

Om Sakthi



ADHIPARASAKTHI DENTAL COLLEGE AND HOSPITAL

[A UNIT OF ADHIPARASAKTHI CHARITABLE, MEDICAL, EDUCATIONAL AND CULTURAL TRUST (Regd.)]

MELMARUVATHUR - 603 319, TAMILNADU, INDIA.
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(RECOGNISED BY DENTAL COUNCIL OF INDIA, NEW DELHI)
AFFILIATED TO THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI.



Ref: APDCH/IQAC/MOM/09-2016

DATE: 15/9/2016

Minutes of the Meeting

Previous Mom was read by the IQAC chair person. 1st PG student representative Dr. Nithiyashree must record the basic science class attendance. It must be reported to principal or vice principal every week was decided in the meeting

Agenda Discussed in the meeting

1. Plan of action of IQAC was discussed -UG teaching schedule which was prepared by all departments has to be submitted to Academic cell. Teaching faculty's calendar activities was also discussed and the calendar was decided to be ready by the end of this month.
2. Review output from March 2016 to August 2016 of all committees activities will submitted in the IQAC. The members of all departments agreed to convey this to the committee members of their respective department. Closing of all the old committee file and opening new file for this academic year was also accepted by the IQAC members.
3. Innovative teaching & learning methods like group discussion, open book test, question paper analysis, individual attention in clinical posting were suggested in the meeting.
4. Regarding faculty development program-All HOD must give the plan to SAF. Suggestion regarding attending faculty development program outside the college has to be made mandatory. All members accepted this suggestion related.


5. Research Activity- In- house statistician was needed for doing research work was put forth in the meeting. All HODs' were asked to encourage both BDS & MDS Teaching staff to do research. Dr.Ramesh suggested separate timing can be planned for doing research activity in the department.

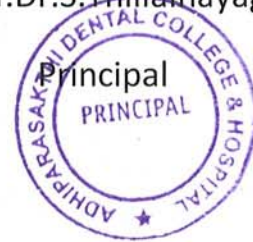
Other points discussed:

1. Format to be designed for evaluating internal assessment of this academic year 16-17.
2. Attendance % of student must be given weightage in evaluating internal assessment as in QPM
3. Feed back of students must be obtained from office staff rather than department faculties.


Dr.M.Devi

Management Representative


Prof.Dr.S.Thillainayagam



COPY TO:

1. All HOD'S (Dental).
2. IQAC File



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



Ref: APDCH/IQAC/MOM/10-2016

DATE: 21/10/2016

Minutes of the Meeting

Previous Mom was read by the IQAC chair person.

- Innovative teaching & learning methods which were suggested in the meeting, all HODS' accepted to document the proceedings in their respective department and it will be audited in the following internal audit.
- Regarding faculty development program- SAF chairperson accepted to arrange expert related to the program for all staffs after the approval from the principal.
- Format will be designed for evaluating internal assessment of this academic year 16-17 and circulated by IQAC secretary within next meeting.

Agenda Discussed in the meeting

1. The various committee chairperson of our college along with the IQAC members must attend the IQAC meeting regularly, which is conducted every month. This will help the IQAC to monitor the committee activities.
2. Regarding the Review output of all committees' proceeding from March 2016 to Sep 2016. IQAC Chairperson decided that 27/10/2016 will be the last date to submit the report.
3. Regarding the Students feedback process for the academic year 2016 -17 , as discussed in MRM meeting the process will be followed by the office staff centrally and the report will be submitted to IQAC at the end of each term .
4. The same process will be followed for patient feedback system also.
5. The members requested video camera or an eminent person to help them to record demo videos as a part of innovative teaching. All HODs' accepted for atleast 2 video to be given every month so that, it can be hyperlinked in our college website.
6. New mentor mentee list must be prepared for this academic year 16 -17 by the mentor committee and Dr Thilagavathy, one of the mentor director accepted to overlook the proceedings.
7. 5s rating sheet was given to all Department HODs and discussed in brief.

