



**Minutes of IQAC Meeting held on 7<sup>th</sup> July 2017 in the Conference hall at 11.00AM**

**Meeting No: 1**

The meeting was attended by the following members:

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 1. Dr.N.O.Varghese      | - | Chairman                      |
| 2. Mr.Nizar M           | - | Management Representative     |
| 3. Dr.Biju Balachandran | - | Administration Representative |
| 4. Dr.Presanthila Janam | - | Faculty Representative        |
| 5. Dr.Vivek V           | - | Faculty Representative        |
| 6. Dr.Sudcep S          | - | Faculty Representative        |
| 7. Dr.Ambili            | - | Faculty Representative        |
| 8. Dr.Shinu Salim       | - | Alumni Representative         |
| 9. Dr.Abe Antony        | - | Student Representative        |
| 10. Mrs.Roshini         | - | Employees Representative      |
| 11. Dr.Smitha C         | - | NAAC Coordinator              |

**Agenda**

1. Welcoming the IQAC members by Chairman
2. Review and action taken of the last IQAC meeting
3. Last year AQAR report summary and evaluation
4. Action plan of next IQAC
5. Any other matter with permission of the chair.

**Minutes**

The IQAC Chairman Dr.N.O.Varghese welcomed the IQAC members and appraised the members regarding the effective accomplishment of the plan of action proposal of 2016-17 and the preparation of the AQAR of 2016-17 and emphasised on the speeding up of the activities which are in pipeline. Principal also invited the members to contribute their suggestions for the plan of action for the next academic session.

The NAAC coordinator informed the members that the draft AQAR of 2016-17 is ready and it will be submitted before the next Management Committee for approval. She also emphasised on the sustainability of quality in different area of the institution such as academics, research, administration and infrastructure.

The IQAC Chairman introduced the plan of implementation of microteaching process (MILA) as advised by the top management and other educationists globally. It was decided to follow Multiple Interactive Learning Algorithm (MILA) – a Canadian Dental Education System to provide individual attention to students and impart effective, enthusiastic teaching learning environment.



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Dr.Sudeep put forward the need of establishing a class room integrated Lab system of simultaneously imparting of theory and practical skills to the students and the committee decided to make a proposal for the same

Dr.Vivek highlighted the need of Priority Dental Clinic with concerned department specialists for prioritized treatment for patients as part of quality treatment to the people and decided to establish a Priority Dental Clinic under the supervision of the administrative wing.

Dr.Biju Balachadran recommended the proper and punctual periodical meetings with faculties to monitor and ensure the department activities and quality academics. It was decided to direct the academic committee to perform quarterly internal academic audits.

Dr.Prasanthila Janam recommended the need of conducting hands on training and workshops and included along with CDEs and to invite annual proposal from all the departments.

Dr.Biju Balachandran emphasised the improvement in treatment quality and it was decided to assign the PRO for regular collection and analysis of patient feedbacks for effective patient management.

It was decided to upgrade the college museums and requested the Finance Manager to prepare an estimate for the same.

Dr.Sudeep suggested to observe World Mental Health Day and direct the Student Counsellor to give a proposal for the same.

Dr.Ambili outlined the need for improvement of research facilities and it was decided by the IQAC to appoint a Director exclusively for research to encourage and monitor the research activities.

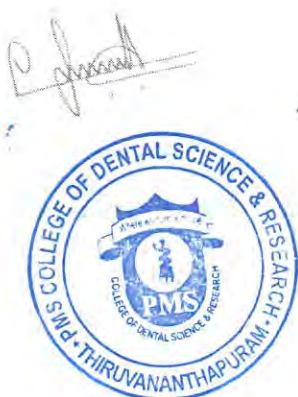
It was decided to conduct more faculty development programs to enhance teaching skills and student management

It was decided to direct all the departments to prepare strategic plans to implement the programs proposed for current academic year.

The meeting came to an end by 12.30PM.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese*  
*(Chairman – NAAC)*



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**Action Taken Report of the IQAC Meeting held on 7<sup>th</sup> July 2017**

- For implementing the Canadian Dental education system, M/s.Black Cart is assigned the renovation works of class rooms and as per the work order, they have started the works and progressing very fast. As per their work schedule, we can implement the system during July 2018.
- Established the Priority Dental Clinic near the OMR Department for prioritized treatment for patients. Department specialists are also posted there. It is found that the prioritized treatments are more demanding and appreciated the new start up by the public.
- Department periodical meetings are conducting as per the schedule. Department activities, maintenance and department requirements are being discussed and remedial measures are also taking.
- For improving the quality of patient care, collecting and analysing patient feedbacks regularly by the Administration.
- For appointing a Director exclusively for Research to enhance the research activities, the biodata of Dr.Babu Mathew is shortlisted.

***Dr.Smitha C (Coordinator – NAAC)***

***Prof. Dr.N.O.Varghese***  
***(Chairman – NAAC)***



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## Minutes of IQAC Meeting held on 17<sup>th</sup> November 2017 in the Conference hall at 10.00AM

### Meeting No: 2

The meeting was attended by the following members:

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 1. Dr N O Varghese      | - | Chairman                      |
| 2. Dr.Biju Balachandran | - | Administration Representative |
| 3. Dr.Presanthila Janam | - | Faculty Representative        |
| 4. Dr.Vivek V           | - | Faculty Representative        |
| 5. Dr.Sudeep S          | - | Faculty Representative        |
| 6. Dr.Ambili            | - | Faculty Representative        |
| 7. Dr.Abe Antony        | - | Student Representative        |
| 8. Mrs.Roshini          | - | Employees Representative      |
| 9. Dr.Smitha C          | - | NAAC Coordinator              |

### Absentees

- |                   |   |                           |
|-------------------|---|---------------------------|
| 1. Mr.Nizar M     | - | Management Representative |
| 2. Dr.Shinu Salim | - | Alumni Representative     |

### Agenda

1. Welcoming the IQAC members by Chairman
2. Review and action taken of the last IQAC meeting
3. Action plan
4. Any other matter with permission of the chair.

### Minutes

The IQAC Chairman Dr.N.O.Varghese welcomed the IQAC members and the Dr.Smitha, NAAC Coordinator read the minutes and the action taken of last IQAC meeting held on 7<sup>th</sup> September 2017.

- For implementing the Canadian Dental education system, M/s.Black Cart is assigned the renovation works of class rooms and as per our work order, they have started the works and progressing very fast. As per their work schedule, we can implement the system during July 2018.
- Established the Priority Dental Clinic near the OMR Department for prioritized treatment for patients. Department specialists are also posted there. It is found that the patients are demanding prioritized treatments.
- Department periodical meetings are conducting as per the schedule. Department activities, maintenance and department requirements are being discussed and remedial measures are also taking.
- For improving the quality of treatment, collecting and analysing patient feedbacks regularly.



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- For appointing a Director exclusively for Research to enhance the research activities, the biodata of Dr.Babu Mathew is shortlisted.

The Committee discussed the agenda issued to the members.

## 1. Agreement with Pallium India

Dr.Biju Balachandran presented a request from M/s.Pallium India, a national registered charitable trust, approaching to allow them to occupy and use the ground floor of proposed hospital building for carrying on its palliative care and related activities of Pallium India. The Committee discussed the matter in detail and unanimously decided to sign an MOU with Pallium India for providing a total area of 12500 sq.feets.

## 2. End phase construction of swimming pool and modernization of gym

Principal informed that the construction of swimming pool is in its final stage. Modern gym equipment to be procured and swimming and Gym trainers are to be appointed. Membership fees and schedule to be decided and fixed. Dr.Ambili presented the quotations of the gym equipment and the committee finalized the least quotation of M/s. Body Plus Sports & Fitness Centre for the procurement of the equipment. The Committee decided to give newspaper advertisement for selecting the trainers. Schedule for girls and boys and membership fee also decided in the meeting.

## 3. Social extension activities

Principal told that to involve our students in more social activities, the NSS unit functioning in our College under the guidance of Dr.Vivek to conduct more dental camps. The Committee resolved to collect donation from students and staff to donate Chief Minister's Disaster Fund.

NAAC Coordinator presented the list of applications for the educational financial assistants for selecting the eligible students. The committee scrutinized the applications and selected 16 eligible students on the basis of annual income and family status.

The meeting came to an end by 12.00PM.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese  
(Chairman – NAAC)*



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## Action Taken Report of the IQAC Meeting held on 17<sup>th</sup> November 2017

- Signed the MOU with Pallium India for providing space for carrying out palliative care and related activities of Pallium India.
- Health Club Rules and Regulations prepared. Time schedule also prepared and fixed the membership fee. The health club timing will be from 4PM to 6.30Pm. Ladies and Gents (staff and students) can use the Health Club.
- A donation of Rs.5 Lakhs given to Chief Minister's Okhi Disaster Fund.
- Cheque for an amount of Rs.10,000/- each has been issued to the eligible 16 students as educational financial assistance.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese  
(Chairman – NAAC)*



  
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**Minutes of IQAC Meeting held on 16<sup>th</sup> March 2018 in the Conference hall at 11.00AM**

**Meeting No: 3**

The meeting was attended by the following members:

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 1. Dr N O Varghese      | - | Chairman                      |
| 2. Dr.Biju Balachandran | - | Administration Representative |
| 3. Dr.Presanthila Janam | - | Faculty Representative        |
| 4. Dr.Vivek V           | - | Faculty Representative        |
| 5. Dr.Sudeep S          | - | Faculty Representative        |
| 6. Dr.Ambili            | - | Faculty Representative        |
| 7. Dr.Abey Antony       | - | Student Representative        |
| 8. Mrs.Roshini          | - | Employees Representative      |
| 9. Dr.Smitha C          | - | NAAC Coordinator              |
| 10. Dr.Shinu Salim      | - | Alumni Representative         |

Absentees

- |               |   |                           |
|---------------|---|---------------------------|
| 1. Mr.Nizar M | - | Management Representative |
|---------------|---|---------------------------|

**Agenda**

1. Implementation of Micro Teaching system
2. Annual schedule for CDE programs
3. Infrastructure Pallium India
4. Any other matter with permission of the Chair

**Minutes**

Dr.Biju, Administrator detailed regarding infrastructure build up work progress for implantation of Canadian System of Dental Education.

