



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

25-9-2018

IQAC meeting of September 2018 was conducted in conference hall –APDCH on 25-9-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. It was discussed about functioning of different committees of NABH towards accreditation.
 - ❖ Infection control committee -it was decided to replace plastic dust bin with stainless steel dustbin and in charge was given to Mr.Prabhu (Administrative officer)
 - ❖ Display: regarding biomedical waste management should not be pasted on wall, instead it was decided to follow type of display in department of Oral Pathology and work was allotted to Mr.Prabhu
2. CRM results showed that most of the committee files along with documents have to be updated and should be placed in correct order. Suggestions were given to committee chairpersons regarding the same. Principal Sir advised IQAC chairperson to finally check all committee files on or before 29-10-18.
3. The basic datas needed for AQAR report (2017-18) submissions were received. Compilation of datas and remaining filing will be done after collecting datas regarding MRM.
4. All chairpersons and HOD accepted staff log book outline and it will be distributed to all staffs and the work was assigned to Mr.Prabhu.
5. It was decided to conduct smart board And DEU training classes for all staff after discussing with Principal Sir.
6. Student's feedback through online for the academic year (2018-19) will be monitored by Mr.Prabhu.



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7. Mr.Ramesh Accounts Department will monitor the budget proposal received from all departments and will be sent for final authorization.

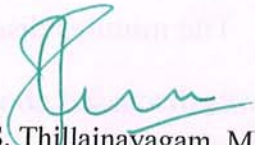

Prof. Dr. V. Dr. Sudhakar, MDS
IQAC Chairperson

Dr. V. SUBHAKAR, MD.
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedic

Copy to:

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

Date: 22/9/18 Time: 11:00 AM


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



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REVIEW OUTPUT OF IQAC MEETING HELD ON 25.09.2018

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To discuss about the progress towards NABH accreditation	Monthly updates checked	IQAC team	Sept 2018	Sept 2018
02	To discuss about the review output of committee review meeting conducted on 10/9/18 and 11/9/18	Action taken and completion status verified for last review output	IQAC team	Sept 2018	Sept 2018
03	To discuss about AQAR report (2017 – 2018) submission to NAAC	AQAR reports discussed	IQAC team	Sept 2018	Sept 2018
04	To finalize the staff log book printing	Staff log book soft copy finalized	IQAC team	Sept 2018	Sept 2018
05	Regarding visit to SRMC – NAAC to confirm the dates	Dates finalized for SRMC visit	IQAC team	Sept 2018	Sept 2018
06	To discuss about MRM meeting on 28/9/18 with new MRM format from team ISO	Meeting on 28/9/18 fixed	IQAC team	Sept 2018	Sept 2018



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07	To plan innovative processes adopted in teaching and learning for the academic year 2018 – 19	Innovative processes verified	IQAC team	Sept 2018	Sept 2018
08	To finalize initiatives of the IQAC in sensitizing/promoting research climate for the academic year 2018 – 19	Initiatives of the IQAC finalized	IQAC team	Sept 2018	Sept 2018

CHAIRPERSON

Prof.Dr.V.Sudhakar MDS,

DR.V.SUDHAKAR,MDS

Reg No.TN/6538 * Prof. & HOD

Orthodontics & Dentofacial Orthopedics



Date : 25/9/18 Time : 2:15 PM

Amilagam
PRINCIPAL

Prof.Dr.S.Thillainayagam MDS,

PRINCIPAL

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IQAC- MINUTES OF THE MEETING

30-10-2018

IQAC meeting of OCTOBER 2018 was conducted in conference hall –APDCH on 30-10-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC.

The minutes discussed in this meeting are as follows

1. As we are in final stage for NABH, we have to plan for a mock review for committee files and inspection.
 - ❖ Infection control committee –as stainless steel dustbin may rust ,we have planned to continue the usage of plastic dustbins of good quality in every department.FNA's are advised to replace the broken dust bins in store and collect the new ones along with color coded covers from the store.
 - ❖ Based on swab results in departments, clostridium tetani is found positive on needle destroyer. Dr.Shamala Ravikumar chairperson of infection control suggested to use Bactisol spray regularly to avoid infection.
 - ❖ Sharp instruments to be placed in sodium hypochlorite solution
 - ❖ Centralized sterilization is in final stages of finishing.
 - ❖ NABH rounds every Tuesday. One SL from each department should join along with NABH team and check regarding waste management, needle injury and hand washing technique.One staff in each department will be debuted for infection control committee.
 - ❖ Display: by 9-11-18 each department should display biomedical waste management as in department of Oral Pathology and Pedodontics.
2. CRM results have been updated.
3. It was decided to conduct smart board classes in 2 batches on **12-11-18** and **19-11-18** and its review class on **18-1-19** and **25-1-19**
4. DEU training classes will be finalized after discussing with MD Sir.
5. Research program will be planned in January and July 2019.



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6. Staff is asked to login in their account and update their research work in college website.

7. Student's feedback through online for the academic year (2018-19) will be collected on last week of November after terminal exam. It will be monitored by mentor committee.

8. Pest control management is needed in MRD area. It was decided to form an agreement with pest Control Company and annual maintenance for the same.

