

01. 06. 23

11.00 am

1. Dr. Sanu Tom Abraham
2. Dr. Bijoy John.
3. Dr. Eldho T. Paul
4. Bijesh P.K.
5. Dr. Subramaniam R
6. DR PRASANTH P.S
7. Dr. Nivedita
8. Dr. Dhanya Sudheesh
9. JISMIYA HASSAN
10. Soply Anon
11. Dr. DINESH KAMATH
12. Dr. FIAZ SHEMSHUDEEN
13. Dr. Pinky Varghese
14. Dr. Nithi Varghese
15. Kavyakrishna G.
16. Dr. Nithi Varghese
17. Dr. Nadah. Najeeb

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## MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 01.06.2023

The Academic Council meeting was held for the Heads of the dental departments on 1<sup>st</sup> 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 10<sup>th</sup> 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 06<sup>th</sup> 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 5<sup>th</sup> and 6<sup>th</sup> 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).