Principal recommended, Associate Dean (Academics) and Associate Dean (Clinics) to visit Saveetha Dental College, Chennai, which has already implemented Micro Teaching system for perceiving its implementation.

Principal suggested to implement the Micro Teaching system during the Academic Year 2018-19, for which it was unanimously decided to invite resource persons from Saveetha Dental College to train our faculty on micro teaching system.



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Dr.Presanthila Janam presented the proposed annual schedule of CDE programs for the Academic Year 2018-19, and handed over to Administrator to obtain approval from Chairman.

Administrator enlisted the plan of infrastructure procurement for the functioning of Pallium India, this was supported by all IQAC members.

Vice Principal opined about the initiation of Health Club and proposed a date for the inauguration of the same.

Dr.Ambili explained the necessity of increased number of publication and research works and project proposal submissions by the faculty and to renew the Research Policy of the institution. The IQAC members also suggested to rename the Department of Research to Department of Research and Publications. The Committee unanimously suggested Dr.Babu Mathew as Director and Col.Dr.Girish Kumar as Asst.Director of the Department.

The meeting adjourned at 12.30PM.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese (Chairman – NAAC)*



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**Action Taken Report of the IQAC Meeting held 16<sup>th</sup> March 2018**

- The renovation works of class rooms attached with Lab have been completed. The Canadian system of Dental Education can be implemented from the Academic year 2018-19. As initial step, it can be implanted for the 2<sup>nd</sup> BDS students (2017-18 batch).
- The annual schedule of CDE program is approved and advised the HODs to submit the topics as per the schedule.
- Assigned the Site Engineer to do the infrastructure works as per the approved plan.
- Circular issued to all Departments informing the appointment of Dr. Babu Mathew as Director & Dr. Gireesh Kumar as Assistant Director of Department of Research & Publications.

*Dr. Smitha C (Coordinator – NAAC)*



*Prof. Dr. N. O. Varghese*  
*(Chairman – NAAC)*



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**Minutes of IQAC Meeting held on 13<sup>th</sup> July 2018 in the Conference hall at 11.00AM**

**Meeting No: 1**

The meeting was attended by the following members:

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 1. Dr.N.O.Varghese      | - | Chairman                      |
| 2. Dr.Biju Balachandran | - | Administration Representative |
| 3. Dr.Presanthila Janam | - | Faculty Representative        |
| 4. Dr.Vivek V           | - | Faculty Representative        |
| 5. Dr.Sudeep S          | - | Faculty Representative        |
| 6. Dr.Ambili            | - | Faculty Representative        |
| 7. Mrs.Roshini          | - | Employees Representative      |
| 8. Dr.Smitha C          | - | NAAC Coordinator              |
| 9. Dr.Shinu Salim       | - | Alumni Representative         |

**Absentees**

- |                  |   |                           |
|------------------|---|---------------------------|
| 1. Mr.Nizar M    | - | Management Representative |
| 2. Dr.Abe Antony | - | Student Representative    |

**Agenda**

1. Review of Teaching-Learning and Evaluation
2. Activities to be conducted by IQAC during the year 2018-19.
3. Best Practices to be adopted during the year 2018-19
4. Any other matter with permission of the Chair

**Minutes**

The IQAC Chairman Dr.N.O.Varghese welcomed the IQAC members and Dr.Smitha, NAAC Coordinator to read the minutes and the action taken of last IQAC meeting held on 17<sup>th</sup> November 2017.

**1. Review of Teaching – Learning and Evaluation**

IQAC Chairman informed that the preparation of Academic Schedule for the year 2018-19 of each batch to be started and the work is assigned to Associate Dean (Academics). Associate Dean (Academics) is also assigned the preparation of Academic year planner and it should include the topics to be covered by each faculty on specific date with duration. Dr.Sudeep suggested that apart from the prescribed syllabus, content beyond syllabus is also to be provided by the faculty members to widen their knowledge in every subject. The committee decided to identify the slow learners of each batch through aptitude tests and special training is to be given after the working hours.

**2. Activities to be conducted by IQAC during the year 2018-19**

The NAAC Coordinator told that the activities to be conducted by the IQAC during the year 2018-19 to be listed out. The Committee members discussed the matter and listed out the plan of action for the year 2018-19.





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- As instructed by the Chairman, the International Faculty Week to be conducted during the year 2018-19. The Committee decided to assign Dr.Sivakumar for preparing an outline for the program.
  - As directed by DCI, a Tobacco Cessation Clinic to be started in the Campus and the same is allotted to Dr.Sivakumar and Dr.Sunjith Sudhakaran.
  - For the implementation of Canadian System of Dental Education in Clinics, renovation works to be done in clinics and Dr.Varun is assigned to prepare the plan for the same.
  - More Research projects are to be initiated. Proposal for the same to be prepared by Director (Research).
- 3. Best Practices to be adopted during the year 2018-19**

The Committee discussed the matter and suggested to introduce a new program “Earn while you Learn” for the students and Interns to make them financially independent. Administrator is assigned to prepare a proposal for the same and to be submitted to the Chairman for approval.

**4. Any Other matter**

Dr.Prasanthila Janam, Director (CDE) presented the consolidated data of CDEs conducted by all the departments in details and the topics which need to incorporate into the upcoming CDEs. Dr.Sudeep suggested for conducting training in CBCT, Forensic Odontology, Implantology, Laser Dentistry & Exposures in Comprehensive Clinic for the Interns.

Dr. Babu Mathew, Director-Research presented the proposal for the future research projects with fund details and the IQAC team requested him to do Gap analysis in the projects.

It was decided to conduct periodical meetings with staff members for monitoring and ensure the quality of students and department activities. The progress of syllabus completion, performance of students, patient case quota completion of students etc. to be reviewed in the departmental meetings. A meeting calendar to be prepared at the beginning of every year that consists of all meetings like academic committee meeting, departmental meetings, clinical clubs, CDE programs etc.

The meeting came to an end by 12.30PM.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese (Chairman– NAAC)*



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**Action Taken Report of the IQAC Meeting held on 13<sup>th</sup> July 2018**

1. Associate Dean (Academics) prepared the Academic Schedule and published in the College Website. Academic Calendar also prepared. The questionnaire for aptitude test to identify the slow learners of each batch is prepared and submitted to the Academic Committee for approval.
2. Dr.T.T.Sivakumar put forward the proposal to the Management for conducting the International Faculty Week.
3. Dr.Sunjith Sundakaran submitted a draft copy of Standard Operating Procedure of Tobacco Cessation Clinic to the IQAC.
4. Dr.Varun, Associated Dean (Clinics) made a discussion with the consultant M/s.Black Cart about the renovation works to be done in the Clinics to implement the Comprehensive Dental Education System and submitted the drawings for the same to the Management for approval.
5. CDE Programs, Clinical Clubs & Department meetings are conducting as per schedule.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese*  
*(Chairman – NAAC)*



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**Minutes of IQAC Meeting held on 9<sup>th</sup> November 2018 in the Conference hall at 11.00AM**

**Meeting No: 2**

The meeting was attended by the following members:

- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 1. Dr.N.O.Varghese      | - | Chairman                      |
| 2. Dr.Biju Balachandran | - | Administration Representative |
| 3. Dr.Presanthila Janam | - | Faculty Representative        |
| 4. Dr.Afzal A           | - | Faculty Representative        |
| 5. Dr.Sudeep S          | - | Faculty Representative        |
| 6. Dr.Ambili            | - | Faculty Representative        |
| 7. Mrs.Roshini          | - | Administration Representative |
| 8. Dr.Smitha C          | - | NAAC Coordinator              |
| 9. Dr.Shinu Salim       | - | Alumni Representative         |
| 10. Dr.Abe Antony       | - | Student Representative        |

**Absentees**

- |               |   |                           |
|---------------|---|---------------------------|
| 1. Mr.Nizar M | - | Management Representative |
|---------------|---|---------------------------|

**Agenda**

1. Implementation of Micro Teaching System in Clinics
2. Implementation of Tobacco Cessation Clinic
3. Initiate International Exposure for Students
4. Any other matter with permission of the Chair

**Minutes**

Principal informed the Committee regarding the success of implementation of Micro Teaching System introduced in 2<sup>nd</sup> BDS students as per the academic audit committee report and the students' feedback system. The Committee assigned Administrator to do the necessary renovation works in the Clinics to implement the Micro Teaching System at the earliest.