Prof. Dr. V. Dr. Sudhakar, MDS
IQAC Chairperson

Dr. V. SUDHAKAR, MDS

Reg No. TN/6538 * Prof. & HOD

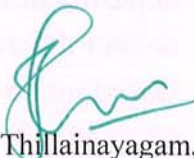
Copy to: Orthodontics & Dentofacial Orthopedics



Date: 22.11.18 Time: 2:00 PM
DIP Committee Chairperson & HOD's

- Admin office
- IQAC File
- Correspondent for Information

Prof. Dr. S. Thillainayagam, MDS
Principal



Prof. Dr. S. THILLAINAYAGAM, MDS
ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL
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REVIEW OUTPUT OF IQAC MEETING HELD ON 30.10.2018

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To plan for final countdown for NABH accreditation and inspection	Final count down for NABH accreditation and inspection planned	IQAC team	Oct 2018	Oct 2018
02	To discuss final review output of CRM meeting	Final review output of CRM meeting discussed	IQAC team	Oct 2018	Oct 2018
03	To finalize the dates for Smart board classes training program, DEU program	Dates for Smart board classes training program, DEU program finalized	IQAC team	Oct 2018	Oct 2018
04	Regarding research plan for academic year 2018 - 19	Research plan for the academic year 2018 – 2019 discussed	IQAC team	Oct 2018	Oct 2018



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05	To discuss about student feedback process for the academic year 2018 -19	Student feedback process for the academic year 2018 -19 discussed	IQAC team	Oct 2018	Oct 2018
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PRINCIPAL


Prof. Dr. S. Thillainayagam MDS, **PRINCIPAL**
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.


CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,
Dr. V. SUDHAKAR, MDS
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics


Date : 24/10/18 Time : 2.45



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IQAC- MINUTES OF THE MEETING

28-11-2018

IQAC meeting of NOVEMBER 2018 was conducted in conference hall –APDCH on 27-11-2018 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 DEU classes in APDCH .In this regard a formal letter will be sent from Principal APDCH to Principal MAPIMS, for requesting Medical Education Unit(MEU), MAPIMS for conducting DEU (I & II) classes tentatively on January 2019.
2. Stage II smart board review classes will be conducted on 18-1-19 & 25-1-19 .The members who attended stage I training classes were advised to prepare minimum one class in smart board technique and present the same on stage II training classes.
3. AQAR report for academic year 2017-18 will be finalized after discussing with correspondent sir and it will be submitted in the month of December.
4. For conducting internal audit, in charge was given to Dr.Bharath (Dept. of Endodontics) and Dr.Dhivya (Dept. of Oral Pathology) for fixing the internal audit members after discussing with principal sir.
5. Regarding Feedback Form Collection for each year

Ist year	Oral pathology lab	December 8 th Saturday	10.30-1.00pm
2 nd year	Prosthodontics lab	December 6 th Thursday	1.30-3.30 pm
3 rd year	Orthodontics (Lecture class)	December 11 th Tuesday	1.30-3.30 pm
Final year	Orthodontics (Lecture class)	December 13 th Thursday	1.30-3.30 pm

6. It was decided to conduct sensitization class regarding Infection Control management for CRRIS on 30-11-18 from 1-1.30 PM.



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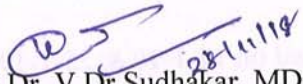


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7. Regarding one day workshop on "the art of writing winnable project proposal for funding" will be conducted by resource person **Dr.M.Kantha Babu**, PhD professor of department of manufacturing engineering & director from Anna University. The in charge was given to research committee to fix a date to conduct a workshop for all PGs and faculties
8. Oral pathology HOD DR.SHAMALA RAVIKUMAR suggested for white containers for sodium hypochlorite solution to refill once in 3 days.
9. Prosthodontics HOD Dr.Venkatesan requested for smart board template in HOD room and seminar room.


Prof. Dr. V. Dr. Sudhakar, MDS
IQAC Chairperson
Dr. V. SUDHAKAR, MDS
Reg No. TN/6533 * Prof. & HOD
Prosthodontics & Dentofacial Orthopedics

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Prof. Dr. S. Thillainayagam, MDS
Principal
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28.11.2018

IQAC REVIEW OUTPUT FOR MINUTES OF MEETING HELD ON 28.11.2018

S.no.	Minutes/decision/inputs	Action taken	responsibility	Target date	Completion status
1.	DEU	Conducting classes	MEU - MAPIMS	January 2019	completed
2.	Stage II smart board review classes	Conducting classes	IQAC	18 & 25.01.2019	In process
3.	AQAR report for academic year 2017-2018	Submission	IQAC	December 2018	completed
4.	Internal Audit	conducting	ISO – Dr.Bharath & Dr.Divya	Decemebr 2018	To be completed
5.	Feedback	Collection	Admin officer	January 2019	completed
6.	Sensitization program	conducted	Infection control committee	30.11.2018	completed
7.	Workshop	conducted	Art of writing – By Dr.M.Kantha Babu	31.12.2018	completed
8.	Filling white containers	Filled	with sodium hypochlorite – Dr.Shyamala	Once in 3 days	completed





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9.	Smart board template in prosthodontics HOD room and seminar room	Placed	Dr. Venkatesan	-	completed
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Prof. Dr. V. Sudhakar, MDS

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

IQAC Chairperson

Orthodontics & Maxillofacial Orthopedics

Date: 2/10/19 Time: 2:00 PM

A. Thilainayagam

Prof. Dr. S. Thilainayagam, MDS

Principal

PRINCIPAL
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

Copy to:

- All committee chairperson & HOD'S
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- IQAC File

Correspondent for information



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21-12-2018

IQAC- MINUTES OF THE MEETING

IQAC meeting of DECEMBER 2018 was conducted in conference hall –APDCH on 18-12-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. Sensitization program for CRRI and PGs on behalf of MRD NABH committee was decided to conduct on 19-12-2018 at 1.30-2.00pm .Principal sir advised, MRD committee to send circular to all departments regarding same.
2. The incharge was given to public health dentistry to organize school dental visit .Totally 197 students with 20 teacher will be visiting our dental college premises. Principal Sir advised Dr.Vijay Kumar, HOD of PHD department to make arrangements for providing refreshment for students.
3. On behalf Of Infection Control, NABH committee white containers will be provided to all departments for safe disposal of sharp items.
4. Library working hours was changed from 8.00-6.00pm, Xerox and print out timings from 10.00 to 1.00 pm and 1.30 -4.00pm .The cost for Xerox is 1.00 rupee per page and 5 rupee for scanning per page.
5. Smart board templates will be implemented in all department seminar room.
6. The in charge for effective utilization of lecture hall I and III was given to Dr. Shamala Ravikumar IBS chairperson to make effective utilization of smart board for IST yr and IInd yr BDS students.
7. Principal Sir advised all HOD's to make strict action on mobile phone usage in college premises.
8. Department indent should be entered & finalized by department HOD on or before 5th of every month .If not it will be carried to next month.

