



# 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 Meeting –September 2019

### The following agenda were discussed in the IQAC meeting held on 24.09.19

1. To review the proceedings of review output of committees.
2. Academic calendar 2019-20 will be printed after getting final approval from Principal Sir.
3. Discussed about Online updation of committee related activities, so that minutes of meeting can be retrieved easily. Minutes of meeting for the past 3 months will be circulated. From this academic year 2019-20 onwards, all minutes of committee meetings have to be entered online.
4. Periosakthi and Sakthi Omface programme details need to be updated in SAF file.
5. To improve the library utilisation by UG and PG Students as advised by Library Advisory Committee. It was suggested by Principal Sir that students should compulsorily attend library from 3.00 PM to 4.00 PM. Library biometrics to be updated for students and faculties.
6. Discussed about Research committee activities. Only less than 10% of faculty publications after joining college are pubmed and scopus indexed. Also, more than 40 projects are yet to be completed, which were submitted to IRB.
7. With regards to NABH , a few things are yet to be rectified in case sheets. One more seal has been purchased for **Safety First and Medicolegal Cases**. Discussions were also made about adequate use of disposables. List of disposables is yet to be given by other departments. Ortho, Pedo, Oral Surgery and AADHAR have already given. First Purchase and Condemnation committee meeting is to be held on 30<sup>th</sup> September, 2109. Incharges in respective departments to prepare a list of condemned stock. Head caps and facemasks to be disposed in yellow bins only.
8. It was decided that a Teachers training program will be conducted after getting permission from Dental Education Unit of MAPIMS.
9. It was decided to follow a separate teaching schedule for additional batch only if there are more than 10 students, if not a separate schedule need not be prepared.
10. Students' council for the academic year 2019-20 to be formed by conducting an election. To be done by Students' Welfare Committee.
11. Patients with Hepatitis B and HIV are to be treated separately in isolation room from now onwards.





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12. Routine haematological investigations is a must for all important cases, and this is to be followed with immediate effect.
13. A separate training program is to be given for all newly joined staff.

Prof. Dr. V. Sudhakar, MDS

IOAC Chairperson  
**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/653B \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics

Date : 30/9/19 Time : 11:20PM

Prof. Dr. S. Thillainayagam, MDS

Principal  
**PRINCIPAL**  
Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.



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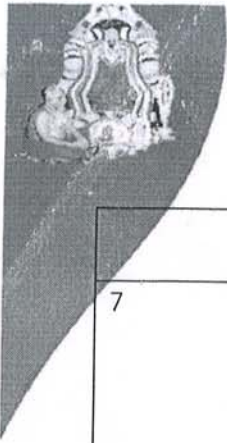
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## Review Output of IQAC meeting held on 24.09.2019

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	Printing of Academic calendar 2019-20	Academic calendar sent for printing after getting final approval from principal sir	IQAC TEAM	September 2019	completed
2	Discussed about online updation of committee related activities	Online updation of activities will be finalized after discussion with principal sir	IQAC TEAM	September 2019	pending
3	PERIO SAKTHI & SAKTHI OMFACE details to be updated in SAF file	Details were sent to SAF committee	IQAC TEAM	September 2019	Completed
4	Progress about NABH inspection was discussed	All preparations being done for the upcoming NABH inspection	IQAC TEAM	September 2019	pending
5	Conduction of teacher training programme	Will be conducted after getting permission from DENTAL EDUCATION UNIT of MAPIMS	IQAC TEAM	September 2019	pending
6	Discussed about separate teaching schedule for additional batch students	It was finalized that a separate teaching schedule will be prepared for additional batch only if there are more	Principal sir	September 2019	completed

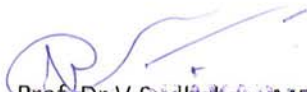





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		than 10 students			
7	Students council for the academic year 2019-20 to be formed	Will be formed once when new batch of CRRI join college.	STUDENTS WELFARE COMMITTEE	November 2019	Completed
8	Discussed about treating patients with hepatitis B and HIV	These patients will be treated separately in isolation room from now onwards	NABH team	September 2019	Completed
9	Discussed about routine hematological investigations	Routine hematological investigations for all important cases to be followed with immediate effect	NABH TEAM	SEPTEMBER 2019	Completed

  
 Prof. Dr. V. Sudhakar, MDS,  
 Reg No. TN/6538 \* Prof. & HOD  
 Orthopedics  
 IQAC CHAIRPERSON  
 Date: 8/12/2019 Time: 2:30 PM

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







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## IQAC Minutes of Meeting – October 2019

### The following agenda were discussed in the IQAC meeting held on 29.10.19

The following discussions were made with regards to NABH:

1. Post operative instructions are yet to be given by Department of Conservative Dentistry and Endodontics.
2. Clinical protocols to be updated.
3. Pre employment annual health check up to be done for all employees.
4. Patient counselling room and feeding area to be set up separately.
5. A hematology lab is also to be set up separately
6. In isolation room, kits are double wrapped. A separate set of instruments is also maintained.
7. Clinical protocol for vulnerable patient assessment is to be given by each department.
8. Condemned list is to be got from other departments except Dept.of Pedodontics and Dept.of Oral Surgery. Also, all departments are requested to update their stock registers.
9. A background check will be done for all newly joined employees.
10. Local anaesthesia consent to be included in OP cards.
11. Changes and modifications in OP cards were also discussed.
12. Post-procedural instructions also need to be updated.

Other discussions made are as follows:

1. Discussed about Brushing Day and Children's Day celebrations.
2. Discussed about conduction of First Terminal Exam for Regular Batch BDS Students and Third Terminal Exams for Additional Batch BDS Students in the month of December.
3. Discussions were also made about Students' Council Elections.
4. Recommended books are to be purchased for the academic year 2019-20.
5. A circular regarding library utilisation hours will be circulated and has to be followed strictly both by UG and PG students.
6. Discussions were also made about Dental Education Unit and College Newsletter.

