



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India

Affiliated to The Tamilnadu Dr.M.G.R Medical University

A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

ACADEMIC CELL - MINUTES OF MEETING



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India

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A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

ACADEMIC YEAR 2016-17



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India
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A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

Ref:APDCH/ACAD.CELL/05/2017

15.05.2017

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 15.05.2017 at 1.00 pm in the Conference Hall – APDCH.

AGENDA:

1. Collection of Question Paper for (Third Term for Regular & First Term for Additional batch) Terminal Exam from all departments.
2. Others

ndg
Member Secretary

[Signature]
PRINCIPAL

[Signature] Copy To:

1. Academic Cell Members
2. MR
3. Office



[Signature]
PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheruvu Taluk, Chengalpattu District
Tamil Nadu - 605 319



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Tamil Nadu, India

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E: contact@apdch.edu.in
W: www.apdch.edu.in



MEETING ATTENDANCE SHEET

MEETING : Academic Cell
 PLACE : Conference Room

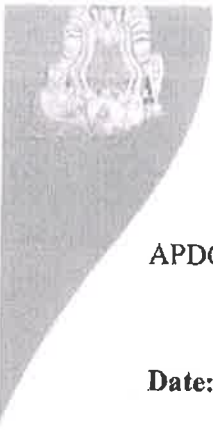
DATE : 15.05.2017
 TIME : 1.00 pm

SL.NO	NAME	DEPARTMENT	SIGN
1.	DR. P. Thillai Rajaguru Dr. Vidya Sekhar	Periodontics	<i>[Signature]</i> 15/5/17
2.	DR. SURESH KUMAR. G.	Oral Surgery	<i>[Signature]</i>
3.	Dr. G. VASUPRADHA	ORAL PATHOLOGY	<i>[Signature]</i>
4.	Dr. G. Manimegalai	Oral Pathology	<i>[Signature]</i>
5.	S. Kamatchi	ADMIN	<i>[Signature]</i> 15/5/17
6.	D. Revathy	ADMIN	<i>[Signature]</i> 15/5/17
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PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Chevur Taluk, Chengalpattu District
 Tamil Nadu - 603 319



APDCH/ACAD.CELL/MAY 2017

DATE: 15-05-2017

MINUTES OF THE ACADEMIC CELL MEETING

Date: 15.05.2017

Time: 01.30 PM

Place: IQAC Conference Room –APDCH

The meeting of the Academic Cell was held under the Chairpersonship, Principal APDCH. Following members were present.

SL.NO.	NAME OF THE MEMBERS	
1	Dr.S. Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.Suresh Kumar	Member
4	Dr.Vasupradha	Member
5	Dr.Manimegalai	Member
6	Mrs.S.Kamatchi	Academic Cell Assistants
7	Mrs.D.Revathy	Academic Cell Assistants

The Cell members met and discussed the following:

1. Collection of Question Paper (Third Term for Regular & First Term for Additional Batch) for BDS Terminal Examination from all departments has been done. Color Print for all the Question Papers will be completed Year-wise.
2. The Theory Terminal BDS Examination to be held on 17th June 2017 will be held between 9.00AM to 12.00PM.
3. It has been decided in a HOD Meeting with the Principal that the UG Practical Examinations for all years will be conducted from 1st June 2017 & it will be followed by the UG-Theory Examination for all Years. (Third Term for Regular & First Term for Additional Batch)
4. Answer Sheets for the Practical Examinations for the Medical Subjects of I year, II year & III year BDS have been dispatched to the various Departments.

For Your Reference: academicapdch@gmail.com



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5. PG Mock Exam for I year & II year Students will be conducted in the library as discussed in a HOD meeting with Principal.

6. OMR Sheet with code number for entry of Marks of BDS Examination (Third Term for Regular & First Term for Additional Batch) have been given to the various Dental Departments.

7. IV Year BDS Clinical Posting is ending on May 31st 2017. Additional Clinical Posting for the IV Year BDS is to be prepared for the month from 1st June 2017 to 21st July 2017.


Prepared by


Verified by


Principal

Enclosure: Attendance sheet.

For Your Reference: academicapdch@gmail.com



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Ref:APDCH/ACAD.CELL/03/2017

20.03.2017

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 22.03.2017 at 12.30 pm in the Conference Hall – APDCH.

