

18.07.2023

Dr. NADAH NAJEEB	OMR
Dr. SUBRAMANIAM R	Public Health Dentistry
Dr. Niveditha	Oral Pathology
Dr. Miriam Mathew	Prosthodontics
Dr. Manju Babu	Periodontics
Dr. Nimmy Sabu	Pedodontics
Dr. JACOB JOSEPH	ORTHODONTICS
Dr. DINESH KAMATH	CONSERVATIVE DENTISTRY
Dr. FIAZ SHEMSHUDEEN	OMR

MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 18.07.2023 - DRAFT

The Academic Council meeting was held for the Heads of the dental departments on 18th of July 2023 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 and HoD, Periodontics)
4. Dr. Nivedita (HoD, Oral Pathology)
5. Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
6. Dr. Miriam Mathew (HoD, Prosthodontics)
7. Dr. Subramaniam R (HoD, Public Health Dentistry)
8. Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery)
9. Dr. Nadah Najeeb Rawther (HoD, Oral Medicine and Radiology)
10. Dr. Nimmy Sabu (Reader, Pedodontics)
11. Dr. Jacob Joseph (Reader, Orthodontics)
12. Dr. Manju Babu (Reader, Periodontics)

Agenda

1. Functioning of Comprehensive Dental Clinic
2. DCI attendance marking
3. Convocation for interns
4. Mentor mentee meetings
5. Myofunctional clinic
6. Monthly update of attendance
7. Essentiality for beginning of post-graduation course
8. TMJ and Orofacial Pain conference
9. Exam grievances
10. NAAC – AQAR related updates
11. Certificate courses by the Academic forum

Minutes of meeting

Dr. Sanu Tom Abraham, Principal, welcomed the gathering and briefed about the proposed agenda for the meeting.

1. Functioning of Comprehensive Dental Clinic

Dr. Bijoy John, in charge of Comprehensive Dental Clinic briefed about the functioning and concerns of the clinic and invited suggestion to upscale the services provided. Dr. Miriam Mathew suggested to provide flexible denture options for patients. Dr. Bijoy John emphasized the need to appoint a faculty in each department for attending to the patients reporting to comprehensive clinic for treatment and offer treatment services on priority basis. A concern was raised regarding the faculty not being informed regarding the appointment scheduled. It was decided to give prior intimation to the concerned faculty regarding appointments. It was emphasised that once the appointment is given, it is the department's responsibility to attend to the patient and provide timely treatment. In view of interns not getting an equal opportunity to work in comprehensive clinic (currently interns are posted on a rotation basic from Public

Health Dentistry and Periodontics departments), it was decided to have a general posting schedule for comprehensive clinic like the existing schedule for implant clinic posting.

Regarding the purchase of equipments and materials for the comprehensive clinic, it was decided that all the departments may furnish a list of required items.

2. DCI attendance marking

It was noted that there existed discrepancy regarding the biometric punching of college and that of the DCI. The HoD's informed that the DCI punching machine was not working at all times and that could be the cause. It was decided to report the malfunctioning of the DCI punching machine to the office following which the concern can be mailed to the DCI.

3. Passing out ceremony for interns

It was decided to have the passing out ceremony for interns in the month of September 2023. The dates are yet to be finalized.

4. Mentor mentee meetings

The Principal reviewed the conduct of Mentor Mentee meetings and emphasized that the mentor mentee meetings be conducted regularly, and the date, time, venue and report of the meetings be updated to the Principal on timely basis. The preferred time for holding the meetings was proposed as 1:30 pm to 2:00 pm.

5. Myofunctional clinic

The Principal informed that, the analysis of patients over the past 1 year revealed a considerable dearth in the myo-functional appliance cases in the institution. The HoD's of Orthodontics and Pedodontics departments were requested to investigate the matter and improve the number of such treatments in their respective departments.

6. Monthly update of attendance

The Principal instructed all the departments to update the attendance of students (both exam going and non-exam going) on monthly basis on or before the 5th day of every month in order to keep a track on the attendance of the students and provide early interventions as necessary.

7. Essentiality for beginning of post-graduation course

The Principal informed that we are preparing for beginning of post-graduation courses in the specialities of Orthodontics, Prosthodontics, and Conservative Dentistry and Endodontics. The concerned HoD's were requested to do the necessary documentation work for the same including patient related data for essentiality inspection.

8. TMJ and Orofacial Pain conference

It has been decided to organize a conference with a focus on TMJ and Orofacial Pain in the month of January 2024. The preliminary communications are in progress with the proposed keynote speaker. Upon receiving his reply regarding his convenient date and time, further details regarding the conference, scientific deliberations, hands on courses may be planned.

9. Exam grievances

It was brought to notice that the students are requesting the faculty regarding the opinion on valuation of the university examination papers, based on copies received following grievances submitted to University. The Principal informed that as per the University recommendations, no faculty shall re-evaluate the answer scripts and challenge the University valuation.

10. NAAC – AQAR related updates

In preparation with the Annual Quality Assurance Report (AQAR), to be submitted annual henceforth for the next cycle of NAAC assessment, the HoD's were informed on the documentations to be maintained by ever department. IQAC co-ordinator Dr. Subramaniam R, presented a list of documents to be maintained, based on the inputs received from criteria heads. The HoD's are requested to ensure proper documentation of the same.

11. Certificate courses by the Academic forum

It was decided to organize certificate courses by the Academic Forum of our institution. All HoD's were requested to suggest few certificate courses relevant to the department

and submit a draft outline, syllabus, audience targeted and proposed duration for the same, to the Principal on or before 3rd of August 2023.

The meeting ended with concluding remark by the Principal.




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