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

 Date : 04.11.19 Time : 11:30 AM

  
Principal

**PRINCIPAL**  
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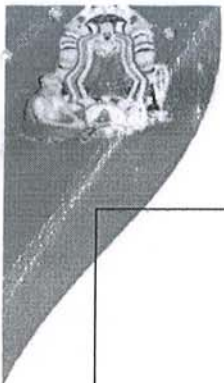
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## Review Output of IQAC meeting held on 29.10.2019

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	Discussed about NABH	All preparations related to upcoming NABH were discussed and reviewed	NABH TEAM	December 2019	Pending
2	Discussed about celebrating BRUSHING DAY and CHILDRENS DAY	Celebrations will be held in the month of November 2019	Dept of PHD and PEDODONTICS	November 2019	pending
3	Discussed about students council elections	Will be held in the month of nov 2019	STUDENTS WELFARE COMMITTEE	November 2019	Pending
4	Discussed about purchasing books for the academic year 2019 - 20	Books will be purchased after final approval from top management and principal sir	Library advisory committee	November 2019	pending
5	Discussed about	First terminal	EXAMINATION COMMITTEE	December 2019	pending






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	preparations for terminal exams	exam for regular and third terminal exam for additional batch will be held in the month of December 2019			
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 Prof. Dr. V. Sudhakar, MDS  
 Reg No. TN/6534, Principal, HOD  
 Orthodontics & Dentofacial Orthopedics  
 IQAC CHAIRPERSON  
 Date: 26/10/2019 Time: 2:30 PM

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





## IQAC Minutes of Meeting – November 2019

The following agenda were discussed in the IQAC meeting held on 26.11.19 (Tuesday) at IQAC Room, Admin Block, First Floor, APDCH.

1. Discussions were made regarding incorporation of newly joined faculties in IQAC. Dr.Sudhakar, Chairperson of IQAC will be incharge of the same.
2. Discussions were made with regards to NAAC. For the 7 criteria in NAAC, individual committee will be given in charge based on the criteria.
3. For the current academic year 2019-20, plan of action and guidelines are to be reframed by all chairpersons of the various committees. Work has to be divided by all members within the committee.
4. A report has to be submitted to SAF regarding tentative meeting schedule, action plan and proceedings of the committees for the academic year 2019-20.
5. With regards to Anti-Ragging Committee Meeting, Children's Day Program and National Brushing Day, Complete details and Summary need to be submitted to SAF.
6. Important minutes of Academic Cell and Examination Committee meeting held on 13.11.19 were discussed. Two sets of Question papers were prepared by all departments for the first terminal exam for regular batch and third terminal exam for additional batch to be held in the month of December 2019 and the same was submitted to academic cell on time.
7. The timetable for the terminal exams and exam duty schedule were prepared by examination committee and circulated to all departments. Readers are given morning duty from 9.30AM to 12.30PM and Senior lecturers are given afternoon duty from 1.30 PM to 4.30PM.
8. MRD Committee meeting was held on 14.11.19. Important minutes related to the same were discussed. The minutes were summarized by Dr.Sudhakar as follows:
  - i. FDI Numbering System is now followed properly while writing case sheets.
  - ii. The seal for vulnerable patients is PRIORITY FIRST and color is GREEN. Patients under 14 years of age, more than 65 years of age and physically challenged come under this category.







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- iii. The seal for communicable diseases is SAFETY FIRST and color is RED. These patients are treated separately in ISOLATION ROOM.
  - iv. Pain scoring has to be done compulsorily in all required conditions.
  - v. Separate consent for Local Anaesthesia has been added in OP cards.
  - vi. Prescreening blood investigations have to be done compulsorily for all minor surgical procedures.
  - vii. A soft copy for broken appointments has been prepared.
  - viii. Prescription must be written in CAPITAL LETTERS.
  - ix. Suggestions and Discussions were made regarding antibiotic prescription for 5 days.
  - x. Corrections for Procedure specific SOP's have been done in the power point presentations.
  - xi. It was discussed that there will be a meeting on 02.12.19 (Monday) from 1.30PM to 2.30PM in the conference hall, First Floor regarding powerpoint presentation of NABH related to all departments.
  - xii. With regards to IOPA, findings need to be written in OP Case Sheets.
  - xiii. Discussions were made regarding inclusion of extra manpower in MRD.
9. The following discussions were made regarding NABH.
- i. The stickers for calibration status are ready and the same has also been given for printing.
  - ii. Calibration certificates will be issued to all individual departments.
  - iii. It was decided that Ultraviolet(UV) cabinet will be fixed in the frontend of all departments.
  - iv. Printing is in progress for Spill protocols.
  - v. Fire evacuation plan is in progress.
  - vi. Informed consent for Department of Public Health Dentistry is in progress.
  - vii. Pamphlets for Post Procedural Instructions for Departments of Endodontics and Public Health Dentistry is in progress.
  - viii. Copies of Sterilisation Protocols will be issued to all departments.
  - ix. Another training needs to be given for code blue.





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- x. 111 is the number for all emergency codes and will be activated soon. Right now 555 is being used.
- xi. Other requirements with regards to NABH were also discussed.
- xii. Hardcopies of handouts will be issued soon to all departments for spill protocol, safety injection practices etc.
- xiii. Sensitization of NABH has been started to all third BDS, final BDS students as well as interns.
- xiv. All internal training records are complete and also updated.
- xv. List of disposables also has been provided to all departments. Autoclavable linen materials are given for AADHAR and Department of Pedodontics for Doctors, Patients and assistants.
- xvi. Sterile surgical gloves can be used for all procedures and can be procured from central stores.
- xvii. All research proposals can be handed over to IRB from now on.