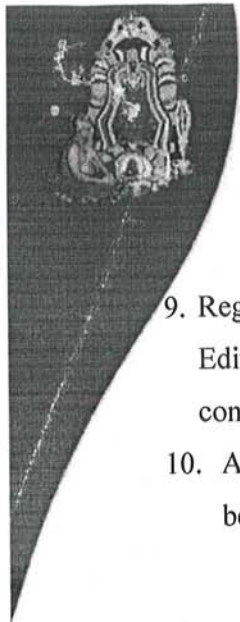


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9. Regarding College Journal Surgery Dr.Durairaj HOD Department Of OMFS was appointed as Editor for journal of contemporary dental research and Dr.Srinivasan Reader department of conservative dentistry was appointed as Associate Editor for our college journal.
10. All department HOD's are instructed to submit manuscript for our college journal on or before February 20th 2019.


DR.V.SUDHAKAR,MDS
 Reg No.TN/6538 * Prof. & HOD
 Orthodontics & Dentofacial Orthopedics
 Date : 21.12.18 Time : 2:00PM

Prof .Dr. V.Dr.Sudhakar, MDS
IQAC Chairperson




 Prof. Dr. S. Thillainayagam, MDS
 Principal
Prof. Dr. S.THILLAINAYAGAM,MDS
 ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL
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21.12.2018

IQAC REVIEW OUTPUT FOR MINUTES OF MEETING HELD ON 21.12.2018

S.no.	Minutes/decision/inputs	Action taken	responsibility	Target date	Completion status
1.	Sensitization for CRRIs and PG's	conducted	MRD NABH committee	19.12.2018	completed
2.	To organize school dental visit	conducted	In charge was given to PHD dept.	Calendar schedule	completed
3.	To provide white containers on behalf of infection control	Conducted	NABH committee	As per committee meeting	completed
4.	Library working hours change	Changed	Library committee	As per committee meeting	completed
5.	Smart board implementation and Template	implemented	Dr.Shamala Ravikumar – IBS chairperson	For 1 st and 2 nd year	completed
6.	Department Indent	implemented	HOD'S of all department	Before 5 th of all month	completed
7.	College Journal	Appointed as Editor	Dr.Durairaj HOD Dept.OMFS	30.12.2018	completed





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		Appointed as Associate editor	Dr.Srinivasan Reader dept. ENDO		
8.	Submission of Manuscript	collected	College Journal Committee	20 th feb. 2019	completed


Prof. Dr. V. Sudhakar, MDS
Reg No. TN/6538 * Prof. & HOD
IQAC Chairperson

Date : 21/11/19 Time : 2:30 PM


Prof. Dr. S. Thilainayagam, MDS

Principal

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30-1-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of January was conducted in conference hall –APDCH on 29-1-2019 with the presence of Principal –Chairpersons, member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. A new online submission of AQAR report with Part A and Part B was launched by NAAC from January 2019 and all NAAC accredited institutions were advised to follow new protocol of AQAR submission, regularly . IQAC requested management to create a new web tab for IQAC in our college so that IQAC proceeding will be updated online regularly.
2. For SWC staff (student welfare committee) accompanying college students in SANGAMAM AND MOKSHAA, it was decided to provide ON DUTY for the same
3. As per the updated protocol, hereafter all the internal and external communication will be done through CIS (CENTRAL INTELLIGENCE SYSTEM)- Paperless communication.
4. NABH subcommittees like infection control, facility management committee, MRD etc., were advised to conduct periodical inspection and auditing and to submit the report to NABH chairperson.
5. Regarding the formation of Dental Education Unit & NAAC proceedings, it was decided to meet respective unit persons of Ramachandra Medical University Porur Chennai for further upgradation.
6. Term I feedback analysis of all faculties were updated in their department system, so that it can be used for internal auditing, MRM and other ISO purposes.



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7. Exam committee requested our Principal to arrange transport and one staff during university practical exam for our additional batch students who will be appearing for their practical in Karpaga Vinayaga Dental College.

The next IQAC meeting is planned on 26-2-2019 as per calendar schedule.



Prof. Dr. V. Sudhakar, MDS

IQAC Chairperson

DR. V. SUDHAKAR, MDS
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Copy to:

 Date: 26/01/19 Time: 11:00 AM


Prof. Dr. S. Thillainayagam, MDS

Principal

PRINCIPAL

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REVIEW OUTPUT OF IQAC MEETING HELD ON 21.01.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To discuss about revised AQAR format – NAAC	AQAR format – NAAC for the academic year 2018 – 19 discussed	IQAC team	Jan 2019	Jan 2019
02	To create a new web tab for IQAC related activities in college website as per NAAC updated protocol	Protocols created for new web tab for IQAC related activities in college website as per NAAC	IQAC team	Jan 2019	Jan 2019
03	Regarding compensatory leave for the staff from APDCH	Compensatory leave for the staff from APDCH, accompanying in co-curricular and extra-	IQAC team	Jan 2019	Jan 2019



