Principal
Dr Rajesh Pillai – Vice-Principal
Dr Sudeep. S – PG Director
Dr.T T Sivakumar – UG Director
Dr Varun B R – UG Administrator
Dr Vinod Mony Asst. Director (Basic Sciences)
Dr Presantila Janam – Director Research
Dr Biju Balachandran – Administrator
Dr Smitha .C -IQAC Coordinator

Trustees

- Dr P.S Thaha – Chairman
Dr Sauda Thaha – Member Trustee

AGENDA

1. Academic activities for the year 2017
2. Constitution of Scientific Review Committee and Institutional Level Ethical Committee
3. Constitution of Anti-Ragging Committee
4. Teacher Training Programme with Mar Theophilus Training College
5. External and Internal Training Programme for faculty and students
6. Observance of days important on a National perspective
7. To scrutinize list of applications received for Educational Financial Assistance
8. Annual meeting of Library Committee regarding purchase of books and renewal of journals
9. To send a circular inviting applications from faculty for various posts of Associate Deans
10. To initiate a student and Faculty exchange program with Rutgers University USA
11. To start by an Institution level journal published biannually



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12. To start Comprehensive clinic in institution.
13. To purchase a high resolution CBCT machine for Department of Oral Medicine
14. To constitute an institutional research committee.
15. SSGP to be formatted for student support.

ACTION TAKEN REPORT

1. Principal presented the detailed schedule before the trustees prepared by Dr Vinod Mony, Asst. Director Basic Sciences outlining each batch of UG students dates of their Internal examinations containing date of valuation, dates of result publication and their anticipated date of University examinations. Chairman requested Principal to update the students regarding importance of attending internal examinations, how the internal assessment is calculated and when to expect the university examinations.
2. The committee members recommended the name of Dr Ambili.R as Scientific Review Committee Chairperson and Dr Vivek.V was nominated as the Member Secretary of Institutional level Ethical Committee and Dr Babu Mathew as the chairman. Rest of the committee members can be filled after the internal meeting of Principal and Academic committee members.
3. An anti-ragging Committee was formed with Dr Rajesh Pillai as its coordinator, he along with Principal should nominate other members of the committee.
4. In order to improve the Teaching quality, College has entered in to an M.O.U with Mar Theophilus Training College for Teachers where teachers will subdivided in to 2 batches and given training on the following dates:

A Batch

17th June

1st, 15th & 29th July

12th and 26th August

9th and 23rd September

B Batch

10th & 24th Jun

8th and 22nd July

5th and 19th August

2nd and 16th September



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5. Permission was granted to conduct the following External Training Programs

Date	Department	Faculty	Topic
16/2/17	General	Dr Shaji K Joseph	Anti-Ragging Awareness
22/2/17	Orthodontics	Dr Anil Ardeshta	Myths and Failures of Dentofacial Orthopaedics
18/3/17	OMR	Dr Tatu Joy	Digital Intra Oral Radiography
7/4/17	Conservative	Dr Arvind Shenoy	Smile Design
13/7/17	Pedodontics	Dr Rupesh Suresh	Paediatric Rotary
31/7/17	Oral Pathology	Dr Ashith Acharya	Forensic Odontology
9/8/17	PG Director	Dr Krithika Datta	Research Methodology
18/9/17	Prosthodontics	Dr Arvind Ramanathan	Research in Dentistry
5/10/17	Prosthodontics	Dr Mohan Kumar	TMJ Disorders
8/11/17	Periodontics	Dr Neel Bhatavadekar	Hard Tissue lasers
24/11/17	Anti-Ragging Squad	Dr Shaji K Joseph	Awareness Talk

Internal Training Programmes

Chairman instructed Dr Presantila Janam to put up and Academic calendar featuring the Clinical clubs of each department once in two weeks for the next 12 months. Presentation will be on 2nd and 4th Wednesdays between 2pm to 4pm in the A/C Auditorium. Each department will have to present 2 Clinical club presentation in a Year. Detailed academic planner calendar will have to be put in a circular. Departments are supposed to note down the date, assign faculty or PG Students for



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presentation and give it in writing to the facility manager regarding the arrangements to be made in the A/C auditorium

SL NO	DATE	DEPARTMENT	DATE	DEPARTMENT	TIME
1	12.01.2017	OMFS	25.01.2017	OMR	2PM-4PM
2	09.02.2017	Periodontics	23.02.2017	Oral Pathology	2pm-4pm
3.	09.03.2017	Conservative Dentistry	23.03.2017	Pedodontics	2pm-4pm
4	12.04.2017	Orthodontics	27.04.2017	Conservative Dentistry	2pm-4pm
5	11.05.2017	Prosthodontics	25.05.2017	Pedodontics	2pm-4pm
6	08.06.2017	Periodontics	29.06.2017	OMFS	2pm-4pm
7	13.07.2017	Pedodontics	27.07.2017	Prosthodontics	2pm-4pm
8	10.08.2017	OMR	24.08.2017	PHD	2pm-4pm
9	14.09.2017	Prosthodontics	28.09.2017	Oral Pathology	2pm-4pm
10	12.10.2017	OMFS	26.10.2017	OMR	2pm-4pm
11	09.11.2017	PHD	23.11.2017	Orthodontics	2pm-4pm



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12	14.12.2017	Periodontics	28.12.2017	Conservative Dentistry	2pm-4pm
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Observation of Days

6/3/17 – World Dentists Day Celebrations – Contest among Patients and Students

8/3/17 – Women's' Day Celebrations

Inauguration of program by Chairman Dr P S Thaha. The chief Guest of the day was Mrs Iida Jacob, Rtd IAS Officer. Topic of the day was- Men and Women in Equality, endowed with the same dignity.

31/5/17- World No Tobacco Day

5/6/17 - World Environment Day

26/11/17 – Constitution Day of India

6. Scrutinized the list of applications received for Educational Financial Assistance / Scholarship for the Academic year 2016-17 and gave Rs10000/ as initial payment .Detailed List found in the circular PMS/ADMN/NOT/250/2017 dated 21st June 2017.The following students received the benefit Ms.Bharti Balan, Balu J Nair, Basith Samad, Mohammed Jasim, Thasleema .N, Shehina J S, Rasia Kabeer,Soumia Kurian, Hisana .N, Noufiya.J, Kshema Rehaman, Pranav A.P, Fathima Faricy, Bhagya .R.Krishnan,Rushda Beegum S.R,Sayana A Salam
7. Library Committee members met ,discussed regarding the need to purchase new books and renewal of journals ,staff were chosen to look in to department's needs, journals immediately subscribed and 3 books were purchased for the Department Library and externally Creative Publications were given the payment for renewal of journals.



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8. Applications were invited for the post of Associate Deans as part of starting comprehensive clinics shifting from the conventional clinics system. The following staff members were selected for the various Posts of Associate Deans in the month of August
Dr Sudeep .S - Associate Dean – Faculty
Dr Varun B.R – Associate Dean – Clinics
Dr Vinod Mony – Associate Dean – Academics
Dr Presantila Janam – Associate Dean – Research
Dr Afzal A – Associate Dean -Student Affairs
9. Application were invited from interested faculty and Students for Faculty exchange program with Rutgers school of Dental Medicine USA and to submit the application to Dr Vinod Mony, Associate Dean Academics on or before 20/5/2017.
10. College decide to start an Institution Level Journal titled Journal of Maxillofacial Science and Research, with Colonel Dr Girish Kumar .M being the Editor in chief and it is decided to publish it bianually.
11. As CBCT was the norm in the PG Department of OMR, College decided to invite Quotations from different companies manufacturing CBCT Machines outlining their price, Field of View Resolutions, Annual Maintenance Packages and warranty period clarity. The college will purchase the machine after going through the quotes and weighing the merits and demerits
12. To instil the interest in research among UG students, Interns and Faculty, the College has decided to constitute an Academic Research Committee with Dr Presantila Janam as its Chairperson. Primary aim of the committee shall be the encouragement of students in research and also interdepartmental research opportunities.
13. The Comprehensive Clinic was established with Prof Dr Sudeep as Head of Clinic and Dr. Varun will be UG Administrator. The clinic will function directly under UG Administrator.



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Principal





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MEETING MINUTES OF ACADEMIC DIRECTORS MEETING

The following members were present in the meeting with Trustees of NRI education Trust on 11/1/2018

Dr N O Varghese – Principal

Dr Rajesh Pillai – Vice-Principal

Dr Sudeep. S – PG Director

Dr T T Sivakumar – U G Director

Dr Vinod Mony – Assistant Director (Basic Sciences)

Dr Presantila Janam – Director Research

Dr Biju Balachandran – Administrator

Dr Smitha .C -IQAC Coordinator

Trustees

Dr P S Thaha – Chairman

Dr Sauda Thaha – Member Trustee

AGENDA

1. Detailed Academic Planner for all Regular and Additional Batches
2. Put up Schedule of Department Meetings for the entire year with Principal and Administrator
3. Library Committee Meeting in the second week of January and May
4. Training Programme for PG Students on how to use Online Library Facilities along with Messrs EPSCO Host
5. Publishing the List of Closed Holidays and restricted Holidays for the year
6. Publishing the Privilege holidays for Clinical and PG students
7. Steps to be taken part in INDIA TODAY MDRA BEST COLLEGE SURVEY 2018
8. To Publish the detailed schedule of Internal Training Programmes

(Details mentioned in PMS/ADMN/NOT/O29/2018)