10. The next IQAC meeting is to be held on 31.12.19 as per calendar schedule.

IQAC CHAIRPERSON

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

  
 Date : 28/11/19 Time : 10:30 AM

PRINCIPAL 

**PRINCIPAL**  
 Adhiparasakthi Dental College and Hospital  
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## Review Output of IQAC meeting held on 26.11.2019

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	Discussed about plan of action and guidelines for various committees	For the current academic year 2019-20 plan of action and guidelines are to be reframed by all chair persons of various committees	IQAC TEAM	December 2019	Pending
2	Discussed about conduction of terminal exams in December 2019	Timetable and exam duty schedule have been prepared and circulated to all departments . Two sets of question papers have been sent from all departments	EXAMINATION COMMITTEE	November 2019	Completed
3	Celebration of CHILDREN day and BRUSHING day programme	CHILDREN day programme and BRUSHING day programme conducted in November 2019	Department of PHD and PEDODONTICS	November 2019	Completed
4	MRD committee meeting held on 14/11/2019	Discussed about the important minutes	MRD committee	November 2019	Completed
5	Preparations for NABH inspection	All preparations in order to face NABH	NABH team	December 2109	pending





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		inspection were discussed			
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Prof. Dr.V.Sudhakar , MDS .,

**IQAC CHAIRPERSON**  
**Dr.V.SUDHAKAR,MDS**

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



  
Prof.Dr.A.Vasanthakumari , MDS .,

PRINCIPAL

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## Minutes of the meeting- 23/12/2019

The minutes of the meeting of IQAC December 2019 is as follows

- 1) The NAAC Criteria incharges were asked about the progress of the Criteria wise collection of details. The details had been collected and placed in individual files.
- 2) Discussion was made to organize Elective courses and CBCS from each departments. Individual heads are requested to submit the course details by two weeks.
- 3) The Field trips/ Industrial visit have to be planned. Communications need to be made to Dentcare lab , Confident Dental manufacturers and arrange for the same .
- 4) Individual departments had to submit their lecture powerpoints and seminars as E-Learning resources.
- 5) MOUs had to be signed with research laboratories, Educational institutions of Dental, Medical and Engineering professions focusing on research , laboratory activities , students placement, training and faculty exchange.
- 6) The Soft Skill classes for Personality and communication development, Yoga , Remedial coaching for slow learners had to be planned and organized.

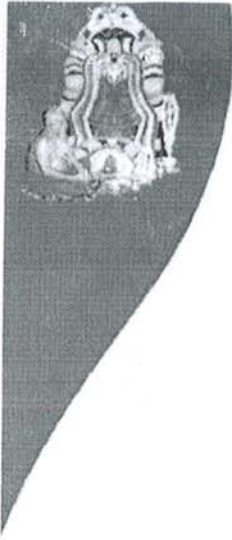


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- 7) Campus placement can be done through MOUs made with dental clinics and hospitals.
- 8) Women reinforcement programme will be organized by the women welfare committee along with the Womens day celebration.
- 9) A plastic recycling plant visit had been planned by NSS committee. Also Environment friendly activities like Solar energy, use of cycle inside campus can be initiated.
- 10) A visit to Annai Illam, House of Disabled from ACMEC trust have been planned. Screening of their dental problem , also some recreation activities have to be planned.

*W* *23/12/18*  
**CHAIRPERSON**  
**Dr.V.SUDHAKAR,MDS**  
 Reg No.TN/6538 \* Prof. & HOD  
 Orthodontics & Dantofacial Orthopedics  
 Date: *23/12/18* Time: *3:00 PM*

*23.12.2018*  
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Review Output of IQAC meeting held on 23.12.2019

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	To discuss and monitor the activities based on NAAC criterion wise	Criterion wise in charges were given	IQAC TEAM	December 2019	completed
2	To chalk out plans for organizing CBCS ( choice based credit system) / elective course system programmes(1.2.2) in our institution.	Will be finalized after discussion with Principal Madam	IQAC TEAM	JAN 2020	Pending
3	To organize field trips/internship (1.3.2) for undergraduates like visiting dental chair manufacturing unit , ceramic /acrylic labs , dental pharmaceuticals,R&D units related to dental products manufacturing,etc	Will be finalized after discussion with Principal Madam	IQAC TEAM	JAN 2020	Pending
4	To improve the percentage and availability of e-learning resources , learning management systems (2.3.1) in our institution (4.2.3)	Work is in progress	IQAC TEAM	Jan 2020	pending
5	To plan for collaborations with institutions / industries for internship / project work / job training / student exchange / faculty exchange ( 3.5.1.,3.5.2) with	Work is in progress	IQAC TEAM	Jan 2020	pending





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	MOUs ( 3.5.3).				
6	To plan for organizing capability enhancement and development schemes like soft skill development , remedial coaching , language lab , bridge courses , yoga meditation , etc, for students and staffs ( 5.1.2)	Students are already engaged with softskill programmes , yoga / meditation etc	IQAC TEAM	December 2019	completed
7	As a part of student progression , planning for campus placement during this year (5.2.1)	Work is in progress	IQAC TEAM	FEB 2020	Pending
8	To plan for women empowerment programmes , as a part of gender equity promotion ( 7.1.1)	Work is in progress	IQAC TEAM	MARCH 2020	Pending
9	To reinforce activities related to environment consciousness like NO PLASTIC ZONE , BIOFARMING , STP , BIRD SANCTUARY , ALTERNATIVE ENERGY RESOURCE LIKE SOLAR PANEL.	Work is in progress	IQAC TEAM	MARCH 2020	Pending

Prof. Dr. V. Sudhakar, MDS.,

**IQAC CHAIRPERSON**

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

28/12/19

Prof. Dr. A. Vasanthakumari, MDS.,

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## IQAC – MINUTES OF MEETING

The Internal Quality Assurance Cell (IQAC) meeting for the month of January was held on **28.01.2020** as per calendar schedule in the IQAC meeting room, first floor at 1.30pm to 2.30pm.

