



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

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

ACADEMIC YEAR 2017-18



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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Ref: APDCH/ACAD.CELL/07/2017

12.07.2017

INTERNAL COMMUNICATION

There will be a Meeting for all the members of the Academic Cell on 13.07.2017 at 1.00 pm in the ^{OFFICE} - APDCH.

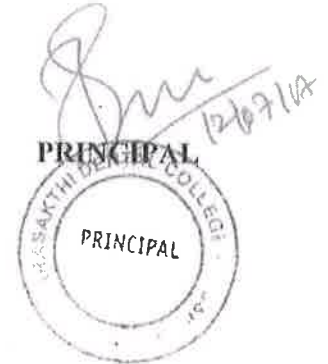
AGENDA:

1. Collection of IIIrd Terminal Result marks from the various departments.
2. Collection of Ist Terminal Result marks from the various departments.
3. IIIrd Terminal Result and Ist Terminal Results analysis.
4. Attendance analysis of IIIrd Term for Regular batch and 1st Term for Additional batch for all years.
5. Inclusion of new staff in the office for the academic cell.

ndp
Member Secretary

Copy To:

- Academic Cell Members
- MR
- Office



S. Karthiga Kannan
PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

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MEETING ATTENDANCE SHEET

MEETING : Academic cell

DATE : 13/7/17

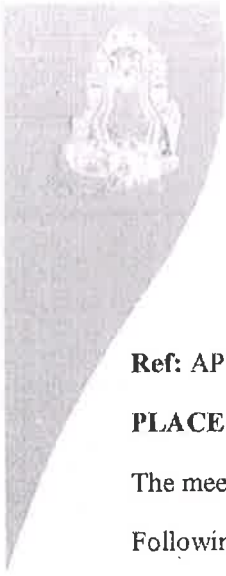
PLACE : Office. ARDCM

TIME : 1:00 p.m

SL.NO	NAME	DEPARTMENT	SIGNATURE
1.	Dr. S. Thillairajam	ODS	
2.	Dr. Vidya Sekhar	M.S. (Perio)	
3.	Dr. G. Vampradha	Oral Path	
4.	V. SHEMAVATHY	Academic cell	
5.	N. KIVADRIYA.	Academic cell	
6.	Dr. Manimegalai G	Academic cell	
7.	Dr.	Oral Path	
8.	Dr. Suresh Kumar. G	ODS	
9.			
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25.			



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 Chevayur Taluk, Chengalpattu District
 Tamil Nadu - 603 319



MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/07/2017

13.7.2017

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH.

Following members were present:

S.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.G.Manimegalai	Member
6	Ms.V.S.Hemavathy	Academic Cell Assistant
7	Mrs.N.Sivapriya	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. III Terminal examination was conducted from Ist year to IV year BDS in the month of June for the 2016-2017 Batch.(regular batch)
2. I Terminal examination was conducted from IInd year to IV year BDS in the month of June for the 2017-2018 Batch.(additional batch)
3. All III Terminal exams marks from all Departments have been collected except Department of Anatomy & Pharmacology.
4. All I Terminal exams marks from all Department have been collected except Department of Pharmacology

An email is to be sent to the respective departments regarding marks that have not yet been received.

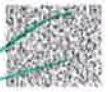
5. IV year Terminal Results analysis for III Term Reg & I Term Add have been prepared & send to parents'. It is yet to be sent to all the departments.
6. Attendance analysis have been made for IV year Reg & Add batch to send to parents. It is yet to be sent to all the departments.



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7. Attendance is not received for III term(regular) and Ist term (additional) for Department of
- o I year – Anatomy & Physiology
 - o II year – Micro biology & Pharmacology
 - o III year – General Medicine & General Surgery

An email is to be sent to the respective departments regarding attendance that have not yet been received.

8. Inclusion of New staff in the office for the academic Cell.
- o V.S Hemavathy
 - o N Sivapriya

For your reference :academicpdch@gmail.com

P. Sivapriya
18/11/19
Prepared by

S. Karthiga Kannan
18/11/19
Admin Manager

N. Sivapriya
Member Secretary

S. Karthiga Kannan
Principal



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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/10/2017

10.10.2017

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH.