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9. MOU with Pallium India to provide part of our hospital building to provide care for Palliative treatment for terminally ill patients
10. To Amend Rules for Ladies Hostel (Afiya)
11. Planning the UG Convocation Ceremony of 2012-13 batch in May
12. Revamping of Ceramic Lab in the Department of Prosthodontics
13. Providing Financial Assistance to College /School going children for educational purpose under the employees welfare scheme for those employees drawing less than Rs 10/50/ monthly salary
14. To publish a list of rules and regulations for the freshly joining Junior Resident Batch in March 2018
15. Appointment of a new research Director for the college
16. To publish the Duties and Responsibilities of Student Mentors
17. To organise the PG Induction ceremony (2018-19) in June
18. Regarding the frequency of meeting of Editorial Board of College Journal
19. To identify Dental Peripheral Clinics of PMS College of Dental Science and Research
20. To fill up vacancies in Clinical Departments and Non Clinical Departments
21. To Organize a Personality Development Program for Non-Teaching Faculty By College Counsellor Mrs Sicily Thomson
22. To sign a MOU with Santhigiri Ashram to provide Treatment Facilities free of cost to the inmates of the Ashram
23. To conduct a Skill Development Programme for Non-Teaching Clinical Staff Faculty from Mar Theophilus Training Institute
24. To Conduct the Induction Ceremony for Fresh admission of UG Students 2018-19 Batch (26/09/2018)



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25. Implementation of Micro-Teaching system ,CLABS ,External Training Programme for Teaching Faculty(4th and 5th October 2018 Dr V Vishnu Priya and Dr R .V Geetha Saveetha Faculty)
26. To organise a Teachers Training Program for Senior Lecturers by our College Counselor Prof.Sicily Thomson (Student Psychology and Positive Approach Towards Studentsn12th Oct 2018 between 10.30am to 11.30am)
27. To make PMS College of Dental Science and Research Academic Partner in Conferences of IDA and Speciality Conferences.
28. External and Internal Training Programme for faculty and students

External Training Program

Date	Department	Faculty	Topic
9/1/2018	Prosthodontics	Dr Gunaseelan Rajan	All on 4 Implants
12/1/2018	SSGP	Mr Mohammed Shafi	Anti-Ragging Awareness
19/1/2018	Advanced Dental Sciences	Dr Manasee Joshi	Overdentures
25/1/2018	Advanced Dental Sciences	Dr Dana York	Lasers in Dentistry
07/02/2018	OMR	Dr Rema.t	CBCT
08/02/2018	OMFS	Dr Varghese Mani	Evolutionary Saga of Orthognathia
12/02/2018	Advanced Dental Sciences	Dr Jean Pierre Bernard Dr Armin Nedjat	MIMI
19/02/2018	Advanced Dental Sciences	Dr Dana York	Laser Dentistry Hands On workshop
23/03/2018	Advanced Dental Sciences	EMLA	No Pain No Bleed
24/03/2018	OMR	Dr Neha Khambete	CBCT- Lecture and Hands On
14/05/2018	Combined Departments	Dr Jangala Hari	Digital Smile Design
13/06/2018	PHD	Dr C Jagadeesh	Changing Face of Dentistry



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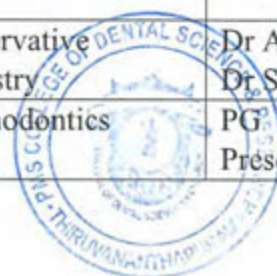


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18/07/2018	PG Director	Dr Krithika Datta	Research Methodology
20/07/2018	Pedodontics	Dr Rathna Prabhu Dr Rajesh R	Nip in the Bud
31/07/2018	PG Director	Dr Ommen Aju Jacob Dr Girish Kumar	Basic Life Support
11/09/2018	Periodontics	Dr Viswa Chandra Dr Satyanarayana	Perio-Implant Surgery
27/09/2018	EMLA	Dr Dana York	No Pain No Bleed
18/09/2018	Teacher Training Program	Dr Justine Padmadan	Teacher- More Than a Teacher

Internal Training Programme

Date	Department	Faculty	Topic
11/1/2018	OMFS	PG Presentation	Surgical Challenges
09/02/2018	Periodontics	PG Presentation	Guided Bone Regeneration
13/02/2018	OMFS	Dr Gireesh Kumar	Medical Emergencies
19/02/2018	Orthodontics	Dr Anil Ardeshta	Challenges in Orthodontics
22/02/2018	Oral Pathology	Sunjith Sudhakar	Occupational hazards in Dentistry
15/03/2018	Conservative Dentistry	PG Student Presentation	Amalgam Vs Composite
22/03/2018	Pedodontics	PG Student Presentation	Let us Go an extra Mile for a Childs Smile
12/04/2018	Orthodontics	PG Student Presentation	Orthodontia through the ages
28/04/2018	Anatomy	Dr Manoj.A Dr Siraj Ahmed	Anatomical Perspectives to Diagnose Pain
03/05/2018	Conservative Dentistry	Dr Adarsh Jayan Dr Samyuktha Nair	Avulsed Teeth Management
17/05/2018	Prosthodontics	PG Student Presentation	Geriatric Presentation



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24/05/2018	Pedodontics	PG Presentation	Student	Catch them Young
14/06/2018	Periodontics	PG Presentation	Student	Change Your Smile
28/06/2018	OMFS	PG Presentation	Student	Peregrination Through exodontia
10/07/2018	Oral pathology	PG Presentation	Student	Oral cancer Screening
26/07/2018	Prosthodontics	PG Presentation	Student	Maxillofacial Prosthetics
06/08/2018	OMR	Dr Aswathy K Vijayan		Forensic Odontology
06/08/2018	OMR	PG Presentation	Student	Radiation Hygiene
30/08/2018	PHD	Interns Presentation		Green Dentistry
12/09/2018	Prosthodontics	PG Presentation	Student	Full Mouth Rehabilitation
26/09/2018	Oral Pathology	Dr Anna P Joseph		A Brief Update on Oncology

Day Observances

4th February – World cancer day

13th February – International Oral and Maxillofacial Surgeons Day

6th March – National Dentists Day

8th March – Women s Day Celebrations

31st May – World No Tobacco day

10th May – UG Convocation ceremony

5th June – World Environment Day

5th September – Teachers day

Action Taken Report

- Trustees after discussion with Principal and other members present instructed Associate Dean (Academics) to prepare the Annual Schedule containing the details of posting,



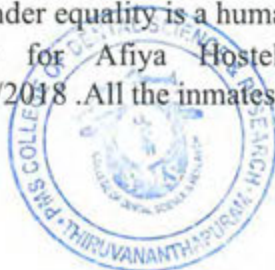
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schedule of internal examinations, Date of Paper Valuation and result publishing for both regular and additional batches.

- Principal proposed that Each Departments should update the number of patients in each department, type of treatments category wise, status of materials and equipment's and report the same in the maintenance file and to see that they are punctually rectified by the facility manager. The details of the Department meeting dates and time can be correlated in the circular dated 01.01.2018 PMS/ADMN/NOT/ 004/2018.
- In a year 2 meetings of the library committee will be held in which Matters regarding the subscription and renewal of journals are discussed. Principal made an observation that faculties are not visiting the Library and arrangement should be made to ensure that faculty spends at least 4 hours in the library in a month.
- A training program was held for First year MDS students on the usage of Online Library (EBSCO) on 08.01.2018 in the Dr A.P.J Abdul Kalam Central Library at 1.30pm (PMS/ADMN/NOT/011/2018).
- The list of holidays and Restricted Holidays was published in the college notice on 11.01.2018 (PMS/ADMN.NOT/O20/2018).
- The list of Privilege holidays for the PG students and Clinical UG students was published on 11.01.2018 PMS/ADMN/NOT/022/2018).
- College participated in the INDIA TODAY MDRA BEST COLLEGE SURVEY 2018 and was ranked 39th overall Nationally.
- The detailed list of Clinical club schedule was published on 17.01.2018 via Notice PMS/ADMN/NOT/029/2018 STARTING FROM 11TH January 2018 on 2nd and 4th Thursday of every month between 2pm -4pm
- An MOU was signed with Pallium India a charitable NGO WHO ARE ENGAGED IN Palliative care for the poor will relocate at PMS college
For the palliative care of the patients, as part of that PMS College will provide its hospital building in the campus free of cost to Pallium India as a charitable venture.
- The following steps were initiated on 20/02/2018 to rectify the shortcomings in prosthodontics Ceramic Lab by assigning a faculty to look after the lab and all technicians should report to him. All patient cases in the department should be done in the college lab only.
- International Women's Day was celebrated in the presence of Chairman with Capt. Rohini Nair, Deputy Director -National Adventure Foundation, Kerala Chapter as Chief Guest. Talk was on topic- Gender equality is a human fight not a female right.
- The amended rules for Afiya Hostel were published on 26.03.2018 via PMS/ADMN/CIR/147/2018 .All the inmates including PG's and Interns are instructed to obey the rules.



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- The convocation ceremony of 2012-13 batch was organised on 10th May 2018 at 4pm in R Ahmed Auditorium .The chief guest for the occasion was Shri Kadakampally Surendran Minister for Cooperation, Tourism and Devaswom in Kerala Government.
- A notice was put up on 16.05.2018 promising financial assistance to school going children for employees of the college and students of parents drawing below Rs 10750/ as Salary AND IT WAS IMPLEMENTED ON 22/06/2018 as per circular no - PMS/ADMN/NOT/270/2018.
- PMS College started a priority clinic from 28/5/2018 to facilitate fast track treatment facilities to avoid inconvenience to patients.
- The college signed a MOU with the Santhigiri Ashramam Pothencode agreeing to provide the following treatment facilities to the members of the ashramam covering free dental check-up, free tooth extractions , 30 % discount on all general Dental and Medical procedures , 50% discount on all patients referred from dental camps.
- The scientific review committee meeting for Thesis synopsis presentation was organised on 10/10/2018 and 11/10/2018.
- The induction ceremony of 2018 BDS batch was conducted on 26/09/2018 at 10am in R.Ahmed Auditorium .The chief guest was Shri V.Sasi Deputy speaker of kerala and Guests of honour were Shri Gopinath IPS ,Retired Inspector General of Police and Dr Dana York President European Medical Laser Association.
- An orientation training program on implementing PMS-Canadian Dental Education system was conducted on 4th and 5th October 2018.Faculty members from Saveetha Dental College Dr Vishnu Priya and Dr R.V Geetha were the trainers
- PMS College of Dental Science and Research hosted the 2nd Midterm conference and PG convention of Indian Prosthodontic society (kerala State Chapter) on 13th October 2018. (PMS/ADMN/NOT/434/2018).
- Institutional Ethical Committee meeting was scheduled on 12/11/2018 and 13/11/2018 in the A/C auditorium.
- The formal inauguration of Pallium Indias new facility was scheduled on 21st November 2018 in PMS College campus .The chief guest for the occasion was Shri Kadakampally Surendran, Minister for cooperation, Tourism and Devaswom.
- The Annual College day was conducted on 19th December 2018 and College Christmas celebrations were organised on 22/12/2018.
- The Anniversary celebration of PMS College was held on 31/12/2018, the function and cake cutting ceremony was held on 12 Noon in the college auditorium.
- Shri Nazarudeen S Deputy Superintendent of Police, Crime Branch delivered a talk on Anti-Ragging awareness on 27/12/2018 at 2.30pm in the R. Ahmed Auditorium .All first BDS students attended the program.