The following agenda were discussed:

1. Discussions were made regarding creation of GUINNESS WORLD RECORD with 30,500 books for AMMA BIRTHDAY CELEBRATIONS.
2. ECOFRIENDLY activities like planting saplings in and around college premises was discussed in order to create an Ecofriendly environment.
3. Discussions were made with regards to sending list of faculties for the board of studies in The Tamilnadu Dr.MGR Medical University.
4. Students participation in various inter disciplinary courses were discussed.
5. Discussions were made related to conduction of certificate / diploma programmes for students.
6. Discussions were made regarding collection of students feedback via online portal.
7. Our students participated in SANGAMAM – 2020 held at Sri Karpaga Vinayaga Institute of Dental Sciences, Padalam and had won the OVERALL CHAMPIONSHIP TROPHY.
8. Prsosthodontist Day celebrations were conducted on 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> January 2020.
9. Various committee meetings held in January 2020 were also discussed.

  
IQAC CHAIRPERSON

**Dr.V.SUDHAKAR, MDS**

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

Orthodontics & Dentofacial Orthopedics

 Date: 28/01/20 Time: 10:00am

  
PRINCIPAL





## Review Output of IQAC meeting held on 28.01.2020

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	GUINNESS WORLD with 30,500 books for AMMA BIRTHDAY CELEBRATION	Work is in progress	IQAC TEAM	Feb 2020	pending
2	ECOFRIENDLY activities-planting saplings	Saplings were planted on pongal day celebrations	IQAC TEAM	Jan 2020	Completed
3	Teachers in MGR university board of studies	List sent to MGR MEDICAL UNIVERSITY board of studies	IQAC TEAM	Jan 2020	Completed
4	Students participation in inter disciplinary courses	Students are already participating in lot of interdisciplinary courses	IQAC TEAM	Jan 2020	completed
5	Organize certificate / diploma programmes	Work is in progress	IQAC TEAM	March 2020	pending
6	Feedback analysis in college website	Feedback analysis work in progress	IQAC Team	March 2020	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
9	Documenting teaching and learning process	Work completed	ISO Team	January 2020	Completed



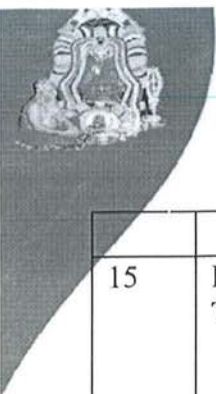


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10	Committee meetings -NABH , MRD , PURCHASE	All proceedings of committee meetings reviewed and discussed.NABH audit got over successfully in December 2019	NABH Team	January 2020	Completed
11	PROSTHODONTIST DAY CELEBRATION	PROSTHODONTIST DAY CELEBRATIONS held from 21.01.2020 to 23.01.2020	Department of Prosthodontics	January 2020	Completed
12	RESARCH METHODOLOGY WORKSHOP	PG students will be attending workshop	PG Committee	February 2020	Pending
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





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15	INTERNAL AUDIT & ISO TRAINING PROGRAMME	ISO Internal audit training conducted 20.01.2020	ISO Team	January 2020	Completed
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*V. Sudhakar*  
IQAC CHAIRPERSON

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

Date: 02.02.2020 Time: 2.30 PM

*V. Sudhakar*  
PRINCIPAL  
02.02.2020

**PRINCIPAL**  
Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.







# 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

25.02.2020

## MINUTES OF THE MEETING

1. Womens day, Dentist day , NABH accreditation celebration is planned to be celebrated on 16.03.2020
2. To conduct PG model practical exam by respective departments.
3. Correspondence regarding SLMC recognition to be done by IQAC chairperson.
4. College journal to be released biannually. Dr.Prabhu to co-ordinate.
5. Discussion were made regarding NABH internal audit and quality policies with quality manager.
6. Biannual release of newsletter is planned from this year. Jan-June 2020 issue to be released first.
7. Oral Health day celebration to be organized by department of Public Health Dentistry.

  
IQAC coordinator  
**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6538 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics  
Date: 25/2/20 Time: 10 a

  
Principal  
**PRINCIPAL**

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## Review Output of IQAC meeting held on 25.02.2020

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	To discuss about dentist day , womens day celebration together with NABH accreditation	Work is in progress	IQAC and Students' welfare committee	March 2020	Completed
2	To discuss about postgraduate model exam theory and practicals	PG Model exams will be conducted as per calendar schedule	PG Committee	March 2020	Completed
3	To discuss about final approval of srilankan dental council	Final approval has almost come from Srilankan Dental Council	IQAC Team and Principal Madam	February 2020	Completed
4	Revising the progress of college journal	Work is in progress	Journal Committee	March 2020	Pending
5	Discuss about NABH auditing and inspection	NABH internal audit will take place as per calendar schedule	NABH TEAM	February 2020	Completed
6	Discuss about final copy of news letter	Newsletter work almost completed	Newsletter Committee	February 2020	Completed

Prof. D.V. Sudhakar, MDS.,

**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6539 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics

Date: 25/2/20 Time: 2:30 PM

Prof. Dr. A. Vasanthakumari, MDS.,

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## IQAC- Minutes of Meeting - May 2020

As per calendar schedule, the IQAC meeting for the month of May was held on 26.05.2020 (Tuesday) at 10.30 AM in Lecture Hall 4, Admin Block, Ground Floor, APDCH.

