

# Minutes of Meeting

## Agenda

#	Title
1	To discuss about the final preparation of AQAR 2019-20 and its submission.
2	To discuss about the proceedings of the meetings conducted for the month of September 2020 (SAF Committee meeting (04/09/2020), NSS Committee meeting (
3	To review the results of 5S Audit (01.09.2020), MRD internal audit (04/09/2020), NABH internal audit, ISO internal audit conducted for the month of September 20
4	To review the Feedback received from Students/Staffs/Faculties regarding the Teaching and Learning facilities used for the month of September 2020.
5	To review the Minutes and Proceedings of Clinical Society Meeting (18/09/2020), NSS Day celebration (24.09.2020), CDE Sakthi- Om Face (25.09.2020), Nationa
6	To review the teaching Schedule as well as teaching plan for the Post graduates MDS 1st year,2nd and 3rd year.
7	To review the online classes for the UG/PG.
8	To review the status of APDCH Times (Newsletter) and Preparation of next Journal Edition.
9	To review the treatment protocol followed to the patients during the Covid-19 pandemic in all the department-NABH.
10	To discuss about the preparedness of Blood donation Day (01/10/2020) organized by Youth Red Cross society.
11	To discuss about the plan of celebrating National orthodontist Day (05/10/2020)
12	To discuss about the celebration of Global Hand washing Day by infection control and NABH Committee. (15/10/2020)
13	To discuss about the preparedness of MRM scheduled on 12/10/2020.
14	To discuss about Committee review meeting -19/10/2020.
15	To discuss about the CDE programme to be conducted on 28/09/2020 by the Department of Pedodontics.
16	To discuss the pending points of previous meeting.

- 1) The criteria wise review has to be done by the IQAC Team for the academic year 2017-18 & 2018-2019 and uploaded to external member by 30/09/2020.
- 2) Preparation of SSR should be made and uploaded at the earliest.
- 3) Uploading of scanned documents of committee files 2017-18 & 2018-19 in CIS portal has to be completed on or before 15th October 2020.
- 4) All committee related activities has been reviewed and no deviations were found.
- 5) Due to this pandemic situation, parent -teachers' meeting was not conducted and this has been planned to be conducted on virtual mode.
- 6) Discussed on the registration process for alumni committee with government bodies - Responsibility: Admin manager & Alumni Committee.
- 7) Online portal upgradation required to enroll all the alumni members of APDCH.
- 8) The Principal insisted the NAAC, ISO & NABH team members to re-work on the annual training plan for the upcoming academic year.
- 9) Quality Manager briefed on the major findings & recommendations regarding the NABH internal audit conducted. A report will be circulated with all non-compliances to all departments for the same.
- 10) QMS Coordinator briefed on the major findings & recommendations regarding the ISO & 5S internal audit conducted.
- 11) The Correspondent confirmed that the MRM meeting will be conducted as per the calendar schedule on 12/10/2020.
- 12) The plan of action for organising national orthodontist day on 5th october 2020 and national blood donor day on 1st october 2020 was briefed by the respective committee members.
- 13) PG committee chairperson briefed about the agenda of the induction program for first year PG's which is to be held on 30th september 2020.
- 14) Dr. Suresh from Academic Cell Committee proposed the teaching schedule for the upcoming year 2021.
- 15) To organize Global Hand washing day celebration along with MAPIMS. The quality manager along with YRC & NSS committee need to finalize with the plan of action with the Correspondent and Principal of APDCH.
- 16) The newsletter copy for the year Jan - Jun 2020 was officially released by the Executive Trustee & Correspondent of the institution on 24th September 2020.
- 17) The journal and newsletter work progress for the upcoming edition was discussed by Dr. Prabhu & Ramya.