AGENDA:

1. Review output of IInd Terminal Examination
2. Sending student Academic Performance to the parents before PTA
3. Attendance % analysis of II Term
4. Others

20/3/17

Member Secretary

PRINCIPAL

Copy To:

1. Academic Cell Members
2. MR
3. Office



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MEETING ATTENDANCE SHEET

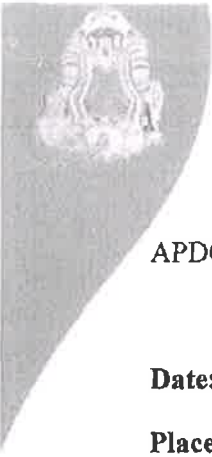
MEETING : ACADEMIC CELL
 PLACE : A.C. ROOM
 CONDUCTED BY: CHAIRPERSON

DATE : 22.03.2017
 TIME : 1.15 pm

SL.NO	NAME	DEPARTMENT	SIGN
1.	Prof. DR. S. THILLAINAYAGAM	CHAIRPERSON & PRINCIPAL	<i>[Signature]</i>
2.			
3.	Dr. Suresh kumari G.		<i>[Signature]</i> 22/3/17
4.	Dr. G. VASUPRADHA		<i>[Signature]</i> 22/3/17.
5.	DR. D. BHAVANI PRATHNA	MEMBER	<i>[Signature]</i> 22/3/17
6.	Dr. Manimegalai G	Member	<i>[Signature]</i> 22/03/2017
7.	D. Reva thiy	Academic cell staff	<i>[Signature]</i> 22/3/17.
8.	S. Kamalathi	" "	<i>[Signature]</i> 22/3/17
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APDCH/ACAD.CELL/Mar 2017

DATE: 22-03-2017

MINUTES OF THE ACADEMIC CELL MEETING

Date: 22.03.2017

Time: 12.30 PM

Place: IQAC Conference Room --APDCH

The meeting of the Academic Cell was held under the Chairpersonship, Principal APDCH.
Following members were present.

1	Dr.S. Thillainayagam	Chairperson
2	Dr.Suresh Kumar	Member
3	Dr.G. Vasupradha	Member
4	Dr.D.BhavaniPratima	Member
5	Dr.G.Manimegalai	Member
6	Mrs.S.Kamatchi	Academic Cell Assistant
7	Mrs.D.Revathy	Academic Cell Assistant

The Cell members met and discussed the following:

I Attendance Percentage Analysis

1. I BDS II Term Attendance Percentage_of Regular Batch not received from the Department of Anatomy, Physiology & Biochemistry
2. II BDS II Term Attendance Percentage_of Regular Batch from Department of Pathology Microbiology & Pharmacology not received.
3. Attendance Percentage of III BDS from Department of General Medicine, General Surgery not received.
4. Upon receiving the above department's terminal attendance, Analysis will be done and circulated to concerned departments.
5. Terminal Attendance Analysis for Final year BDS (Regular) have been prepared.

For Your Reference: academicpdch@gmail.com



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II Terminal Results

1. Second Terminal Exam is being conducted for IV year BDS (Regular batch). It will get over on 22nd March 2017. As proposed by examination committee center evaluation will take place on 23.03.2017 & 24.03.2017. After that the marks will be submitted to academic cell by individual departments and then analyzed.

2. Terminal result analysis of 3rd, 2nd & 1st BDS will be done once marks have been submitted to academic cell by the various department.

3. On or before April 5th 2017 the student Attendance Percentage & terminal mark result will be sent to the parents (PTA).

4. Soft Skill programme will be held on 28.03.2017 for Ist year BDS & 29.03.2017 for IInd year BDS. Hence all classes will be suspended for the aforesaid years on their respective days.

Hence forth it has been decided that once the terminal examinations have been conducted the terminal exam question papers will be sent to the library for students referral.

Prepared by

Verified by

Principal

Enclosure: Attendance sheet.



Principal

Prof. Dr. S. Karthiga Kannan, MDS
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DENTAL COLLEGE & HOSPITAL

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Ref:APDCH/ACAD.CELL/01/2017

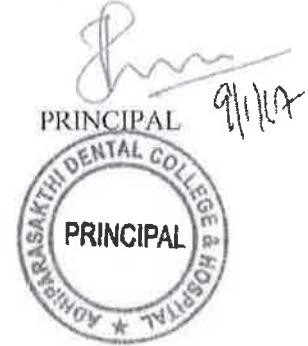
09.01.2017

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 12.01.2017 at 12.30 pm in the Conference Hall – APDCH.

AGENDA:

1. Sending student Academic Performance to the parents before PTA
2. Attendance % analysis of Ist and IIIrd Term
3. Terminal Mark analysis of 1st term and IIIrd Term
4. Others



Copy To:

1. Academic Cell Members
2. MR
3. Office



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MEETING ATTENDANCE SHEET

MEETING : Academic Cell

DATE : 12th January 2017

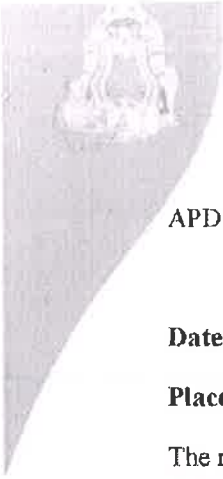
PLACE : IQAC Conference Hall

TIME : 12:30 p.m.