**All precautions were taken for COVID – 19 and faculty members who attended the meeting came with face masks and social distancing was also maintained.**

The following agenda were discussed:

1. Discussions were made about implementation of inter-disciplinary and trans-disciplinary training, postings and programmes for UG and PG as per NAAC Criteria – 1.2.1. The data for the academic years 2017-18 and 2018-19 are already present. The data for the current academic year 2019-20 needs to be prepared. It was suggested that programs can be organised in collaboration with other departments like Department of Orthodontics and Endodontics together. These training programs are to be conducted for both undergraduates and postgraduates. The respective staff member in each department incharge for this criteria can discuss with their HOD and give feedbacks and inputs for the same. A summary in 500 words has to be written and document for the same also should be prepared.

Discussions were also made with regards to preparing a plan for the upcoming academic year 2020-2021. The plan can include any changes or improvements to be made in the existing teaching schedule and also apart from normal curriculum, what other interdisciplinary and trans-disciplinary programs can be conducted. A rapport can be built with Basic Medical Sciences department in medical college and programs can be conducted. For Example: Department of

Oral Pathology had conducted a CDE program in the Month of March by inviting a General Pathologist. So, similar programs can be organised.

A research station is to be planned with a research scholar for the next academic year. College website also needs to be updated compiling all data. An SSR (Self Study Report) for NAAC needs to be prepared in detail consolidating all data of the past 5 years.







2. Discussions were made with regards to Value added course planning and its implementation for the current academic year as per **NAAC criteria – 1.3.2.**

The courses can be like life skill courses which a student can perceive apart from his or her academics. For example : Soft skill classes, yoga etc. Value added courses can be planned even for faculty members and it can include topics like management of financial crisis during COVID – 19, patient treatment protocols post COVID – 19 etc..

3. Discussions were made to review the feedback analysis for various stake holders like students, teachers, employees, alumni and other professionals according to **NAAC Criteria – 1.4.1.** The present feedback system in our institution is that feedback from students will be collected at the end of each term (Once in 3 months) and the same will be analysed. On account of COVID – 19, all classes are made available online now and feedback is collected at the end of each lecture. After the lecture gets over, the student shall be provided with a link, which he or she needs to click and submit the feedback online. Principal Madam also stated there are plans of forming a Staff Welfare Committee.

Discussions were also made regarding the ways to strengthen Alumni Committee. Registration needs to be done in Alumni Association of India and an alumni meeting has to be organised every year.SSR of NAAC gives a lot of focus on alumni and their feedback.

4. Discussions were made with regards to measurable criteria to be followed to identify slow learners and advanced learners. Special programmes to be organised and protocols to be followed to measure achievements were also discussed. Suggestions were made to bring in uniformity and setting up measurable parameters to categorize both slow learners and advanced learners based on their academic performance in theory as well as practical. It was also discussed about involving mentor committee with regards to the same.

5. Discussions were made with regards to reviewing the effective implementation of E- teaching and E- learning activities of UG, PG during pandemic Covid – 19 outbreak. Feedback from students and faculties were welcome for the betterment of the same. The current practice now followed is that MCQs are given at the end of each lecture in order to record students' attendance. Discussions were made with regards to involving additional batch also. There are







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plans of displaying practical procedures in the form of short videos for clinical year students. (III year and IV year). After successful completion of theory classes, practical e- learning classes are to be planned. E- learning and E- teaching are to be shown as Best practices in NAAC. All PG departments were requested to prepare a summary of all PG activities done online after discussing with PG Committee. After preparation of a format, PG activities for the month of May are now streamlined. More focus was asked to make on exam going batch PGs. A record is to be made ready stating that adequate training has been given especially for the exam going batch and should be documented properly.

6. The current status of ISO activities was discussed. The ISO coordinators were asked to address the practical difficulties faced by all departments while preparing for ISO audit. The practical difficulties and doubts are to be clarified before the next upcoming audit and MRM.

Third terminal exam for UG students will be coming up in the month of June as per calendar schedule. On account of COVID – 19, discussions were made regarding conduction of online tests in the form of MCQs in the month of July. After completion of syllabus, all departments were requested to come forward with ideas to conduct online tests.

7. Discussions were made regarding the status of ongoing research activities. As per NAAC, Criteria 3 needs to be strengthened. Current status of research activities also need to be submitted. Suggestions were given with regards to conducting online studies and questionnaire studies. Feedback from individual departments was asked in order to give a lot of focus on conducting online studies. A yearly plan needs to be framed for research and every month; a report also has to be submitted. A feedback regarding difficulties in conducting research, regarding equipments and instruments also need to be submitted.

Henceforth, all plans to be made for the next academic year 2020-21. Apart from structured objectives, any other needs are to be addressed through proper channel.

Discussions were made with regards to publishing Volume 2 of our college journal. College website and newsletter are to be updated. Regarding newsletter, data till March 15<sup>th</sup> are already compiled. For now it has been decided to release newsletter once in 6 months. Any online



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activities from 15<sup>th</sup> March till end of May are to be reported to Dr. Anand on or before 10<sup>th</sup> June.

One article has already been published in Maruvor Times on the topic "Practice during COVID-19". More focus was given on upgrading college website since most of the students will now view online before admission.

8. Discussions were made with regards to sensitization and implementation of HIS – Hospital Information System. This is to be shown as one of the Best Practices in NAAC. All patient details are to be updated in software. The implementation is to begin by 1<sup>st</sup> of June and before 31<sup>st</sup> January 2021, implementation of HIS will be complete. One faculty from each department has to be appointed as in charge, so that they would coordinate with HIS team and furnish all details. Drug formulary also needs to be checked by Quality Manager.

9. The last agenda was to assess the preparation for celebrating and organizing the upcoming days:

- i. World Cyclist Day – June 3<sup>rd</sup>, 2020
- ii. World Environment Day – June 5<sup>th</sup>, 2020
- iii. International Yoga Day – June 21<sup>st</sup>, 2020.

NSS committee was asked to come up with plans for the same taking into consideration COVID-19 pandemic.