Dr.M.Devi

IQAC Member Secretary

Prof.Dr.S.Thillainayagam

Principal/ IQAC Chairperson





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Minutes of meeting

Date: 18/11/2016

- The Correspondent, IQAC chairperson & members, various committee chairperson and member secretary attended the meeting.
- The Correspondent along with the IQAC chairperson checked all committee files and verified whether all committee meetings were conducted according to the calendar schedule.
- The first issue of our college journal was discussed to be published on Dec 2016 and hence the editorial work has to be processed accordingly. Biannual issue of the journal to be published every year was also discussed.
- Letter from DCI regarding installation of CCTV in college campus was discussed.
- Feedback collection from students and patient was given to office staff Mr prabhu , Ms vidhya & Mrs Usha. Analysis will be done at the end of each term and documented in IQAC.
- Nonteaching staff have to attend the IQAC meeting once in 3 months was also discussed.
- NABH awareness program date was finalized on December 6, 2016 so that our college can proceed with the certification works
- Research activities of this academic year 16 -17 were discussed. The work status of previous year 15-16 research activities has to be documented and reported to IQAC.
- Statistics training was planned to be given to Dr Rajeshwary , Dpt of PHD so that she can help the research activity of PG and UG students of our college.
- Value added course for CRRI was also discussed Dr Ramesh and Dr venkatesan , Dpt of Prosthodontics were asked to monitor the process by IQAC chairperson

Prof.Dr.M.Devi
IQAC Member Secretary

Prof. Dr. S. Thillainayagam, MDS
IQAC Chairperson



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Minutes of meeting

Date: 8/12/2016

Regarding the minutes of previous meeting:

- Dr Ramesh requested to submit the articles to department email id created in college so that it can be sent for reviewing. Email id is also circulated to all the department by editorial board. IQAC chairperson suggested that IQAC approval is needed for the journal first page design approval and not more than 10 articles to be published in single issue.
- CCTV requirement in conservative department OP. All members and IQAC chairperson discussed that CCTV must be installed in conservative OP as per DCI letter and its must be done after the approval from correspondent.
- NABH training must be conducted for the teaching staffs and team will be formed for executing.
- Dr vijayakumar along with Dr rajeshwari , Dpt of PHD was also accepted by IQAC for undergoing statistical training, so that they can guide the research activities conducted in our college.
- Value added course will be conducted in January and February month for UG students was discussed.

Today's agenda discussed were the following:

- Internal audit will be conducted as per calendar schedule. Dr Dinesh and Dr sudhakar accepted to prepare the schedule for the above
- Pedodontic dept had updated the department profile in the college website . Other department members requested a period of 3 weeks to update the profile. Technical person also needed for updation. Regarding the videos and hyperlink, professional person needed for recording the videos and IQAC member MR Prabu accepted to do the needful.
- Research proceedings from each department- Dr Ramakrishnan answered that 5 completed projects were submitted by to IRB. 3 new project were submitted for approval by O. Sur & O. Med -1, Prostho – 2.
- Proposal plan were discussed by other department staff as the following :
Conservative – 2, Perio – 1, Oral Med – 1, PHD – 3, Ortho -5, Oral Surgery -5, Oral Path -2, Pedo -3
- These project plans has to be submitted to IRB for approval was discussed.



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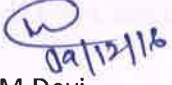
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- Organizing State/ National level programs for this academic year was discussed as follows:
- Ortho planned to conduct program in December & January, O.Surgery in February, March by Prostho & Perio, April by conservative & Pedo, May by PHD, July by Oral surgery department.
- Internal assessment marks to be submitted by all departments in OMR sheet was discussed and accepted to be followed for first terminal exam


Prof. Dr. M. Devi
IQAC Member Secretary


Prof. Dr. S. Thillainayagam, MDS
IQAC Chairperson

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Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

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Minutes of the meeting

Date : 19/1/2017

Agenda discussed were the following:

- Self Appraisal form to be modified as Staff Appraisal form. The form has to be filled by all the teaching staffs for the academic year 2015 -2016. Then it has to be evaluated by the HOD of the Respected Departments and finally by the Principal. The total is calculated on average score of the individual staff, HOD & Principal evaluations. It has to be completed by the end of January month.
- Periodontic Department has started updating their department profile. Other department have requested for some more time to do. Hence forth the IQAC chairman have concluded that the department profile in the college website has to be updated by within 15 days and the last date to complete it is 15.2.2017.
- Research proceeding were discussed and IRB chairperson was requested to submit the proceeding report to IQAC within one week. Dr. Ramakrishnan requested all the PG departments HODs for resubmission of First year PG students thesis after their corrections to IRB .
- College journal work was reviewed and Dr Ramesh discussed that within 10days the first issue will be ready with 1 article from each department. The journal is bi- annually published and instructions to author will be circulated by the editorial board
- Students feedback are collected in the office by Miss Vidhya , Analysis will be submitted to IQAC within One month .

Prof.De.M. Devi
IQAC Member Secretary

Prof. Dr. S.Thillainayagam, MDS
IQAC Chair person

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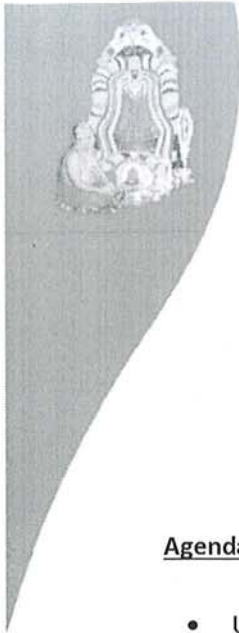


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Minutes of the meeting

Date: 23/2/2017

Agenda discussed were the following:

- Updating self Appraisal form of all teaching staffs - Prosthodontia, oral medicine has not submitted the appraisal forms. Hence it was discussed that it must be submitted by them within 1 week. The head of department accepted to complete the work.
- Discussing the forth coming 5TH MRM – All departments except orthodontia submitted the MRM PPT & word document. Oral pathology PPT was shown to all the members and the doubts were discussed in detail regarding publication, faculty development program, feedback analysis etc.
- Ortho department staff was informed by IQAC member secretary to submit the MRM PPT on the next day.

Prof Dr M.Devi, MDS
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson

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Minutes of the meeting


Date: 17/3/2017

The agenda discussed were the following:

- Weightage for students' feedback parameters – The new student feedback format which was followed for this academic year 2016-17 in term I was overlooked by all the IQAC members and equal weightage must be given to all parameters were discussed.
- Calibration of question paper- 2 IQAC staff members were sent to IGIDS dental college (DEU) to know about the calibration of Question paper. They discussed that as our college is affiliated with Dr MGR University and central evaluation is done there we cannot do calibration of question paper. All other IQAC members accepted this decision.
- Continuous surveillance audit checklist – Dr Devi circulated a model checklist given by BSI group to all department HODs and discussed that a mock audit will be conducted on 20/3/2017 to verify this. All members accepted and gave a schedule time on how to conduct the mock audit. The continuous surveillance audit was finalized on 22/3/2017
- Students' council activity related to forth coming Sakthi Utsav 2017 – IQAC chairperson discussed the dates as per calendar schedule for the sakthi utsav. Sports activity date will be finalized after the availability of ground facilities was discussed. Special invitee (For Annual DAY) suggestions were also given by other IQAC members.


Other Agenda discussed were the following:

- To collect money from all UG students priorly (academic year 2017-18) to register for the scientific events that is to be held in our college. So all Department must give an annual scientific plan to SAF for the next academic year 17-18.
- IBS meeting to be conducted in month of July so that the academic activities can be planned and implemented effectively.