Following members were present:

S.NO	NAME OF THE MEMBERS	
1	Dr.S.Thillainayagam	Chairperson
2	Dr.N.Bharath	IQAC & MR
3	Dr.Vidya Sekhar	Member Secretary
4	Dr.G.Vasupradha	Member
6	Ms.V.S.Hemavathy	Academic Cell Assistant
7	Mrs.N.Sivapriya	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. All Dental & Medical Departments have given Teaching Schedule & Schedule is entered into Centralized Intelligence System.
2. Clinical Postings for UG – Regular Batch & CRRJ posting has been entered into Centralized Intelligence System for III BDS & IV BDS.
3. II terminal Examination was conducted for II year to IV year BDS February 2016-17 batch.
4. Result analysis for II terminal Exam for FEB 2016-17 batch was completed & yet to be circulated to all related Dental and Medical departments.
5. The Tamilnadu Dr.M.G.R Medical University Examination Result for August 2016-17 batch of individual students has been downloaded from university website for IV-BDS & III-BDS, Result Analysis was done for III-BDS & IV-BDS. It is yet to be circulated to all related Dental and Medical departments.
6. Attendance of students from Dental College has been change to Biometric, only the (Basic Science) Medical College & Hospital lack the biometric attendance. This point may be taken to the notice to the top management as per Chairperson's instructions.



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7. List of staff handling/in charge for the theory classes and practical hours for the Undergraduate and Postgraduate Students year wise for feedback collection is to be submitted by various dental departments by 11.10.2017. It has been communicated to MR-Dr N.Bharath & He will issue a circular as per Principal Sir's instructions.
8. Corrective & Preventive actions were raised regarding the following & submitted to MR-Dr N.Bharath & Ms. Vidhya (Office Staff)
 - a) Student Attendance shall be minimum of 90% for UG & PG
 - b) Students pass percentage should be 100% in the University exams for UG & PG.
 - c) University Distinction shall be Minimum 10 per year/ department for UGs.
 - d) University level First mark shall be Minimum one per year/ subject for UGs.

Wdyp
Member Secretary

[Signature]
Principal & Chairperson

PRINCIPAL
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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/11/2017

15.11.2017

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH,

Following members were present:

S.NO	NAME OF THE MEMBERS	
1	Dr. S.Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr G Suresh Kumar	Member
4	Dr.G.Vasupradha	Member
5	Ms.V.S.Hemavathy	Academic Cell Assistant

The Academic cell Members met and discussed the following:

- 1. University result analysis for all year B.D.S 2016-2017 batch.**
I to IV BDS University Result Analysis of August 2017 Examination was completed and circulated to all departments in the Month of October 2017.
- 2. Attendance of students from basic science departments**
Attendance of students from Basic Science Departments will be collected Term wise. Earlier it used to be collected monthly. Term wise collection has been decided in consultation with MAPIMS Staff as informed by Administrative Officer.
- 3. Collection of Question Paper for Terminal Exam (Reg & Add Batch) from all departments**
Question Paper to be collected for Terminal Exam (Reg & Add) batch from all departments by 21.11. 2017. Terminal Examination starts from 4.12.2017, Examination Committee has been priory informed with the circular dated 7.11.2017.
- 4. Posting for Ayesha Jenifer IV Yr August 2018 Batch Exam going**
Posting for Ayesha Jenifer (IV BDS August 2018 exam appearing) for Orthodontics, Periodontics & PHD has been made and approval taken from principal & Circulated to concerned departments on 14.11.2017.



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5. Others

Mr Pratap S IV BDS (Reg Batch) has a carryover in the Oral Pathology. He has to write his III Terminal Examination in oral Pathology as requested verbally by Professor Dr M.Devi, HOD Department of Oral Pathology to the Principal. However the Oral Pathology Theory & Practical exam clashes with Orthodontics & Conservative.Dentistry Theory exam on 06.12.2017 & 09.12.2017 respectively. The issue is to be discussed with Respective HOD's in the HOD meeting on 20.11.2017 as advised by the chairperson & alternative arrangement for the candidate is to be made.


Member Secretary




Principal

Copy To:

- IQAC
- Office

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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/01/2017

10.01.2018

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH.

