

06-05-2025

1. Dr. Sanu Tom Abraham - Principal ✓
2. Dr. Eldho T Paul - Vice Principal ✓
3. Dr. Bijoy John - (Dean, Student affairs; HoD Periodontics) ✓
4. Dr. Prasanth P.S - (HoD, Orthodontics) ✓
5. Dr. Miriam Mathew - (HoD, Prosthodontics) ✓
6. Dr. R Rajesh - (HoD, Pedodontics) ✓
7. Dr. Dinesh Kamath G1 - (HoD, Conservative Dentistry) ✗
8. Dr. Nivedita - (HoD, Oral Pathology and Microbiology) ✓
9. Dr. Subramaniam R - (HoD, Public Health Dentistry) ✓
10. Dr. Joju George - (HoD, Oral & Maxillofacial Surgery) ✓
11. Dr. Shabil Mohamed Mustafa - (HoD, Oral Medicine & Radiology) ✓
12. Dr. S Priyadarshini - (HoD, Department of Anatomy) ✓
13. Dr. Dhanya P - (HoD, Department of Biochemistry) ✓
14. Dr. Aruni IS - (HoD, Microbiology). ✓



## MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 06.05.2025

The Academic Council meeting was held for the Heads of the dental departments on 6<sup>th</sup> of May 2025, 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; HoD, Periodontics)
4. Dr. Prasanth P S (HoD, Orthodontics)
5. Dr. Miriam Mathew (HoD, Prosthodontics)
6. Dr. R Rajesh (HoD, Pedodontics)
7. Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
8. Dr. Nivedita (HoD, Oral Pathology and Microbiology)
9. Dr. Subramaniam R (HoD, Public Health Dentistry)
10. Dr. Joju George (HoD, Oral and Maxillofacial Surgery)
11. Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)
12. Dr. S Priyadarshini (HoD, Department of Anatomy)
13. Dr. Dhanya P (HoD, Department of Biochemistry)
14. Dr. Aruni I S (HoD, Department of Microbiology)

### Agenda

1. Interns extension and extension posting
2. Unauthorised absence of students
3. Dentsoftware update
4. Patient care during academic programs

## Minutes of meeting

Dr. Sanu Tom Abraham, Principal, welcomed the gathering and briefed us on the meeting minutes.

### 1. Drug free campus –Combating Drug Abuse in colleges -a comprehensive strategy

The meeting discussed about how to create awareness among students against drugs. Principal informed about the orders from the university regarding the same. Decided to conduct more indoor and outdoor activities in the campus. Also to conduct random urine tests to check the presence of drugs. For the students in hostels decided to tell the sweepers to inform about any illegal activities.

For the students who are staying outside the hostel inform PG in charges and parents to take care of their wards against the drug use.

### 2. Updates on PG programs

PG inspection will be on September month. Principal asked all departments to provide support for the Orthodontics & Conservative departments.

### 3. KUHS QAS inspection

Final inspection will be held on 18<sup>th</sup> June. KUHS QAS documents to be prepared in the department (Criteria wise). Dr. Subramaniam discussed about the criterias to be maintained during the inspection.

### 4. HODs duties to entrust other staffs on HODs leave days

All the HODs should entrust their duties to other staffs in their absence. On the name of their absence there should not any pending decisions in the departments.

### 5. Department meetings and Meeting minutes

Department meeting should be conducted regularly and minutes will be checked by Principal monthly twice.

### 6. Library usage of staff during college time

Principal instructed all staffs to use library after 2.00 pm. Library usage of staff should be increased.

### 7. Campus 7 software –usage

Discussed about the new academic software Campus-7. For further knowledge an orientation will be held on 11<sup>th</sup> April 2025. All HODs and academic incharges must attend the same.

### 8. Intern orientation -22<sup>nd</sup> April , 2025

The orientation program for the new interns (2019 Supplementary Batch) will be held on 22<sup>nd</sup> April 2025 at 8.30 am.

### 9. Restrict intern leaves days to minimum not exceeding allotted

Strictly inform the interns not to take leaves more than the existing leaves to avoid extension. DCI is strictly checking now.

### 10. Additions on intern logbook –submit back on.

If there is any correction in the log book all departments should clear it and submit.

### 11. Post programs report should include updates in website

NAAC, UGC will be checked regularly by the university. So all the post events report should update in the website.

### 12. Usage of library by students

Mobile phones strictly prohibited in the Library. Teachers are instructed to give topics in the boards and ask students to take it in the books for avoiding usage of mobile phones.

### 13. Add on Course

The implementation of Add on Course is discussed. Informed to give new proposals also.

### 14. Question paper pattern

In the meeting Vice Principal discussed about the question paper pattern. Instructed to make a common pattern for the question papers as same as university

After the HOD meeting, separate meeting for PG departments was held. The meeting was ended at 11.00 am.

