

# 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

## IQAC – Minutes of the meeting 28.09.2017

### The agenda discussed were the following :-

1. The minutes of august meeting was reviewed by the members as follows.
  - A. The college objectives finalized by the IQAC was approved by the top management and included in the college calendar 2017-2018.
  - B. Term wise feedback collection procedure from the students regarding the academic performance of the faculties was implemented through online from the academic year 2017-18.
  - C. It was decided to record the corrective and preventive action measures for the non achievement of the college objectives.
  - D. The management review meeting scheduled on 29-8-2017 as per the academic calendar was postponed due to administrative reasons has been scheduled on 12-10-2017 and the final date for submission of department presentations was decided to be within 9-10-2017 in the standardized format and font type and size to admin office within the stipulated date.
2. It was decided to plan the activities organized by the IQAC for the academic year 2017-18 as calendar and the proposed budget for the IQAC activities to be submitted by member secretary to the top management for the approval.
3. The selection of new member secretary was done by the members and Dr.N. Bharath, Reader, Department of conservative dentistry and endodontics was elected as member secretary and was approved by the chairperson.
4. It was decided to reconstitute the IQAC for the academic year as per the guidelines given by the NAAC within 5-10-2017.
5. It was decided to reconstitute the Institutional committees and chapters for NABH for the academic year as per the guidelines given by the NAAC within 5-10-2017.
6. It was decided to implement the feedback collection from all the students through online student login utilizing C.I.S protocols at the end of each term and details/list of staff





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engaged/in charge for the theory classes and practical hours year wise for the under graduates/ post graduate students to be submitted within 6-10-2017 to the academic cell for updating in the feedback collecting procedure.

7. It was decided to get the approval /authorization from the principal for the proposed budget submitted for perusal of the budget committee by the head of the departments of teaching departments and managers of non teaching departments with principal on 11-10-2017.

8. It was decided to update the progress of NABH chapters head with correspondent by the first week of October 2017 and Dr. Suman Kumar, Reader department of Orthodontics has been appointed as NABH coordinator for further activities.

Prof Dr M.Devi, MDS  
IQAC, Member secretary

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



N. Bharath 3/10/17

Prepared by Dr.N Bharath  
MR

Copy to:

- All Department HOD's
- All Committee chairperson
- Correspondent for information
- IQAC File
- Admin Office



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## IQAC – Minutes of the meeting 26.10.2017

### The agenda discussed were the following :-

1. Minutes of previous meeting were reviewed and follow up measures were discussed by Principal/ IQAC-Chairperson.
2. A Separate IQAC calendar with tentative activities and Plan of action to be prepared along with budget wherever possible and member secretary to get a approval from the IQAC Chairperson .
3. Discussed about the implementation of Objectives in the format prepared by IQAC-Chairperson/Member Secretary to the committee Heads/In charge and it was decided by the Members regarding allotment of responsibilities of objectives to be done by IQAC-Chairperson/Member Secretary.
4. It was decided by the members to establish a dental education unit at institution level and implementation of training to be carried by the management committee /Dental education unit.
5. It was decided to conduct an awareness programme to explain about the functioning of dental education unit on the month of November 2017 (27, 28, and 29).
6. All the committee heads have to submit the plan of action for the activities related to the college objectives fixed (Responsibilities) under the name to the IQAC by 14.11.17. (Format enclosed - for implementation of college objectives).

*N. Bharath*

Dr.N Bharath, MDS  
MR & IQAC, Member secretary

*[Signature]*

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

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

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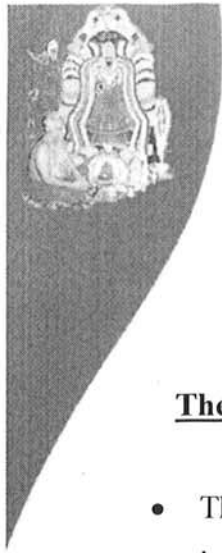
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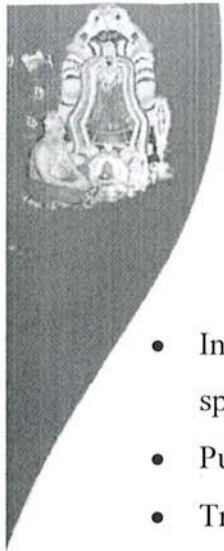
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## IQAC – Minutes of the meeting 30.11.2017