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MINUTES OF ACADEMIC DIRECTORS MEETING

The following members were present in the meeting with Trustees of NRI education trust on 09.11.2019.

Dr.N O Varghese	-	Principal
Dr.Sudeep S	-	Vice Principal
Dr.Rajesh Pillai	-	Director- PG
Dr.T T Sivakumar	-	Director - UG
Dr.Prasanthilajanam	-	Director -Research
Dr.Biju Balachandran	-	Administrator
Dr. Varun BR	-	Associate Dean – Clinics
Dr.Vinod Mony	-	Associate Dean –Academics
Dr.Smitha	-	IQAC Coordinator
Dr Nikhil Kurien	-	Asst Director – PG
Dr Reshma	-	Asst Director - UG
TRUSTEES		
Dr.P S Thaha	-	Chairman
Dr.Sauda Thaha	-	Member Trustee

AGENDA

1. Academic planner for the year 2019.
2. Planning of the departmental meetings for 2019 with principal and administrator.
3. Library committee meeting in Jan/May.
4. International faculty week details to be discussed in the meeting.



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5. Online library facility usage training for PG students.
6. List of holidays for the year 2019 to be discussed.
7. Privilege holiday publishing.
8. Discussion on decision of different CDE programs to be planned for the year 2019.
9. Discussion on special days to be commemorated for the year 2019. International Womens Day to be celebrated by inviting Director, Centre for Women Studies.
10. Discussion of planning of UG convocation day in 2019.
11. Discussion on comprehensive clinic system for the year 2019.
12. Induction ceremony for the year 2019 to be discussed.
13. A discussion on planning of SSGP cell to be organized, in college as directed by KUHS.
14. Student mentors should be made aware on their duties to be followed.
15. Discussion on organising a PG Induction ceremony.
16. Organising the dates of teachers training program.
17. College day program to be discussed and a name for the same to be decided.
18. Details to be takes for an Implantology diploma programmes to be conducted in 2019.
19. PG Entrance examination orientation program to be planned for the year 2019.
20. Conference to be supported in different in different specialities for this year.
21. Teaching and non-teaching staffs should be made aware to attend personality development program.
22. Anti-ragging talk should be organised.
23. External and Internal Training Programme for faculty and students

EXTERNAL TRAINING PROGRAM – 2019

SL. NO:	DATE	DEPARTMENT	FACULTY	TOPIC
1	18.01.2019	General	Dr.Shaji Joseph	Ill effects of Ragging



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2	13.02.2019	General	Dr.Nedjat Armin	Basic Implantology
3	14.02.2019	General	Dr.Jean Pierre Bernard	Key Implantology
4	15.02.2019	General	Dr.Diana York	Laser Dentistry
5	16.02.2019	General	Dr.Anil Ardeshta	Dento facial aesthetics
6	18.02.2019	Oral Pathology	Dr.Prathima Murthy Dr.Prabhat K Chand Dr.Narasimha V L	Tobacco Cessation
7	25.04.2019	Pharmacology	Dr.Saiath Babu	Ethics and Research
8	04.05.2019	Conservative Dentistry & Endodontics	Dr.Ajith Sahilgram	Retreatment in Endodontics
9	18.06.2019	Public Health Dentistry	Dr.Sudhir Dole	Ozone dentistry
10	08.07.2019	Oral Maxillofacial Surgery	Dr.Salahuddin A R	BLS
11	19.07.2019	General	Dr.Krithika Datta Dr.Jayanthi Varun	Research Methodology
12	20.07.2019	General	Dr.Krithika Datta Dr.Jayanthi Varun	Research Methodology
13	03.08.2019	Pedodontics	Dr.Sheeja S	Evidence pyramid an Eagles Eye
14	28.09.2019	Implantology & Prosthodontics	Dr.Porus Turner	Dental Implantology
15	15.10.2019	General	Dr.Manoj Komath Dr.Lizimol	Biomaterial application in dentistry
16	03.12.2019	Implantology	Dr.Johnson Raja	Advanced Surgical module in Implantology
17	20.12.2019	General	Dr.Prisly Thomas	Digital art in Dentistry



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INTERNAL TRAINING PROGRAM

SL. NO:	DATE	DEPARTMENT	FACULTY	TOPIC
1	13.06.2019	Oral & Maxillofacial Surgery	PG's/Staffs	Transplant updates
2	16.05.2019	Prosthodontics	PG's	The painful TMJ
3	30.04.2019	Public Health Dentistry	Interns	Occupational Dental Health Hazards among porters
4	01.05.2019	Oral Medicine & Radiology	Dr.Aswothy	Role of CBCT in Implant Dentistry
5	11.04.2019	Orthodontics	PG's	Nano-Technology unleashing the hidden gems
6	03.04.2019	General	Different Departments	Interns orientation
7	04.04.2019	General	Different Departments	Interns presentation
8	28.03.2019	Oral Medicine & Radiology	Dr.Vivek Dr.Sunila Thomas Dr.Aswothy	CBCT in Routine Dental practice
9	27.03.2019	Pedodontics	PG's	No more infuriating drills, only iconic smiles
10	07.03.2019	Conservative Dentistry & Endodontics	PG's	Posterior Composite



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11	28.02.2019	Oral Pathology	PG's	Staging and grading of oral squamous cell carcinoma
12	23.02.2019	Oral & Maxillofacial Surgery	Dr.Nikhil Dr.Sherin	Wisdom unearthed
13	07.02.2019	Periodontics	PG's	Minimally invasive approaches in Perio Dental Surgery
14	24.01.2019	Oral Medicine & Radiology	PG's	3D printing an overview
15	10.01.2019	Oral & Maxillofacial Surgery	PG's	Cosmesis Deciphered
16	13.03.2019	General	Dr.Varun	Dental chair and equipment management
17	14.03.2019	Prosthodontics	Dr.Sudeep S	Geriatric Care & Patient Psychology
18	15.03.2019	Psychology	Prof.Sicily Thompson	Confidence Build-up & Time Management
19	19.03.2019	Dental lab	Dr.Allen	Lab communication and ceramic restorations
20	20.03.2019	Conservative Dentistry & Endodontics	Dr.Rajesh Pillai	Dental material selection
21	21.03.2019	Prosthodontics	Dr.Dinesh	Challenges in Crowns & Bridges



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ACTION TAKEN REPORT

1. Head of the institution presented the schedule prepared for the year 2019 in the director board meeting where the college trustees also was present. In this meeting it was decided to inform the students about the university schedule of the upcoming exams and the details of the internal exams.
2. The library committee meeting was held on January and the month of May and was made aware of the rules to be passed on to the students regarding the borrowing of the books from the library and the regulation to be followed in the library hours. Online library facilities should be passed on to the PG's.
3. A detailed work on conduction of the international faculty work was discussed and the international faculty week was conducted in a successful way and was will attended and appreciated throughout.
4. List of holidays to be given in an equality basis is being prepared and published.
5. The CDE program especially internal and external training programs was discussed and planned for the year 2019. The clinical club talks (internal training) was also planned and fixed.
6. Mentors meeting were conducted and the duties for them were discussed and asked for a strict following.
7. Special days were marked from the calendar and decision was taken which all special days to be commemorated for 2019.
8. International Womens day was celebrated with Chairman Dr P S Thaha inaugurating the function. Chief Guest of the Day was Dr Lakshmi Sukumar ; Director, Center for Women s' Studies ,University of Kerala. Topic for the day was Equality included both genders.
9. UG convocation day should be conducted for the year 2019. Planning for the conducts was discussed and decided.
10. The comprehensive clinic system for the year 2019 was planned and initiated.



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11. For receiving the fresher's for the year 2019 an induction ceremony was planned and taken up for action for the UG's and PG's.
12. An initiation was done to organize an SSGP cell according to the ministry guidelines.
13. To emplace changes and to make the teaching more methodological a teaching training program was planned and executed.
14. To commemorate and conduct the college day a meeting planned to elaborate on the programs to be conducted on that day.
15. A diploma program on Implantology should be planned and executed for that a committee should be arranged under the HOD Implantology.
16. To initiate the interns to achieve for the PG entrance examination a PG exam orientation program is planned to be conducted.
17. All the departments are asked to initiate conferences in all departments and it is decided to the college authorities to give a good support for its conduction.
18. It is decided in the meeting that personality development program should be conducted for teaching and non-teaching staffs.
19. The committee members decided to conduct an anti-ragging talk for the students, to make them aware its ill effects. DYSP Mr.Shafi can be appointed as a resource person.



