



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH



The IQAC meeting was conducted on 23rd June 2023 in the IQAC Boardroom at 1.00 pm.

Meeting was attended by the following members.

Dr. Rajesh Pillai, Principal 

Dr. Biju Balachandran, Administrator 

Dr. Faisal Fabin Thaha, Trustee 

Mr. Chacko K Varkey, Finance Manager 

Dr. Sudeep S, Professor (Prosthodontics) 

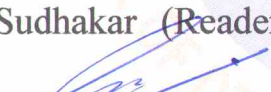
Dr. Sunila Thomas, Professor (HOD, OMR) 

Dr. Deepu Leander, Professor (Orthodontics) 

Dr. Ambili R, Professor (HOD, Periodontics) 

Dr. Arunima P R, Professor (Periodontics) 

Dr. Afzal A, Professor (Conservative & Endodontics) 

Dr. Sunjith Sudhakar (Reader, Dept. of Oral Pathology, Associate Dean Academics) 

Dr. Anna P Joseph, Professor, (HOD, Oral and Maxillofacial Pathology) 

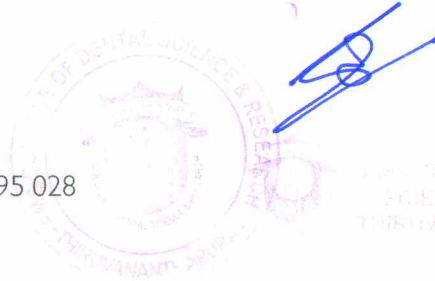
Mrs. Beena Ajith, Member, Block Panchayath, Nedumangadu, Trivandrum

Dr. Abe Antony MDS – Alumni representative 

Mr. K. Gireesan, (Chief Technician, Dentech Dental Lab, Trivandrum)

Dr. Smitha C, Professor (Microbiology) – IQAC Coordinator 

Dr. Ananthalekshmi S S Assistant Professor (Periodontics) – Assistant IQAC Coordinator 





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Absentee:

Dr. Basim Burhan (PG Student)



Meeting Agenda

1. Review of the previous meeting minutes and Action Taken Report
2. Department Audit and quality initiatives
3. Criteria wise analysis reviews and proposed discussions (as per the IIQAC minutes)
4. Feedback analysis report from stake holders (student, faculty, alumni, parents)
5. Feedback analysis report from stakeholders

Principal welcomed all the IQAC members to the meeting.

Principal informed the members regarding the AQAR 2022-23 submission deadline as 31st December 2023. Hence all the Criteria Heads should appropriately convey the message to their sub-committee members regarding the document submission.

Dr. Biju Balachandran, Administrator informed that the AQAR to be placed in front of the IQAC & College Council after compilation for approval followed by which it will be submitted to the Management Council in November 2023 for final approval. All the members unanimously agreed for the scheduled time frame and data collection for preparing AQAR 2022-23.

Principal informed the committee that as per the feedback collected about BDS & MDS curriculum from various stake holders it is being noted that there is a requirement for more numbers of Add-on –courses, Value Added Courses and to initiate a peripheral posting in any of the Government Hospitals for the 3rd BDS students and PG Students of various specialities.

He further suggested to conduct an interdisciplinary CDE on Recent Advances in Biomaterials. The committee members unanimously supported the notion and suggested to present it before Curriculum Committee and Academic Committee.

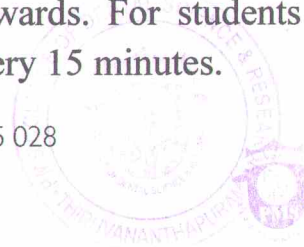
Dr. Rajesh Pillai informed that Buggy service is available in our campus for patients and students from this month onwards. For students two trips were available in the morning and for patients every 15 minutes.

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Dr. Afsal. A, Criteria 2 Head informed the committee regarding the requirement of reviewing the student leave policy and attendance marking guidelines as per the feedbacks of faculty members. The committee members entrusted Dr. Arunima P R, UG director to look into the matter.

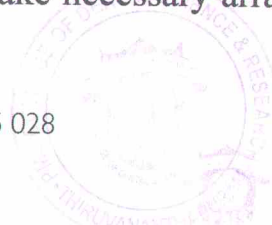
Dr. Sunjith Sudhakar informed the members that there is a scope of conducting a workshop for mentors on how to do student mentoring. The Committee entrusted Dr. Sunjith Sudhakar to take necessary steps from Sri.Jiji Thomson, IAS, Managing Director of Bhavika – an Organisation primarily focussed in enhancing Career guidance and competitive mentality. (Rtd former Chief Secretary, Government of Kerala who is currently our Academic and Career Advisor) and do the necessary follow ups.

Dr. Ambili. R Criteria 3 Head for Research, Innovation & Extension, informed the members that the students and faculties of the college should be encouraged to submit proposals for various funded projects and also informed that notification to be send informing the upcoming call for ICMR STS, YIP, KUHS-STS, SERB, DBT etc. She informed the committee that the Research committee of the institution is working for conducting a capacity building program for students and faculty on how to conduct research.