10. It was also stressed to bring in uniformity and standardization in all NAAC related and ISO related activities.

**IQAC CHAIRPERSON**

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

Date: 22/6/20 Time: 2:30 PM

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## Review Output of IQAC meeting held on 26.05.2020

S.No	Minutes /Decision taken/Inputs	Action taken	Responsibility	Target Date	Completion status
1	To discuss about the implemented inter-disciplinary / trans-disciplinary training / postings / programme for UG & PG ( criteria 1.2.1)	Students participation in various interdisciplinary postings and trainings were discussed.	NAAC Committee	May 2020	completed
2	Value added course planning and its implementation for this current year ( criteria 1.3.2)	Work is in progress	NAAC Committee	June2020	pending
3	To review the feedback analysis for various stake holders like students,teachers,employees,alumni ,other professionals	Feedback analysis for the academic year 2019-20 has been collected and analysed.	Mentor Committee	May 2020	Completed
4	To discuss the measurable criteria followed to identify slow and advanced learners and special programme to be organized & protocols followed to measure achievements( criteria 2.2.1)	Work is in progress	NAAC Committee	July 2020	pending
5	Implementation of E-teaching and E-learning activities during COVID-19 pandemic outbreak.( criteria 2.4.4)	An online committee has been framed and E learning activities are going on successfully.	Online committee	May 2020	Completed
6	Evaluate current ISO activities	ISO activities were discussed and reviewed.	ISO Team	May 2020	completed
7	Evaluate status of ongoing research activities	Ongoing research activities were discussed and	Research Committee	May 2020	Completed







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		reviewed			
8	Evaluate and sensitize HIS system	Work is in progress	NABH team	July 2020	Completed
9	To asses and prepare for celebrations of upcoming days <ul style="list-style-type: none"><li>• WORLD CYCLIST DAY – JUNE 3</li><li>• WORLD ENVIROMENT DAY – JUNE 5</li><li>• INTERNATIONAL YOGA DAY – JUNE 21</li></ul>	Work is in progress	NSS Team	June 2020	Completed

  
Prof. Dr.V.Sudhakar, MDS.,

IQAC CHAIRPERSON

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



Date : ..... Time : .....

  
Prof.Dr.A.Vasanthakumari, MDS.,

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**30.06.2020**

## **IQAC – MINUTES OF THE MEETING**

- 1) To discuss about the implementation and management of curriculum and curriculum flexibility as discussed in institutional board of studies
- 2) To include new value added courses
- 3) To discuss the assessment, steps and activities taken regarding the feedback system from students, teachers/employees, alumni and parents
- 4) To discuss the action and steps taken for catering students diversity and to create overseas wing for admission of Srilankan students to our dental college
- 5) To initiate and sensitize the IQAC team for preparation of academic year 2020 – 2021
- 6) To discuss the activity of student club in this COVID 19 pandemic
- 7) To review the reports of PG committee meeting, SAF committee, facility management and safety mock drill, academic and examination committee meeting, anti-ragging committee meeting and mentor committee, NSS meeting and library committee meeting, IRB and ethical committee meeting.
- 8) To review the activities of ISO and NABH for the month of May and June 2020 regarding the internal audit/MRM planning and patient management respectively.
- 9) To review the online teaching and learning process for UGs, PGs for the month of June 2020 – Academic and PG committee
- 10) To review E library utilization and E consortium utilization by Post graduate students for the month of June 2020
- 11) To chalk out plans for publishing books from individual departments for the benefit of students



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- 12) To review the proceedings of world environment day celebration, YRC/Blood donor day celebration and international yoga day celebration by APDCH
- 13) To plan the forthcoming activities of July 2020 RACE 2020 by ODS department, doctors day celebration, paper bag day nature conservation day and world hepatitis day
- 14) To review and discuss about the clinical society meetings

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

**Dr. V. SUDHAKAR, MDS**

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



Date: 25/7/20 Time: 2:30 PM

PRINCIPAL

Prof. Dr. Vasanthakumar MDS,

**Adhiparasakthi Dental College & Hospital**

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## REVIEW OUTPUT OF IQAC MEETING HELD ON 30.06.2020

S.NO	MINUTES/ DECISION TAKEN INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
1.	To discuss about the implementation and management of curriculum and curriculum flexibility as discussed in institutional board of studies	Discussion done about the implementation and management of curriculum	IQAC TEAM	June 2020	June 2020
2.	To include new value added courses	New value added courses included	IQAC TEAM	June 2020	June 2020
3.	To discuss the assessment, steps and activities taken regarding the feedback system from students, teachers/employees, alumni and parents	Discussion done about the assessment, steps and activities taken regarding the feedback system from students, teachers/employees, alumni and parents	IQAC TEAM	June 2020	June 2020
4.	To discuss the action and steps taken for catering students diversity and to create overseas wing for admission of Srilankan students to our dental college	Discussion done about the action and steps taken for catering students diversity and to create overseas wing for admission of Srilankan students to our dental college	IQAC TEAM	June 2020	June 2020



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5.	To initiate and sensitize the IQAC team for preparation of academic year 2020 – 2021	Sensitization of the IQAC team for preparation of academic year 2020 – 2021 done	IQAC TEAM	June 2020	June 2020
6.	To discuss the activity of student club in this COVID 19 pandemic.	Discussion about the activity of student club in this COVID 19 pandemic.	IQAC TEAM	June 2020	June 2020
7.	To review the reports of PG committee meeting, SAF committee, facility management and safety mock drill, academic and examination committee meeting, anti-ragging committee meeting and mentor committee, NSS meeting and library committee meeting, IRB and ethical committee meeting.	Review the reports of PG committee meeting, SAF committee, facility management and safety mock drill, academic and examination committee meeting, anti-ragging committee meeting and mentor committee, NSS meeting and library committee meeting, IRB and ethical committee meeting done.	IQAC TEAM	June 2020	June 2020
8.	To review the activities of ISO and NABH for the month of May and June 2020 regarding the internal audit/MRM planning and patient management respectively	Review of the activities of ISO and NABH for the month of May and June 2020 regarding the internal audit/MRM planning and patient management respectively done	IQAC TEAM	June 2020	June 2020