### The agenda discussed were the following:-

- The meeting started with the review of previous minutes of meeting and new members were included to the IQAC
- It was dedicated to conduct innovation teaching method awareness Program me within January 2017
- The separate calendar for IQAC was prepared and discussed in the meeting and the plan for submission related to the college objectives along with implementation measures were followed up in the meeting and target dates were about to be fixed with individual committee members in person as given as input by new chairperson.
- It was decided to prepare the separate committee manuals as soft copies to the IQAC.
- It was decided by the members to submit the committee meeting data's as soft and hard copy after conduction of the meeting .
- Dr. Prabhakar joseph was appointed as new chairperson for the IQAC and he committed to support the students council with manual preparation.
- It was dedicated to conduct career guidance Programme for CRRI by SAF and UG committee.
- IQAC annual calendar prepared to be implemented through working committee.
- New chairperson gave an input for sorting out the lacuna after gap analysis in AQAR and SSR.
- Refresher courses to be planned and external funding research projects to be motivated with plan of action.
- It was dedicated to conduct CDE with DCI president in February 2018 on application of microscopes in conservative Dentistry and Endodontics.
- Dental Education sensitization programme for faculty was planned to be conducted on 5-7-12-2017 and the work proceedings were assessed by the committee.





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- International staff exchange and academic interactions for clinical updates related to the specialty.
- Publication plan submission
- Training and faculty development program me.
- 5s And Kaizen Awards distribution

## Management committee

- It was decided to organize the sensitization program me for new faculty towards ISO /5Straining, kaizen program me, functioning of IQAC, institutional committees and NABH as CDE programme by the management committee within Jan-2018.
- It was decided to **sensitize the students towards** Functioning of various student related institutional committee's activities such as anti ragging, gender sensitization, examination reforms, student welfare committees, hostel, alumni and IQAC through Students welfare committee. Online feedback collection, biometric attendance, and support extended for post graduate NEET examination, slow learners, and advanced learners. Career guidance and motivation programmes and Vaccination awareness programs.

*N Bharath*

Dr.N Bharath, MDS  
MR & IQAC, Member secretary

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



Copy to:

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## IQAC – Minutes of the meeting 07.12.2017

First Management Committee Meeting With IQAC (6-12-17 )

### Minutes of meeting

1. Revised the roles and responsibilities of the management committee.
2. Reallotment of responsibilities done for feedback collection to UG committee and conduction of basic medical sciences programme to SAF.
3. The smart board implementation and monitoring to be handled by the administrative manager.
4. Discussed about the implementation of 5s action team involving the CRRI volunteers and decided to frame the guidelines for the above.
5. The responsibility of conduction of 5s audit to be done by the management representative for teaching departments and administrative manager for non-teaching departments with the assistance of management committee members.

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## SCIENTIFIC RESEARCH COMMITTEE (SRC) 7-12-2017

### Minutes of meeting

- It was decided to constitute Scientific Research Committee under the guidance of correspondent, principal and IQAC chairperson.
- SRC role is mainly to encourage quality research and periodic reviewing and monitoring on progress of the research work by PGs, UGs, and staffs.
- SRC role is additionally to frame guidelines for utilization of seed money /internal monetary fund's and external funding along with establishment of MOU for research projects.

  
Prof. Dr. J. Prabhakar,  
IQAC Chairperson.

  
Prof. Dr. S. Thillainayagam,  
Principal & IQAC Advisor.