Principal put forward a proposal for initiation of a Tobacco Cessation Clinic in the College as a part of the resolution taken on the World No Tobacco Day for which the Committee entrusted the Department of Oral Pathology to do the needful to start the same. The responsibilities of the Clinic to be assigned to Dr.Sivakumar and Dr.Sunjith.

The Alumni representative presented a proposal to invite some renowned International Faculty members to get more exposure in the various advanced dental treatments to the students. The IQAC members accepted the proposal and decided to present the proposal before Chairman for approval.





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Principal suggested to make the Research and Publication Department more active, the publication of College Journal and College Magazine should be resumed and Dr.Babu Mathew Director (Research) should take the matter seriously and to start the work for the same.

For the preparation of the NAAC SSR for the forthcoming 2<sup>nd</sup> cycle accreditation, NAAC Coordinator appraised the need of reconstitution of the IQAC for developing a system for conscious, consistent & catalytic improvement in the overall performance of Institution. The committee unanimously accepted the same and the new list of IQAC members shall be forwarded to Chairman's approval.

The meeting came to an end by 12.30PM.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese*  
*(Chairman – NAAC)*



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**Action Taken Report of the IQAC Meeting held on 9<sup>th</sup> November 2018**

1. Space identified for establishing Tobacco Cessation Clinic. Purchase intend also forwarded as per the requirements. Assigned PRO to prepare notice regarding the starting of Tobacco Cessation Clinic to make patients' awareness.
2. It is decided to invite seven renowned international speakers for the International Faculty Week scheduled in the month of February. Assigned PRO to make necessary arrangements.
3. Research Committee constituted an Editorial Board for the publication of College Journal. Dr.Gireesh Kumar is assigned the Charge of Chief Editor.

***Dr.Smitha C (Coordinator – NAAC)***

***Prof. Dr.N.O.Varghese***  
***(Chairman – NAAC)***



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**Minutes of IQAC Meeting held on 15<sup>th</sup> March 2019 in the Conference hall at 11.00AM**

**Meeting No: 3**

The meeting was attended by the following members:

- |                           |   |                               |
|---------------------------|---|-------------------------------|
| 1. Dr.N.O.Varghese        | - | Chairman                      |
| 2. Dr.Biju Balachandran   | - | Administration Representative |
| 3. Mr.B.Parameswaran Nair | - | Administration Representative |
| 4. Dr.Presanthila Janam   | - | Faculty Representative        |
| 5. Dr.Afzal A             | - | Faculty Representative        |
| 6. Dr.Sudeep S            | - | Faculty Representative        |
| 7. Dr.Rajesh Pillai       | - | Faculty Representative        |
| 8. Dr.T.T.Sivakumar       | - | Faculty Representative        |
| 9. Dr.Ambili              | - | Faculty Representative        |
| 10. Dr.Vinod Mony         | - | Faculty Representative        |
| 11. Dr.Faisal Fabin Thaha | - | Management Representative     |
| 12. Mrs.Deepa K Nair      | - | Administration Representative |
| 13. Dr.Shibi Salim        | - | Student Representative        |
| 14. Dr.Abe Antony         | - | Alumni Representative         |

**Absentee**

- |                |   |                  |
|----------------|---|------------------|
| 1. Dr.Smitha C | - | NAAC Coordinator |
|----------------|---|------------------|

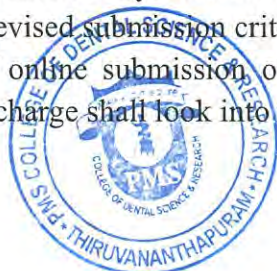
**Agenda**

1. Revised AQAR submission protocol
2. Infrastructure improvement for Research
3. International & National Academic Collaborations
4. Implementation of Comprehensive clinic system

**Minutes**

IQAC Chairman presented the minutes of previous IQAC meeting and the action taken report. He informed the members that the new IQAC members list for the reconstitution of IQAC as per new guidelines has been approved by the Chairman and the new IQAC will be functional from the next IQAC assembly. He introduced Mrs.Deepa K Nair as the Coordinator in-charge in the absence of IQAC Coordinator.

IQAC Chairman informed the committee members regarding the change in AQAR submission process communicated by NAAC Office. Hence AQAR 2017-18 stayed pending. He explained the revised submission criteria and guidelines to the IQAC members. He explained the process of online submission of data for which web links are to be created and the coordinator in-charge shall look into the matter.







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Dr.Ambili mentioned the requirement of infrastructure improvement for research for which she presented a list of higher end research equipment and the committee assigned Finance Manager and Quality Manager to do the proceedings.

Dr.Biju Balachandran submitted a proposal of an MOU with CITC, Switzerland for academic collaboration of teaching courses and master degree programs in the field of implantology, oral surgery, periodontology, prosthodontics, maxillofacial surgery and other related dental subjects. The management representative advised to prepare and submit a draft MOU in the next meeting.

In order to initiate MILA in clinical subjects, Dr.Rajesh Pillai suggested the need of establishment of Comprehensive Clinic system for which renovation of the clinics are mandatory. The committee put forward the same to the Management Representative to discuss with the Chairman and decided to assign Associate Dean (Clinics) to submit the estimate for the same.

The meeting came to an end by 12.30PM.

***Dr.Smitha C (Coordinator – NAAC)***



***Prof. Dr.N.O.Varghese***  
***(Chairman – NAAC)***

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**Action Taken Report of the IQAC Meeting held on 15<sup>th</sup> March 2019**

1. College profile created in the NAAC online assessment portal. Assigned System Administrator to create the web links as per requirement.
2. Assigned Adv.Anandkuttan, legal advisor to prepare the MOU with CITC. Administrator handed over the documents for the same.
3. The proposal, drawing and the budget for the renovation work of Clinics for establishing the comprehensive clinic system, is submitted to the Management for approval to start the work.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese*  
*(Chairman – NAAC)*



  
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**Minutes of the IQAC meeting held on 08.07.2019 in the Conference Hall at 10.30AM**

**Meeting No: 1**

The meeting was attended by the following members. The meeting started at 10.30 am, chaired by Dr. N.O. Varghese, Principal.

1. Dr.N.O.Varghese (Principal) Chairman
2. Dr.Smitha C, Asst.Professor (Microbiology)- NAAC Coordinator
3. Dr.Biju Balachandran (Administrator)
4. Mr.Parameswaran Nair (Finance Manager)
5. Dr.Sudeep S (Vice Principal)
6. Dr.Rajesh Pillai, Director (PG)
7. Dr.Deepu Leander, Professor (Ortho)
8. Dr.Nikhil Mathew Kurien, Professor (OMFS)
9. Dr.Ambili R, Professor (Perio)
10. Dr.Arunima P R, Professor (Perio)
11. Dr.Afzal A, Associate Dean (Student Affairs)
12. Dr.Vinod Mony, Associate Dean (Academics)
13. Mrs.Beena Ajith, Member, Block Panchayath, Nedumangadu, Trivandrum

**Absentees**

14. Dr.Shinu Saleem (Alumini representative)
15. Dr.Abe Antony

**Meeting Agenda**

1. Infection control program for staff
2. Workshop on Research Methodology
3. Comprehensive training programs for interns
4. Teacher training Program
5. Sports meet by KUHS
6. Immunisation of Students and staff
7. Any Other Subjects approved by the Chair.

IQAC Chairman summarized the major achievements of the Institution. It was the 1<sup>st</sup> IQAC meeting of the year 2019-2020 and urged the committee members to ascertain their maximum co-operation for the submission of pending AQAR. The Principal indicated the requirement for reconstituting the academic committee for effective functioning and monitoring of teaching learning process.



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Dr.Rajesh Pillai proposed the need of conducting an infection control training program for the clinical students and staffs. The committee entrusted Dr.Nikhil M Kurien to initiate the needful for the same.

Dr.Ambili R suggested conducting a Workshop on Research Methodology for the PG students and staffs and the committee entrusted Dr Adarsh to make necessary arrangements for the same.

The Principal emphasized the need for conducting a training program for initiating comprehensive dental care system in the clinics for all faculty and supporting staff. The committee entrusted Dr. T.T.Sivakumar to do the necessary initiative for the same.

Dr.Sudeep S brought into the note of the IQAC members for the increase in priority cases, hence the facility improvement in priority clinics is a concern. The committee assigned Dr.Varun B R and Mr.Parameswaran Nair to make a sketch for the clinic renovation.

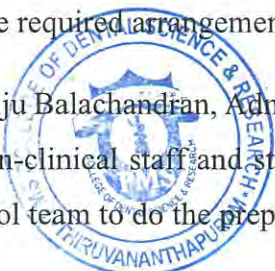
Campus placement interviews are becoming more essential now. Hence Dr.Afzal A proposed regarding the conduct of campus recruitments and assigned it to an external agency. The Administrative Officer agreed to invite Doctor & Doctor Associates for the purpose. And also entrust HR Manager to prepare the required circulars regarding the same.

Dr.Vinod Mony, Associate Dean Academics opinioned to initiate teacher training program as a part of strengthening academics and teaching learning for which the committee assigned HR Manager to communicate with the Mar Theophilus Teacher Training Institute for conducting the program.

