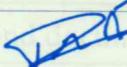


1. Field visit to be conducted for all batches - To identify and suggest establishments for field visit - labs, engineering colleges, milk plant, herbal garden, pharmacy college, water treatment plant etc

2. Slow learners and advanced learners register to be updated and regular

Dr Bijoy John (Dept of Periodontics) 

Dr. Subramaniam R (Department of Public Health Dentistry) 

Dr. Miriam Mathew (HoD, Prosthodontics) 

Dr. Fiaz Shemshudeen (HoD, Oral and Maxillofacial Surgery) 

Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology) 

Dr. Jacob Joseph (Reader, Orthodontics) 

Dr. Athira C P (Reader, Oral Pathology) 

Dr. Bijoy John 

### MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 20.06.2024

The Academic Council meeting was held for the Heads of the dental departments on 20<sup>th</sup> of June 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; HoD, Periodontics)
4. Dr. Dinesh Kamath (HoD, Conservative Dentistry and Endodontics)
5. Dr. R Rajesh (HoD, Pedodontics and Preventive Dentistry)
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. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)
10. Dr. Jacob Joseph (Reader, Orthodontics)
11. Dr. Athira C P (Reader, Oral Pathology)

#### *Agenda*

1. Upcoming DCI inspection
2. Academic calendar - update of proposed events from all departments
3. Faculty taking assignments in other colleges other than university examinations
4. PhD guideship policy
5. Interns tour - leave request on 14<sup>th</sup> September
6. Faculty registration for SWAYAM courses
7. Newsletter publication
8. Upcoming examinations
9. Collection of details regarding e-mail of parents
10. Articles for college journal
11. Policy for treating HIV/HBV patients
12. Comprehensive clinic patient flow
13. ICMR STS 2024
14. Permissible time limit for permission
15. HoD's duties and responsibilities

18. Staff performance report
19. Non-receipt of indented items from department
20. Social activities update
21. Any other matters

#### **Minutes of meeting**

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

#### **1. Upcoming DCI inspection**

The Principal informed that the recognition renewal inspection is due and all departments shall take necessary steps to ensure the documentation and inspected related formalities are up to date.

#### **2. Academic calendar - update of proposed events from all departments**

The Principal instructed all departments to submit the list of proposed events in connection with the observance of important days, to be mentioned in the academic calendar for the academic year 2024-2025 (from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025)

#### **3. Faculty taking up assignments in other colleges other than university examinations**

The Principal instructed that faculty taking up assignments or responsibilities related to other institutions, (other than University examination-related matters) shall seek prior permission and approval from the Principal.

#### **4. PhD guideship policy**

The Principal instructed that faculty taking up PhD guideship for PhD scholars from other institutions, shall seek prior permission and approval through the Principal's office.

#### **5. Interns tour - leave request on 14<sup>th</sup> September**

The interns requested permission to relieve them from their duties on the 14th of September 2024, as they are planning a batch tour. Considering the date coinciding with the first Onam festival, and the next 2 days being closed holidays, it is decided to relieve them with the condition that they ensure that the normal functioning of the department doesn't get affected. The interns who are not attending the tour shall be responsible for managing the department activities. Furthermore, the interns attending the tour shall get permission from the respective department heads.

#### **6. Faculty registration for SWAYAM courses**

The Principal expressed concern over the minimal enrolment of faculty for SWAYAM online courses. All HoD's shall ensure enrolment of the faculty for SWAYAM online courses and submit a report on or before 30.06.2024.

#### **7. Newsletter publication**

The Principal informed that the institutional newsletter

responsibility of Editor. All HoD's were requested to update the relevant information from the department promptly.

#### **8. Upcoming examinations**

The Principal informed that with University exams scheduled to begin next month, the concerned faculty shall ensure the preparations are in place and students are well prepared for the examinations.

#### **9. Collection of details regarding e-mail of parents**

It is decided in previous meetings to collect information from students regarding their parent's email id. The move was to keep the parents updated regarding their ward's academic performance promptly. Following incomplete data collection due to the promotion of the batches to the next academic year, it was decided to collect the details again batch-wise with a separate Google form for each batch. It was decided to collect the details from students at the beginning of every academic year (along with the 'No dues' form), to ensure timely collection and accurate collection of data.