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

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## SAF MEETING 04.12.2017

### Minutes of meeting

- Meeting conducted with Head of SAF Dr.Gokkulakrishnan( HOD , OMFS) Member Secretary Dr. Sumanth (Reader, Ortho)and SAF members .
- Discussed about the role of need of advisors for SAF in the composition.
- It was decided to frame the objectives for the current academic year for SAF in line with college objectives 2017-18 and initiate the conduction of conferences and CDE programmes.
- Details to be collected to rule out which dept is lagging in scientific and academic activities and protocols for On duties for staffs to be updated
- It was decided to conduct the academic programme in college with prior submission of proposal and sent through SAF.
- It was decided to publication details as report for the academic year 2016-17 to the IQAC with adequate annexure within 18-12-2017.
- It was decided to organize the academic activities such as
  - Quiz
  - Essay writing for the students
  - CSM should be conducted with following protocols
    - Certificates for CSM.
    - CSM timing to intimated with appropriate circulars
    - Unbiased judges for CSM.

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







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## IQAC – Minutes of the meeting 10.01.2018

### The agenda discussed were the following:-

1. To provide seed money for research projects for faculties and students for which the protocols for utilization of the funds to be addressed by Dr.Jayasenthil.
2. It was decided to start with Gap analysis of AQAR & SSR for the research & consultancy (criteria 3) & update the above to the IQAC chairperson by all the members individually.
3. To discuss regarding the disbursement of the funds received from the accounts /Finance department (either in cash or check).
4. To sensitize faculties and students regarding department wise special instruments which are available for research.
5. To conduct IRB meetings once in 6 months and review for the same every 3 months.
6. To encourage faculties and students regarding publication (reimbursement and prize for the same).
7. It was decided to follow up the activities of the events through SAF regarding the completion status and report for the completed events to be done periodically both as soft copy & hard copy to the IQAC with appropriate photograph as a measure to update in the College website.

  
Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thillainayagam,  
Principal

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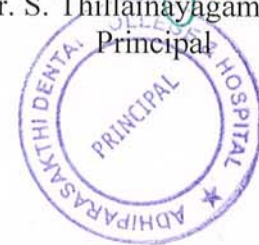
## IQAC – Minutes of the meeting 22.02.2018

### The agenda discussed were the following:-

- The 7 scoring criteria for NAAC was reviewed.
- Criteria's to constrict 20 different committees to 10 committees was analyzed.
- Dr. VasanthaKumari, Professor and Head, Department of Pedodontics was assigned the duty to evaluate **Criteria 1- Curricular Aspects** and also to evaluate if the duties of Institutional Board of Studies and Academic Cell can be merged into a single committee and also to provide objectives for the same.
- Dr. Bharath was assigned the duty to evaluate the **Criteria 2 – Teaching Learning and Evaluation** which could merge the duties of Examination committee, Academic cell and Dental Education Unit and also to provide objectives for the same.
- Dr. Prabhakar Joseph took over the duty to evaluate the **Criteria 3 – Research, Consultancy and Extension** which would come under scientific research cell (SRC).
- Dr. Bharath in coordination with admin manager Mr. Prabhu was assigned the duty to evaluate the **Criteria 4 - Infrastructure and Learning Resources** and to provide the objectives for the same. Also, proposal was made to merge the duty of facility management and safety committee with the same.
- Dr. Nanthini, Dr. Senthura and Dr. Saranya were assigned the duty to evaluate **Criteria 5 – Student Support and Progression** which could merge the duties of student welfare committee, UG committee, PG committee and Hostel committee and also to come out with the objectives for the same.
- The college management will take incharge of **Criteria 6 – Governance, Leadership and Management.**
- Dr. James and Dr. Jayasenthil were assigned the duty to evaluate the **Criteria 7- Innovations and Best Practices** and also to come out with the ideas for the same.

  
Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thillainayagam, MDS  
Principal



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## IQAC – Minutes of the meeting 22.03.2018

### The agenda discussed were the following:-

1. It is been decided that all the meetings and circulars of IQAC will be circulated to all departments.
2. New committees list have been proposed along with chairperson and respective members.
3. To discuss about the finalization of roles and responsibilities of the newly constituted committees with their respective member secretary after finalizing the committees.