Mrs.Deepa K Nair informed the proposed date for the conduct of Sports meet by KUHS, hence practice and preparation time to be given to the students after the class hours. The Committee assigned Deepa K Nair to inform the physical instructor and do the needful for institutional participation.

Principal also informed the proposed date for UG induction ceremony and the committee entrusted the Administrative officer, Associate Dean (Academics) and SSGP Nodal Officer to do the required arrangements.

Dr.Biju Balachandran, Administrator put forwarded a proposal for the immunization of clinical & non-clinical staff and students for Hepatitis B and Tetanus and also advised the infection control team to do the preparation for the same.



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Meeting came to end at 12 noon.

*Dr. Smitha C (Coordinator – NAAC)*

*Prof. Dr. N. O. Varghese*  
*(Chairman – NAAC)*



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**Action Taken Report of the IQAC Meeting held on 08.07.2019**

1. Principal assigned Associate Deans to identify the members for reconstituting the academic committee.
2. Infection control cell along with Medical OP was entrusted to outline the details for the immunization process.
3. Dr. Ambili R was entrusted to finalize the proposal for the conduct of research methodology workshop and identify the suitable resource persons for the same.
4. Dr. Rajesh Pillai was instructed to prepare the curriculum for Finishing School Program and the administrative wing to do the supportive arrangements for the same.
5. Dr. Nikhil along with Administrative officer was entrusted to conduct the infection control training programme for the students and the staffs.
6. Dr. Varun B R was instructed to contact a resource person from Saveetha Dental College for make the necessary arrangements to conduct the training on Comprehensive Dental Care System.
7. HR manager was instructed to contact Doctor and Doctor Associates to conduct the campus placement interview.
8. Mrs. Deepa K Nair (administrative Dept.) was assigned to contact Mar Teophilus College and prepare a schedule regarding the Teacher Training Program.

*Dr. Smitha C (Coordinator – NAAC)*

*Prof. Dr. N.O. Varghese*  
*(Chairman – NAAC)*



  
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**Minutes of the IQAC meeting held on 29.10.2019 in the Conference Hall at 11.00AM**

**Meeting No: 2**

The meeting was attended by the following members and meeting started at 10.30 am, chaired by Dr. N.O. Varghese, Principal.

1. Dr.N.O.Varghese (Principal) - Chairman
2. Dr.Smitha C, Asst.Professor (Microbiology)
3. Dr.Biju Balachandran (Administrator)
4. Mr.Parameswaran Nair, Finance Manager
  
5. Dr.Sudeep S (Vice Principal)
6. Dr Rajesh Pillai, Director (PG)
7. Dr.Deepu Leander, Professor (Ortho)
8. Dr.Nikhil Mathew Kurien, Professor (OMFS)
9. Dr.Ambili R, Professor (Perio)
10. Dr.Afzal A, Associate Dean (Student Affairs)
11. Dr.Vinod Mony, Associate Dean (Academics)
12. Dr.Shinu Saleem
13. Dr.Abe Antony
14. Mrs.Beena Ajith, Member, Block Panchayath, Nedumangadu, Trivandrum

Absent

15. Dr.Arunima P R, Professor (Perio)

**The meeting was called to discuss the following matters**

1. **IDA national Conference – Academic Sponsor**
2. **Centre for PHD- Approval By KUHS**
3. **Annual Sports day , Arts day and College day**
4. **Convocation for Interns**
5. **International faculty Lecture**
6. **Talks on research**
7. **RAF for teaching staff**
8. **Any Other Subjects approved by the Chair**

IQAC coordinator welcomed all the committee members and reminded regarding the pending of AQAR- 17-18 submission.



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The Coordinator mentioned about the upcoming IDA National conference, which is going to be conducted at Trivandrum District. She also announced that PMS Dental College will be the academic partner for the event. The whole event will be for 4 days and IDA will provide a stall space for the College. The Committee Entrusted Administrator, Dr. Sudeep, Dr. Pratheeksha and Dr. Varun to look up on the matter and assigned Administrator to do the needful to make a written agreement with IDA for the same.

Further the coordinator requested all the members to take up the responsibility of collecting data for at least one criterion by one member as per the AQAR format. All the members unanimously agreed to take up the responsibility. Principal informed the members regarding the College being the academic partner for the current year IAOMP and hence to conduct the pre-conference courses/ workshops associated with the same in the college itself. The committee members unanimously approved it and Dr.T.T.Sivakumar and Dr.Varun entrusted to take up the responsibilities to all the preparations for the national conference of IAOMP.

Dr.Sudeep S suggested initiating a YouTube channel for initiating a multimedia communication platform for imparting general public awareness regarding various dental topics. The committee appreciated the suggestion and entrusted the Administrative officer for its achievement.

The Principal appraised the information regarding the KUHS approval as center for Ph.D program in Department of Oral Pathology, Periodontics, Oral Medicine & Radiology and Pedodontics. Principal congratulated the entire faculty for the background work for this achievement.

Administrative Officer put forward the proposal for conducting the annual sports and arts day, Annual College day, and the convocation for the current interns batch.. The committee entrusted Dr.Afsal A and Deepa K Nair to initiate the preparation for the smooth conduct of college day function.

Dr.Presasnthila Janam put forwarded a proposal to conduct a special lecture by International Faculty for the Junior Residents along with the finishing school program, aiming to impart a wider and advanced learning exposure to the students.

The committee entrusted Dr. Rajesh Pillai to prepare a proposal for the same as a part of strengthening the scientific and research aptitude among the students.

Dr. Ambili proposed to conduct a few scientific talks and symposium etc. The committee entrusted Dr.Vivek V to discuss the topics with Dr. Babu Mathew, the Research Dean and do the needful for the same.



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IQAC co-ordinator informed the revised accreditation framework published by the NAAC for further accreditation process. The committee members urged Dr. Smitha C to arrange an orientation program on RAF for teaching staff as a preparative task for the inspection at the earliest.

Meeting ended at 12.30 pm.

*Dr. Smitha C (Coordinator – NAAC)*

*Prof. Dr. N.O. Varghese*  
*(Chairman – NAAC)*



  
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**Action Taken Report of the IQAC Meeting held on 29.10.2019**

1. Assigned IQAC coordinator to arrange subcommittee meeting to be conducted for data compilation for AQAR 2017-18.
2. Department of Oral Pathology assigned to prepare the detailed program chart and guidelines for pre-conference workshop courses for the smooth conduct of IAOMP, pre conference workshop.
3. Head of the Departments to be consulted for the topics for the preparation of Dental educational and awareness videos for you tube and formation of a multimedia committee was undertaken. The responsibility was assigned to Dr. Kiran, Sr.Lecturer, Department of Public Health Dentistry.
4. Administrative department assigned to start up the initiatives for admission process of PhD programs in different specialties.
5. Assigned IQAC chairman and coordinator to identify a suitable resource person for the orientation program of revised accreditation framework of NAAC.
6. Dr. Vivek V, Professor, Department of OMR was assigned to conduct a symposium on 'Role of Dental Surgeon in Prevention & control of Oral Cancer'.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese  
(Chairman – NAAC)*



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**Minutes of the IQAC meeting held on 04.03.2020 in the Conference Hall at 10.30AM**

**Meeting No: 3**

The meeting was attended by the following members:

1. Dr.N.O.Varghese (Principal)
2. Dr.Biju Balachandran (Administrator)
3. Mr.Parameswaran Nair, Finance Manager
4. Dr.Sudeep S (Vice Principal)
5. Dr.Rajesh Pillai, Director (PG)
6. Dr.Deepu Leander, Professor (Ortho)
7. Dr.Nikhil Mathew Kurien, Professor (OMFS)
8. Dr.Ambili R, Professor (Perio)
9. Dr.Arunima P R, Professor (Perio)
10. Dr.Afzal A, Associate Dean (Student Affairs)
11. Dr.Vinod Mony, Associate Dean (Academics)
12. Dr.Shinu Saleem
13. Dr.Abe Antony
14. Dr.Smitha C, Asst.Professor (Microbiology)

Absent

15. Mrs.Beena Ajith, Member, Block Panchayath, Nedumangadu, Trivandrum

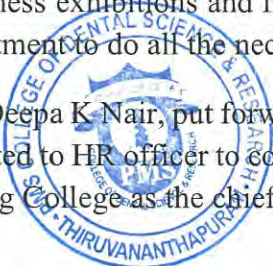
**Agenda Submitted and approved before meeting**

1. AQAR-(17-18)
2. National Dentists day
3. Women's day Celebration
4. Corona Virus – pandemic- Precautions to be taken
5. Distribution of Homoeopathy Prophylaxis Against COVID-19
6. Any Other Subjects approved by the Chair

IQAC coordinator welcomed the committee members and informed regarding the final stage work of AQAR (17-18), which is almost complete and will be submitted at the earliest, probably before 10.03.2020. All the committee members expressed their whole hearted support for the same.

The committee discussed on the observance of National Dentist Day and conducts of dental awareness exhibitions and free oral screening etc. Principal entrusted Public Health Dentistry Department to do all the necessary arrangements.

Mrs. Deepa K Nair, put forwarded the proposal for Women's Day celebrations. The committee indicated to HR officer to contact and invite Dr. Giby Geevarughese, Professor, Martheophilus training College as the chief guest for the program.



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In view of the growing concern regarding the Covid 19 pandemic situation in Kerala, the Principal opinioned to conduct an immediate general awareness talk regarding the coronavirus (Covid 19) infection and the infection control process for the benefit of students and staff.

