

16.04.24

10.00 am

MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 16.04.2024

The Academic Council meeting was held for the Heads of the dental departments on 16th of April 2024 at 10:00 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. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
6. Dr. R Rajesh (HoD, Pedodontics and Preventive Dentistry)
7. Dr. Miriam Mathew (HoD, Prosthodontics)
8. Dr. Subramaniam R (HoD, Public Health Dentistry)
9. Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery)
10. Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)
11. Dr. Athira C P (Reader, Oral Pathology)
12. Dr. Joju George (In charge - Third Year BDS)

DR SHABIL

DEPT OF OUR

Dr. Dinesh Kamath

Dept: Conservative

DR PRASANTH P S

ORTHODONTICS

Dr. SUBRAMANIAM R

PUBLIC HEALTH DENTISTRY

Dr. R Rajesh

Pediatric dentistry

Dr. Miriam

Prosthodontics

Dr. FIAZ

Oral surgery

Dr. JOJU GEORGE

3rd year in charge

~~Dr. Miriam Mathew~~~~Prosthodontics~~

Dr. B. I. John

Periodontics & Dent

Agenda

1. DCI biometric punching
2. HoD's taking up cases in clinical departments
3. Cancellation of lecture classes noted due to Audio Visuals related issues
4. Status of patient management software
5. Proof reading and corrections in affidavit ahead of DCI inspections
6. NAAC documentation updates from department
7. Any other matters

Minutes of meeting

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

1. DCI biometric punching

The Principal informed that the Dental Council of India is monitoring the biometric punching of the faculty members with reports being sent to the institution on regular basis. It is noticed that there are a few lapses with regard to the regular biometric punching by the faculty and the Principal instructed all the HoD's to ensure regular biometric punching by all the faculty and avoid any lapses. The HoD's were also entrusted to ensure that, faculties who have been relieved from the institution shall complete the relieving formalities through the DCI website as per the instructions of the council.

2. HoD's taking up cases in clinical departments

The Principal informed all HoD's to actively take up patient cases in the departments. The cases handled by HoD's shall serve as a learning experience to the junior faculty and students.

3. Cancellation of lecture classes noted due to Audio Visuals related issues

It has been noted that there are frequent cancellations of lecture classes due to audio-visual issues like projector/microphone malfunctions. The Principal informed that cancellation of classes due to such issues should be strictly avoided and any such issues shall be reported to the concerned authorities for

immediate rectification. He further added that CPU's connected to the projectors are available in all lecture halls, which may be used, to avoid compatibility issues of the connection cords with the personal laptop of the faculty.

4. Status of patient management software

The Principal appraised the status of patient management software in all clinical departments. The HoD's opined that the data entry into the software is still partially functioning due to lack of time, manpower and number of systems for entry of data. The HoD's were instructed to ensure maximum functioning and utilization of the patient management software in order to move to a paperless office in a phased manner.

5. Proof reading and corrections in affidavit ahead of DCI inspections

With the regular renewal inspection from the Dental Council of India due, the Principal informed that content for the faculty affidavits have been mailed to the official email ids of all departments. The HoD's shall ensure that all faculties check the affidavits for correctness of the data and return the document after ensuring the correctness. In case corrections are necessary, the faculty shall make necessary corrections to the documents and return the document at the earliest.

The Principal appreciated that all faculties from the Department of Conservative Dentistry and Endodontics and 2 faculties from Department of Orthodontics submitted the corrected affidavits on time.

6. NAAC documentation updates from department

Following a discussion with the criteria heads of NAAC committee, a checklist was drafted for data collection pertaining to the department level for the purpose of preparing the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024. The IQAC co-ordinator enlisted the following required department level inputs.

- a. Enrol all teachers in MOODLE and all faculty to ensure usage of MOODLE platform
- b. Add on course to start for all students (1 course per batch) at the earliest
- c. Conduct at least 1 Value added course per month for students – topics to be decided department wise. 15 hours duration

- d. Field visit to be conducted for all batches - To identify and suggest establishments for field visit - Labs, engineering colleges, milk plant, herbal garden, pharmacy college, water treatment plant etc
- e. Slow learners and advanced learners register to be updated and regular meetings to be held in the department in this regard and documented
- f. Ensure all conference attendance by faculty have availed the conference allowance of given by the institution
- g. External funding opportunities for research to be explored
- h. Encourage publications by all faculty
- i. Ensure attendance at Faculty Development Programs
- j. HoD's shall update the conference/seminar/workshop/event participation of their faculty regularly to Criteria 6 for timely updating of data
- k. An orientation for new staff shall be conducted for familiarizing with the institution
- l. Suggestions for best practices and institutional distinctiveness

7. Any other matters

The meeting ended at 11:00 am

MINUTES OF FACULTY MEETING

Council meeting was held on 14th September 2023 at 10:00 AM in the Principal's chamber. The following members were present:

- Dr. Paul (Vice Principal) [Signature]
- Dr. [Name] (Dean, School) [Signature]
- Dr. [Name] (HOD, Conservative Dentistry) [Signature]
- Dr. [Name] (HOD, Pedodontics and Preventive Dentistry) [Signature]
- Dr. [Name] (HOD, Prosthodontics) [Signature]
- Dr. [Name] (HOD, Public Health Dentistry) [Signature]
- Dr. [Name] (HOD, Oral and Maxillofacial Surgery) [Signature]
- Dr. [Name] (HOD, Radiology) [Signature]
- Dr. [Name] (Reader, Orthodontics) [Signature]
- Dr. [Name] (Reader, Oral Pathology) [Signature]

Correspondence to 14/09/23 - 14/09/23

Dr. [Name] (Dean, School) [Signature]

Dr. [Name] (HOD, Conservative Dentistry) [Signature]

Dr. [Name] (HOD, Pedodontics and Preventive Dentistry) [Signature]

Dr. [Name] (HOD, Prosthodontics) [Signature]

Dr. [Name] (HOD, Public Health Dentistry) [Signature]

Dr. [Name] (HOD, Oral and Maxillofacial Surgery) [Signature]

Dr. [Name] (HOD, Radiology) [Signature]

Dr. [Name] (Reader, Orthodontics) [Signature]

Dr. [Name] (Reader, Oral Pathology) [Signature]

Shri. [Name] DCI inspection

Academic calendar - update of proposed events from all departments

Faculty taking assignments in other colleges other than university examinations

PhD guideship policy

Interns tour - leave request on 14th September

Faculty registration for SWAYAM courses

Newsletter publication

Upcoming examinations

Collection of details regarding e-mail of parents

Articles for college journal

Day for treating HIV/AIDS patients

Preventive clinic patient list