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		curricular activities like SANGAMAM , MOKSHA etc.			
04	Implementation of paper less incoming and outgoing communication	Implementation of paper less incoming and outgoing communication done	IQAC team	Jan 2019	Jan 2019
05	Regarding NABH auditing and inspection	Protocols discussed regarding NABH auditing and inspection	IQAC team	Jan 2019	Jan 2019
06	To discuss about final approval of DEU and NAAC inspection	Points for final approval of DEU and NAAC inspection in association with Sri Ramachandra Medical University done	IQAC team	Jan 2019	Jan 2019
07	To discuss about updating of self-appraisal form	Points discussed about updating of self-appraisal form	IQAC team	Jan 2019	Jan 2019
08	Revising the progress of college journal	Progress of college journal	IQAC team	Jan 2019	Jan 2019

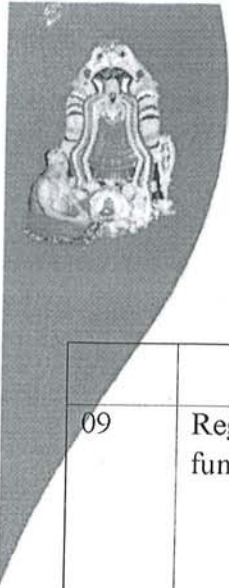


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Om Sakthi



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		revised			
09	Regarding submission of funded research project	Protocols for submission of funded research project planned	IQAC team	Jan 2019	Jan 2019

PRINICPAL

Prof. Dr. S. Thillainayagam MDS,

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,
REG. NO. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Date: 01/12/19 Time: 2:27



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27-2-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of FEBRUARY 2019 was conducted in conference hall –APDCH on 26-2-2019 with the presence of Principal –Chairpersons, member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. Smart board training classes stage I was conducted on 29-1-2019 ,30-1-2019. All the faculties were divided into 2 batches and each representative from each department presented their own presentation prepared via smart board template. - Mr. Manoj, external member did level I assessment for the presentation and advised all the faculties to prepare themselves for level II assessment on April 2019.
2. Institution Review Board and Institutional Ethical Committee meeting was conducted on 11-2-2019 with the presence of IRB chairpersons, Dr.T. Ramakrishnan, and IRB members, Dr. Vasanthakumari, Dr. Durairaj, Dr.N. Thilagavathy Dr.Srinivasan and 18 research proposal were presented and 18 were approved for further follow up.
3. It was decided that all HOD's of PG department should take in charge for conducting mock clinical exams for exam going post graduates. the date and planning of mock theory exam for 1st MDS and 3rd yr MDS will be decided by PG committee.
4. Regarding planning and organizing our founder's day celebration, Correspondent sir and Principal sir advised to form a committee regarding this, so that the social welfare events, cultural events etc. will be organized and executed in a successful manner.



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5. For celebrating Dentist Day on 6-3-2019 IQAC advised Dr K. Rajeswary, Public Health Dentistry department for planning and executing Dentist Day celebration in a grand manner.
6. Principal sir advised IQAC to split all committees in 2 groups with a time period of 15 mins for CRM .IQAC requested all the chairpersons of the committee to prepare themselves for committee review meeting.
7. IQAC requested ISO Coordinator Dr.Bharath and Dr.Dhivya to issue a new modified ppt and MRM form to all the departments as soon as possible so that it will be easy for all departments to prepare for the 9th MRM.

Prof .Dr. V. Sudhakar, MDS

IQAC Chairperson
V. SUDHAKAR, MDS
Reg No. TN/6538 - Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Copy to:

Date: 2.7.2019 Time: 1:00 PM

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

Prof. Dr. S. Thillainayagam, MDS

Principal
PRINCIPAL

Adhiparasakthi Dental College & Hospital
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REVIEW OUTPUT OF IQAC MEETING HELD ON 26.02.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To discuss about the smart board training classes	Smart board training classes (stage 1) discussed	IQAC team	Feb 2019	Feb 2019
02	To review the IRB and ethical committee meeting	Review of the IRB and ethical committee meeting done	IQAC team	Feb 2019	Feb 2019
03	To discuss about the Mock theory and practical exam	Mock theory and practical exam for PGs were discussed	IQAC team	Feb 2019	Feb 2019
04	To plan and organize Founders Day celebration	Founders Day celebration to be held on 1/3/19	IQAC team	Feb 2019	Feb 2019
05	To discuss about the programs organized as a part of Dentist day celebration	Dentist day celebration to be conducted on 6/3/19	IQAC team	Feb 2019	Feb 2019
06	To chalk out the plan for all committee review meeting	CRM to be conducted on 11/3/19 and 12/3/19	IQAC team	Feb 2019	Feb 2019



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07	To plan and prepare for 9 th MRM meeting	9 th MRM meeting to be conducted on 26/3/19	IQAC team	Feb 2019	Feb 2019
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PRINCIPAL

Prof. Dr. S. Thillainayagam MDS.

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS.

Reg No. TN/6538 * Prof. & HOD

Orthodontics & Dentofacial Orthopedics



Date : 28/2/19 Time : 2:50 PM



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27-3-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of MARCH 2019 was conducted in Conference Hall –APDCH on 26-3-2019 with the presence of Principal –Chairperson, Member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. Principal sir thanked all the committee members for the successful and grand organization of our “Founder Day” celebration .it was a great hit and faculties of our sister concerns appreciated the way in which the program was organized.
2. PHD department celebrated “Dentist day” by distributing pamphlets regarding the benefits of visiting a dentist to the general public in Acharapakkam and Sothupakkam.
3. All the committees have updated their proceedings in the following order.
 1. Committee guideline with policies
 2. Constitution of the committee
 3. Appointment order of the committee members
 4. Committee meeting schedule (Academic year 17-18 and 18-19).
 5. Circular with agenda, Attendance sheet, Minutes of the Meeting and Review output of all the meetings.
 6. Extension activities by the committee.
4. Dr. Dhivya & Dr. Bharath QMS coordinator explained in detail about the proceedings of internal audit and have submitted their report to ISO.
5. IQAC requested Dr. Vasanthakumari, chairperson, Mentor Committee to plan for Parent Teachers Association Meeting to be held on 5-4-19.