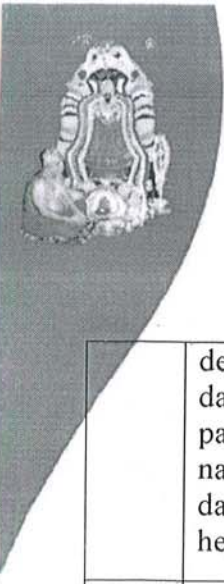
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9.	To review the online teaching and learning process for UGs, PGs for the month of June 2020 – Academic and PG committee	Review of the online teaching and learning process for UGs, PGs for the month of June 2020 – Academic and PG committee done.	IQAC TEAM	June 2020	June 2020
10.	To review E library utilization and E consortium utilization by Post graduate students for the month of June 2020	Review of E library utilization and E consortium utilization by Post graduate students for the month of June 2020 done.	IQAC TEAM	June 2020	June 2020
11.	Action plan taken to publish college journal and APDCH newsletter	Action plan taken to publish college journal and APDCH newsletter	IQAC TEAM	June 2020	June 2020
12.	To chalk out plans for publishing books from individual departments for the benefit of students	Steps for chalk out of publishing books from individual departments for the benefit of students done.	IQAC TEAM	June 2020	June 2020
13.	To review the proceedings of world environment day celebration, YRC/Blood donor day celebration and international yoga day celebration by APDCH	Review of the proceedings of world environment day celebration, YRC/Blood donor day celebration and international yoga day celebration by APDCH done.	IQAC TEAM	June 2020	June 2020
14.	To plan the forthcoming activities of July 2020 RACE 2020 by ODS	Planning of the forthcoming activities of July 2020 RACE 2020 by ODS	IQAC TEAM	June 2020	June 2020





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	department, doctors day celebration, paper bag day nature conservation day and world hepatitis day	department, doctors day celebration, paper bag day nature conservation day and world hepatitis day done			
15.	To review and discuss about the clinical society meetings	Discussion about the clinical society meetings done	IQAC TEAM	June 2020	June 2020

### CHAIRPERSON

Prof.Dr.V.Sudhakar MDS,

**Dr.V.SUDHAKAR,MDS**

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

Orthodontics & Dentofacial Orthopedics

Date : 04/01/22 Time : 2:00pm

PRINCIPAL

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## IQAC

### MINUTES OF THE MEETING

DATE: 20.07.2020

1. Discussed about progress and finalization of academic calendar for the year 2020-2021
2. Reviewed the feedback of students and staff regarding online classes
3. Discussed the results and output of UG III terminal examination
4. Discussed the results and output of PG (I&III year) online mock theory exam
5. Finalized the university exam UG & PG students name list
6. Planned for conducting Arul Thiru Amma Endowment Medal Exam through online
7. Discussed about the output of ISO internal audit and MRM
8. NAAC criterion reviewed
9. Discussed about the preparations and action taken to receive/monitor/treat and to continue quality treatment for COVID – 19 situation
10. Reviewed the results of internal stock audit and activities of online committee
11. Discussed about the research work status of students and staffs.
12. Discussed the functioning of DEU and reviewed the output of faculty and teacher training program
13. Updated the status of JOCDR and APDCH news letter
14. Discussed about BLS/CPR and parenteral injection procedures for III year BDS students
15. Output of CSM meeting reviewed

Prof. Dr. V. Sudhakar, MDS

**Dr. V. SUDHAKAR, MDS**  
IQAC Co-ordinator  
Reg No. 10000 Prof. & HOD  
Orthodontics & Maxillofacial Orthopedics

Copy to:

- All committee chairperson & HOD'S
- Admin Office
- IQAC File
- Correspondent for information

Prof. Dr. A. Vasanthakumari, MDS

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## REVIEW OUTPUT OF IQAC MEETING HELD ON 30.07.2020

S.NO	MINUTES/ DECISION TAKEN INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
1.	To plan for Tamil nadu Dr.MGR Medical university exam for BDS(I,II,III and IV-regular batch)exam committee Dr.Suresh	Action plan framed for Tamil nadu Dr.MGR Medical university exam for BDS	IQAC TEAM	JULY 2020	JULY 2020
2.	To plan for celebration of oral hygiene day on 1 <sup>st</sup> aug 2019;PHD	Oral hygiene day celebration protocol planned	HOD FROM DEPARTMENT	JULY 2020	JULY 2020
3.	To discuss about IRB and ethical committee meeting scheduled on (12-8-19)-IRB chair person- Dr.Ramakrishnan	Minutes of meeting for IRB and ethical committee discussed	IQAC AND IT DEPARTMENT	JULY 2020	JULY 2020
4.	To finalize the plan for preparation of academic calendar (2019-2020)regarding	Plan for academic calendar finalized	IQAC TEAM	JULY 2020	JULY 2020



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	master time table ,list of holidays, meeting schedule of all the committee of IQAC ETC.				
5.	To discuss about pre assessment report received from NABH coordinator and Mrs.Preethi quality manager	Discussion about pre assessment done	IQAC TEAM	JULY 2020	JULY 2020
6.	Committee meeting on various dates conducted	Minutes of meeting discussed	Committee chair person	July 2020	July 2020
7.	ISO and NABH audit	Audit plan discussed	ISO team and NABH team	July 2020	July 2020
8.	Online teaching process	Process discussed	Academic cell and PG committee	July 2020	July 2020
9.	e-library, e-consortium utilization	Students should be motivated	PG committee, ACADEMIC CELL	JULY 2020	July 2020
10.	Publish college journal	Journal committee formed and editors assigned.	Journal committee	July 2020	July 2020
11.	To publish books	Materials for publication requested from each department	IQAC team	July 2020	July 2020
12.	World environment day, blood donor day, yoga day	Following celebration conducted successfully	Respective committee with iqac team	July 2020	July 2020

