

01.06.23

11:00 am

1. Dr. Sanu Tom Abraham
2. Dr. Bijoy John
3. Dr. Eldho T. Paul
4. Bigesh P.K.
5. Dr. Subramanian R
6. DR PRASANTH P S
7. Dr. Nivedita
8. Dr. Dhanya Sudhesh
9. JISMIYA HASSAN
10. Dr. PINKY VARGHESE
11. Dr. DINESH KAMATH
12. Dr. FIAZ SHEMSHUDEEN
13. Dr. Pinky Varghese
14. Dr. Nimmy Sadeh
15. Kavyakrishna G.
16. Dr. Nithi Varghese
17. Dr. Nadah Najeeb Rawther

[Handwritten signatures and initials corresponding to the list above]

MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 01.06.2023

The Academic Council meeting was held for the Heads of the dental departments on 1st of June 2023 at 11:00 am in the Board Room. The following faculty were present for the meeting:

1. Dr. Sanu Tom Abraham (Principal)
2. Dr. Eldho T. Paul (Vice Principal)
3. Dr. Bijoy John (Dean, Student Affairs and HoD, Periodontics)
4. Dr. Siyad K P (CEO)
5. Dr. Bijesh P K (Chief Operations Officer)
6. Dr. R Rajesh (HoD, Pedodontics)
7. Dr. Prasanth P S (HoD, Orthodontics)
8. Dr. Nivedita (HoD, Oral Pathology)
9. Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
10. Dr. Subramaniam R (HoD, Public Health Dentistry)
11. Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery)
12. Dr. Nadah Najeeb Rawther (HoD, Oral Medicine and Radiology)
13. Dr. Pinky Varghese (Reader, Prosthodontics)
14. Mrs. Kavyakrishna G (Lecturer, Anatomy)
15. Dr. Nithi Varghese (HoD, Physiology)
16. Dr. Dhanya P (Reader, Biochemistry)
17. Ms. Jismiya Hassan (Lecturer, Microbiology)



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Agenda

1. Functioning of IQAC and functioning of committees
2. Intern discipline
3. Academic calendar for 2023-2024
4. Comprehensive clinic functioning
5. Intern orientation classes
6. PTA meeting
7. Library timings
8. Gym and sports facilities update

Minutes of meeting

The meeting began with a silent prayer

Dr. Sanu Tom Abraham, Principal, welcomed the gathering and briefed about the proposed agenda for the meeting. Dr. Eldho T Paul, Vice Principal, addressed the gathering.

1. Functioning of IQAC and functioning of committees

Principal mentioned the need for conducting the meeting on the first day of academic year to streamline, review and update the academic functioning. All committees and the IQAC was instructed to hold periodic meetings and execute their duties and responsibilities in systematic and organised manner and update the matter regularly to the Principal.

2. Intern discipline

Lapses and issues were noted in the discipline of interns regarding break time, attendance, entry in movement register, dress code and duties. All HoD's were instructed to investigate the matter in their respective departments and report any lapses to the disciplinary committee for action.

All lapses noted in relation to discipline and conduct of students and interns may be reported to the disciplinary committee through the Principal and the matter shall be investigated through periodic disciplinary committee meetings.

3. Academic calendar for 2023-2024

All the HoD's were instructed to contribute the necessary matter to formation of the academic calendar for the new academic year (2023-2024). The departments shall enlist the important inputs that include programs, observance of important days, internal examinations etc as necessary and submit them to the Principal by the 10th of June 2023 for compilation.

4. Comprehensive clinic functioning

Dr. Bijoy John (Faculty in charge of the comprehensive clinic) instructed all departments to maintain a priority chair in each department and entrust a faculty each day to cater to the patients attending to the comprehensive clinic. The priority chairs in each department shall be used as extensions of comprehensive clinic during excess patient inflow to the clinic. This is to reduce the patient waiting time for treatment.

5. Intern orientation classes

The orientation class for the recent batch of interns (2017 - supplementary batch) is scheduled to be held on 06th of June 2023 (Tuesday) from 8:30 am onwards at the CDE hall. All HoD's are instructed to take necessary steps for orientation session.

6. PTA meeting

The PTA meeting for with parents of I year BDS students is scheduled to be held on 5th and 6th of June 2023. The faculty of I year are directed to do the needful.

7. Library timings

As the university exams are approaching, the library timings have been extended. The library usage facility is currently available to the hostel inmates only. Student librarian has been appointed to monitor the same.

8. Gym and sports facilities update

The students shall be encouraged to use the gym and sports facility in the campus. The usage facility is currently available to the hostel inmates only.

The meeting ended with a vote of thanks and concluding remarks by Mr. Bijesh PK (COO).



Minutes of the Meeting held on 14th July 2021

Presided by Mr. Naveen Abraham, Principal, Indira Gandhi Institute of Dental Sciences

Attendees: First Year Regular and First Year Supplementary Students

Professors Present for the Meeting:

Dr. Praveetha, Dr. Ajitha CP, Dr. Lina Mary Thomas, Dr. Shilpa Kalyan, Dr. Nisha

Dr. Divya Sudharsh, Mrs. Divya, Mrs. Kavya Krishna, Mrs. Anila, Mrs. P. Anitha

Resolutions taken at the meeting for First Year Regular Students:

1. To conduct remedial classes for all slow learners in all departments and document the same in a file with Name, Methods taken and End Result.
2. Advanced Learners to be given special attention.
3. To divide the preclinical classes to all departments after the completion of the semester.
4. Attendance issues of the students to be reported to the Dean and to the Principal.
5. English Class to be taken for all first year regular students.
6. To call and inform the parents regarding the First Year Supplementary Students.
7. Feedback to be collected from the students in all departments.
8. Students should be asked to follow the house discipline of behaviour in the college.
9. All basic science faculty members should attend the programs conducted by the Academic Forum.
10. Parents who have not responded to previous E-1 Meetings to be called through office and to be met with the principal.