The committee unconditionally supported it and entrusted the PHD Department and infection control department to do the needful and conduct a disinfection and sanitization techniques awareness program and to prepare pamphlets on Covid 19 protocol for the benefit of students and community.

The committee discussed on the increasing cares of Covid 19 in the Country and globally, hence decided to instruct the infection control committee to actively outline the use of gloves, masks and other PPE for prevention of Covid-19 during patient management.

The Committee insisted on formation of a special committee for taking the Covid-19 precautionary measures. Thus Principal advised the Vice Principal and Administrative Officer for the function of a Covid -19 Jagratha Cell and formulate guidelines, rules and regulation and procedures for Covid-19 patient treatment strategies.

Principal instructed Dr.Vinod Mony to make arrangements to initiate immediate online classes predicting the closure of educational institution. The committee members requested the support of administrative officer to meet all the necessary arrangements including communicating with the management bodies.

Dr.Biju Balachandran insisted on supplying the Homeopathy prophylaxis medicine for viral fever for all staff and students apart from following the general Covid control protocol. The committee unanimously accepted the decision and entrusted Mrs.Deepa K Nair to do the needful.

Dr.Rajesh Pillai urged the committee members to initiate and make the arrangements for conducting the webinars and video conferences for the smooth conduct of the upcoming CDE programs. The committee unanimously supported the same and entrusted the IT department to do all the supportive arrangements for the same.

Dr.Sudeep S insisted strict monitoring and following the precautionary and preventive measures stipulated by DCI and also to prepare procedures and policies for the academic system for active class and clinics managing system. The committee entrusted Dr. Varun to do for vigilance and monitor the system.

Meeting Ended at 1 pm.

**Dr.Smitha C (Coordinator – NAAC)**

**Prof. Dr.N.O.Varghese**  
**(Chairman – NAAC)**



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**Action Taken Report of the IQAC Meeting held on 04.03.2020**

1. Final draft of AQAR 17-18 was prepared and submitted for further verification and approval of IQAC chairman, members and management body respectively.
2. Public Health Department made arrangements for National Dentists Day celebrations and proposed and contacted Shri. John V Samuel, RDO, Trivandrum as Chief Guest for the inaugural function of the program
3. Women's Day Celebration preparations were done and Dr. Giby Gevarghese as the chief guest.
4. Covid -19 public awareness and sensitization program and pamphlet distribution for the local community was detailed jointly by NSS and community department.
5. Infection control committee and administrative department installed the facilities for hand washing area, sanitizers and thermal checking facilities at the entrance of the college.
6. A special Covid Jagratha Samithi was formed with 14 members and Dr. Swathy Anand entrusted the charge of the Samithi.
7. Responsibilities of preparing Policies and procedures with respect to the academics, teaching learning, examinations, students' support systems, and research seminars and CDE were entrusted to different associated deans.
8. Homeopathy prophylactic medicines for viral infections were distributed to all Strata of the institution.

***Dr. Smitha C (Coordinator – NAAC)***

***Prof. Dr. N. O. Varghese***  
***(Chairman – NAAC)***



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**Minutes of the IQAC online meeting held on 16.07.2020 at 11.00AM**

**Meeting No: 1**

The meeting was attended by the following members. The meeting started at 11.00 am, chaired by the Principal.

1. Dr N O Varghese, Principal - Chairman
2. Dr.Smitha C, Asst.Professor (Microbiology)- IQAC Coordinator
3. Dr.Biju Balachandran, Administrator
4. Mr.Parameswaran Nair, Finance Manager
5. Dr.Sudeep S, Vice Principal
6. Dr.Rajesh Pillai, Director (PG)
7. Dr.Deepu Leander, Professor (Ortho)
8. Dr.Nikhil Mathew Kurien, Professor (OMFS)
9. Dr.Ambili R, Professor (Perio)
10. Dr.Arunima P R, Professor (Perio)
11. Dr.Afzal A, Associate Dean (Student Affairs)
12. Dr.Vinod Mony, Associate Dean (Academics)
13. Dr.Faisal Fabin Thaha, Trustee
14. Mrs.Beena Ajith, Member, Block Panchayath
15. Dr.Shibi Saleem, 2<sup>nd</sup> year PG (Pedo)
16. Dr.Abe Antoy (MDS 2013)
17. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

**Meeting Agenda**

1. Distributing Homoeopathy Immune Booster
2. Upcoming PG Examination and DCI recognition inspection
3. UG University examination as per Covid Protocols
4. Starting of one Comprehensive Clinic (pandemic specific)
5. Virtual PG induction ceremony.

An online meeting was arranged for planning and implementation of institutional IQAC and its functions.

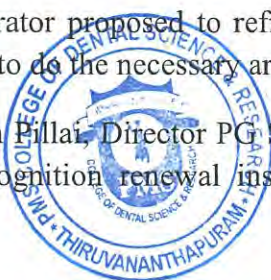
The IQAC Chairman welcomed all the members and conveyed the agenda of the meeting.

IQAC Coordinator read out the previous meeting minutes and the action taken report.

Principal enquired about feasibility of initiating the facility of distributing Homoeopathy immune boosters to all the students and staffs of the College as per the new AYUSH recommendations.

Administrator proposed to reframe / reconsider the existing leave rules and assign the HR Manager to do the necessary arrangements in consideration with the lockdown period.

Dr.Rajesh Pillai, Director PG Studies informed about the forth coming PG Examination and DCI Recognition renewal inspection and the Committee entrusted Dr.Nikhil M Kurien,



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Asst.PG Director to make the necessary arrangements for the same and coordinate with all the HODs.

Director UG studies informed the possibility of UG University examination in the month of August / September. Accordingly Associate Dean (Academics) is entrusted together to do all the necessary information from the University for maintaining necessary protocols and guidelines for conducting exams as per Covid protocols.

Dr.Nikhil M Kurien opined about starting one comprehensive clinic in the campus accordingly the Committee unanimously agreed to entrust Dr.Varun B R (Associate Dean – Clinics) and Dr.Swathy Anand, the in charge of Covid Jagratha Cell to do necessary arrangements.

Dr.Rajesh Pillai proposed to conduct a virtual PG induction for the academic batch commencing on 12<sup>th</sup> August 2020.

Principal suggested that as per University orders and Government Orders. All the clinics will be fully functional by January 2021.

The meeting was adjourned at 12.30PM.

***Dr.Smitha C (Coordinator – NAAC)***

***Prof. Dr.N.O.Varghese***  
***(Chairman – NAAC)***



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## Action Taken Report of the IQAC Meeting held on 16.07.2020

1. HR Manager Mrs.Roshini Thomas was assigned the duty of distributing Homoeopathy Immune booster tablets as a preventive measure to all interested students and staff. She was also instructed to maintain a register for the same.
2. The leave rules during the lockdown months stays cancelled for all the staff (leave: Casual leave and Family leave). HR Manager was entrusted to communicate about the leave rules regarding lockdown period to all teaching and non-teaching staffs.
3. Assistant PG Director Dr.Nikhil M Kurien made the necessary arrangements based on the special guidelines issued by the KUHS for the conduct of PG examination in the institution. The PG theory examinations commenced from 23.07.2020 and completed the practical examinations on 04.09.2020 following the Covid protocols.
4. Academic Coordinator Mrs.Indu S was entrusted to inform the College Academic Committee regarding the guidelines issued by KUHS from time to time regarding the rules to be followed in the institution.
5. The Committee decided to start the Comprehensive clinic No. 3 fully functioning following the Covid protocols. Associate Dean (Clinics) Dr.Varun B R and Dr.Swathy Anand, Nodel Officer (Covid Jagratha Samithi) were the incharges to monitor whether the Covid protocols are strictly followed in the College.
6. The induction ceremony for 1<sup>st</sup> year MDS students (Batch 2020-2023) was conducted virtually on Zoom platform on 12.08.2020. Dr.Rajesh Pillai, Director (PG) and Dr.Sudeep S, Principal in-charge and HODs of all departments were present for the virtual meet.
7. As per the decision of the academic Directors (with respect to the University guidelines for reopening of educational institutions, the Committee decided to make all the comprehensive clinics fully functional.

Dr.Smitha C, IQAC Coordinator



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Dr.Sudeep S, Principal





**Minutes of the IQAC meeting held on 04.10.2020 in the Conference Hall at 10.30AM**

**Meeting No: 2**

The meeting was attended by the following members. The meeting started at 10.30 am, chaired by the Principal.

