

## **MINUTES OF ACADEMIC COUNCIL MEETING HELD ON 12.05.2026**

The Academic Council meeting was held for the Heads of the dental departments on 12<sup>th</sup> of May 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. Mr. Bijesh P K (Chief Operations Officer)
4. Dr. Bijoy John (Dean, Student affairs; HoD, Periodontics)
5. Dr. Prasanth P S (HoD, Orthodontics)
6. Dr. Niveditha (HoD, Oral and Maxillofacial Pathology and Oral Microbiology)
7. Dr. R Rajesh (HoD, Pediatric Dentistry)
8. Dr. Priya R (HoD, Conservative Dentistry and Endodontics)
9. Dr. Minu Raju (HoD, Prosthodontics)
10. Dr. Subramaniam R (HoD, Public Health Dentistry)
11. Dr. Shabil Mohamed Mustafa (HoD, Oral Medicine and Radiology)
12. Dr. Joju George (HoD, Oral and Maxillofacial Surgery)

### ***Agenda***

1. Discussion and collection of inputs regarding BDS and MDS curriculum in India
2. ICMR STS 2026 – Call for proposals
3. KUHS Research appreciation award 2026 – Report submission
4. Add on courses in department level incorporating external faculty
5. Upcoming implantology course
6. Faculty Development Program
7. Emergency Unit – Member's orientation
8. Internal Assessment - transparency of assessment and marks
9. 'Carry over' students attendance
10. Mandatory attendance for failed students
11. Lapses noted in communication and conveying of important messages and circulars
12. Inclusion of Journal Club details in log book
13. Internal assessment examination for absentees
14. Academic software migration

15. Arts day
16. Smooth functioning of clinic on 16.05.2026
17. Monitoring and vigil over of interns and students going outside the premises during working hours
18. Medium of instruction during lecture class and student seminar and journal club presentations
19. Complaint received from patient circulated in HoD group
20. Leave taking by faculty on Saturdays

### ***Minutes of meeting***

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

1. Discussion and collection of inputs regarding BDS and MDS curriculum in India

As per the letter received from the National Dental Commission (NDC), the NDC is undertaking a consultative process to reform BDS and MDS curricula, aligning dental education with national health priorities, evolving healthcare systems and global standards. The NDC has sought inputs from all dental institutions regarding the same. The Principal instructed all HoD's to convey their opinions and suggestions in the given format by 14.05.2026, following which the data shall be compiled and sent to the NDC.

2. ICMR STS 2026 – Call for proposals

The Principal informed that the ICMR STS 2026 call for proposals is now open. The last date for submission of proposals via the DHR website is 30.05.2026. All Departments are encouraged to identify students with research interest and aptitude from 1<sup>st</sup> and 2<sup>nd</sup> year BDS, and ensure maximum participation. Dr. Subramaniam briefed about the guidelines for the project. The HoD's are requested to submit the title of the proposed project, name of the student and name of the guide by 16.05.2026 and there shall be a scientific review committee scheduled on 22.05.2026, where the candidates shall present the proposal and it shall be subjected to discussion and constructive suggestions.

3. KUHS Research appreciation award 2026 – Report submission

The Principal informed that the KUHS portal is now open for the submission of reports of the KUHS Research Appreciation awards 2025-26. The last date for submission of reports is 31.05.2026. All HoD's shall ensure timely submission of the completed reports as per guidelines.

4. Add on courses in department level incorporating external faculty

All HoD's are instructed to propose department level 'Add on courses'/CDE Programs on relevant topics by external faculty members, to be conducted in the present academic year. The programs shall enable participations from delegates outside the institution as well.

5. Upcoming implantology course

The upcoming 'Comprehensive Hands on Training Program – Implant Mastery for beginners' will be commencing on 12<sup>th</sup> of June 2026. The program will be conducted as 3 modules in June 12, 13, 14; October 12, 13, 14 and October 26, 27, 28.