#### **10. Articles for college journal**

The Principal instructed all HoD's to encourage interns posted in the department to publish scientific articles in the institutional journal. All HoD's are instructed to give a report on or before the next academic council meeting.

#### **11. Policy for treating HIV/HBV patients**

It is decided to conduct a CDE program to reinforce the standard precaution practices to the faculty, with a focus on managing patients with communicable diseases including HIV and HBV-infected patients. All HoD's shall train and equip the junior faculty to manage such cases.

#### **12. Comprehensive clinic patient flow**

It is decided to ensure adequate steps are taken to improve the patient inflow in the comprehensive clinic by encouraging and informing the patients about the facility and its advantages. The HoD's were instructed to ensure the availability of one faculty a day for rendering services at the comprehensive clinic. A slip will be made available on Friday, which must be filled and returned to the office regarding the names of faculty deputed for comprehensive clinic duty for the following week. In the absence of the deputed faculty, he/she shall make alternate arrangements for smooth functioning of the system.

#### **13. ICMR STS 2024**

The Principal informed that the submissions for ICMR STS 2024 are open and the last date of submission is 30<sup>th</sup> of June 2024. Dr. Subramaniam R briefed about the revisions in the current guidelines of the scheme. All HoD's were asked to ensure maximum participation from their respective departments. The scheme is open to all students of I and II year BDS

#### 14. Permissible time limit for permission

Following lapses noted in exceeding the time limit for permitting faculty members to move outside the institution during working hours, for personal work, it is decided to restrict the duration to a maximum time of 30 minutes. Permissions need to be obtained from the concerned authorities and entry made in the movement register. Any absence during the working day exceeding the permitted time shall be considered as a 'half day leave'.

#### 15. HoD's duties and responsibilities and work delegation

All HoD's are instructed to entrust junior staff with responsibilities and ensure proper work delegation in the department to equip and train the junior faculty.

#### 16. Biomedical waste segregation - lapses noted

The Principal mentioned that serious lapses were noted in relation to biomedical waste segregation in the departments that were notified by the IMAGE. It is decided to reinforce the biomedical waste segregation rules to students and chair side assistants at the department level. The Senior Chair Side assistants shall supervise the junior chairside assistants in ensuring proper segregation.

#### 17. Department discipline

Following lapses noted in exceeding the permitted break time (15 minutes) by students and interns and their involvement in other activities during the break time, the HoD's were asked to monitor and strictly ensure adherence to the guidelines in permitting 'break time' for the students and interns.

#### 18. Staff performance report

It is decided that the increment-related requests from the junior staff along with the 'Confidential Report' or any other 'Performance Reports' may be submitted to the office directly by the respective HoD's, to ensure confidentiality.

#### 19. Non- receipt of indented items from department

The Vice Principal informed that in the event of non-receipt of the indented items by the department even after 15 days of indenting, the matter may be reported to the Vice Principal or COO to ascertain the reason for delay and further processing the indent.

#### 20. Social activities update

All HoD's are instructed to submit a report of the social activities conducted by the departments every month to submit to the trust office for documentation purposes.

#### 21. Any other matters

- A concern was raised by HoD Periodontics, regarding referring patients to the Department of Periodontics after 1:30 pm, for scaling. He reported difficulty in convincing patients for the procedure on another day due to time constraints, when a patient reports to the department after 1:30 pm. It is decided to look into the matter and all HoD's were asked to ensure that patients were not referred to the

- A suggestion was put forth by HoD, Oral and Maxillofacial Surgery regarding a brief counseling session for patients regarding their treatment plan, needs, and services offered by various departments in managing the case. Such a brief session will inform and orient the patients towards the flow of events and enhance patient compliance.
- A suggestion was put forth by Dr. Fiaz Shemshudeen regarding encouraging the students to take up innovation and research-related activities beyond the regular academic work. It is decided to permit the students to give permissions and attendance as needed in connection with the projects and for research involvement, a 10% marks in the Internal Assessment may be given as motivation and encouragement.

The meeting ended at 10:30 am

*[Signature]*