Prof Dr M. Devi, MDS
IQAC, Member secretary

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Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson



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Minutes of the meeting

The agenda discussed were the following:

- Stock Audit – As per the calendar Schedule it was decided to conduct the stock on 25.4.2017 & 26.4.2017 with Professors and Readers as auditors.
- The comments of the BSI Audit report was discussed.
- It was decided That PowerPoint of staff lectures to be internally peer reviewed by the concerned department staffs in beginning of the term.
- Back up question paper for Terminal /model examinations to be submit to the Academic cell . The keys to be prepared before the evaluation day and submitted to the Academic cell for the exam question paper finalized by the exam Committee.
- New format for HOD training evaluation to be reformatted with the guidance from the creative management consultant .
- Department action plan for failure students to be documented.
- New format for HOD Self appraisal form to be reformatted with the guidance from the creative management consultant .
- It was decided to Organize sakthi utsav Sports day & College day as per calendar schedule.
- II Term Feedback forms to be collected by the Office Staff Miss.s. Vidhya And following lectures Dr.P.Kabilan (Endodontics) ,Dr.P.Sasirekha (Oral path),Dr.V.saranya (Pedodontics),Dr.S.Mehazabin (Prosthodontics) coordinate the feedback analysis
- SAF Plan for the Academic year 2017-18 to be submitted along with the budget plan to the chairman before 05.06.2017
- To finalize the calendar activities & committee schedule the required the data to be submitted before 06.06.2017 .
- New member Dr.N.Bharath Reader Conservative Dentistry has been included in the IQAC

Prof Dr M.Devi, MDS
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson



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IQAC- Minutes of the meeting 11.5.2017

The agenda discussed were the following:

- Previous Meeting minutes were discussed and it was decided to submit the stock audit report 22.5.17, Self appraisal form & Training evaluation format for the head departments to be finalized after discussion with the consultants within 13.6.17
- Financial budget proposal for the departments for 2017-2018 to be submitted after the completion of training for budget planning by the consultants.
- It was decided to conduct the Endowment medal examination according to the Academic year wise subjects in multiple choice question formats involving the other dental colleges over the state and the standard operating protocol to be finalized after the Hod's meeting on 22.5.2017.
- After the completion of the PG theory examination it was decided to plan for the conduction of practical examination & PG inspection documentation under the guidance of the PG department HOD'S & Principal.
- It was decided to review the preceding of the committee activities with the chairpersons /Member secretary by IQAC Member secretary ,MR,IQAC Chairperson on 25.5.17 & 26.5.17
- Data's required for the finalization of Calendar activities for academic year 2017-18 to be submitted by the chairperson/Member secretary of the respective committee to IQAC secretary by July 2017 who will coordinate with the Principal, MR, Admin manager & Teaching depts. Hod's for finalizaisation of the calendar activities 2017-18.

PTO ⇒





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Other point discussed:-

- Lecture class proceeding /schedule to be monitored by the faculties as follows
- Monday - Dr.N.Thilagavathy (Oral Medicine)
- Tuesday - Dr.V.Sudhakar (Orthodontics)
- Wednesday - Dr.Ramya Reader(Orthodontics)
- Thursday - Dr.A.S.Ramesh (Prosthodontics)
- Friday - Dr.M.Devi (Oral pathology)
- Saturday - Dr.Rajeswari,senior lecturer(public health dentistry)
- It was decided to conduct the forth coming 5s Audit involving all the audit members to evaluate& record the scoring pattern of the departments.

Prof Dr M.Devi, MDS
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson

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IQAC- Minutes of the meeting 08.06.2017

The agenda discussed were the following:

- Previous Meeting minutes were discussed and it was decided to receive the updated format for Self appraisal form & Training evaluation for the head departments from the consultant .
- Financial budget proposal for the departments for 2017-2018 to be submitted after the completion of training for budget planning by the consultants.
- It was decided to conduct the Endowment medal examination by 30.06.2017 ,According to the Academic year wise subjects in multiple choice question formats involving the other dental colleges over the state.
- It was decided to conduct first year PG induction program on 09.06.2017 in the Admin block ,First floor conference Hall .
- To conduct the mock pg inspection on 16.6.2017 for the following five PG departments namely (Oral pathology , Prosthodontics,conservative & endodontics , Orthodontics)
- To conduct the mock pg inspection on 17.6.2017 for the department of the ^{para}pedodontics.
- The exam going student list for Augusts 2017 university exam to be submitted to the Admin office through academic cell after discussion with the principal by **13.6.2017**.
- The committee meetings for the academic year 2017 -2018 to be submitted with signature of chairperson/ member secretary to office staff S.vidhya by 13.6.2017for finalization of calendar activities