6. Faculty Development Program

The Principal informed the second session of the Faculty Development Program as per the guidelines of the KUHS is scheduled to be held on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> of June 2025. Dr. Subramaniam R, faculty co-ordinator of the program briefed about the program, The 3 day program will have 4 external resource faculty and 2 in house faculty. The participants shall ensure complete attendance for all the sessions. HoD's are requested to ensure that the routine workflow is not disrupted on these days.

7. Emergency Unit – Member's orientation

As suggested in the previous HoD meeting, an emergency unit has been constituted with representative faculty from each department to handle medical emergencies. A training and orientation session is being planned to equip the members in handling medical emergencies. A meeting regarding the same is scheduled for 26.05.2026.

8. Internal Assessment - transparency of assessment and marks

The Principal informed that few complaints were received from students mentioning that they were not shown the answer scripts after valuation. All HoD's shall ensure transparency in assessment and marks allotted by distributing the answer scripts to students and address their concerns if any.

9. 'Carry over' students attendance

All HoDs were informed that students with Carry Over subjects of previous year of study shall be attending the classes along with the promoted batch of students and shall not be retained in the classes for the previous year of study.

10. Mandatory attendance for failed students

All HoDs must strictly ensure that students who have failed in the University Examinations shall attend the classes/postings held for supplementary batch students as per the schedule and fulfil attendance eligibility criteria as per university regulations.

11. Lapses noted in communication and conveying of important messages and circulars

The Principal informed that lapses were noted in communication of important office communications and circulars, where important information's were not passed on to the junior staff and vice versa. All HoDs shall ensure there are no such communication issues henceforth.

12. Inclusion of Journal Club details in Intern logbook

It was suggested to include specific pages for journal clubs presented and attended for each department of the Interns log book. Specific pages for scientific presentations at conferences, participations in CDE's and workshops, scientific publications shall also be added to the logbook.

13. Internal assessment examination for absentees

In view of students being absent for internal assessment / model examination on genuine grounds, it was decided to constitute a forum for scrutinising the genuineness of absenteeism, with appropriate document verifications. If found genuine, the student may be permitted for another examination. A guideline shall be framed to address this

matter. The decision shall be on a case-to-case basis. Such privilege may be restricted to two times during the entire course duration.

14. Academic software migration

A new software 'Career book' shall be replacing the existing academic software 'Campus 7'. The transition is in progress and the new software will be in use from June 2026.

15. Arts day

The Principal informed that Arts Day will be held on 30<sup>th</sup> May 2026. The off stage competitions will be held on 28<sup>th</sup> and 29<sup>th</sup> of May and the stage events will be on 30<sup>th</sup> of May. HoD's shall encourage all faculty members to be actively involved in the programs.

16. Smooth functioning of clinic on 16.05.2026 (Staff tour)

With the staff tour scheduled on 16.05.2026, the HoDs are directed to ensure smooth functioning of the clinics with the existing workforce and interns.

17. Monitoring and vigil over of interns and students going outside the premises during working hours

It has been brought to notice that students and interns are seen outside the college premises during working hours. The HoDs shall ensure accountability by making sure all movements are entered in the movement register.

18. Medium of instruction during lecture class and student seminar and journal club presentations

All HoDs shall ensure that all lecture classes, seminars, journal clubs are taken with English as medium of instruction.

19. Complaint received from patient circulated in HoD group

A written complaint was received from a patient regarding delay in investigation procedures. A copy of the letter was shared in the HoD group. The Principal

informed that the issue shall be reviewed and HoD's are requested to opine on the actions that can be taken to minimize such delays.

20. Leave taking by faculty on Saturdays

With increased patient flow on weekends observed, the leaves for faculty shall be sanctioned without interruption of the department services. Adequate faculty must be present on Saturdays to ensure the same.

The meeting ended at 11:45 am.



  
Principal

PG/Inspection on 22/5/26  
  
D.M. Pradyumn,  
AC Member.

  
22/5/26

  
22/5/2026