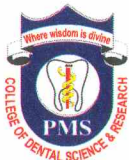
The Criteria Head of Infrastructure and Learning resources, Dr.Arunima P R informed the committee regarding the student feedback on incorporating more amenities such as a Beauty parlour, indoor stadium with multiple sports facility, commencement of bus service for students and other such facilities in the campus.

The management Representative Dr. Faisal Fabin Thaha, informed the Administrative Officer to look into the matter and submit proposal for the same. The criteria Head and in-charge of student support and progression informed the committee that the UG students are being encouraged to participate in more conferences, particularly the advanced learners and to give special notice to training them either through mentor or subject handling faculties.

Criteria 6 Head Dr. Deepu Leander informed the committee regarding the need of conducting Department wise audit. The committee entrusted IQAC Assistant Coordinator, Dr. Ananthalekshmi S. S, to make necessary arrangements for the same.



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Principal insisted that a Criteria wise meeting should be conducted every month in which the progress in each Criteria to be evaluated. The committee unanimously agreed to the proposal. Management Trustee suggested that the reports should be discussed with the Management Council as well.

Dr. Sudeep S, Criteria 7 Head, informed the committee members regarding the commemorative days which was conducted during the past 3 months and also submitted a proposal for the upcoming years. The committee members unanimously supported the proposal.

Panchayath Member, Mrs. Beena Ajith emphasised that the extension activity named 'Susmeram' in the Vembayam Panchayath have a widespread appreciation from various corners and urged the committee members to restart it in a large scale owing its success in the pilot study. Also she insisted the NSS members to voluntarily take up camps in the nearby locality. The committee agreed to the proposal. Management Trustee Dr. Faizal Fabin Thaha directed Administrative Officer, Dr. Biju Balachandran to do the needful.

Managing trustee instructed the committee members to conduct a one day programme for congratulating the various accolades or merits achieved by various batches for students and faculty in academics/sports/cultural/research. Such acknowledgements and appreciations will further enhance the confidence of our students and faculty for enhancing their professional growth. Principal suggested this could be one of our best practices. The committee unanimously supported the notion and decided to conduct 'Merit Day/Accolades Day' every year.

Dr. Anna P Joseph, Criteria 8 head informed and placed the proposal for reconstitution of Internal Complaints Committee (ICC) and conduct of Hepatitis B awareness week. The committee unanimously agreed to the proposal.

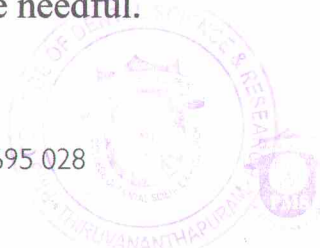
Dr. Afzal A pointed out the need for strengthening the Information Communication Technology (ICT) facility and training the faculties on digital tools in teaching learning. Principal instructed to allot it to Dr. Smitha C, Chairperson, DETD to facilitate and do the needful.

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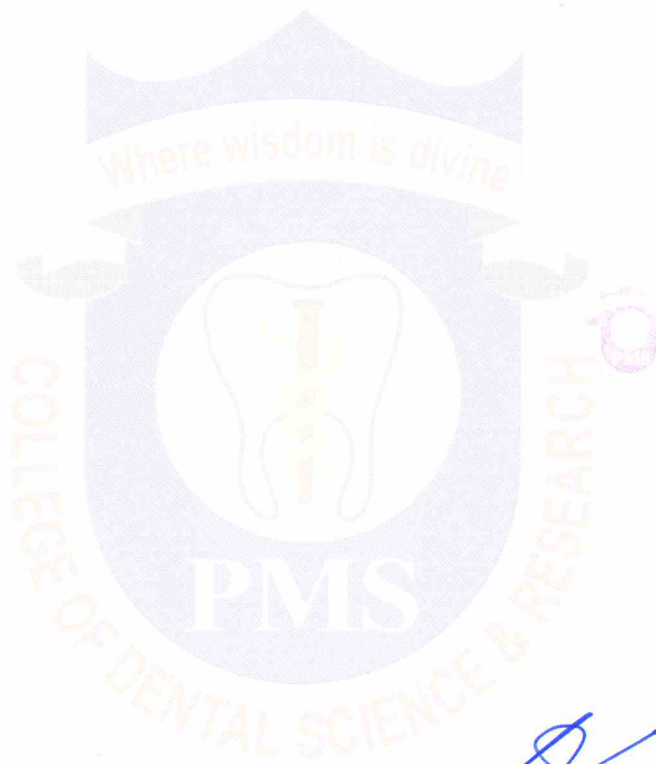
IQAC co-ordinator summarised the points noted in the meeting and the meeting came to an end by 02:00pm

Dr. Smitha C

IQAC Co-ordinator

Dr. Rajesh Pillai

Principal



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