  
Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thillainayagam, MDS  
Principal

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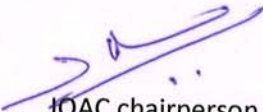
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IQAC discussed about the

1. The revision of the existing committees with addition of members were done by the IQAC members and sent to the top management for approval.
2. The revised committees will start functioning only after the approval from the top management and new roles and responsibilities' of committees have to be discussed with the IQAC Chairperson after approval of revision of committees by the top management till then the existing committees will function its calendar activities as per schedule without deviations and has to be communicated to the IQAC and teaching departments after approval from principal and IQAC chairperson.
3. The replacement of new member for Dr Jayasenthil was discussed.
4. It was decided to circulate all the circular and minutes of meeting <sup>to</sup> of respective departments and to be documented in the IQAC/NAAC/Files in the respective departments.



IQAC chairperson

Copy to;

1. IQAC members.
2. Dental teaching departments.
3. Admin office.
4. Correspondent for information.



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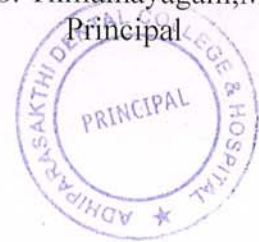
## IQAC – Minutes of the meeting 17.05.2018

### The agenda discussed were the following:-

1. It is been decided to revise the QPM procedures and responsibilities after having one to one meeting with the committees heads.
2. It is been discussed whether to go for recertification for NAAC.
3. It is been decided to include Dr. Dhivya as IQAC member.
4. To discuss about the reconstitution of IQAC committee.

  
Prof. Dr. V. Sudhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thallainayagam, MDS  
Principal



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## IQAC- MINUTES OF THE MEETING

28-6-2018

**IQAC meeting of June 2018 was conducted in conference hall –APDCH on 28-6-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC**

### The minutes discussed in this meeting are as follows:-

1. The new chairperson & member's secretary of reframed IQAC were introduced to all members. 20 IQAC committees of previous academic year 2017-18 were merged and reduced to 16 committees.
2. IBS committee meeting was planned to be held on 4-7-2018 and IBS member secretary Dr.Shamala Ravikumar approved the proposal.
3. Chairperson academic cell Dr.Thillainayagam, principal approved to maintain same clinical posting schedule for 3<sup>rd</sup> and final year BDS for AY 2018 & also approved to allow 10 days of study holidays for UGs.
4. Dept. Of Orthodontics requested 1 hr class for 3<sup>rd</sup> yr BDS and it will be finalized by the principal during IBS committee meeting
5. It was decided that individual department activities for AY 2018-19 (CDE program,CSM,Conferences,Convention ,co-curricular & extracurricular activities has to be submitted to SAF before 10-7-18 to SAF chairperson.
6. From the next academic year students are allowed to participate in MOKSHAA & SANGAMAM ( Intercollege competition) and SAKTHI UTSAV (intracollege competition) only.
7. IQAC requested IRB member secretary to periodically check & review the research projects (UG and PG level)
8. There are 2 common committees for NABH & IQAC (quality assurance & facility management and safety). With prior permission from Principal Sir, it was decided to keep the meeting & activities of both committees (NABH & IQAC) at the same time.
9. AQAR-filing of this academic year will be done with the help of Dr.N.Bharath- MR







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10. The new committee chairperson Dr.N.Srinivasan (PG committee) and Dr.I.Jaiganesh (NSS unit) and were requested to get the details of scope and activities of their individual committee from previous chairpersons.
  11. The library committees have given a suggestion of compulsory library hours for CRR from (3-4pm) in order to improve the reading habits of students .Their attendance will be monitored by librarian & it will be considered for NOC.
  12. On behalf of PG committee it was decided to allow PGs only to their national conference and specialty convention & International conferences.
  13. It was decided to conduct IQAC meeting during the last tuesday of every month for AY 2018-19
  14. Next IQAC meeting will be on 26-7-2018 in mini conference hall APDCH from 1.30-2.30 pm.
- IQAC chairperson thanked the Correspondent, Principal and all the new committee of IQAC members.