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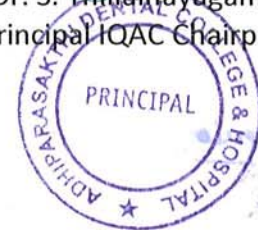
- CRR I Leave rules has been finalized as follows ,for one day unauthorized absence to have extension of two days and the extension posting will be posted after the elective posting with month gap due to administrative reason .

Other points to be discussed

- The new committee files should be in the IQAC room and the old committee files should be kept in the record room.
- The usage of the new committee files to be handled by making an entry in the committee usage register kept in the IQAC room.
- Non Teaching IQAC members to compulsory to attend IQAC meeting without fail.
- The Member secretary of UG **Committee & Exam committee** to attend the IQAC Meeting without fail.

Prof Dr M.Devi, MDS
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson



Prepared By Dr.N.Bharath

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IQAC – Minutes of the meeting 20.07.2017

The agenda discussed were the following :-

- It was decided to submit the ongoing research activities for the under graduate student by 20.8.2017 times slot for the student carrying for the research activities are as follows
 - ❖ 9.00 am to 10.00 am –Prosthodontics & Oral surgery research activities
 - ❖ 10.00 am to 11.00 am – Oral Medicine & Periodontics research activities
 - ❖ 11.00 am to 12.00 pm –Pedodontics , PHD & Orthodontics research activities
 - ❖ 12.00 am to 1.00 pm –Conservative dentistry & Endodontics & Oral pathology research activities
- It was decided to submit the ongoing research activities for the Post graduate students by 30.11.2017
- It was decided to finalize the calendar activities & circulate the proof of calendar to all the department HODS and committee Heads for corrections and changes if any to be done within 4-8-2017.
- It was decided to have a separate clinal record for each final year subjects from the academic year 2017-18.
- It was decided to change the pattern for crri and staff log book for the academic year 2017-18.
- The ERP System was upgraded to cis system for the academic year 2016-2017

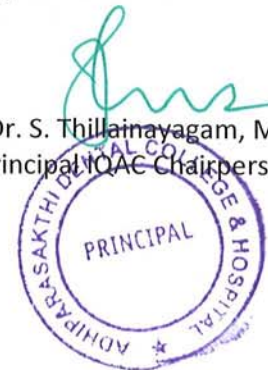

Prof Dr M.Devi, MDS
IQAC, Member secretary


Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson


Prepared by Dr.N Bharath
MR

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IQAC – Minutes of the meeting 17.08.2017

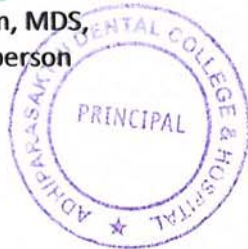
The agenda discussed were the following :-

- The previous meeting minutes were reviewed.
- The objectives of for the academic year 2016-2017 were reviewed and the reasons for non achievement of the objectives discussed elaborately.
- Current year objectives were framed and discussed individually focusing more on the need of improvements for the research activities & scientific activities.
- It was decided to conduct minimum one CDE Programme involving the basic medical sciences for the academic year 2017-2018
- It was decided to receive the feedback through online from the students for assessing the performance of the teaching faculty.
- It was decided to include minimum of two new clinical certificate courses under AADHAR for the academic year 2017-2018.
- The objectives finalized were sent to the approval of top management for inclusion in the calendar.

Prof Dr M.Devi, MDS
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,
Principal IQAC Chairperson

Prepared by Dr.N Bharath
MR



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