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6. Principal sir advised student welfare committee Members Dr. Sumanth, Dr. Dhivya, Dr. Sivaranjani to co-ordinate with student representatives and finalize the plan for SHAKTHI UTSAV which will include invitation designing, inauguration, off stage and on-stage cultural events, sports events, sport day and college day celebration.
7. IQAC informed representatives of clinical and non-clinical department to prepare themselves with necessary files like indent, stock registration etc. for the forth coming stock audit to be conducted on 23-4-19 and 24-4-19. Dr. Bharath MR will prepare the batch wise auditing schedule and circulate the same to all department.

Prof. Dr. V. Sudhakar, MDS

IQAC Chairperson

Date: 22/3/19 Time: 1:30 PM

Prof. Dr. S. Thillainayagam, MDS

Principal
PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

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REVIEW OUTPUT OF IQAC MEETING HELD ON 18.03.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To discuss about the response of Founders day celebration	Founders day celebration discussed	IQAC team	Mar 2019	Mar 2019
02	To discuss about the proceedings of Dentist day celebration	Dentist day celebration proceedings discussed	IQAC team	Mar 2019	Mar 2019
03	To discuss the feedback of committee review meeting	Committee review meeting feedback discussed	IQAC team	Mar 2019	Mar 2019
04	To plan for Parent teachers meeting to be conducted	Parent teachers meeting to be conducted on 5/4/19	IQAC team	Mar 2019	Mar 2019
05	To review results of internal audit conducted	Results of internal audit discussed	IQAC team	Mar 2019	Mar 2019
06	To chalk out the plan for conducting SHAKTHI UTSAV	Planned for conducting SHAKTHI UTSAV – sports events, off stage and on stage	IQAC team	Mar 2019	Mar 2019



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		cultural events			
07	To sensitize all the clinical and nonclinical departments for the forthcoming stock audit	Stock audit to be conducted on 23/4/19 and 24/4/19	IQAC team	Mar 2019	Mar 2019

PRINCIPAL

Signature of Prof. Dr. S. Thillainayagam

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

Signature of Prof. Dr. V. Sudhakar
CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

Dr. V. SUDHAKAR, MDS

Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics



Date: 24/4/19 Time: 2:00 PM



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IQAC- MINUTES OF THE MEETING

IQAC meeting of APRIL 2019 was conducted in Conference Hall –APDCH on 30-4-2019 with the presence of Principal –Chairperson, Member secretary and members of IQAC

The minutes discussed in this meeting are as follows

1. The Sakthi Utsav and College day was conducted successfully by the Students Welfare Committee and the work done and co operation given by all staffs and students were appreciated by Principal.
2. The visit from Srilankan Dental Council was held on 22nd and 23rd of April. The Srilankan Council will intimate us regarding the results of the visit after discussing with their higher authorities.
3. The Stock Audit was conducted on 23/4/19 and 24/4/19 as per calendar schedule. The reports of the stock audit from all departments should be submitted to Principal by 06/05/2019.
4. The NABH committees were reformed including new members and also few committees were merged to benefit NABH, ISO & NAAC.
5. The Medical Records of the Patient should be entered more perfectly for completeness of the records. Patient LAMA should be documented in the OP card with patient's signature.

The list of accepted Standards of Abbreviations should be submitted on 08/05/2019 and only those abbreviations should be used in case sheets. All prescriptions should be entered only in Capital letters. Patients should be given Pamphlets for Patient education, Post-Operative instructions & care of appliance.

6. Require Clinical protocols/Department SOP's for dental management of patients and should be submitted on 08/05/2019.
7. Discussed on issuing treatment summary to Patients through Hospital Software. Updated Medication list should be submitted by each department on 08/05/2019 for updating the list in the software.







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8. The sensitization program for interns will be conducted in month of May by Quality Manager.
9. All refrigerators should have temperature Monitoring device and Stores Manager was instructed to procure the device by 1st week of May.
10. The NABH training was given to all teaching staffs on 17/04/2019 & 25/04/2019 and Non Teaching staffs on 08/05/2019 by Quality Manager.
11. The NABH inspection is expected to be on June but final date will be announced after communication with NABH Delhi Head Office.
12. To reinforce the Importance of Hand hygiene, Competition will be conducted on World Hand Hygiene Day on May 5th 2019.
13. The ISO Stage I Audit was conducted on 30/5/2019 and all departments were instructed to keep their records updated. The Stage II Audit is expected to be by 2nd week of May & final dates will be announced within a week.
14. The Parents Teachers Meeting was Successfully conducted on 05/04/2019 with 83% attendance.
15. The Endowment Medal Exams MCQ,s should be submitted on 17/05/2019 from all departments to the Examination Committee.