1. Dr.N.O.Varghese, Principal - Chairman
2. Dr.Smitha C, Asst.Professor (Microbiology) - IQAC Coordinator
3. Dr.Biju Balachandran, Administrator
4. Dr.Sudeep S, Vice Principal
5. Dr.Rajesh Pillai, Director (PG)
6. Dr.Deepu Leander, Professor (Ortho)
7. Dr.Nikhil Mathew Kurien, Professor (OMFS)
8. Dr.Ambili R, Professor (Perio)
9. Dr.Arunima P R, Professor (Perio)
10. Dr.Afzal A, Associate Dean (Student Affairs)
11. Dr.Vinod Mony, Associate Dean (Academics)
12. Mrs.Beena Ajith, Member, Block Panchayath,
13. Dr.Abe Antoy (MDS 2013)

**Absentees**

1. Mr.Parameswaran Nair, Finance Manager
2. Dr.Faisal Fabin Thaha, Trustee
3. Dr.Shibi Saleem, 2<sup>nd</sup> year PG (Pedo)
4. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

**Meeting Agenda**

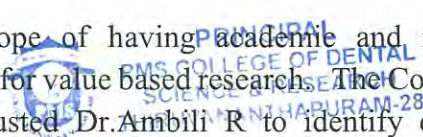
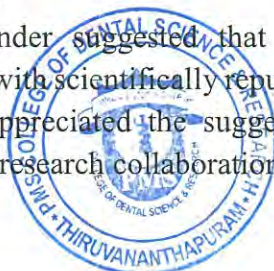
1. Superannuation of Principal
2. More academic and research collaborations
3. Reconstitution of Research Committee
4. Workshop on Infection Control

IQAC Chairperson welcomed the IQAC members and explained the Agenda of the meeting.

IQAC Coordinator read out the previous meeting minutes.

IQAC Coordinator informed the committee regarding superannuation of Principal Dr.N.O.Varghese in November, 2020 and the Committee suggested Dr.Sudeep S to be the Principal in-charge. Accordingly Administrator proposed to reconstitute the IQAC in the month of December.

Dr.Deepu Leander suggested that there is a scope of having academic and research collaborations with scientifically reputed institutions for value based research. The Committee unanimously appreciated the suggestion and entrusted Dr.Ambili R to identify different institutions for research collaboration.





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Dr.Arunima P R suggested to reconstitute the internal research committee. Dr.Nikhil suggested for a smooth functioning of the research committee, two working committees be constituted viz. Working Committee for Research Grants and a Working Committee for Research Publications.

The Committee unanimously suggested to appoint Dr.Ambili R as the Director of Department of Research & Publications and coordinate the research activities in the College.

Administrator suggested to conduct a workshop on Infection Control following Covid-19 guidelines for PG 1<sup>st</sup> year students. The committee entrusted Dr.Nikhil M Kurien for the same.

Associate Dean (Student Affairs) pointed out that Covid 19 infection control protocols should be strictly followed and the Committee entrusted Associate Dean Student Affairs and Academics to prepare a guideline for leave approval and other terms to get permission to come to the Campus and hostel.

Principal entrusted Associate Dean (Academics) and the IT Administrator Mr.Sujith S to monitor the online class schedules and attendance of students.

Meeting was adjourned at 12.00 Noon.

*Dr.Smitha C (Coordinator – NAAC)*

*Prof. Dr.N.O.Varghese*  
*(Chairman – NAAC)*



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## Action Taken Report of the IQAC Meeting held on 04.10.2020

1. Dr.Sudeep S took charge as the Principal In-Charge on 28.12.2020.
2. Dr.Ambili R prepared a list of institutions for research collaborative activities which include NITTE, Sree Chitra Tirunal Institute for Medical Sciences & Technology, Rajiv Gandhi Centre for Biotechnology etc. of our College and presented before the Academic Committee.
3. Internal Research committee was reconstituted on 4<sup>th</sup> November 2020. A Working Committee for research grants and a working committee for research publications was also constituted. Each of these committee included 13 and 11 members respectively.
4. Dr.Ambili R was appointed as Director of Department of Research & Publication on 15<sup>th</sup> October 2020 to monitor and coordinate the research activities.
5. A workshop on Infection Control was conducted on 28<sup>th</sup> September 2020 by Dr.Nikhil M Kurien, Professor, Department of Oral and Maxillofacial Surgery in the Dr.R.Ahmed Central Auditorium from 9.30 Am to 11.30 AM, for 1<sup>st</sup> year MDS students following Covid-19 protocols.
6. Associate Dean Student Affairs and Academics framed the guidelines for leave approval of students and for the entry of students into College campus and for joining to the hostel.

IQAC Coordinator



Principal



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# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Minutes of the IQAC meeting held on 11.01.2021 in the Conference Hall at 10.00AM

The meeting was attended by the following members. The meeting started at 10.00 am, chaired by the Principal.

1. Dr.Sudeep S, Principal - Chair
2. Dr.Smitha C, Asst.Professor (Microbiology) - IQAC Coordinator
3. Dr.Biju Balachandran, Administrator
4. Mr.Parameswaran Nair, Finance Manager
5. Dr.Rajesh Pillai, Director (PG)
6. Dr.Deepu Leander, Professor (Ortho)
7. Dr.Nikhil Mathew Kurien, Professor (OMFS)
8. Dr.Ambili R, Professor (Perio)
9. Dr.Arunima P R, Professor (Perio)
10. Dr Afzal A, Associate Dean (Student Affairs)
11. Dr.Vinod Mony, Associate Dean (Academics)
12. Mrs.Beena Ajith, Member, Block Panchayath,
13. Dr.Abe Antoy (MDS 2013)
14. Dr.Shibi Salim, 2<sup>nd</sup> year PG (Pedo)

### Absentees

1. Dr.Faisal Fabin Thaha, Trustee
2. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

### Meeting Agenda

1. Uploading AQAR (2019-20)
2. Apply for NIRF & India Today
3. Conduct of International Faculty Week
4. Conducting Internal NAAC Criteria wise training for subcommittee members
5. Reinitiate interdisciplinary case discussions.
6. Strengthen Research Criteria
7. Publishing institutional Newsletter of the year.

Principal welcomed the IQAC members and read out the agenda of the meeting.

IQAC Coordinator read out the previous meeting minutes.



  
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Principal Dr.Sudeep S announced and congratulated for PMS being recognized by NITTE, a deemed to be University in Mangalore, Karnataka as a research centre to carry out research works.

Dr.Vinod Mony suggested to conduct an online induction of the newly admitted UG students of 2020-21 batch. The committee unanimously agreed and Principal instructed Dr.Arunima and Dr.Vinod Mony to do the arrangements for the same.

IQAC Coordinator Dr.Smitha pointed out further strengthening of research promotion activities of the College. Dr.Ambili suggested to conduct a research grant writing workshop and the committee approved the idea and entrusted Dr.Ambili and Dr.Arunima to find out the appropriate resource person and chart out the program proposal.

IQAC Chairman urged the Committee for sincere efforts of all members for compiling data for applying for NIRF 2021 and participating in India Today ranking.

IQAC Coordinator reminded the pending AQAR uploading due to Covid 19 pandemic and informed the Committee for the involved participation of all the IQAC members and NAAC Criteria subcommittee members for the same.

Dr.Rajesh Pillai also suggested to conduct a Criteria wise training for all Criteria heads and their subcommittee members for SSR preparation process.

Administrator Dr.Biju Balachandran informed the IQAC regarding the publishing of Newsletter for the year. The committee members suggested to prepare an e-newsletter and entrusted Dr.Nikhil for the data collection for newsletter.

Dr.Deepu Leander suggested to reinstate the interdisciplinary case discussion for PG and the committee unanimously opined Dr.Rajesh Pillai to frame out schedule for the same and convey to all departments.

Dr.Afzal A suggested initiating a Chairside Assistant Course and Committee suggested Principal and Administrator to make the necessary arrangements.

Dr.Shibi Saleem requested the Committee for an improved Day care facility and the Committee recommended to put the suggestion in front of the Management.

Principal informed the Committee about conducting a virtual International Faculty week and the committee entrusted Dr.Rajesh Pillai and Dr.Arunima to make a proposal for the same to submit to the Chairman.

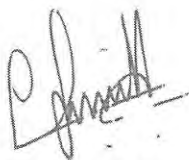


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Dr.Rajesh Pillai suggested to initiate a feedback analysis procedure regarding the curriculum, teaching-learning, infrastructure and other standard practices of the institution.

Dr.Vinod Mony also suggested the quality of online classes have to be monitored. The committee entrusted the UG & PG Directors to monitor classes and give specific instructions to staff taking online theory classes on Zoom.

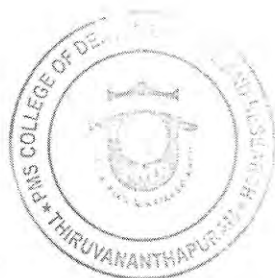
Meeting was adjourned at 3.30 PM.



Dr.Smitha C, IQAC Coordinator



Dr.Sudeep S, IQAC Chairman



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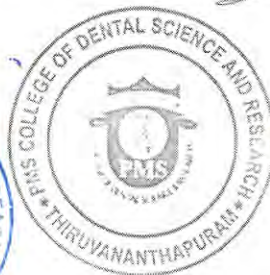
# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Action Taken Report of the IQAC Meeting held on 11.01.2021

1. An online induction programme was conducted for the new UG batch students (2020-21) on Zoom platform on 05.02.2021.
2. A Research grant writing workshop was conducted on 15<sup>th</sup> & 16<sup>th</sup> January 2021 by Dr.Jeemon Panniyammakal, Assistant Professor, Achutha Menon Centre for Health Science Studies at Dr.R.Ahmed Central Auditorium.
3. Submitted the NIRF 2021 ranking application before the stipulated date and also submitted the application with relevant document for India Today's Survey 2021.
4. Compiling data for AQAR submission and SSR are progressing with the joint effort of IQAC members and NAAC Criteria subcommittee members.
5. NAAC Coordinator assigned to conduct an internal training programme and identify the resource persons.
6. PMSCDSR's Newsletter for the year 2021 to be published in institutional website.
7. Interdisciplinary case discussion for PG students is successfully being carried out according to the time schedule prepared.
8. Chairside Assistant course started in the institution from 10.02.2021 onwards. The course is for a period of 12 months. Dr. Swathy Anand, Reader, Public Health Dentistry & Dr.Shaniya Sain, Reader, Pedodontics are the in-charges of the course.
9. A Day care centre is fully functional in the institutional campus taking into consideration the suggestion of female teaching, non-teaching staffs and students.
10. International faculty week conducted virtually on Zoom platform from 7<sup>th</sup> to 10<sup>th</sup> April 2021.
11. Works related to the preparation for NABH inspection is successfully progressing in the institution.