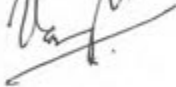
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MINUTES OF ACADEMIC DIRECTORS MEETING

The following members were present in the meeting with Trustees of NRI education Trust on 11/1/2020

Dr N O Varghese	- Principal	
Dr Rajesh Pillai	- Vice-Principal	
Dr Sudeep. S	- Director- PG	
Dr.T T Sivakumar	- Director - UG	
Dr.Prasanthilajanam	-Director -Research	
Dr.Biju Balachandran	-Administrator	
Dr. Varun BR	-Associate Dean – Clinics	
Dr.Vinod Mony	-Associate Dean –Academics	
Dr.Smitha	-IQAC Coordinator	
Dr Nikhil Kurien	- Asst Director – PG	
Dr Reshma	- Asst Director - UG	

Trustees

Dr P.S Thaha – Chairman

Dr Sauda Thaha – Member Trustee

AGENDA

1. To discuss with Academic Forum of Regional Cancer Center Trivandrum to obtain permission for PGstudents to attend CME
2. To publish a list of Holidays and Restricted Holidays for the year 2020
3. To associate with IDA Trivandrum as the Academic partner for the upcoming National Conference -IDC 2020 in Trivandrum



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4. Director Research should put up a detailed list of Clinical Club programs for the entire year
5. To Organize Yoga Training Course in association with Satspandana Charitable Trust , Kanyakulangara
6. To Organize the Convocation ceremony of 2014-15 batch in the month of February
7. To appoint a new Director (Research) to initiate research programs and CDE Programs
8. To participate in the National Ranking framework by MHRD ,Government of India
9. To appoint a member Secretary ,Institutional Scientific review Committee
10. To constitute Institutional Scientific Review Committee and Institutional Ethical Committee for the academic year 2021
11. To constitute research committees in the institution like internal research, working Committee for research grants and Research Publications.
12. To celebrate commemorative days such as International Women's Day.
13. External and Internal Training Programme for faculty and students

ACTION TAKEN REPORT

1. Academic forum of RCC Trivandrum has permitted our PG students to attend CMES arranged by the forum with free registration, on topics of relevance to students
2. The detailed List of Holidays and Restricted Holidays for the college was published on 03.01.202 (PMS/ADMN/NOT/002/2020)
3. PMS Dental College entered in to a MOU with IDA Trivandrum as the Academic Partner for the forthcoming National conference -IDC 2020 to be held from 23rd to



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26th January 2020. As a special privilege the College is providing discounts to our teaching faculty and students with discounts in the registration Tariff.

4. PMS college organized a Yoga Basic Course with Satspandana Charitable Trust ,Kanyakulangara on 2nd March 2020 between 4.30pm to 6.00pm
5. The UG convocation ceremony of 2014-15 batch was held on 22/02/2020 at 5pm in the college ground .Shri Loknath Behera IPS,DGP ,Kerala will be the chief guest and Professor (Dr) U.S Krishna Nayak ,Principal and Dean ,ABShetty MIDS Managlore will be the guest of honour
6. Dr Babu Mathew was appointed as the Director (Research) and Director of CDE Programs with effect from 25.04.2020
7. Dr Ambili.R was appointed as Member secretary Institutional Scientific review Committee with effect from October 2020.
8. The Institutional Scientific Committee was Constituted on 30.09.2020 for the academic year 2020-21 as per circular no PMS/ADMN/NT/145/2020
9. The following research committees are constituted to coordinate Various research activities of the college for example – Internal research Steering Committee , Working Committee for research grants and Working Committee for research publications on 04.11.2020



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INTERNAL TRAINING PROGRAMME

SL NO	DATE	DEPARTMENT	TOPIC	TIME
1	09.01.2020	Pedodontics	Say Yes to Nois and No to Noise	2pm -3pm
2	04.02.2020	General medicine	Corona Outbreak and Prevention	1pm-2pm
3	12.03.2020	Conservative Dentistry	Minimally Invasive Dentistry	2pm-4pm
4	26.03.2020	Pedodontics	Clinical case presentation	2pm-4pm
5	26.04.2020	Prosthodontics	Clinical case presentation	2pm-4pm
6	14.05.2020	OMR	Clinical case presentation	2pm-4pm
7	11.06.2020	Oral Pathology	Clinical case presentation	2pm-4pm
8	09.07.2020	Pedodontics	Clinical case presentation	2pm-4pm
9	13.08.2020	PHD	Clinical case presentation	2pm-4pm
10	09.09.2020	Orthodontics	Clinical case presentation	2pm-4pm
11	15.10.2020	OMFS	Clinical case presentation	2pm-4pm
12	12.11.2020	Periodontics	Clinical case presentation	2pm-4pm
13	26.11.2020	Pedodontics	Clinical case presentation	2pm-4pm
14	10.12.2020	Conservative Dentistry	Clinical case presentation	2pm-4pm
15	28.09.2020	PG Director	Infection control	9.30am-11.30am



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EXTERNAL TRAINING PROGRAMME

SL NO	DATE	DEPARTMENT	TOPIC	TIME
1	21.01.2020	OMR	Management of Painful TMD	2pm -3pm
2	29.01.2020	Orthodontics	Diagnosis and Treatment Planning	9.30am
3	28.02.2020	Prosthodontics	Denture esthetics	8am-4pm
4	07.10.2020 & 08.10.2020	PG director	Research Methodology	8.30am - 1.00 pm

DAY OBSERVANCES

04.02.2020 was observed as World Cancer day by Department Of Oral Medicine And Radiology in association of Stomatologist and Maxillofacial Imageologist of Kerala (ASMIK)

National Dentists day was observed on 6th March 2020, Department of Public health Dentistry Organized a Dental awareness exhibition, free oral screening and a smile contest for school going children

A talk on Womens day was organized in the A/C auditorium on 07.03.2020 from 1pm-2pm, The speaker of the day was Dr Giby Gee Varughese ,Professor of Education (Psychology) Mar Theophilus Training College, Trivandrum.




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MINUTES OF ACADEMIC DIRECTORS MEETING

The NRI Educational Trustees and the following members in academics were present for this meeting held on 07.01.2021.

Dr.Sudeep S	-	Principal & Associate Dean Faculty
Dr.Rajesh Pillai	-	Director -PG
Dr.Vinod Mony	-	Associate Dean - Academics
Dr.Biju Balachandran	-	Administrator
Dr.Smitha	-	IQAC Coordinator
Dr Nikhil Kurien	-	Asst. Director – PG
Dr Reshma	-	Asst. Director - UG

TRUSTEES

Dr.P S Thaha	-	Chairman
Dr.Sauda Thaha	-	Member Trustee

AGENDA

To discuss about the programs and schedule for the year 2021.

External and Internal Training Programme for faculty and students

MEETING MINUTES.

Dr.Sudeep S Principal & Associate Dean Faculty proposed the following suggestions to the board :

- The international faculty week should be organised for the year 2021.
- Modified Covid protocol to be followed in College.



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- A protocol should be discussed to direct the staffs and students to follow the protocol in the College.
- To initiate PMS Dental Education Technology Department to strengthen the student centric teaching learning as suggested in Strategic planning.
- Discussion on which all days to be decided to commemorate in 2021
- Discussion on PMS Webinar series and its schedule.
- Mentors should be enlightened of their duties.

Dr.Rajesh Pillai, PG Director proposed the following suggestions to the board.

- External and internal training program to be conducted in the College for new Post Graduates.
- To decide the schedule for the chairside assistant training.
- The interdisciplinary discussion should be initiated.

Dr.Vinod Mony, Associate Dean – Academics proposed the following:


- The admission committee should be reconstituted.
- House surgeons. should be given guidelines to follow the code of conduct
- The interdisciplinary discussion should be activated.
- Exam committee should be constituted for the year 2021.
- Subject experts should be identified.

Dr. Biju Balachandran, Administrator brought to attention the following matters to the board:

- Vaccination drive 2021 should be planned.
- Contribution to the Chief Minister Relief Fund should be finalised.
- College bus timing is to be published.
- The NABH training schedule should be planned.
- Journal committee meetings should be planned.




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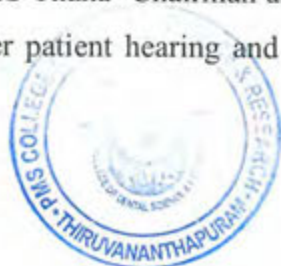
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- The College newsletter committee and its pattern should be formulated.
- Hostel menu should be discussed in students committee and decided.
- A decision should be taken to select eligible students for financial assistance.

Dr. Smitha C, IQAC Coordinator-proposed the following for ratification from the board:

- To participate and achieve in various ranking and accreditation process as mentioned in Strategic plan document.
- Amendment in policy of Quality Assurance system and reconstitution of Internal Quality Assurance Cell.
- An infection control committee is to be constituted.
- Anti-ragging squad for the year 2021-22 should be constituted.
- Student grievance cell should be reconstituted.
- The Internal Research committee should be reconstituted so as to strengthen intellectual output through research.
- Matter regarding Journal publication is to be discussed.
- Nature club is to be reconstituted.
- The Library committee for the year 2022 should be formed.
- A cultural club with new members should be constituted for the year 2021-22.
- Yoga course should be planned and conducted.
- Gender equality program should be planned on Men's Day for the year 2021 with the theme- Better relationship between Men and Women. Proposed to conduct an e poster competition on topic-Gender Equality as well as oration competition for the students .

Management Trustees; Dr.P.S Thaha- Chairman and Management Trustee and Dr.Sauda Thaha Member Trustee after patient hearing and discussion with other board members accepted all the proposals.




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Chairman opined the importance of additional training programs for the faculty and student community which is the need of the hour. Chairman proposed to prepare a detailed schedule for both internal and external training programs for the upcoming year in consultation with senior faculty members, renowned specialists and life skill trainers so as to provide a holistic upliftment to the whole PMS family.