Following members were present:

S.NO	NAME OF THE MEMBERS	
1	Dr.S.Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.G.Suresh Kumar	Member
4	Dr.G.Vasupradha	Member
5	Dr.Nandhini	Member
6	Dr.Deena Nancy	Member
7	Dr.Lakshmanan	Member
8	Dr Janani	Member
9	Ms.V.S.Hemavathy	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. Terminal Exam mark Analysis for I term & III term has been completed & yet to be circulated to all the departments.
2. Mark list of I & III term exam is to be given to the Mentor committee for dispatching to the parents about student academic performance.
3. Final list of University Exam going batch (FEB 2018) is prepared. Internal Assessment marks have been collected from various departments and submitted to Mrs.Susila for entry in University website.
4. Study Holidays for Feb 2018 Exam going batch – from 13.01.2018 to 29.01.2018.



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Prof.Dr.S.Karthiga Kannan, MDS.,



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5. Inclusion of New members in the Academic Cell and duty in charge for each member.

Name of the Members	Duty of the Members
Dr.S.Thillainayagam	Chairperson
Dr.Vidya Sekhar	Member Secretary
Dr.G.Suresh Kumar	Teaching Schedule & Exam Question paper Collection
Dr.Nandhini	
Dr.G.Vasupradha	Marks & Attendance of students of Terminal exams & University Exams
Dr.Deena Nancy	
Dr.Lakshmanan	
Dr Janani	Collection of data from Basic Sciences
Ms.V.S.Hemavathy	Academic Cell Assistant



Member Secretary


PRINCIPAL

PRINCIPAL
Dr. S. Thillainayagam, M.D.S.,
Adhiparasakthi Dental College and Hospital
Melmaruvathur - 603 319.

Copy To:

- Academic Cell Members
- MR, IQAC member secretary
- Office


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Ref: APDCH/ACAD.CELL/02/2018

05.02.2018

Minutes of the Meeting

- A meeting on 05.02.18 (Monday) at 11.30 AM was held in the Main Conference Hall to discuss regarding preponement of Second Terminal Examinations (Theory & Practical) for I BDS to III BDS students with the HOD's of Basic sciences, General Surgery & General Medicine departments of MAPIMS.
- It was decided to hold the Theory Examinations from 19.02.2018 to 21.02.2018 and Practical Examinations from 26.02.2018 to 01.03.2018.
- Practical Examinations will be held from 8.30am to 12.30pm for all Basic sciences, General Surgery & General Medicine departments of MAPIMS.


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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/03/2018

21.03.2018

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH.

Following members were present:

S.NO	NAME OF THE MEMBERS	
1	Dr.S.Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.G.Vasupradha	Member
4	Dr.Nandhini	Member
5	Dr.Lakshmanan	Member
6	Dr.Janani	Member
7	Ms.V.S.Hemavathy	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. The Tamilnadu Dr.M.G.R Medical University Examination Results for FEB 2018 batch of individual students has been downloaded from university website for I-BDS to IV-BDS, Result Analysis was done for all years. Circulated to all related Dental departments.
2. Terminal Exam Mark Analysis & Statement of Marks for II term has been completed & circulated to all the departments
3. PG - III Module exam for final year MDS students has been completed.
4. Additional Batch Students - CRRI & III & IV BDS Postings schedule has been prepared & Circulated to all departments.



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Dr. S. Thillainayagam
PRINCIPAL

Dr. S. Thillainayagam, M.D.S.,
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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/05/2018

21.05.2018

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairpersonship, Principal APDCH.

Following members were present:

S.NO	NAME OF THE MEMBERS	
1	Dr.S.Thillainayagam	Chairperson
2	Dr.Vidya Sekhar	Member Secretary
3	Dr.G.Vasupradha	Member
4	Ms.V.S.Hemavathy	Academic Cell Assistant
5	Ms Revathy	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. Collection of Question Paper for Terminal Exam (Regular batch) from all departments

Question Paper to be collected for Terminal Exam (Regular) batch from all departments by 07.06 2018 as per academic calendar schedule. Terminal Examination starts from 18.06.2018 as per academic calendar schedule. A circular has to be sent to all departments regarding question paper submission by individual departments. Examination Committee has to be priory informed with a circular.

2. Collection of Question Paper for Terminal Exam (Add Batch) from all departments

Question Paper to be collected for Terminal Exam (Add) batch from all departments by 07.06 2018 as per academic calendar schedule. Terminal Examination starts from 18.06.2018 as per academic calendar schedule. A circular has to be sent to all departments regarding question paper submission by individual departments. Examination Committee has to be priory informed with a circular.