SL.NO	NAME	DEPARTMENT	SIGN
1.	Dr. S. Thiruvaiyappan	Perio care	<i>[Signature]</i>
2.	Dr. Vidya Sekhar	Perio dentis	<i>[Signature]</i>
3.	Dr. D. Blavani Pratima	Pedodontics	<i>[Signature]</i>
4.	S. Kamatchi	Admin	<i>[Signature]</i>
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 Tamil Nadu - 603 319



APDCH/ACAD.CELL/JAN 2017

DATE: 12-01-2017

MINUTES OF THE ACADEMIC CELL MEETING

Date: 12-01-2017

Time: 12.30 PM

Place: IQAC Conference Room -- APDCH

The meeting of the Academic Cell was held under the Chairpersonship, Principal APDCH. Following members were present.

SL.NO.	NAME OF THE MEMBERS	
1	Dr.S. Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.D.Bhavani Pratiima	Member
4	Mrs.S.Kamatchi	Academic Cell Assistants

The Cell members met and discussed the following:

I Attendance Percentage Analysis

1. Attendance Percentage of First Terminal Regular & Third Terminal Additional Batch of 1st year BDS & 2nd year BDS not received from the Department of Anatomy, Physiology, and Oral pathology.
2. Third term Attendance of 2nd year BDS Additional Batch from Department of Pathology & Microbiology and Regular & Additional Batch from Department of Pharmacology not received.
3. Attendance Percentage of 3rd year BDS from Department of General Medicine, General Surgery & Oral Pathology not received.
4. Upon receiving the above department's terminal attendance, Analysis will be done and circulated to concerned departments.

RX

For Your Reference: academicpdch@gmail.com



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& State of Tamil Nadu, Chennai, Tamil Nadu, India

5. Terminal Attendance Analysis for Final year BDS (Regular & Additional batch) have been prepared.

II Terminal Results

1. Terminal marks for 1st year BDS First Terminal regular & Third Terminal Additional not received from Anatomy Department.
2. Terminal Result Analysis of 3rd year BDS (Regular & Additional batch) have been prepared.
3. Terminal Result Analysis of Final year BDS (Regular & Additional batch) have been prepared.
- 4 Terminal Result Analysis of 2nd year BDS will be prepared by on or before 21th January & circulated to concerned departments.
5. Upon receiving Anatomy Terminal marks of 1st year BDS, the result Analysis for 1st Year BDS, will be circulated to concerned departments.
6. On or before January 31st 2017 the student Attendance Percentage & terminal mark result will be sent to the parents (PTA).

III Attendance of basic science class by 1st year PG Students

Telephonic Complaints from MAPIMS staff regarding not attendance of 1st year post graduate basic science classes. A letter has been formulated regarding the same and sent to mentor committee for further action

Ry

Prepared by

Verified by

Principal

Prof. Dr. S. THILLAIKAYAGAM, MDS
ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL
HOSPITAL ROAD, MELMARUVATHUR, CHEYYUR TALUK,
KANCHEEPURAM DIST - 603319

Enclosure: Attendance sheet.

For Your Reference: academicapdch@gmail.com



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Ref:APDCH/ACAD.CELL/11/2016

14.11.2016

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 18.11.2016 at 12.30 pm in the Conference Hall – APDCH.

AGENDA:

1. Check the completion of the existing files
2. Collection of Question Paper for Terminal Exam from all departments.
3. Others

14/11/16

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Copy To:

1. Concerned Members
2. Office

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PRINCIPAL



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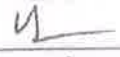
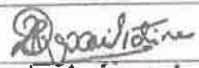
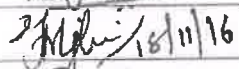
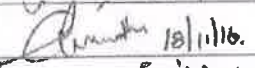
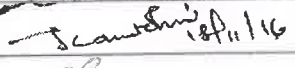

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MEETING ATTENDANCE SHEET

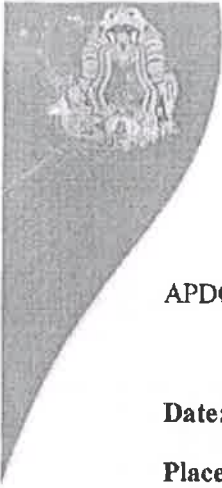
MEETING : ACADEMIC CELL
 PLACE : IQAC CONFERENCE ROOM

DATE : 18.11.2016
 TIME : 12.30 PM

SL.NO	NAME	DEPARTMENT	SIGN
1.	Dr. Vidya Sekhar	Periodontics	
2.	Dr. D. Bhawani Pratiima	Pedodontics	
3.	Dr. Manimesalai	Prosthodontics	
4.	Dr. G. Vasupradha	Oral Path	
5.	S. Kamatchi	Admin	
6.	Dr. S. Thiruvainayagam	Principal	
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A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

APDCH/ACAD.CELL/NOV 2016

DATE:21-11-2016

MINUTES OF THE ACADEMIC CELL MEETING

Date: 18-11-2016

Time: 01.00 PM

Place: IQAC Conference Room –APDCH

The meeting of the Academic Cell was held under the Chairpersonship, Principal APDCH.
Following members remained present.