Principal Dr Sudeep S presented a proposed schedule of external and internal training program before the board for approval submitted by Dr. Rajesh Pillai. After discussions on topic and dates the board members and management trustees approved the same. Dr P S Thaha Chairman suggested that though approved; the dates can be rescheduled as and when needed as per university exam dates so that students and faculty members can fully benefit from the programs.

EXTERNAL TRAINING PROGRAM – 2021

SL. NO:	DATE	DEPARTMENT	FACULTY	TOPIC
1	15.01.2021	Research & Publication	Dr.Jeemon Panniyammakal	Research Grant Writing
2	16.01.2021	Research & Publication	Dr.Jeemon Panniyammakal	Research Grant Writing
3	14.02.2021	OMFS	Dr.Jeevan Lata, Prof & Head, Oral & Maxillofacial Surgery, Govt. Dental College & Hospital, Amritsar	Techniques in minor oral & Dentoalveolar Surgery and Management of impacted tooth- mandibular third molar
4	14.02.2021	OMFS	Prof. Bhoyar Subash Champatrao, Professor & Director .S.M.S.S Dental College & Hospital, Aurangabad	Techniques in minor oral & Dentoalveolar Surgery and Management of impacted tooth- mandibular third molar
5	07.04.2021	General	Swayam Trainign Program	Principles of education policy



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6	28.07.2021	General		
7	06.08.2021	Library	EBSCO online centre	E-library usage
8	06.09.2021	General	Dr.Joju John	Teachers day training
9	29.10.2021	General	Mr.Arun Prabhakaran, Mil Labs	Prevention of hospital acquired infection, environment and instrument disinfection
10	12.11.2021	General	Mr.Balaram SCTIMST, Mrs. Sandhya, Mrs. Indu	Adding value to your innovations
11	20.12.2021	Nature Club	Natures green guardian foundation Dr.V.K Damodaran	Green Audit workshop

INTERNAL TRAINING PROGRAM

SL. NO:	DATE	DEPARTMENT	FACULTY	TOPIC
1	23.09.2021	OMR	Dr.Vivek	Medically compromised patients
2	23.09.2021	OMR	Dr.Jincy Thomas	Medically compromised patients
3	23.09.2021	OMFS	Dr.Vinod	Emergency
4	23.09.2021	Perio	Dr.Ambili	Perio Esthetics
5	09.11.2021	OMFS	Dr.Ummer M	Management of Bleeding after extraction
6	23.11.2021	General	Dr.Prakash Ramakrishnan	Communication



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7	30.11.2021	General	Director Training Institute of Labour and Management	Skills
8	07.12.2021	General	Director Training Institute of Labour and Management	Skills
9	14.12.2021	General	Mr.Parvathy Sivadas	Professional skills
10	21.12.2021	General	Dr.Prakash Ramakrishnan	Communication skills
11	01.12.2021	OMR	World's AIDS Day Dr.Sunila Thomas	End in equalities End AIDS
12	03.12.2021	OMFS	Observation talk Dr.Rakesh Koshy	International Day of persons with disabilities
13	08.12.2021	OMFS & Conservative	Dr.Shiad Salim Dr.Abe Antony Dr.Nikhil Murali	Infection control protocols
14	10.12.2021	General	Dr.Rajesh Pillai Dr.Vinod Mony	Awareness of Academic integrity
15	10.12.2021	General	Dr.Afzal	Code of conduct for students
16	28.07.2021	OMFS	Dr.Shiad Salim	Hepatitis can't wait
17	30.07.2021	OMFS	Dr. Shiad Salim	Hepatitis can't wait
18	03.08.2021	NAAC	College NAAC Team	E-conduct training
19	25.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
20	26.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
21	27.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
22	28.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
23	29.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities (ABLE)



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24	30.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
25	31.08.2021	Dental Education Department	Dental Education Technology team	Teaching Activities
26	26.08.2021	General	Sivananda Yoga Centre	Yoga
27	22.09.2021	Community	Dr.Swathy	Comprehensive Treatment planning
28	22.09.2021	OMFS	Dr.Nikhil M Kurien	Infection control
29	22.09.2021	OMFS	Dr.Shiad Salm	Blood investigations
30	22.09.2021	General	Dr.P.S.Thaha	Why Internship
31	22.09.2021	OMR	Dr.Sunila Thomas	Radiology



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DATE : 04/01/2018
TIME : 11.30 AM
PERIOD : 2018 JANUARY TO APRIL 2018

CONTENT OF THE MEETING

Discussion was done on the following points:

1. Progress of regular classes.
2. Preparations for exam going batch.
3. Publications of faculties.
4. Punching of attendance of faculties Biometric.
5. Early permission of staffs
6. Faculty relationships
7. Grievances of faculties

INFORMATION PASSED FOR TAKING ACTION

1. The staffs were informed regarding the progress of the classes which will facilitate the students on completing their portions.
2. Staffs were made aware of completion of portion well on time, thus helping the students to be well prepared for the exam
3. Awareness and importance of faculty publications were communicated with faculties.
4. Biometric Attendance punching should be done without any flaws regularly.
5. Early permission should be informed in the morning itself to facilitate substitution of faculty in clinics.
6. Cordiality and behavior among faculty should be maintained for a better interdisciplinary approach for the benefit of the students.
7. Grievances of the faculties should be informed to the Associate Dean faculty in persons.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
Pedodontics	Dr.Sajeena George	
Conservative Dentistry	Dr.Rajesh Pillai	
Oral & Maxillofacial Pathology	Dr. Anna P Joseph	
Prosthodontics	Dr.Sudeep S	
Associate Dean (Academics)	Dr.Vinod Mony	
HR Manager	Mrs. Roshini Thomas	



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DATE : 10/05/2018
TIME : 11.30 AM
PERIOD : 2018 MAY TO AUGUST 2018

CONTENT OF THE MEETING

1. Code of conduct for faculty.
2. Protocol for staff leave.
3. Faculty attendance punching (Biometric).
4. Publication updates.
5. Student exam preparation.
6. Faculty retreat.

INFORMATION PASSED FOR TAKING ACTION

1. The importance of rules and its values were made aware to the faculties.
2. The faculty leave policies were informed and were asked to maintain the protocol.
3. Awareness was made for proper attendance punching and its flexibility limit.
4. Faculties were asked to update publication list.
5. Staffs were asked to give tips regarding exam preparation for the University.
6. The importance of faculty retreat was discussed for unwinding and stress relaxation



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

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DATE : 06/09/2018
TIME : 11.00 AM
PERIOD : 2018 SEPTEMBER TO DECEMBER 2018

CONTENT OF THE MEETING

1. Scientific Paper and its importance in academics.
2. Progress of regular classes.
3. Participation in conferences.
4. Faculty grievances
5. Code of conduct of faculties.
6. Leave rules.

INFORMATION PASSED FOR TAKING ACTION

1. Awareness were made about the importance of publications are for their future endeavors and the stability provides, in the faculties ongoing job.
2. Faculties were asked to give regular classes and to track students in their regularity in attending classes and clinics.
3. Faculties were asked to attend conferences regularly and the importance of listening to the leaders in dentistry and imbibe the core values teaching and learning.
4. Faculty grievance of personal nature should be communicated properly to Dean.
5. Code of conduct of faculty and their leave rules were reminded.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
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Periodontics	Dr.Ambili	
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Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
Pedodontics	Dr.Sajeena George	
Conservative Dentistry	Dr.Rajesh Pillai	
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DATE : 09/01/2019
TIME : 11.30 AM
PERIOD : 2019 JANUARY TO APRIL 2019

CONTENT OF THE MEETING

1. To review the progress of classes.
2. Faculty leave and its protocol.
3. Early permission of faculties.
4. Interdepartment relations.
5. Preparation of exam going batch.
6. Faculty code of conduct how to improve the quality of instruments.

INFORMATION PASSED FOR TAKING ACTION

1. Faculties were asked to give an overview on how much improvement happened on knowledge of the subject to the students.
2. Avoid offensive language or humor with double meaning while taking classes.
3. Staffs are asked to see if students are enjoying and learning curriculum.
4. Leave policies and rules were passed on to the staffs.
5. Faculties should have a good and healthy interaction between HOD's and staffs of other departments.
6. Students should be given awareness on how to behave in exam hall during university exams.
7. Guidelines on how to improve the quality was discussed.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

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Conservative Dentistry	Dr.Rajesh Pillai	
Oral & Maxillofacial Pathology	Dr. Anna P Joseph	
Prosthodontics	Dr.Sudeep S	
Associate Dean (Academics)	Dr.Vinod Mony	
HR Manager	Mrs. Roshini Thomas	



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DATE : 09/05/2019
TIME : 11.00 AM
PERIOD : 2019 MAY TO AUGUST 2019

CONTENT OF THE MEETING

1. Biometric Attendance marking
2. Grievances of faculties.
3. Assessment of exam going batch.
4. Interdepartment relationship.
5. Publication of faculties.
6. Staff leave protocol.

INFORMATION PASSED FOR TAKING ACTION

1. Biometric attendance marking should be done regularly for an easy calculation of staff attendance.
2. Staff problems and issues should be communicated with HOD's and Dean.
3. Identify the weakness of students and correct them at the earliest.
4. Awareness among staffs done on importance of interdepartmental communications and how students get benefit out of it.
5. Awareness on how to achieve importance of building knowledge in your field of subject.
6. Leave procedures was communicated and stressed on its importance.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
Pedodontics	Dr.Sajeena George	
Conservative Dentistry	Dr.Rajesh Pillai	
Oral & Maxillofacial Pathology	Dr. Anna P Joseph	
Prosthodontics	Dr.Sudeep S	
Associate Dean (Academics)	Dr.Vinod Mony	
HR Manager	Mrs. Roshini Thomas	



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DATE : 04/09/2019
TIME : 11.30 AM
PERIOD : 2019 SEPTEMBER TO DECEMBER 2019

CONTENT OF THE MEETING

1. Concerns on how to give recognition to students.
2. Exam going students progress.
3. Conference presentations for faculty and students.
4. Code of conduct of staff.
5. Code of conduct of students to be reviewed.
6. Faculty development programme.