For

Prof. V. Dr. Sudhakar, MDS
IQAC Chairperson


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

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- IQAC File
- Correspondent for Information



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Review Output of IQAC meeting held on 30.04.2019

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	SAKTHI UTSAV and COLLEGE DAY 2019	The event was conducted as per calendar schedule. The organizing committee were asked to submit the report of the event to principal.	Student welfare committee	APRIL 2019	Completed
2	Srilankan medical council visit	The visit of external members from SLMC got over by 22 nd & 23 rd april 2019	IQAC TEAM	May 2019	Results Awaited
3	Conduction of Stock Audit	The Audit was conducted on 23 rd and 24th april 2019 as per college schedule	Audit Team	april 2019	completed
4	Reformation of NABH committee	NABH committee reformed with inclusion of new members	NABH TEAM	April 2019	Completed
5	QPM and SOP submission deparment-wise	All QPM and SOP to be submitted by 8-05-2019	NABH TEAM	May 2019	Pending
6	Sensitization program for interns about NABH activities	To be conducted in the month of may 2019	IQAC Team	May 2019	Pending
7	Participation of students in Sangamam 2020	Students won OVERALL CHAMPIONSHIP in SANGAMAM- 2020	Students Welfare Committee	January 2020	Completed
8	GEOTAG photo facilities in our college	Work completed	IQAC Team and IT Department	January 2020	Completed

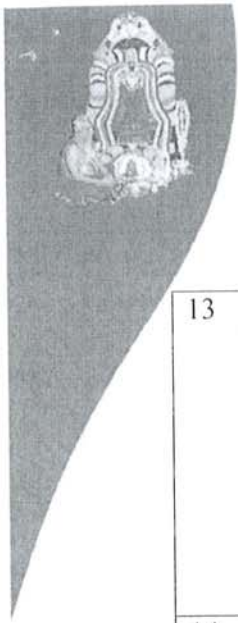


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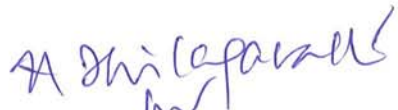
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13	INSPECTION PROFORMA DCI	Inspection work in progress	All Departments	February 2020	Pending
14	GREEN CAMPUS INITIATIVE	Work in progress. As an initiative, saplings planted.	IQAC Team	January 2020	Completed
15	INTERNAL AUDIT & ISO TRAINING PROGRAMME	ISO Internal audit training conducted 20.01.2020	ISO Team	January 2020	Completed


Dr. V. S. SRINIVASAN
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics
Date: 1.5/20 Time: 1 Pm


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29-5-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of APRIL 2019 was conducted in Conference Hall –APDCH on 28-5-2019 with the presence of Principal –Chairperson, Member secretary and members of IQAC.

The minutes discussed in this meeting are as follows

1. Dr. Dhivya & Dr. Bharath QMS coordinators explained about of stage II ISO 9001-2015 auditing held on 16.5.19 & 17.5.19. They further clarified about certification process and 4 minor corrections has been mailed and reply sent and is on process of rectification.
2. Dr. Karthikeyan (Reader, dept. of endo – AHEAD) discussed about Arulthiru Amma Endowment Medal Exam for this academic year to be held on 14th June 2019.
3. Regarding output of IRB meeting held on 13th may 2019, Dr. Ramakrishnan IRB member secretary explained that few funded projects were completed and 2 projects were withdrawn and amount refunded and the next IRB will be on 24th June 2019.
4. Regarding the celebration of world Orthodontist Health day held on 15.5.19, in Department of Orthodontics “**Essay competition**” was conducted to final year BDS students and “Best Essay” was selected and mailed to IOS (Indian Orthodontic Society) and photos were uploaded in IOS website.
5. The transportation for internal and external for TN Dr.MGR Medical University practical examiners was discussed and planned with the department HODs in presence of Principal and AO (admin. officer Mr. Prabhu)



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6. From the Department of Public Health Dentistry, OMFS and Oral Medicine "Anti-Tobacco Day" planned on 31st may 2019 by distributing tobacco ill effect awareness pamphlets to bus drivers in Aathur toll gate and oral screening to be conducted to drivers of our and other Educational Institutes.
7. Dr. Suresh Reader Dept. of Oral Surgery requested question papers for IIIrd terminal question papers to be submitted to academic section on or before 3rd June 2019.
8. Mrs.Preethi Quality Manager suggested a mock NABH will be conducted on 10th June 2019.Regarding infection control, a separate sterile equipment storage area is advised for sterile instruments. And equipment and instruments need to be labelled. Consent form and post treatment instructions in Tamil and English to be submitted to MRD committee.

Prof.Dr. V. Sudhakar, MDS
IQAC Chairperson



Prof. Dr. S. Thillainayagam, MDS
Principal

Copy to:

Dr.V.SUDHAKAR, MDS
Reg No.TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Date : 31/5/19 Time : 10:00 AM

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

Prof. Dr. S. THILLAINAYAGAM, MDS
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REVIEW OUTPUT OF IQAC MEETING HELD ON 28.05.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	Stage II ISO 9001 2015	Clarification On Certification Process Were Discussed	ISO COORDINATORS	May 2019	Completed
02	Aruthiru Adigalar Endowment Medal Exam	Dates Were Finalised	Examination Committee	June 2019	Pending
03	Regarding Output Of IRB	Discussion On Funded Projects	IRB Committee	June 2019	Pending
04	Regarding The Celebration of World Health Orthodontist Health Day	Essay Competiton Conducted	Dept of Orthodontics	May 2019	Completed
05	Regarding Transportation For Internal & External Examinars	Examiners Finalized	Hods of all Departments	May 2019	Completed
06	To Conduct Anti Tobacco Day	Pamphlets Distributed	Department of PHD and OMFS	May 2019	Completed
07	Regarding II Terminal Question Paper	Circular Sent For All Department For Submission	Examination Committee	June 2019	Pending

A. Thirupavai
PRINCIPAL
Prof. Dr. S. Thillainayagam MDS,
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

V. Sudhakar
CHAIRPERSON
Prof. Dr. V. Sudhakar MDS,
Orthodontics & Dentofacial Orthopedics

2-6-19 Time: 12



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26-6-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of JUNE 2019 was conducted in IQAC meeting room-APDCH on 25-6-2019 with the presence of Principal –Chairperson, Member secretary and members of IQAC.