Dr.Smitha C, IQAC Coordinator

Dr.Sudeep S, Principal



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# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Minutes of the IQAC meeting held on 01.06.2021 in the Conference Hall at 1.30PM

The meeting was attended by the following members. The meeting started at 1.30 pm, chaired by the Principal.

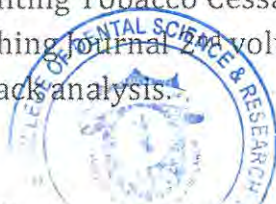
1. Dr.Sudeep S, Principal - Chair
2. Dr.Smitha C, Assl.Professor (Microbiology) - IQAC Coordinator
3. Dr.Biju Balachandran, Administrator
4. Mr.Parameswaran Nair, Finance Manager
5. Dr.Rajesh Pillai, Director (PG)
6. Dr.Vijayalekshmi Menon, Professor (Emeritus)
7. Dr.Deepu Leander, Professor (Ortho)
8. Dr.Nikhil Mathew Kurien, Professor (OMFS)
9. Dr.Ambili R, Professor (Perio)
10. Dr.Arunima P R, Professor (Perio)
11. Dr.Afzal A, Associate Dean (Student Affairs)
12. Dr.Vinod Mony, Associate Dean (Academics)
13. Mrs.Beena Ajith, Member, Block Panchayath,
14. Dr.Abe Antoy (MDS 2013)
15. Dr.Shibi Salim, 2<sup>nd</sup> year PG (Pedo)

### Absentees

1. Dr.Faisal Fabin Thaha, Trustee
2. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

### Meeting Agenda

1. Providing institutional educational financial assistance.
2. Commencement of offline classes.
3. Hepatitis B Vaccination drive (Clinical UG students & PG students).
4. Initiation of Dental Education Technology Department.
5. Alumni Meet
6. Appointment of new Student Counsellor.
7. Accrediting Tobacco Cessation Clinic.
8. Publishing Journal 2<sup>nd</sup> volume of Institutional Journal.
9. Feedback analysis.



  
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The IQAC was reconstituted on 23.04.2021.

IQAC Coordinator welcomed the new members and the Committee congratulated Dr.Sudeep S for decorating the post of IQAC Chairman.

Principal informed the Committee for providing institutional educational financial assistance. The committee entrusted Administrator to do the necessary arrangements for inviting applications.

Principal suggested the commencement of offline classes and entrusted Associate Dean (Academics) to do the necessary arrangements for the same.

Dr.Nikhil M Kurien suggested to initiate a Hepatitis B vaccination drive and also to confirm the complete COVID 19 vaccination status of all the staffs and students of the institution.

Principal suggested to the committee regarding the initiation of a Dental Education Technology Department aiming to enhance the teacher training program with special reference to ICT based technology incorporation. The committee members unanimously accepted the idea and entrusted the Administrator to frame a proposal for the same to put up before management.

Dr.Afzal A, Associate Dean (Student Affairs) suggested to conduct an Alumni meet, so that our students will be benefited by the interaction with the Alumni; Dr.Vinod Mony suggested to conduct a virtual alumni meet and to initiate the procedure for alumni association registration and follow up to be done.

Dr.Arunima P R suggested to appoint a new counsellor as Mrs.Sicily Thompson has been relieved and also suggested active involvement of the mentors to communicate and interact with the respective mentors to alleviate the mental stress of the students due to Covid-19 pandemic.

Dr.Nikhil M Kurien suggested to initiate the procedure for Indian Dental Association Tobacco Intervention Initiative accreditation procedure. The Committee opined to entrust Dr.Sunjith Sudhakar and Dr.Varun B R for the same.


Research Director informed the need for going ahead with the works of publishing the 2<sup>nd</sup> volume of institutional journal. Accordingly the Committee members suggested the Administrator to arrange the necessary notification.



  
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Administrator Dr.Biju Balachandran informed the Committee regarding NABH inspection and committee suggested to entrust Dr.Nikhil to do the necessary arrangements.

Meeting was adjourned at 12.00 Noon.



Dr.Smitha C, IQAC Coordinator



Dr.Sudeep S, IQAC Chairman



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# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Action Taken Report of the IQAC Meeting held on 01.06.2021

1. The offline classes for the Undergraduate students commenced from 12<sup>th</sup> July 2021. Associate Dean Academics Dr.Vinod Mony prepared the guidelines to be followed by the staffs and students in the Campus and also for the stay in hostel.
2. PMS Dental Education Technology Department was constituted in the institution on 27.07.2021, headed by Dr.Smitha C as the Chairperson and 12 members of teaching faculty as its Committee members. The policy and standard of operating procedures for the Department was framed. The main aim of this Department is to provide training to the teaching faculty to be at par with the latest advancements in the field of ICT and education.
3. The PMS Alumni Association was established with Dr.Shinu Saleem as the President, Dr.Anjana Raveendran was assigned the Secretary and Dr.Abe Antony as the Treasurer. The association got registered under Societies Registration Act with Register No.TVM/TC/607/2021 on 07.09.2021.
4. Mrs.Nisha Chacko was appointed as the new College Counsellor from 02.08.2021 onwards.
5. Dr.Sunjith Sudhakar attended IDA Tobacco Intervention Initiative (IDA TII) training program and successfully completed and became eligible to conduct Tobacco Cessation Counselling and associated activities. The institution got affiliation and became an IDA TII certified centre from 10<sup>th</sup> August 2021 onwards.
6. The Issue and volume 2 of Journal of Maxillofacial Science and Research (JMFSR) is published.
7. Feedback was collected regarding curriculum, teaching-learning, infrastructure and other systems of the institution from various stakeholders- students, teachers, professionals, patients and peers. An analysis report of the same was also prepared.
8. A subcommittee was formed under the Dental Education Technology Department to monitor the quality of the online and offline classes and the report was submitted to the Chairperson.

Dr.Smitha C, IQAC Coordinator



Dr. Sudeep S, Principal



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# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

Minutes of the IQAC meeting held on 01.09.2021 in the Conference Hall at 11.30AM

The meeting was attended by the following members. The meeting started at 11.30 am, chaired by the Principal.

1. Dr.Sudeep S, Principal - Chair
2. Dr.Smitha C, Asst.Professor (Microbiology) - IQAC Coordinator
3. Dr.Biju Balachandran, Administrator
4. Mr.Parameswaran Nair, Finance Manager
5. Dr.Rajesh Pillai, Director (PG)
6. Dr.Deepu Leander, Professor (Ortho)
7. Dr.Nikhil Mathew Kurien, Professor (OMFS)
8. Dr.Ambili R, Professor (Perio)
9. Dr.Arunima P R, Professor (Perio)
10. Dr.Afzal A, Associate Dean (Student Affairs)
11. Dr.Vinod Mony, Associate Dean (Academics)
12. Mrs.Beena Ajith, Member, Block Panchayath,
13. Dr.Abe Antony (MDS 2013)
14. Dr.Shibi Salim, 2<sup>nd</sup> year PG (Pedo)

## Absentees

1. Dr.Faisal Fabin Thaha, Trustee
2. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

## Meeting Agenda

1. Covid Jagratha Samithi – Report presentation
2. Infection Control Committee reconstitution
3. Education Technology Department meeting
4. Research promotion – UG Research conclave
5. MoU with Dentech Dental Lab for CAD-CAM training for students
6. Proposal for entrance coaching

IQAC Chairman welcomed all the members and declared Agenda.

IQAC Coordinator read out the meeting minutes of previous meeting.

Committee congratulated Dr.Sudeep S for being selected as Board of Studies Member.



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Principal suggested to initiate department wise meetings as a part of implementing a blended system of Activity based learning education system (ABLE) in teaching learning of the institution and the committee suggested Dr.Smitha C, the Chairperson of the Dental Education Technology Department to do the necessary arrangements.

Dr.Nikhil M Kuriem suggested to reconstitute the infection control committee and also to tighten the Covid protocols in clinics. The committee suggested Dr.Swathy Anand, the Nodal Officer of Covid Jagratha Samithi, the Covid infection status in the campus.

Dr.Rajesh Pillai suggested to initiate a MoU with M/s.Dentech Dental Lab for conducting student training in CAD-CAM and the committee suggested Dr.Afzal A to put up a proposal regarding the same.

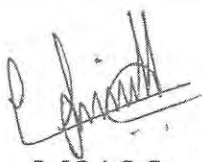
Dr.Deepu Leander suggested to conduct an entrance coaching for the next intern students envisaging career guidance and professional development. The committee assigned Administrator to plan out a proposal for the same and put forward for management approval.