INFORMATION PASSED FOR TAKING ACTION

1. Verbal and written recognition should be given to students for motivation
2. Find out if the students are prepared to face the exams of your subject by verbal interaction or one to one interactions.
3. The staff should be given ideas on different topics for attending the conference and presentations to be done.
4. The importance to follow the code of conduct was passed on to the staff.
5. All staffs should be made aware on maintaining the discipline of students in the campus.
6. Asked all the faculties to attend faculty development programme to facilitate upgradation of knowledge and skills.




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PMS COLLEGE
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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
Pedodontics	Dr.Sajeena George	
Conservative Dentistry	Dr.Rajesh Pillai	
Oral & Maxillofacial Pathology	Dr. Anna P Joseph	
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PMS COLLEGE
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DATE : 09/01/2020
TIME : 11.30 AM
PERIOD : 2020 JANUARY TO APRIL 2020

CONTENT OF THE MEETING

1. Review of regularity of students in class.
2. Student evaluations and its importance.
3. Exam going batch and details.
4. Faculty grievances.
5. Interdepartment discussions.

INFORMATION PASSED FOR TAKING ACTION

1. All the staffs should maintain the mental alertness of students to improve learning.
2. Staffs see if students have achieved their goals by personal interaction with them and to ask them if they have any constraints on achieving their goals.
3. Exam going batch should be given much care to improve their outcome.
4. Faculties should appear in person to the Dean for any personal grievances.
5. HOD's were made aware on sharing information between the departments for the benefit of the students and to facilitate one to one interactions.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
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Conservative Dentistry	Dr.Rajesh Pillai	
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HR Manager	Mrs. Roshini Thomas	



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PMS COLLEGE
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DATE : 06/05/2020
TIME : 11.00 AM
PERIOD : 2020 MAY TO AUGUST 2020

CONTENT OF THE MEETING

1. Importance of indexed journal.
2. Leave protocol of faculties
3. Faculty attendance punching on Biometric Machine.
4. Early permission of faculties.
5. Code of conduct.
6. Faculty retreat.

INFORMATION PASSED FOR TAKING ACTION

1. Publishing papers in high credible journals which carry impact factor of more than '3'.
2. The protocols made for leave is to create transparency and facilitation of duties better.
3. Importance and implementation of biometric punching system were well communicated to the faculties.
4. A requirement for late arrival and early permission should be passed on to Associate Den's the office well in advance and be availed once in a month.
5. Following the code of conduct by faculty will motivate students to take responsibility for their actions. This message was passed on to the faculties.
6. Faculties were made aware of enhancing the collaboration with fellow members for a better working atmosphere.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
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Conservative Dentistry	Dr.Rajesh Pillai	
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Prosthodontics	Dr.Sudeep S	
Associate Dean (Academics)	Dr.Vinod Mony	
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DATE : 03/09/2020
TIME : 11.00 AM
PERIOD : 2020 SEPTEMBER TO DECEMBER 2020

CONTENT OF THE MEETING

1. Student evaluation.
2. Involvement of parents in students teaching activities
3. Review of ongoing classes.
4. Publications update.
5. Interdisciplinary and its importance.

INFORMATION PASSED FOR TAKING ACTION

1. The importance of calculating students grade by assessing their assignments, tests, quizzes and personal observations of their habits.
2. Due to online coaching the importance of involving the students about the wards classes should be passed to them clearly.
3. Review of classes should be done before the exam dates are announced for an evaluation of the teaching progress.
4. Publications forms a base to develop ideas and thus increases your visibility in your field.
5. Made aware of the importance of sharing knowledge so that everyone can do the best work possible.



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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.N.O Varghese	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Department HOD's		
Oral Medicine & Radiology	Dr.Vivek V	
Periodontics	Dr.Ambili	
Public Health Dentistry	Dr. Swathy Anand P J	
Oral & Maxillofacial Surgery	Dr. Surej Kumar L K	
Orthodontics	Dr.Roopesh R	
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Conservative Dentistry	Dr.Rajesh Pillai	
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Prosthodontics	Dr.Sudeep S	
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PMS COLLEGE
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DATE : 006/01/2021
TIME : 11.30 AM
PERIOD : 2021 JANUARY TO APRIL 2021

CONTENT OF THE MEETING

1. Leadership quality of teachers.
2. Importance of positive attitude.
3. Use of teaching and learning strategies.
4. Code of conduct.
5. Faculty grievances.
6. Student evaluation.

INFORMATION PASSED FOR TAKING ACTION

1. Faculties were requested to improve the leadership qualities by strategic thinking, innovations and actions and above all to concentrate on personal development.
2. Positive attitude should be developed among staff to improve their confidence level and self-limitation. Students will get a positive vibe from this.
3. Teaching and learning strategies should be well thought off to develop the pupil assessment.
4. Code of conduct should be well followed by the staff which maintains highest standards of discipline and it is transferred to students.
5. Any information regarding grievances should be directed to the Associate Dean faculty officially and later to Principal.
6. Student evaluation should be followed in the classroom. Thus, make the students analyze themselves and be self-critical to address their issues.



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PMS COLLEGE
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DATE : 05/05/2021
TIME : 11.30 AM
PERIOD : 2021 MAY TO AUGUST 2021

CONTENT OF THE MEETING

1. Publications of faculties for this year
2. Presentation in conferences.
- 3 Role of attitude and behavior among teachers.
4. Interdepartmental relations and its challenges.
5. Staff leave protocol.

INFORMATION PASSED FOR TAKING ACTION

1. Staffs are motivated to do publication in scholarly journals having impact factor in every consecutive year.
2. Initiate steps among the staff to involve in academic presentations to stimulate academic interest generally.
3. Attitude among teachers should be positive, curtains and genuine. This encourages students to be motivated and more enthusiastic.
4. Staffs must share information in an interdisciplinary level, highly beneficial for students and the challenges it pores will make learning interesting.
5. Application for leave should be applied 3 days in advance for the smooth functioning of the comprehensive clinics and arrange substitute faculty.




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DATE : 02/09/2021
TIME : 11.00 AM
PERIOD : 2021 SEPTEMBER TO DECEMBER 2021

CONTENT OF THE MEETING

1. Evaluation of exam going batch.
2. Attending conference
3. Research work.
4. How to manage post covid condition among students.
5. Responsibilities of faculties on curriculum improvement

INFORMATION PASSED FOR TAKING ACTION

1. Knowledge of students and understanding of the subject by a particular student should be assessed properly and mistakes should be assessed properly noted. Correct procedure should be done on time to improve the quality.
2. All the staff should compulsorily attend the specialty conference to improve their current affairs in their subject.
3. Staffs are motivated to do applied research works to gain better understanding of that particular topic.
4. Mentors should give support for their mentees mental impact and guide on how to cope up with their stressful situations.
5. Faculty role on effective teaching this role modeling should be emphasized.






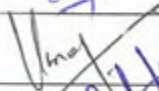

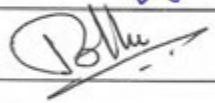

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ASSOCIATE DEAN FACULTY MEETINGS REPORT

ATTENDEES

Designation	Name	Signature
Principal	Dr.Rajesh Pillai	
Associate Dean Faculty	Dr.Sudeep S	
Administrator	Dr.Biju Balachandran	
Associate Dean (Academics)	Dr.Vinod Mony	
IQAC Coordinator	Dr.Smitha C	
HR Manager	Mrs.Roshini Thomas	
All faculties attended the meeting online		



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Associate Dean Faculty Online Meeting report

Date :15/02/2022

Time :11.30 AM

Period: Jan 2022 to April 2022

Content of the meeting

1. General Guidelines
 - a) Pattern of Applying leave and Code of Conduct
 - b) Punching System
 - c) Importance of Paper Publication for faculty
 - d) Inter Disciplinary Learning
 - e) Mutual Respect among Colleagues
2. Online Classes
 - a) Fallouts
 - b) Exam oriented study
 - c) Question Based Approach
3. Alumni Employment details from the faculty
 - a) P.G. Students In various specialties
4. II BDS regular students, advice for faculty
 - a) E-content incorporation
 - b) Purchase of I-Pad by staff
 - c) Integration of LMS Software into I-Pad
5. Staff Retreat

Information passed for taking action

Principal addressed all the faculty members and told the objective of the meeting.

Associate Dean (Faculty) read the agenda of the meeting.

1. Pattern of applying leave and Code of Conduct
 - Explained the general guidelines of how to apply for the leave. Faculty members should provide their Clinic Number in their leave letter so that leave can be sanctioned easily. Office approval is required for leave. Alternate arrangement also should be mentioned in the leave form.
 - Explained the key components of the Code of Conduct for teachers and recommended all the faculty members to go through the Code of Conduct.
2. Alumni Employment Details - should be collected to improve the PMS Alumni Association.
3. Faculties are asked to report on feedback of online classes.




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4. I-Pad Purchase — Associate Dean (Faculty) reminded all II BDS and III BDS faculties to purchase an I-Pad
5. Integration of Learning Management Software into I-Pad — Associate Dean (Faculty) proposed that ABLE activities be kept in a database to make uploading to the LMS easier.
6. All the faculty members should update the Research Department with proof about their awards, recognitions, conferences attended, session chairing, workshops, FDPs, additional qualifications attained, fellowships etc. through email id researchdirector@pmscollege.ac.in .
7. In inter disciplinary learning, interdepartmental case discussions are required.
8. Staff Retreat – Associate Dean (Faculty) informed that a one day trip will be planned for staffs' integration. Staffs' achievements in extracurricular activities should be informed to Associate Dean (Faculty) to his email id adfa@pmscollege.ac.in .









