

MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 19.03.2026

The Academic Council meeting was held for the Heads of the dental departments on 19th of March 2026, 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. Priya R (HoD, Conservative Dentistry and Endodontics)
6. Dr. Minu Raju (HoD, Prosthodontics)
7. Dr. Subramaniam R (HoD, Public Health Dentistry)
8. Dr. Joju George (HoD, Oral and Maxillofacial Surgery)
9. Dr. Gigi Roy (Senior Lecturer, Oral Medicine and Radiology)
10. Dr. Darsana Krishnan (Senior Lecturer, Department of Pedodontics)

Agenda

1. LPG shortage affecting pre-clinical work
2. Elective posting for interns
3. Additional duty to staff
4. Check of no dues form
5. Website updation
6. Scientific publication update by faculty
7. Day observation by departments
8. Cultural activity incharge – year wise
9. Weekend assignments to students
10. Academic forum updates
11. Mentor Mentee System
12. Digital valuation
13. Implantology course
14. Ensuring minimal staff on weekends and holidays
15. Committee for management of medical emergencies

Minutes of meeting

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

1. LPG shortage affecting pre-clinical work

The Principal informed about the ongoing shortage of LPG cylinders affecting pre-clinical laboratory work. Departments were advised to take necessary measures to ensure judicious use of available resources.

The HoD of Prosthodontics informed that steps have already been implemented within the department to minimize LPG consumption and prevent wastage.

2. Elective posting for interns

It was observed that the current method of allotting elective postings for interns is based on a "first-come, first-served" system. To ensure transparency and fairness in the selection process, it was decided to introduce a merit-based eligibility/rank list.

Interns will be evaluated by each department based on the following parameters:

- Clinical performance
- Attendance in mandatory courses
- Participation in CDE programs
- Involvement in research activities
- Contribution to scientific publications
- Presentation of journal clubs
- Punctuality and discipline
- Willingness to undertake responsibilities
- Professional conduct

Each intern shall submit a proforma for grading, on commencement of the posting.

The respective departments shall complete the evaluation and submit the finalized grade sheet to the office for preparation of the merit list.

3. Additional duty to staff

It was noted that some faculty members have shown reluctance in accepting additional duties, particularly those scheduled after regular working hours. The Principal emphasized that all faculty members are expected to accept and perform additional responsibilities assigned by the institution as part of their professional obligations.

4. Check of no dues form

Faculty members were instructed to regularly verify the "No Dues" forms and permission slips submitted by students for attending classes or other activities. Any discrepancies or lapses identified should be promptly communicated to the office for necessary action.

5. Website updation

All HoD's shall ensure that the institution website is frequently updated through timely communications regarding all activities, outreach programs, research and publication data etc. A copy of the updates must also be communicated to the Editor-in-charge of the institutional newsletter.

6. Scientific publication update by faculty

HoDs were directed to ensure that details of scientific publications by faculty members are reported to the Principal, Office and the Editor-in-Charge of the Newsletter in a timely and organized manner for institutional records and dissemination.

7. Day observation by departments

Departments were advised to actively organize and observe relevant health awareness days and professional observances related to their respective specialties. All HoD's shall ensure proper documentation and reporting of such activities should be maintained and updated to the website, media call and Editor in-charge of the Newsletter in a timebound manner.

8. Cultural activity incharge – year wise

It was discussed that faculty coordinators for cultural activities may be assigned year-wise to streamline the organization and participation of students in cultural programs conducted by the institution. The responsibility of the cultural activity in-charge will be to encourage and monitor the cultural activities and ensure screening the cultural programs for quality and content prior to participation in inter and intra college competitions.

9. Weekend assignments to students

The HoD's shall inform all faculty to refrain from giving assignments to students on weekends to be submitted on Monday's as the students going home on weekends will be finding it difficult to submit the assignments on time. The assignments should thus be scheduled accordingly.

10. Academic forum updates

With the Academic forum entering the next activity year from 1st of April, the Principal asked the HoD's if any change in the department representatives for the Academic forum is required. All HoD's informed that the previous department

representatives shall continue their respective posts. Furthermore, it was decided that all HoD's shall serve as the Advisory Board members of the Academic Forum, to give their expertise and suggestions in organising the programs.

11. Mentor-Mentee communications

The HoD's shall instruct all mentors to regularly keep their mentees informed of relevant communications from the office in a timely manner. The updates that are communicated to the mentors through the Mentor's WhatsApp group should be edited and customized if needed; and communicated to the respective mentee WhatsApp groups.

12. Digital valuation

All faculty members taking responsibilities as Chairpersons must ensure that the allotted quota of valuation is completed by all concerned departments. The Chairpersons shall update the status of valuation at the end of each day to the Principal. The Chairpersons shall submit the copies of the duty certificates of all faculty to the office and to the concerned departments for record keeping.

13. Implantology course

The Principal informed that the preparations for the conduct of Implantology fellowship courses are going on and is tentatively scheduled to commence from the month of June this year. Further details regarding the fees, schedule etc will be communicated once it is finalised.

14. Ensuring minimal staff on weekends and holidays

All HoD's must ensure that duty rosters are planned carefully and sufficient teaching faculty are available on weekends and other holidays where clinics are functioning, as there is an increasing patient inflow observed on these days. The adequate availability of doctors shall be ensured to manage the patients effectively without any delay.

15. Committee for management of medical emergencies

It is decided to constitute a committee for management of medical emergencies, comprising of representative faculty from each department. The committee shall be trained regularly regarding management of medical emergencies. The HoD's shall nominate a faculty from each department to be included in the committee.

The meeting ended at 11:00 am