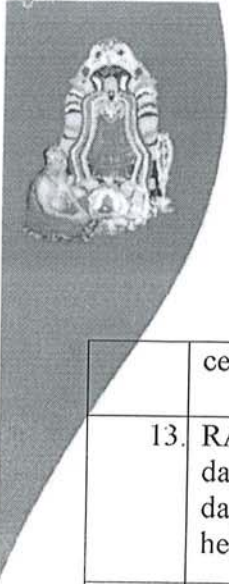


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	celebration.				
13.	RACE, doctors day, paper bag day, world hepatitis day.	Forthcoming activities discussed	IQAC team	July 2020	July 2020
14.	Clinical society meeting	Ways to conduct clinical society meeting discussed	SAF team	July 2020	July 2020

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS  
**Dr. V. SUDHAKAR, MDS**  
 Reg No. TD 10001 Prof. & HOD  
 Orthodontics & Dentofacial Orthopedics

Date: 20/07/20 Time: 2:28

PRINCIPAL

**PRINCIPAL**  
 Prof. Dr. Vasanthakumari MDS,  
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# 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

The following meetings were discussed in the Internal Quality Assurance Cell (IQAC) meeting held on **25.08.2020** as per calendar schedule Lecture Hall 4 from **1.30 pm to 2.30 pm**. All the IQAC Committee members followed Covid-19 Guidelines as set by Govt of India.

1. Discussions were made about finalising academic calendar (Staff and Students) for the Academic year 2020-21.
2. The date of release of JOCDR (Journal of Contemporary Dental Research) And APDCH Newsletter was finalised.
3. The Feedback received from Students/Staffs/Faculties regarding the teaching and learning facilities for the month of August 2020 was discussed and reviewed.
4. Dr. Bharath and Dr. K. Dhivya, QMS Coordinators briefed about the proceedings and happenings of ISO Surveillance Audit by External Audit team (TUV) conducted in July 2020. The external audit went on successfully and continuance of ISO 9001:2015 has been awarded.
5. Celebrations of Oral hygiene Day (01-08-2020), Independence day (15-08-2020) in our college premises which were conducted following strict COVID-19 protocols were discussed.
6. The minutes of Anti-Ragging Committee and Grievance Redressal Committee (11-08-2020), MRD Committee meeting (13-08-2020) and Infection control committee meeting (18-08-2020) were briefed by the respective chairpersons.
7. The preparedness and updation of AQAR 2019-20 and SSR to be submitted by our institution were discussed in detail.
8. Clinical Society Meeting held in July 2020 was discussed and reviewed.
9. Discussions were made with regards to planning and organizing Induction Programme for first year MDS Student admitted for the Academic year 2020-21.





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10. Webinar series and Archives of the webinar conducted by Dental council of India for the month of August 2020 were reviewed.

12.The current status of E consortium started by Dental council of India for the usage of online Journal by Students and Faculties was updated.

13.The list of Students (UG& PG) receiving Scholarship from the Govt Bodies was finalised.

Prof.V.Dr. Sudhakar, MDS

IQAC Coordinator

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

Date : 20/08/20 Time : 2.30 PM

Principal

PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

Copy to:

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





Om Sakthi



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## REVIEW OUTPUT OF IQAC MEETING HELD ON 20.08.2020

S.NO	MINUTES/DECISION TAKEN/INPUTS	ACTION TAKEN	RESPONSIBILITY	TARGET DATE	COMPLETION STATUS
01	To brief the content of finalized academic calendar	Review done for the content of finalized academic calendar	IQAC team	Sep 2020	Sep 2020
02	To finalize the date of release of JOCDR and APDCH newsletter	Date of release of JOCDR and APDCH newsletter finalized	IQAC team	Sep 2020	Sep 2020
03	To review the feedback received from students/staffs/faculties	Review of feedback received from students/staffs/faculties done	IQAC team	Sep 2020	Sep 2020
04	To discuss the proceeding and happenings of ISO surveillance audit	Proceeding and happenings of ISO surveillance audit discussion	IQAC team	Sep 2020	Sep 2020



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		done			
05	To review the celebration of Oral hygiene day, independence day	Review of celebration of Oral hygiene day, independence day done	IQAC team	Sep 2020	Sep 2020
06	To review the minutes of anti-ragging committee and grievance redressal committee, MRD committee and infection control committee meeting	Minutes of anti-ragging committee and grievance redressal committee, MRD committee and infection control committee meeting review done	IQAC team	Sep 2020	Sep 2020
07	To review the preparedness and updation of AQAR 19 – 20 and SSR to be submitted by our institution	Preparedness and updation of AQAR 19 – 20 and SSR review done	IQAC team	Sep 2020	Sep 2020
08	To discuss the minutes of clinical society meeting July 2020	Minutes of clinical society meeting July 2020 discussed	IQAC team	Sep 2020	Sep 2020
09	To review the webinar series and archives of the webinar conducted by DCI	Review of the webinar series and archives of the webinar conducted by	IQAC team	Sep 2020	Sep 2020



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		DCI done			
10	To finalize the list of students receiving scholarship from Govt bodies	The list of students receiving scholarship from Govt bodies finalized	IQAC team	Sep 2020	Sep 2020

  
CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6538 \* Prof. & HOI  
Orthodontics & Dentofacial Orthopedic

Date: 20/09/20 Time: 2:30 PM

PRINCIPAL

Prof. Dr. Vasanthakumari MDS,

  
Adhiparasakthi Dental College & Hospital  
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