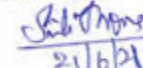
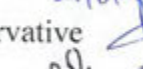



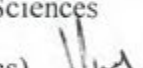
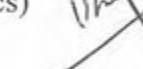

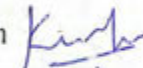



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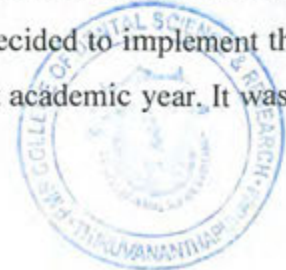
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Minutes of College Council meeting held on 21 June 2021 at 11 am- Conference Hall

- | | | |
|---------------------|------------------------------------|---|
| Dr.Sudeep S | -Principal |  |
| Dr. Rajesh Pillai | -HOD- Conservative |  |
| Dr.Roopesh | -HOD- Ortho |  |
| Dr.Ambili R | -HOD- Perio |  |
| Dr.Sajecna George | -HOD- Pedo |  |
| Dr. Anna Joseph | -HOD- Oral Pathology |  |
| Dr.Sunila Thomas | -Teacher in charge -OMR |  |
| Dr.Afsal. A | -Teacher in charge- Conservative |  |
| Dr.Rakesh Koshy | -Teacher in charge - OMFS |  |
| Dr.SheebaGladston | -Teacher in charge- Protho |  |
| Dr.SwathyAnand | -Teacher in charge-PHD |  |
| Dr.Smitha C | -Teacher in charge- Basic Sciences |  |
| Dr.VinodMony | - Associate Dean (Academics) |  |
| Dr.BijuBalachandran | - Administrator |  |
| Miss.Krishnaa .S | - College Union Chairman |  |
| Mr.Badarudhin K M | -President of PTA in College |  |
| Dr.Anandaraj.S | - Staff Representatives |  |
| Dr.Surej Kumar L. K | |  |

A meeting was conducted on 21 06 2021 to discuss regarding the activities carried out for the past six months, since the meeting held on 7.01.2021.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. A brief discussion was done on Curriculum planning & delivery. It was decided to implement the blended system of teaching & learning (ABLE System) in the current academic year. It was also decided to introduce the continuous student mentoring system.




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The different strategies needed to be adopted, to improve the clinical skills of the students was also discussed in the meeting. It was also decided to conduct the convocation ceremony adhering to covid protocol for the 2015-2021 undergraduate batch. The feedback from the alumini students & employers were analysed in the IQAC meeting and a report was presented by the IQAC coordinator in the meeting.

The feedback from the students showed that the syllabus was adequate and challenging in terms of depth of course content. They commented that there was adequate availability of the recommended text books which was apt for the syllabus. The students also commented that the CLAB system has enhanced their ability to relate theory to practice. The feedback from the aluminus showed that there was paramount increase in college performance, which could attributed to the newly introduced teaching learning programs for the undergraduates and the various clinical enhancement programs for interns. The feedback from the teaching faculty also justifies the above statement.

The next meeting of the college council is scheduled to be held on 06-01-2022

The meeting was adjourned at 10.45 am.

Principal

Signature




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Minutes of College Council meeting held on 7 January 2021 at 10 am –Online meeting

Dr. Sudeep S

-Principal

Dr. Rajesh Pillai

-HOD- Conservative

Dr. Roopesh

-HOD- Ortho

Dr. Ambili R

-HOD- Perio

Dr. Sajeena George

-HOD- Pedo

Dr. T. T. Sivakumar

HOD Oral Pathology

Dr. Sunila Thomas

-Teacher in charge -OMR

Dr. Afsal. A

-Teacher in charge- Conservative

Dr. Rakesh Koshy

-Teacher in charge - OMFS

Dr. Sheeba Gladston

-Teacher in charge- Prostho

Dr. Swathy Anand

-Teacher in charge-PHD

Dr. Sheena N

-Teacher in charge- Basic Sciences

Dr. Vinod Mony

- Associate Dean (Academics)

Dr. Biju Balachandran

- Administrator

Miss.Jobymol Joseph

- College Union Chairman

Mr. Badarudhin K M

-President of PTA in College

Dr.Anandaraj S

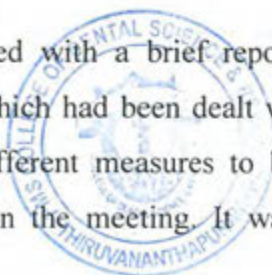
- Staff Representatives

Dr.Surej Kumar L. K

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7/1/21

A meeting was conducted online due to COVID-19 pandemic on 07.01.2021 to discuss regarding the activities carried out for the past six months, since the meeting held on 17.06.2020.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. The disadvantages of online teaching and learning system and different measures to be taken to improve the effectiveness of this system was discussed in the meeting. It was decided to resume the clinical posting for undergraduate



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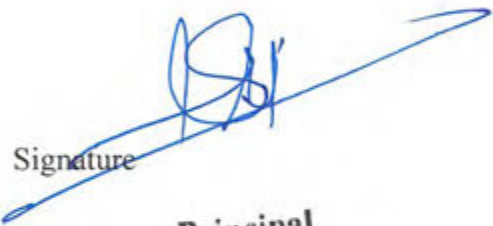
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students following covid 19 protocols. All cultural and social gatherings in the campus were suspended till further intimation from KUHS. Also, a discussion about the preparation of NAAC documents was included.

The next meeting of the college council is scheduled to be held on 21-06-2021

The meeting was adjourned at 10.45 am.

Signature 

Principal




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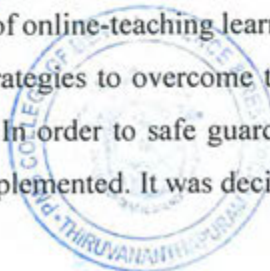
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Minutes of College Council meeting held on 17 June 2020 at 10 am –Online meeting

Dr. N O Varghese	-Principal
Dr. Rajesh Pillai	-HOD- Conservative
Dr. Roopesh	-HOD- Ortho
Dr. Seba Abraham	-HOD- Perio
Dr. Sajeena George	-HOD- Pedo
Dr. T. T. Sivakumar	-HOD- Oral Pathology
Dr. Sunila Thomas	-Teacher in charge -OMR
Dr. Afsal. A	-Teacher in charge- Conservative
Dr. Rakesh Koshy	-Teacher in charge - OMFS
Dr. Sapna Bhaskar	-Teacher in charge- Prostho
Dr. Swathy Anand	-Teacher in charge-PHD
Dr. Sheena N	-Teacher in charge- Basic Sciences
Dr. Vinod Mony	- Associate Dean (Academics)
Dr. Biju Balachandran	- Administrator
Mr Pranav	- College Union Chairman
Mr. Krishna Namboothiri	-President of PTA in College
Dr.Sudeep.S	- Staff Representatives
Dr.Surej Kumar L. K	

A meeting was conducted online due to COVID-19 pandemic on 17.06.2020 to discuss regarding the activities carried out for the past six months, since the meeting held on 06.01.2020

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. The intended purpose of this meeting was to address the required essentialities of online-teaching learning on moodle platform amid the COVID-19 pandemic. The various strategies to overcome the persisting academic disturbance was also discussed in the meeting. In order to safe guard the visiting patient and the staff a standard operating protocol was implemented. It was decided to set up fully equipped triage area in the



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entrance of the college to do the preliminary screening with all safety precaution for both staff and patient. Only emergency clinical scenario will be taken for treatment procedures. The feedback from the alumini students & employers were analysed in the IQAC meeting and a report was presented by the IQAC coordinator in the meeting.

The feedback from the students showed that the syllabus was adequate. The students also commented that there was a drastic improvement in teaching learning modalities. They also commented about the increase in the availability of the recommended textbooks which were apt for the syllabus. The feedback from the aluminus showed that the college performance has improved compared to previous years. The feedback from the teaching faculty also justifies the above statement. The activities of all the clinical enhancement programs wwhich was organized for the interns were analysed in the meeting.

The next meeting of the college council is scheduled to be held on 07.01.2021

The meeting was adjourned at 11.00 am.

Signature

Principal




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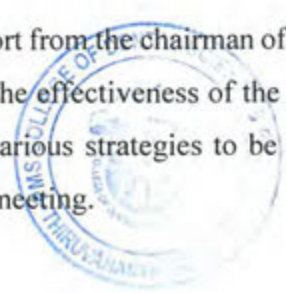
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Minutes of College Council meeting held on 06 January 2020 at 12 pm- Conference Hall

Dr. N O Varghese	-Principal
Dr. Rajesh Pillai	-HOD- Conservative
Dr. Roopesh	-HOD- Ortho
Dr. Seba Abraham	-HOD- Perio
Dr. Sajeena George	-HOD- Pedo
Dr. T. T. Sivakumar	-HOD- Oral Pathology
Dr. Sunila Thomas	-Teacher in charge -OMR
Dr. Afsal. A	-Teacher in charge- Conservative
Dr. Rakesh Koshy	-Teacher in charge - OMFS
Dr. Sapna Bhaskar	-Teacher in charge- Prosthodontics
Dr. Swathy Anand	-Teacher in charge-PHD
Dr. Sheena N	-Teacher in charge- Basic Sciences
Dr. Vinod Mony	- Associate Dean (Academics)
Dr. Biju Balachandran	- Administrator
Mr. Pranav	- College Union Chairman
Mr. Krishna Namboothiri	-President of PTA in College
Dr. Sudeep.S	- Staff Representatives
Dr. Surej Kumar L. K	

A meeting was convened on 06.01.2020 to discuss regarding the activities carried out for the past six months, since the meeting held on 22.06.2019.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. The effectiveness of the comprehensive clinic system was analysed during the meeting. The various strategies to be implemented to improve the microteaching was also discussed in the meeting.



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The next meeting of the college council is scheduled to be held on 17.06.2020

The meeting was adjourned at 12.30 am.