The minutes discussed in this meeting are as follows

1. Regarding NABH pre assessment held 10-6-19, Dr. Sumanth NABH-Coordinator and Mrs.Preethi Quality Manager briefed about the output from NABH auditors.
Dr. VENKATESAN, HOD Dept. of prosthodontics suggested to use Evidence Based Consent like using web cam method for Research purpose.

INDIVIDUAL DEPARTMENT FEEDBACK WERE COLLECTED

O.PATH-	MACKINTOSH SHEET IS MANDATORY
PHD	HEALTH EDUCATION AID
PERIO	INSTRUMENT WASHING METHOD
PEDO	REG.CONSCIOUS SEDATION
OMFS	-EMERGENCY DRUGS MANAGEMENT -FOLLOWING CODE -BLUE
OMR-	ISOLATION OF X-RAY MACHINE
PROSTHODONTIC	-STANDARD OPERATIVE PROTOCOL
ORTHO	TO USE DISTILLED WATER IN ULTRASONIC CLEANER





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2. Dr. Karthikeyan, exam committee detailed the proceedings of medal exam, conducted on 14-6-2019.
3. Regarding the output of internal audit conducted on 13 and 14th June 2019, Dr. Dhivya & Dr. Bharath gave a feedback of no Non conformation report in Non-Academic Section and 2 Non conformation in Academic Section and all files were updated.
4. The procedure for updating the website regarding department activities are as follows
 - 1. Hard copy of program proceedings along with photos, minutes prepared by department HOD should be approved by Principal.
 - 2. After approval, hard copy along with soft copy in acceptable format should be submitted to Admin Manager and will be uploaded immediately.
 - 3. The authenticated hard copy should be submitted to SAF for future referral.
5. DR. Srinivasan PG Committee, updated regarding the status of college journal. Articles were received from department of Prosthodontic and Conservative dentistry, and he asked to mail the completed articles. He requested all the HODS to update the list of External Advisory members to journal committee as soon as possible. Library can be utilized by the PG's and Guide, by submitting articles under Thomson Reuters, after getting permission from Principal sir. He also added all PGS should follow proper dress code and attendance.
6. From the Department of Public Health Dentistry, OMFS and Oral Medicine "**Anti-Tobacco Day**" was conducted on 31st may 2019 by distributing tobacco ill effect awareness pamphlets to bus drivers in Aathur toll gate and oral screening for 75 drivers of our and other Educational Institutes and the activities were updated to DCI.
7. Exam committee reminded all HODs to submit internal assessment marks of exam going students on or before 8th July 2019.



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8. Principal sir approved the plan for study holiday from 20-7-2019 to 29-7-2019 as per calendar schedule. 30th and 31st July hall ticket will be distributed to all exam going students.


Dr. V. SUDHAKAR, MDS
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Date: 26-6-19 Time:

Prof. Dr. V. Sudhakar, MDS
IQAC Chairperson




Prof. Dr. S. Thillainayagam, MDS

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

Copy to:

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



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REVIEW OUTPUT OF IQAC MEETING HELD ON 25.06.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	Regarding NABH Pre-assessment	Circular Sent	NABH Team	June 2019	Completed
02	To Conduct endowment medal exam	Exam date finalized	Examination Committee	June 2019	Completed
03	Regarding output of internal audit	Feedbacks were submitted	ISO Coordinators	June 2019	Completed
04	Updation status of college journal	Requested to mail the completed status	Journal Committee	June 2019	Completed
05	To conduct " ANTI TOBACCO DAY"	Date were finalised	Department of PHD and OMFS	May 2019	Completed
06	Regarding Internal Assessment	Circular sent to all department	Examination committee	June 2019	Completed

Adhiparasakthi
PRINCIPAL

Prof.Dr.S.Thiruvengadam MDS,
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

V. Sudhakar
CHAIRPERSON
Dr.V.SUDHAKAR, MDS
Prof.Dr.V.Sudhakar MDS,
Orthodontics & Dentofacial Orthopedics
Date: 17.17 Time: 11a



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1-8-2019

IQAC- MINUTES OF THE MEETING

IQAC meeting of JULY 2019 was conducted in IQAC meeting room-APDCH on 30-7-2019 with the presence of Principal –Chairperson, Member secretary and members of IQAC.

The minutes discussed in this meeting are as follows

1. Regarding The Tamil Nadu Dr.M.G.R. Medical university examination, Dr. Suresh, Examination Committee, narrated that exam schedule, (both theory and practical) were received by the Exam committee. Theory exams were planned as per university regulation and waiting for the list of internal and external examiners for practical exam.
2. Oral Hygiene day will be celebrated on 1-8-19, by Department of periodontics and PHD, by conducting oral health awareness camps in schools and public places.
3. Dr. Ramakrishnan, chairperson IRB, stated that IRB & ETHICAL COMMITTEE meeting scheduled on 12.8.19 as per academic calendar and requested all the departments to send copy of research proposals to IRB.



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10/5/19



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4. Detailed discussion was carried out regarding preparation of academic calendar, for academic year 2019-20. All department HOD's and committee Heads were advised to submit their department/committee meeting schedule, programs and other related activities to IQAC on or before 2/8/19.
5. Mrs.Preethi, Quality Manager, explained the steps taken after receiving pre-assessment report from NABH team. She reinforced all the HOD's to check, that advise and steps given by NABH committee is carried out in respective Departments.

