

04.01.24

8:30 am

1. Dr Bijoy John
2. DR SHABIL
3. Dr Miriam Mathew
4. DR. Nivedita
5. Dr. Dinesh A. Kamath
6. DR PRASANTH P S
7. Dr FIAZ SHEMSHUDEEN
8. Dr. JOJU GEORGE
9. Dr. Nimmy Sabu
10. Dr. Jesline Merly James
11. Dr. Nadah Najeeb

Dr. Tom Abraham  
 Dr. Eldho T. Paul  
 Dr. Bijoy John  
 Dr. Nadah Najeeb Rawther  
 Dr. Nivedita (HoD. Oral Pathology)  
 Dr. Prasanth P S (HoD, Orthodontics)  
 Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)  
 Dr. Miriam Mathew (HoD, Prosthodontics)  
 Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery)  
 Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)  
 Dr. Nimmy Sabu (Reader, Pedodontics and Preventive Dentistry)  
 Dr. Joju George (Reader, Oral and Maxillofacial Surgery)  
 Dr. Jesline Merly James (Reader, Public Health Dentistry)

#### MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 04.01.2024

The Academic Council meeting was held for the Heads of the dental departments on 4<sup>th</sup> of January 2024 at 8:30 am in the Principal's chamber. 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. Nadah Najeeb Rawther (Dental Director)
5. Dr. Nivedita (HoD. Oral Pathology)
6. Dr. Prasanth P S (HoD, Orthodontics)
7. Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
8. Dr. Miriam Mathew (HoD, Prosthodontics)
9. Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery)
10. Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)
11. Dr. Nimmy Sabu (Reader, Pedodontics and Preventive Dentistry)
12. Dr Joju George (Reader, Oral and Maxillofacial Surgery)
13. Dr. Jesline Merly James (Reader, Public Health Dentistry)

#### Agenda

1. Monthly department meetings and minutes
2. Internal assessment marks and attendance of 3<sup>rd</sup> and 4<sup>th</sup> year
3. E mail alert to parents for marks and attendance
4. MDS inspection
5. KUHS inspection
6. Feedback form from students
7. Patient management softwares
8. Orientation for newly joined staff
9. Teachers training program
10. Dress code for teachers
11. E newsletter bimonthly
12. Publication points of teaching staff
13. Internal assessment marks

## Minutes of meeting

Dr. Sanu Tom Abraham, Principal, welcomed the gathering and briefed about the minutes of meeting.

### 1. Monthly department meetings and minutes

The Principal informed that regular meetings should be scheduled and conducted in each department preferably every week. The information and instructions given to the Head of the Departments should be disseminated to all department staff through these meetings.

### 2. Internal assessment marks and attendance of 3<sup>rd</sup> and 4<sup>th</sup> year

The Principal informed that the internal assessment marks and attendance of 3<sup>rd</sup> and 4<sup>th</sup> year BDS supplementary batch should be compiled and displayed on the department notice boards. The copy should be submitted to the office at the earliest and the names of those students who have not cleared the exam or those with shortage of attendance should be highlighted in the list.

### 3. E mail alert to parents for marks and attendance

After receiving the copy of internal marks of students from concerned department, email alert will be sent to their parents regarding the same.

### 4. MDS inspection

The Principal informed that MDS inspections are expected in the Departments of Conservative Dentistry, Orthodontics and Prosthodontics. The staff members of the concerned departments are instructed to be prepared with the required documents and essentials.

### 5. KUHS inspection

The Principal informed that KUHS inspection at our college is expected soon. Hence all the staff members are instructed to be prepared for the same.

### 6. Feedback form from students

It is decided to collect feedback from the students about their learning experience from the faculty. The data will be collected anonymously from the students on a regular basis.

### 7. Patient management software

The Principal informed that the issues related to uploading data in patient management software have been fixed and details of patient information should be updated and uploaded in the software. This should be co-ordinated by the respective staff in charge and senior chair side assistant in each department.

### 8. Orientation for newly joined staff

The recently joined teaching staff will be given a general orientation regarding their work process, from the office within one week of their joining time. Specific details of the same should be delivered by the respected HoD's before assigning them regular duties.

### 9. Teachers training program

Teachers training program is being planned for our faculty to improve their analytical and technological skills. It should be co-ordinated by the Dental Education Unit of our college.

### 10. Dress code for teachers

The teaching faculty should practice and follow proper dress code and attire during the working hours within the college premises. The Heads of the Department are entitled with the responsibility of supervising the same.

### 11. E newsletter

It has been decided to publish a newsletter once in two months, covering the major events and programs conducted, achievements of students and staff, outreach programs and clinical reports of special cases pertaining to the defined period. There should be a staff-in-charge from each department and a faculty co-ordinator to manage the process of collecting the information and publishing E newsletter.

### 12. Publication points of teaching staff

The principal informed that the faculty members should promote and publish research works and they should upgrade the publication points as recommended by the norms of Dental Council of India.

### 13. Internal assessment marks

For those students who fail to appear for any of the practical internal examinations due to genuine medical reasons, rules and regulations pertaining to college need to be formulated. It is instructed to follow these norms uniformly by all departments in this regard to avoid confusions that may arise later.