Signature 

Principal




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Minutes of College Council meeting held on 22 June 2019 at 11 am - Conference Hall

Dr. N O Varghese

-Principal

Dr. Rajesh Pillai

-HOD- Conservative

Dr. Roopesh

-HOD- Ortho

Dr. Seba Abraham

-HOD- Perio

Dr. Sajeena George

-HOD- Pedo

Dr. T. T. Sivakumar

-HOD- Oral Pathology

Dr. Sunila Thomas

-Teacher in charge -OMR

Dr. Afsal. A

-Teacher in charge- Conservative

Dr. Rakesh Koshy

-Teacher in charge - OMFS

Dr. Sapna Bhaskar

-Teacher in charge- Prosthodontics

Dr. Abdul Salam

-Teacher in charge-PHD

Dr. Sheena N

-Teacher in charge- Basic Sciences

Dr. Vinod Mony

- Associate Dean (Academics)

Dr. Biju Balachandran

- Administrator

Mr. Sreenandan

- College Union Chairman

Mr. Hameed

-President of PTA in College

Dr.Sudeep.S

- Staff Representatives

Dr.Surej Kumar L. K

The new college council committee took charge on 19.01.2019. A meeting was convened on 22.06.2019 to discuss regarding the activities carried out for the past six months, since the meeting held on 19.01.2019.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. It was decided to implement the comprehensive clinic system from the month of August, which will help the students to

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improve their clinical abilities. The activities of the finishing school programs for interns was also discussed in the meeting. It was decided to implement specialised clinics for interns to further enhance their clinical skills. The principal gave a brief presentation on the basic rules and regulation stipulated by the university to the new committee members.

The feedback from the alumini, students & employers were analysed in the IQAC meeting and a report was presented by the IQAC coordinator in the meeting. The feedback from the students showed that the syllabus was adequate and challenging in terms of depth of course content. They also commented that the Curriculum is equipped with necessary technical skills to face the day to day treatment. The feedback from the alumini showed that the college performance has improved considerably after the introduction of various clinical enhancement programs. The feedback from the teaching faculty also justifies the above statement.

The next meeting of the college council is scheduled to be held on 6.01.2020

The meeting was adjourned at 11.30 am.

Signature

Principal



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Minutes of College Council meeting held on 19/01/2019 at 12.00pm in the Conference Hall

- | | |
|---------------------------------|------------------------------------|
| Dr. N O Varghese | -Principal |
| Dr. Rajesh Pillai | -HOD – Conservative |
| Dr. Roopesh | -HOD-Ortho |
| Dr. Seba Abraham | -HOD-Perio |
| Dr. Sajeena George | -HOD-Pedo |
| Dr. T. T. Sivakumar | -HOD-Oral Pathology |
| Dr. Sunila Thomas | -Teacher in charge - OMR |
| Dr. Afzal. A | -Teacher in charge - Conservative |
| Dr. Rakesh Koshy | -Teacher incharge - OMFS |
| Dr. Sapna Bhaskar | -Teacher in Charge – Prostho |
| Dr. Abdul Salam | -Teacher in charge - PHD |
| Dr. Sheena N | -Teacher in charge - Basic Science |
| Dr. Vinod Mony | - Associate Dean (Academics) |
| Dr. Biju Balachandran | - Administrator |
| Mr. Sreenandan | - College Union Chairman |
| President of PTA in the College | - Mr. Hameed |
| Staff Representatives | - Dr. Sudeep S |
| | Dr. Surej Kumar L.K |

[Handwritten signatures and dates in blue ink, including '19/1/19' and 'Sheena']

A meeting was convened on 19.01.2019 to discuss regarding the activities carried out for the past six months since the meeting held on 21.07.2018.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. There was discussions regarding the various measures taken for the enhancement and progress of the students in their day to day activities.



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Dr Vinod Mony reported that the academic committee has decided to implement the student centric teaching learning program. A detailed discussion about the implementing of the comprehensive clinic system was also done in the meeting. It was decided to implement finishing school programs for interns so as to enhance their clinical skills. It was announced that the new committee would be taking charge from 19.01.2019 onwards.

The next meeting of the College Council is scheduled to be held on 22 June 2019.

The meeting was adjourned at 12.30pm.

Signature


Principal



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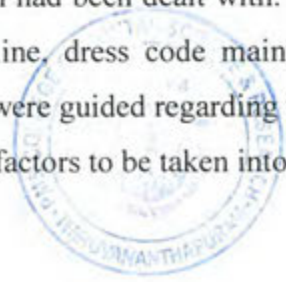
Minutes of meeting of College Council held on 21/07/2018 at 11.00am in the Conference Hall

- | | |
|---------------------------------|-----------------------------------|
| Dr. N O Varghese | - Principal |
| Dr. Rajesh Pillai | -HOD – Conservative |
| Dr. Roopesh | -HOD-Ortho |
| Dr. Seba Abraham | -HOD-Perio |
| Dr. Sajeena George | -HOD-Pedo |
| Dr. T. T. Sivakumar | -HOD-Oral Pathology |
| Dr. Sunila Thomas | -Teacher in charge - OMR |
| Dr. Afzal. A | -Teacher in charge- Conservative |
| Dr. Rakesh Koshy | -Teacher incharge - OMFS |
| Dr. Sapna Bhaskar | -Teacher in Charge – Prostho |
| Dr. Abdul Salam | -Teacher in charge - PHD |
| Dr. Sheena N | -Teacher in charge -Basic Science |
| Dr. Vinod Mony | - Associate Dean (Academics) |
| Dr. Biju Balachandran | - Administrator |
| Mr. Arjun Suresh | - College Union Chairman |
| President of PTA in the College | - Mr. Muhammad Hashim |
| Staff Representatives | - Dr. Sudeep S |
| | Dr. Surej Kumar L.K |

(Handwritten signatures and dates in blue ink)
 21/7/18
 21/7/18

A meeting was convened on 21.07.2018 to discuss regarding the activities carried out for the past seven months, since the constitution of the College Council.

The meeting commenced with a brief report from the chairman of the college council regarding the matters which had been dealt with. He said that the students were appraised regarding the basic discipline, dress code maintenance and code and conduct inside the clinics etc. Also the staffs were guided regarding the basic rules and regulations stipulated by the University and also the factors to be taken into consideration while training of students.



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Dr Vinod Mony reported that the academic committee had undertaken various interaction programs with the students so that the weak students are provided with extra care and support. This has also reflected in the performance of the students. The feedback from the alumini students & employers were analysed in the IQAC meeting and a report was presented by the IQAC coordinator in the meeting.

The feedback from the students showed that the syllabus was adequate and challenging in terms of depth of course content. They also commented that the Curriculum is equipped with necessary technical skills to face the day to day treatment. The feedback from the aluminus showed that the college performance was better in the year 2017-18 and it was 10% higher than in the previous year. The feedback from the teaching faculty also justifies the above statement. It was decided to implement the finishing school program for the interns from the next academic year so as to improve their clinical skills. The activities of the refresher course of interns which was implemented earlier was also analysed in the meeting.

The next meeting of the College Council is scheduled to be held on 19th January 2019.

The meeting was adjourned at 11.30am.


Signature **Principal**



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Minutes of meeting for the constitution of College Council chaired by Dr. P S Thaha, Chairman held on 22/01/2018 at 11.00am in the Conference Hall

Dr. N O Varghese	- Principal
Dr. Sudeep S	- Vice Principal
Dr. Rajesh Pillai	- Professor
Dr. Surej Kumar L K	- Professor
Dr. Vivek V	- Professor
Dr. Sageena George	- Professor
Dr. Roopesh R	- Professor
Dr. T T Sivakumar	- Professor
Dr. Vinod Mony	- Associate Dean (Academics)
Dr. Biju Balachandran	- Administrator
Mr. Arjun Suresh	- College Union Chairman

A meeting was convened on 22.01.2018 to constitute the College Council as directed by KUHS, representing the staff and students to advise the question relating to the internal affairs of the College.

As per the University notification, the College Council should consist of the Principal, All HOD's/Teacher Incharge of the department, Director of Physical Education Department, College Union Chairman, President of PTA, two teaching representatives and a College Council Secretary. The Chairman of the Council should be the Principal of the College.

The meeting decided to constitute the College Council with the following members:

1. Chairman of the Council - Dr. N. O. Varghese, Principal
2. All Heads of the Departments / Teachers in charge of the Departments
 - (a) Dr. Rajesh Pillai -HOD – Conservative
 - (b) Dr. Roopesh -HOD-Ortho
 - (c) Dr. Seba Abraham -HOD-Perio
 - (d) Dr. Sajeena George - HOD-Pedo
 - (e) Dr. T. T. Sivakumar- HOD-Oral Pathology
 - (f) Dr. Sunila Thomas Teacher in charge - OMR
 - (h) Dr. Afzal. A Teacher in charge - Conservative
 - (i) Dr. Rakesh Koshy - Teacher incharge - OMFS













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- (j) Dr.Sapna Bhaskar Teacher in Charge – Prostho 
- (k) Dr. Abdul Salam Teacher in charge - Public Health Dentistry 
- (l) Dr. Sheena N Teacher in charge - Basic Science 
3. Director / Head of Department of Physical education - Dr.Vinod Mony 
4. Chairman of the College Union - Mr. Arjun Suresh 
5. Administrator - Dr. Biju Balachandran 
6. President of PTA in the College - Mr. Muhammad Hashim 
- 7 Teaching staff representatives - Dr. Sudeep S 
Dr.Surej Kumar L.K 
8. Dr. Afzal, Reader of Conservative Department is elected as the Secretary of the College Council. The Secretary of the College Council should convene meeting at least twice in a year. The first meeting of the College Council is scheduled on 21st July 2018.
The meeting was adjourned at 12.00pm.

Signature 

Principal



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