SL.NO.	NAME OF THE MEMBERS	
1	Dr.S. Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.G. Vasupradha	Member
4	Dr.D.BhavaniPratima	Member
5	Dr.G.Manimegalai	Member
6	Mrs.S.Kamatchi	Academic Cell Assistants

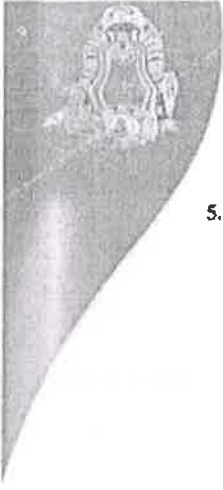
The Cell members met and discussed the following:

1. Regarding the General Surgery & Medicine are not giving Attendance Percentage and Terminal Marks.
2. Question Paper for Terminal Exam (Regular & Additional batch) Theory & Practical to be conducted from 1st Dec to 20th Dec 2016. Question Papers have been received from the departments Oral Pathology, Periodontics, Oral Medicine, Pathology & Microbiology and Gen Surgery.
3. University Result Analysis for the academic Year 2015-16 compiled and sent to all departments.
4. Shifting of Academic Year 2016-17 Files from Academic Cell Room to ADMIN OFFICE as requested by Mrs. S.Kamatchi & Mrs.D.Revathy (Academic Cell Assistants).

For Your Reference: academicapdch@gmail.com




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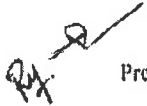


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5. Work Allotment for Mrs. S.Kamatchi & Mrs.D.Revathy (Academic Cell Assistants)

- 1 Collection of Monthly Attendance Percentage for BDS & MDS Students.
- 2 Term Attendance Analysis of BDS.
- 3 Question Paper collection for Terminal Examination.
- 4 Printing of a Paper in Colour coded Sheet and Hand over of Question Paper on the day of Exam to the Chief Superintendent.
- 5 Handover of Terminal Exam Answer Sheets to the respective Departments.
- 6 Terminal Exam Mark Sheet Collection from Respective Departments and analysis of the same.
- 7 Sending student Academic performance in Terms of Attendance and Terminal Mark to the Parents before PTA.
- 8 University exam mark entry and analysis.
- 9 IV Year University Exam failures intimation letters sent to Parents.
- 10 Name list of IV Year pass out Student and intimation of Final Year University results to parents.
- 11 Clinical posting of II Year PRECLINICAL ,IIIYear & IV Year Clinical Posting for Regular & Additional Batches.
- 12 CRR I Posting to be Scheduled.



Prepared by



Verified by



Principal

Enclosure: Attendance sheet.

For Your Reference: academlcapdch@gmail.com





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AFFILIATED TO THE TAMIL NADU Dr. M G R. MEDICAL UNIVERSITY, CHENNAI.



APDCH/ACAD.CELL/ OCT 2016

DATE: 05/10/2016

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 06-10-2016 at 12.30 pm in the Conference Hall-APDCH.

Agenda:

1. Academic Schedule for Aug 2016-2017 Batch
2. University Exam Results Aug 2015-16
3. Others


Principal

Copy to:

1. Concerned Members.
2. Office.




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APDCH/ACAD.CELL/OCTOBER 2016

DATE: 06.10.2016

MINUTES OF THE ACADEMIC CELL MEETING

Date: 06.10.2016

Time: 11.00 AM

Place: Conference Hall -APDCH

The meeting of the Academic Cell was held under the Chairpersonship, Principal APDCH. Following members remained present.

SL.NO.	NAME OF THE MEMBERS	
1	Dr.S.Thillainayagam	Chairperson
2	Dr.Vidhya Sekhar	Member Secretary
3	Dr.G.Suresh Kumar	Member
4	Dr.G.Vasupradha	Member
5	Dr.D.Bhavani Pratima	Member
6	Dr.G.Manimegalai	Member

The Cell members were met and discussed the following:

1. Discussed regarding printing of Academic Schedule (Calendar) for August 2016-2017 batch .College diary (faculty) given to the respective department HOD's.
2. Final Year University Exam Result Analysis of August 2015-2016 batch was done and sent to the respective departments.
3. As per the Chairperson's instruction the office staff Mrs.Kamatchi.S &Mrs.Revathy.D were sensitized to the various files and registers present in the Academic Cell, So that they would be able to instantly update the same.

Prepared by

Verified by

Principal

Enclosure: Attendance sheet.



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