Prof. Dr. V. Sudhakar, MDS

IQAC Chairperson

Dr. V. SUDHAKAR, MDS

Reg No. TN/6538 * Prof. & HOD

Orthodontics & Dentofacial Orthopedics

Copy to: 01/01/19 Date: Time: 2:00 PM

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

S. Thillainayagam

Prof. Dr. S. Thillainayagam, MDS

Prof. Dr. S. THILLAINAYAGAM, MDS

Principal
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REVIEW OUTPUT OF IQAC MEETING HELD ON 30.07.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To plan for Tamil Nadu Dr.MGR Medical university exam for BDS	Tamil Nadu Dr.MGR Medical university exam for BDS planned with Dr.Suresh	IQAC team	Aug 2019	Aug 2019
02	To plan for celebration of Oral Hygiene day	Oral Hygiene day celebration planned on 1 st august 2019	IQAC team	Aug 2019	Aug 2019
03	To discuss about IRB and ethical committee meeting schedule	IRB and ethical committee meeting scheduled on 12/8/19 – Chairperson Ramakrishnan	IQAC team	Aug 2019	Aug 2019
04	To finalize the plan for preparation of academic calendar	Plan for preparation of academic calendar regarding master time table, list of holidays,	IQAC team	Aug 2019	Aug 2019



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		meeting schedule of all committee finalized			
05	To discuss about pre assessment report received from NABH team	Pre assessment report received from NABH team discussed with Dr.Sumanth	IQAC team	Aug 2019	Aug 2019

PRINCIPAL

S. Thillaimayagam
PRINCIPAL
Prof. Dr. S. Thillaimayagam MDS
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

V. Sudhakar
CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,
DR. V. SUDHAKAR, MDS
Reg No. TN/6539 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics
Date : 2/10/19 Time : 2.30



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Adhiparasakthi Dental College and Hospital

IQAC Minutes of Meeting – August 2019

The following agenda were discussed in the IQAC meeting held on 27.08.19, at IQAC Room, Admin Block, First Floor, APDCH.

1. Discussions were made regarding sensitization of NABH practices. Mrs.Preethi, Quality Manager and NABH Coordinator Dr.R.Sumanth Kumar will draft a plan in order to sensitize members of MRD Committee, Infection Control Committee, Final Year BDS Students, Interns as well as Postgraduate Students about NABH practices.
2. Oral Hygiene Day was celebrated on 01.08.19 jointly by the Departments of Periodontics and Public Health Dentistry. The proceedings of the same were discussed. A school camp was conducted where the students of the school were educated regarding oral hygiene and its importance.
3. Discussions were also made regarding the status of academic calendar. For the current academic year 2019-20, academic calendar has been finalized and will be circulated to all staffs and students by the end of this month.
4. The proceedings of The Tamilnadu Dr.MGR Medical University exams were discussed. Dr.Vasupradha, Reader, Department of Oral Pathology, was appointed as the Chief Superintendent for the theory exams conducted from 01.08.2019 to 14.08.2019. The report of theory exams conducted was submitted by Dr.Vasupradha to the examination committee after getting approval from Principal Sir.
5. The preparations for forthcoming university practical exams for Second year BDS and Final year BDS were discussed. The university practical exams for Third Year BDS got completed and First BDS is in progress. The plan for conducting university practical exams for Second Year BDS and Final Year BDS would be finalized after receiving the list of external examiners from the university. The HODs of respective departments were given incharges to plan for transport and accommodation of the external examiners.
6. Dr.T.Ramakrishnan, Chairperson of IRB Committee, summarized the reports of IRB and Ethical Committee meeting held on 12.08.19.





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7. The reopening day for Final Year BDS students was discussed. As Third BDS exams got over by the second week of August, including both theory and practical, final year classes will start from 5th of September, 2019.
8. Dr.Sivaranjani, Member Secretary of Academic Cell and Dr.Suresh, Member Secretary of Examination Committee briefed on the plans for conducting Second Terminal Exams for Additional Batch Students. The timetable for both theory and practical exams has been prepared as per calendar schedule and also has been circulated to all departments. The question papers for theory exams also have been received from all departments.
9. The next IQAC meeting is scheduled to be held on 24.09.19.



IQAC Chairperson

Dr. V. SUDHAKAR, MDS
Reg No. TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics



Date : 25/9/19 Time : 11:55 PM



Principal

PRINCIPAL
Adhiparasakthi Dental College and Hospital
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REVIEW OUTPUT OF IQAC MEETING HELD ON 27.08.2019

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To review the proceedings of Oral hygiene day celebration on 1/8/19 department of Periodontics and Public health dentistry	Proceedings of Oral hygiene day celebration reviewed	IQAC team	Sept 2019	Sept 2019
02	To discuss about the implementation of Academic calendar 2019 – 20	Implementation of Academic calendar 2019 – 20 discussed	IQAC team	Sept 2019	Sept 2019
03	To plan the preparation for forth coming University practical exam for all years	Preparation for forth coming University practical exam planned	IQAC team	Sept 2019	Sept 2019
04	To review the reports of IRB and ethical committee meeting on 12/8/19	The reports of IRB and ethical committee meeting reviewed	IQAC team	Sept 2018	Sept 2018
05	To finalize the reopening day for final years BDS	Dates finalized for reopening day of final years BDS	IQAC team	Sept 2019	Sept 2019



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06	To chalk out plan for conducting 2 nd terminal exam for all years	Meeting to be conducted with Dr.Sivaranjini and Dr. Suresh	IQAC team	Sept 2019	Sept 2019
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PRINCIPAL

Prof.Dr.S.Thillainayagam MDS,

CHAIRPERSON

Prof.Dr.V.Sudhakar MDS
Dr.V.SUDHAKAR, MDS
Reg No.TN/6538 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Date : 24.8.19 Time : ...2.2.19



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