Prof .Dr. V.Dr.Sudhakar, MDS

IQAC Chairperson

**Dr.V.SUDHAKAR,MDS**

Reg No.TN/6538 \* Prof. & HOD

Orthodontics & Dentofacial Orthopedics



Date : 26.6.18 Time : 2:30pm

Prof. Dr. S. Thillainayagam, MDS

Principal

**PRINCIPAL**

**Adhiparasakthi Dental College and Hospital  
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## IQAC- MINUTES OF THE MEETING

26-7-2018

**IQAC meeting of July 2018 was conducted in Conference Hall –APDCH on 26-7-2018 with the presence of Principal, Chairpersons, Member secretary and Members of IQAC**

The minutes discussed in this meeting were as follows

1. As we are planning for NAAC upgradation and re certification process, Principal Sir has advised all the committee chairpersons and member secretaries to work as per schedule in full fledged manner for the forth coming NAAC inspection.
2. Regarding submission of AQAR report of AY 17-18, it was decided to send AQAR forms to all Departments and in charge was given to HOD's to submit the filled form on or before 10-9-2018.
3. While discussing about college objectives, ISO consultant Mr.Murugan suggested to outline the college objectives based on process manual, to be framed for academic year 2018-19 and college objectives will be finalized after discussing with Principal Sir and Correspondent Sir.
4. IQAC requested SAF Chairperson Dr.Durairaj, HOD, Dept of Oral Surgery to monitor the up gradation of event file for past 1 year (AY 2017-18).
5. IQAC advised reframing of staff log book. Dr.Shyamala Ravikumar, HOD, Dept of Oral Pathology suggested to keep a common log book for all staffs in the Dept. Dr.Venkatesan HOD, Dept of Prosthodontics gave an idea of maintaining a soft copy of log book and printing the same whenever needed .Based on feedback received from all HODs, the format of the log book will be finalized.



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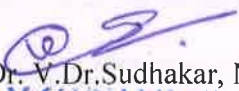
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6. IQAC decided to conduct individual committee Review meeting on 20-8-2018, 21-8-2018 and the circular for the same will be sent to all departments with the approval of Principal Sir.
7. It was decided to conduct institute level IBS meeting for discussing curriculum related procedures on 30-7-18, 1.30-2.30 pm.
8. IQAC requested Principal sir to have a meeting with NAAC committee of SRMC, to observe and gather information regarding NAAC protocol followed there.

**Next IQAC meeting will be on 30-8-2018 in mini conference hall APDCH from 1.30-2.30 pm as per calendar schedule.**

  
Prof. Dr. V. Dr. Sudhakar, MDS  
IQAC Chairperson  
Reg No. TN/6534 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics

  
Prof. Dr. S. Thillainayagam, MDS  
Principal  
Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.

Copy to: Date: 26.7.18 Time: 3:50 PM

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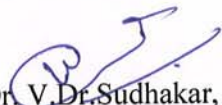
## IQAC- MINUTES OF THE MEETING

30-8-2018

**IQAC meeting of AUGUST 2018 was conducted in conference hall –APDCH on 30-8-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC**

The minutes discussed in this meeting are as follows

1. It was decided to conduct committee review meeting on 10-9-18, 11-9-18 as per calendar schedule and principal sir advised IQAC to frame a circular for the same.
2. Regarding AQAR forms all the committee heads and all HOD's accepted to submit the filled forms before 10-9-18.
3. Template for the staff log book was circulated among the committee heads and it was decided to finalize the log book after discussing with individual department Hod's.
4. Regarding visit to Sri Ramachandra Medical College, Principal Sir advised to visit on 25-9-18 & it will be finalized after getting prior approval from Dean of Sri Ramachandra Medical College.
5. It was decided to conduct MRM meeting on 28-9-18.

  
 Prof. Dr. V. Dr. Sudhakar, MDS  
 IQAC Chairperson  
**Dr. V. SUDHAKAR, MDS**  
 Reg No. TN/6538 \* Prof. & HOD  
 of Prosthodontics & Dentofacial Orthopedics

Copy to:

- All Committee Chairperson & HOD's
- Admin office
- IQAC File
- Correspondent for Information

  
 Prof. Dr. S. Thillainayagam, MDS  
 Principal  
**PRINCIPAL**  
**Adhiparasakthi Dental College and Hospital**  
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