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3. Discussion about BDS - University Exam going students name list – August 2018 for Regular Batch

Final list of University Exam going batch (AUG 2018) is to be prepared after consultation with each department HOD. List of candidates not allowed to write the university exams has to be given by individual departments after consultation with Principal. Last date for submission of Exam going students name list by all departments is 22.06.2018 as per academic calendar schedule.

4. Others.

Ms Deepika Priyalakshmi – I st Yr BDS student has 40% Theory Attendance & 33% Practical attendance in Bio-chemistry. She has also not attended Physiology Theory & Practical classes for the past 6 months. A letter has been sent to her house regarding the same. Mentor committee to be informed.

Mr Ramji E- I st Yr BDS student has 0% Practical attendance in Bio-chemistry. His parents have met the Principal & Biochemistry HOD. A letter has been given by his parents stating that he was suffering Scabies.

Ms Saranya N - I st Yr BDS student has 50% Practical attendance in Bio-chemistry. Her parents have met the Principal & Mentor. She was admitted MAPIMS due to a Medical condition. A letter has been given by her parents.

Ms. Sweetha.V - I st Yr BDS student has 50% Practical attendance in Bio-chemistry. Her Father has met the Principal. No formal Intimation has been submitted in office.

To check the Bio metric Attendance percentage of III yr & IV yr BDS students from the beginning of the AY 2017 -18 till date in consultation with Time Office.

Member Secretary

S. Karthiga Kannan



PRINCIPAL

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MINUTES OF THE ACADEMIC CELL MEETING

Ref: APDCH/ACAD.CELL/07/2018

18.07.2018

PLACE: IQAC Conference room

The meeting of the academic cell was held under the Chairperson, Principal APDCH.

Following members were present:

S.NO	NAME OF THE MEMBERS	
1.	Dr.S.Thillainayagam	Chairperson
2.	Dr.Vidya Sekhar	Member Secretary
3.	Dr.G.Vasupradha	Member
4.	Dr.Nandhini	Member
5.	Dr.Lakshmanan	Member
6.	Dr.Janani	Member
7.	Ms.V.S.Hemavathy	Academic Cell Assistant
8.	Mrs Revathy	Academic Cell Assistant

The Academic cell Members met and discussed the following:

1. Discussion of new committee as per IQAC chairperson circular dated:
 - a. Work allotment for individual members

Name of the Members	Duty of the Members
Dr.S.Thillainayagam	Chairperson
Dr.Vidya Sekhar	Member Secretary
Dr.M.Manoj	Teaching Schedule & Exam Question paper Collection
Dr.G.Vasupradha Dr.A.L.Lakshmanan	Marks & Attendance of students of Terminal exams & University Exams
Dr.I.Janani	Collection of data from Basic Sciences
Ms.V.S.Hemavathy	Academic Cell Assistant
Mrs.K.Revathy	Academic Cell Assistant

- b. Meeting dates of the new committee after discussion with examination committee and Principal sir approval



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S.No	DATE	MONTH	DAY	EVENTS
1	16.08.2018	August	Thursday	II Term Exam (Add)
2	14.11.2018	November	Wednesday	III Term Exam (Add) & I Term Exam (Reg)
3	10.12.2018	December	Monday	University Exam Going - FEB 2019 (Additional Batch)
4	23.01.2019	January	Wednesday	II Term Exam (Reg)
5	05.06.2019	June	Wednesday	III Term Exam (Reg) & I Term Exam (Add) & Endowment Medal Exam
6	10.06.2019	June	Monday	University Exam Going - AUG 2019 (Regular Batch)

2. Discussion about upcoming academic year (2018-19)

- Academic Schedule for regular batch 2018-2019 August has been prepared and submitted to IQAC after approval from Principal Sir.
- Academic Schedule for additional batch 2018-2019 February has been prepared and submitted to IQAC after approval from Principal Sir.
- Academic Schedule for additional batch 2019-2020 August has been prepared and submitted to IQAC after approval from Principal Sir.
- Meeting Schedule & dates has been prepared and submitted to IQAC after approval from Principal Sir.
- Terminal exam dates for AY 2018-2019 as per academic schedule has been prepared, yet to finalize details after approval from Principal.



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