Dr.Ambili R suggested to conduct a UG Research Conclave and also to apply for ICMR funded projects. The Committee unanimously agreed the proposal.

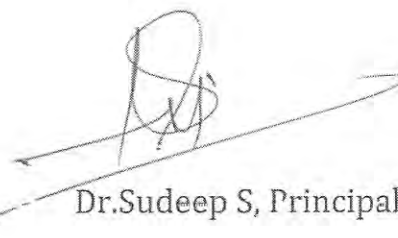
In connection with SSR submission, IQAC Coordinator suggested to conduct internal IQAC meetings so as to contribute for document compilation. The committee unitedly approved the same.

Dr.Sudeep S suggested identifying list of candidates to be considered as the next Principal to be appointed as Dr.Sudeep will not be able to continue as Principal since he is selected as Board of Study Member of KUHS. The committee suggested to put forward the matter to Academic Directors and Management.

The meeting was adjourned at 1.00PM.



Dr.Smitha C, IQAC Coordinator



Dr.Sudeep S, Principal



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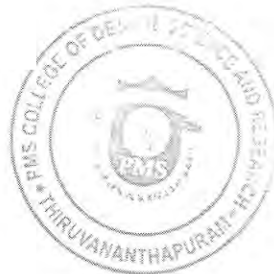
# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Action Taken Report of the IQAC Meeting held on 01.09.2021

1. Dr. Smitha C, Chairperson of PMS Dental Education Technology Department formulated a list of subject incharges for each department. The monthly department wise meeting minutes and action taken report is to be emailed to the email id [pmsdentaleducation@gmail.com](mailto:pmsdentaleducation@gmail.com) and the documents will be verified and compiled under the guidance of Dr. Smitha C.
2. Dr. Swathy Anand, Nodal Officer of Covid Jagratha Samithi in our College is updating the KUHS Covid Jagratha Samithi regarding Covid infection status report and vaccination status details of all staff of our institution from time to time.
3. A MoU with M/s. Dentech Dental Lab was formulated on 15<sup>th</sup> September 2021.
4. A circular issued regarding initiation of Entrance Coaching program (Tutelage).
5. A UG Research Conclave is planned during the month of January 2022. As part of this conclave, interested undergraduate students were assigned to each faculty and were instructed to submit a research proposal by 31<sup>st</sup> December 2021. Three best research proposals will be given financial assistance for completion.
6. Internal IQAC meetings are regularly being conducted based on an already prepared schedule.
7. Dr. Rajesh Pillai took charge as the Principal of PMS College of Dental Science and Research on 27.10.2021.

IQAC Coordinator

Principal





# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Minutes of the IQAC meeting held on 19.10.2021 in the Conference Hall at 12.30PM

The meeting was attended by the following members. The meeting started at 12.30 pm, chaired by the Principal.

- |                                                    |   |                  |
|----------------------------------------------------|---|------------------|
| 1. Dr.Sudeep S, Principal                          | - | Chair            |
| 2. Dr.Smitha C, Asst.Professor (Microbiology)      | - | IQAC Coordinator |
| 3. Dr.Biju Balachandran, Administrator             |   |                  |
| 4. Mr.Parameswaran Nair, Finance Manager           |   |                  |
| 5. Dr.Rajesh Pillai, Director (PG)                 |   |                  |
| 6. Dr.Deepu Leander, Professor (Ortho)             |   |                  |
| 7. Dr.Nikhil Mathew Kurien, Professor (OMFS)       |   |                  |
| 8. Dr.Ambili R, Professor (Perio)                  |   |                  |
| 9. Dr.Arunima P R, Professor (Perio)               |   |                  |
| 10. Dr.Afzal A, Associate Dean (Student Affairs)   |   |                  |
| 11. Dr.Vinod Mony, Associate Dean (Academics)      |   |                  |
| 12. Mrs.Beena Ajith, Member, Block Panchayath,     |   |                  |
| 13. Dr.Abe Antoy (MDS 2013)                        |   |                  |
| 14. Dr.Shibi Salim, 2 <sup>nd</sup> year PG (Pedo) |   |                  |

### Absentees

1. Dr.Faisal Fabin Thaha, Trustee
2. Mr.K.Gireesan, Chief Technician, Dentech Dental Lab

### Meeting Agenda

1. Selection of next IQAC Chairman
2. Reconstitution of IQAC
3. Transgender student & creating facility
4. MoU with RGCB and TIMED
5. Reinstate Dental Camps
6. Reconstitution of Examination Committee
7. IIQA Submission
8. Revamping the College website
9. Green Audit and workshop



  
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IQAC Chairman welcomed all the members and proposed Dr.Rajesh Pillai to be the next IQAC Chairman since Dr.Sudeep S being selected as the Board of Study Member and as per University rules and guidelines, the Board of Study member should not have the official responsibility of the Principal / Principal incharge. The committee members unanimously supported the decision.

IQAC Coordinator informed the need of reconstituting the IQAC and also suggested to reconstitute all the committees for the Academic Year 2021-22.

Dr.Afzal A suggested to make necessary arrangements for a Transgender student in the campus and welcome the student to create a warm atmosphere in the campus.

Dr.Arunima P R proposed to do the necessary arrangements for providing Transgender washroom facility and other associated matters. Dr.Rajesh Pillai advised the committee to inform the same to the University and the Committee entrusted Dr.Biju Balachandran for doing official formalities.

Dr.Vinod Mony suggested to reconstitute new committee for cultural club and sports club in connection with the forthcoming college day celebrations.

Director Research Dr.Ambili R submitted a proposal of a MoU with Rajiv Gandhi Centre for Biotechnology and a wing TIMED in Sree Chitra Tirunal Institute for Medical Science and Technology for research facility upgradation in the institution.

Dr.Deepu Leander suggested to reinstate dental camps accordingly Dr.Swathy and Dr.Varun B R was assigned to prepare the policy and guidelines as per the Covid-19 protocol by IDA.

Dr.Nikhil M Kurien suggested to reconstitute examination committee and to sketch out the amendment in policy and SOP of the committee.

IQAC coordinator informed regarding IIQA submission in December and all committee members approved the same and suggested to conduct a mock audit of each department regarding documentation.

Administrator suggested to reinstate blood donation camps and other outreach activities by NSS and Public Health Department. Committee entrusted Dr.Vinod Nair for the same.

Dr.Arunima P R suggested the need for revamping the College website. The committee suggested Dr.Biju Balachandran and Mr.Sujith S to do the needful.



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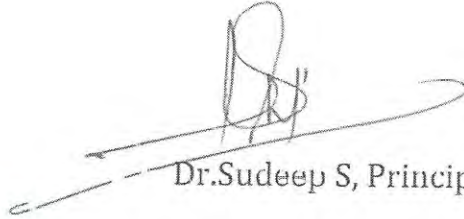


Dr.Sudeep S proposed to conduct a green audit and workshop for the students and staffs as an initiative of Nature Club. The committee entrusted Dr.Sudeep S and Dr.Arunima P R to frame out a proposal for the same.


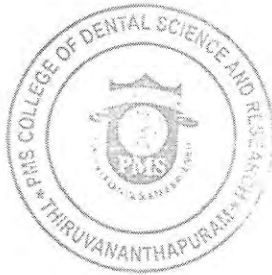

The meeting was adjourned at 2.00PM.



Dr.Smitha C, IQAC Coordinator



Dr.Sudeep S, Principal

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# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Action Taken Report of the IQAC Meeting held on 19.10.2021

1. The new IQAC for the Academic Year 2021-22 is constituted on 11.12.2021. Dr.Rajesh Pillai is the IQAC Chairman cum Principal. Dr.Smitha C is the IQAC coordinator.
2. As part of maintaining a Transgender friendly campus, Student Counsellor is assigned to conduct an awareness talk to all students. Assigned Facility Supervisor to make available a separate transgender washroom in the institution taking into consideration the Transgender student and patients. The KUHS is also officially informed about this student.
3. A new committee for cultural club and sports club was formulated on 05.11.2021.
4. TIMED - a wing of Sree Chitra Tirunal Institute for Medical Science and Technology agreed to conduct an awareness class for our faculty and students. An MoU is also signed with Rajiv Gandhi Centre for Biotechnology.
5. After a long period devoid of any dental camps organized by our College, they were reinstated from 07.11.2021 onwards. The policy and guidelines to be followed during dental camps were prepared in accordance with the Covid-19 protocol issued by IDA and the guidelines are strictly followed.
6. Examination committee for the academic year 2021-22 is reconstituted on 14.12.2021. The examination policy of the institution and SOP for the examination committee was also formulated.
7. It is decided to conduct Department wise mock audit by IQAC Chairman and IQAC Coordinator in 2 rounds.
8. A blood donation camp 'Elixir' was organized jointly by NSS, Department of Public Health Dentistry and PMS Alumni association in association with Blood Donors Kerala, Trivandrum on 09.12.2021.
9. Dr.Rajesh Pillai, Principal officially inaugurated the new college website in the Conference Hall in the presence of Administrator, IQAC Coordinator and other academic and administrative staff members.
10. A green audit workshop was conducted by Natures Green Guardians Foundation, Thiruvananthapuram on 23<sup>rd</sup> December 2021.

Dr.Smitha C, IQAC Coordinator



Dr.Sudeep S, Principal

