



**INDIRA GANDHI  
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DENTAL SCIENCES**

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Affiliated to Kerala University of Health Sciences, Thri  
Recognized by Ministry of Health and Family Welfare,  
Govt. of India & Dental Council of India, New Delhi

## MINUTES OF THE IQAC MEETINGS

**INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES,  
NELLIKUZHI P. O., KOTHAMANGALAM 686 691**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of IQAC meeting held on 12/04/2022**

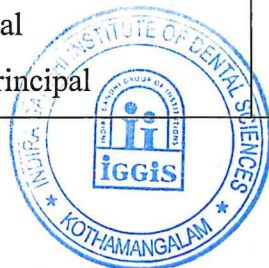
	<b>Discussions and recommendations / resolutions</b>	<b>Target</b>	<b>Responsibility</b>
1.	<p>Streamlined existing committees and constituted two new committees under IQAC</p> <p>a) IQAC Co-ordinator enlisted the various existing committees for the present academic year and proposed the constitution of two new committees. Even enlisted the Chairpersons and Committee members for new committees.</p> <p>Upon approval of the same by the panel, the following committees were instated for quality enhancement.</p> <ol style="list-style-type: none"><li>1. Curriculum Committee</li><li>2. Anti-Ragging Committee</li><li>3. Grievance Committee</li><li>4. Career Guidance Committee</li><li>5. Journal of Odontological research Committee</li></ol>		Committee chairpersons




  
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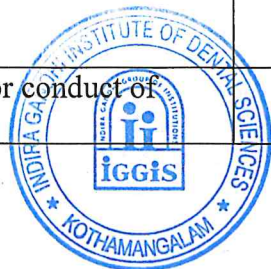
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6. Student Support Cell
7. Research Committee  
(Institutional Review Board)
8. Ethics Committee
9. Needle Stick Injury
10. Maintenance Committee
11. Women's Empowerment  
Committee
12. Disciplinary Committee
13. Prevention Of Sexual  
Harassment Committee
14. Mentor Mentee Committee
15. Dental Education Unit
16. Out-Reach Committee
17. Library Advisory Committee
18. Parents Teachers Association
19. Covid Jagratha Committee
20. College Union
21. Examination Committee
22. Monitoring Committee for Code  
of Conduct
  - a. Principal (Chairperson)
  - b. Dean
  - c. Vice Principal
  - d. C.O.O
  - e. Dr. Joju George
  - f. Dr. Jacob Joseph
  - g. Dr. Divya Nair
  - h. Dr. Harish Chandran
23. Patient Co-Ordination  
Committee
  - a) Principal
  - b) Vice Principal



  
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	<p>c) C.O.O</p> <p>d) Hod In Charges</p> <p>24.International Students Cell</p>		
2.	<p>Defined the roles and responsibilities of each committee</p> <p>a) The IQAC Co-ordinator briefed about the various roles and responsibilities of each committee and mentioned that the respective committees be inducted soon and upon induction, were advised to hold periodic meetings as and when necessary, along with prompt documentation.</p>		
3.	<p>Meetings of statutory and non-statutory committees</p> <p>a) Meetings of statutory and non-statutory committees will be conducted by the respective conveners as required</p>		Conveners of the committees
4.	<p>Framed policy for midcourse improvement of students</p> <p>a) Timely administration of continuous internal examination</p> <p>b) Ontime assessment and feedback</p> <p>c) Makeup assessment /tests</p> <p>Remedial teaching support</p>	Initiate student development activities for slow learners	Faculty of each department and mentor
5.	Framed policies for conduct of		HOD's and program co-ordinator



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	<p>academic programmes (CDE's Workshops, Value added courses)</p> <p>a) All academic related activities and programmes like Continuing Dental Education (CDE), workshops, value added courses, add on courses, faculty development programs etc) may be carried out by the Academic Forum of IGIDS, with prior sanction from the IQAC and Academic Monitoring Cell of the Institution</p> <p>b) Prior permission should be taken regarding conduct of the event by program co-ordinator.</p> <p>c) The communications should be mailed to <a href="mailto:iqac@igids.org">iqac@igids.org</a></p>		
6.	<p>Scheduling of quarterly IQAC meetings</p> <p>a) Periodic meetings of IQAC will be conducted on first Wednesday at a time interval of 3months (January, April, July, October).</p>		IQAC Co-ordinator
7.	<p>Discussed the minutes of academic monitoring cell regarding upcoming academic CDE programmes and dates for Co- curricular and extracurricular activities {Annual arts day-29/04/2022, Graduation Day-05/05/2022, college day-06/05/2022} and approval taken from all members</p>		



  
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8.	Confirmed date for conducting white coat ceremony on 30/04/2022 and different committees constituted for channelizing the white coat and graduation ceremony		Committee heads
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of IQAC meeting held on 13/07/2022**

Sl.no	Discussions and recommendations / resolutions	Target	Responsibility
1.	Introduced and added new principal as the revised chairman of IQAC a) Dr. BIJOY JOHN was instated as chairman of IQAC as he took charge as the new principal of IGIDS		
2.	Admission and promotional activities a) Admissions to UG in the year 2022-23 reviewed b) Early and flawless completion of admission advised for student comfort and to increase the inflow of students c) Prompt completion of instructions given by university/govt regarding admissions d) Proper follow up and admission of students Promotional activities targeting plus two students should be done to improve the admissions in the upcoming years		
3.	ERP Software system implementation for case history documentation a) Planned to conduct a training programme for ERP software usage within a week		Patient coordination committee
4.	Faculty development programmes, workshops and conferences More number of Faculty development	Arrangement of faculty development	HOD's, program coordinator



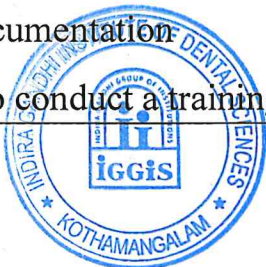
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3.	<p>ERP Software system implementation for case history documentation</p> <p>a) Planned to conduct a training</p>		Patient coordination committee



  
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	programme for ERP software usage within a week		
4.	<p>Faculty development programmes, workshops and conferences</p> <p>More number of Faculty development programmes, workshops and attendance of conferences</p> <p>Should be conducted and assured for benefits of faculty</p>	Arrangement of faculty development programmes	HOD's, program coordinator
5.	<p>Publication and research</p> <p>Research and publication activities of faculty discussed</p> <p>The faculty have to submit more research proposals and get funds from various funding agencies</p> <p>Publication in refereed journals is to be improved</p>		



  
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**Action taken Report on IQAC meeting held on 12.04.2022**

Sl no.	Agenda	Resolution /recommendation	Action taken
1.	Approval of minutes of the previous IQAC Meeting	The minutes of IQAC Meeting dated 12.04.2022 was approved	-
2.	Action taken on the minutes of the previous IQAC Meeting	Action taken report on the minutes of IQAC Meeting dated 12.04.2022 was approved by members	-
3.	Meetings of statutory and non -statutory committees	Periodic meetings of statutory and non-statutory committees have to be conducted as per the norms	Various statutory and non-statutory committee meetings are conducted



  
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