# Minutes of Meeting

## Agenda



#	Title
1	To discuss about the final preparation of AQAR 2019-20, SSR of our college and its submission.
2	To discuss about the proceeding of the meeting conducted for the month of october. Anti ragging committee, SWC, CPR committee, Committee review meeting, Y
3	To review the discussion and feedback of Management review meeting.
4	To review the feedback received from student/staffs/faculties regarding the teaching and learning facilities used.
5	To discuss about PG and UG university exam for the academic year 2019-20.
6	To discuss about registering for research methodology program to be conducted by the Tamilnadu Dr.M.G.R University for PG's and faculties in the month of nove
7	To discuss the review and outputs of national orthodontist day celebration. To discuss the proceeding of clinical society meeting.
8	To discuss the review and outputs of National Blood donation day by youth red cross society and Global Handwashing day.
9	To discuss about the preparedness for celebrating National tooth brushing day.
10	To discuss about the plan of celebrating International Radiology day.
11	To discuss about the celebration of childrens day on 18.11.2020.
12	To discuss about the preparedness for Dental Education Unit training program.
13	To discuss about the CDE program to be conducted on 28.10.2020(Pedodontics), 11.11.2020(Oral Medicine & Radiology).
14	To discuss the plan for finalizing activity calendar for NAAC,ISO,NABH research programs and webinar series organized by our college.
15	To discuss the pending points of previous meeting.

1. The AQAR report of 2017-18 and 2018-19 has been updated and report received from external consultant. The report for 2019-20 is yet to be received. All the NAAC criterion incharge members were instructed to go ahead with preparation of AQAR 2020-21. NAAC training for the faculty will be scheduled shortly.
2. All the committee Activities and Review for the month of October have been discussed.
3. All the committee have submitted their guidelines and action plan to IQAC which will be reviewed by external consultant.
4. CPR committee have given inputs to conduct Internal Training programme for Postgraduates and Faculty members.
5. Student Welfare Committee have been insisted to conduct some online activities engaging students.
6. Online committee successfully launched the first webinar series of our college– DENTINAR 1.0.
7. Staff welfare committee gave proposal to conduct soft skill programme and personality development. Faculty development programme has to be planned by the Dental education unit along with HR department ,individual staff self assessment has to be done every year .
8. PG committee has proposed the date for submission of LD and MD which has to be finalized by respective HODs.
9. 12<sup>th</sup> MRM review output was briefed by Management Representative. He discussed about implementation of Central Feedback mechanism for stakeholders and uploading ISO documents through CIS portal and to formulate academic calendar for faculty training.
10. Feedback report analysis has to be submitted for both UG and PG students.
11. PG and UG University examination action plan was briefed by respective committees.
12. All the 1 year PGs should attend Research Methodology Course conducted by TNMGRMU. Faculty members willing to participate can also enroll for the course.
13. Review output of Orthodontist day, National blood donation day, Global Handwashing day was discussed.
14. Programme Plan For National Tooth brushing day, National Radiology day, Children's day, CDE programme of Pedodontics and oral medicine were discussed.
15. DEU academic plan and faculty training programme has to be properly executed.

## Review Meeting (29-09-2020)

- 1) The criteria wise review has to be done by the IQAC Team for the academic year 2017-18 & 2018-2019 and uploaded to external member by 30/09/2020.
- 2) Preparation of SSR should be made and uploaded at the earliest.
- 3) Uploading of scanned documents of committee files 2017-18 & 2018-19 in CIS portal has to be completed on or before 15th October 2020.
- 4) All committee related activites has been reviewed and no deviations were found.

- 5) Due to this pandemic situation, parent -teachers' meeting was not conducted and this has been planned to be conducted on virtual mode.
- 6) Discussed on the registration process for alumni committee with government bodies - Responsibility: Admin manager & Alumni Committee.
- 7) Online portal upgradation required to enroll all the alumni members of APDCH.
- 8) The Principal insisted the NAAC, ISO & NABH team members to re-work on the annual training plan for the upcoming academic year.
- 9) Quality Manager briefed on the major findings & recommendations regarding the NABH internal audit conducted. A report will be circulated with all non-compliances to all departments for the same.
- 10) QMS Coordinator briefed on the major findings & recommendations regarding the ISO & 5S internal audit conducted.
- 11) The Correspondent confirmed that the MRM meeting will be conducted as per the calendar schedule on 12/10/2020.
- 12) The plan of action for organising national orthodontist day on 5th october 2020 and national blood donor day on 1st october 2020 was briefed by the respective committee members.
- 13) PG committee chairperson briefed about the agenda of the induction program for first year PG's which is to be held on 30th september 2020.
- 14) Dr. Suresh from Academic Cell Committee proposed the teaching schedule for the upcoming year 2021.
- 15) To organize Global Hand washing day celebration along with MAPIMS. The quality manager along with YRC & NSS committee need to finalize with the plan of action with the Correspondent and Principal of APDCH.
- 16) The newsletter copy for the year Jan - Jun 2020 was officially released by the Executive Trustee & the Correspondent of the institution on 24th September 2020.
- 17) The journal and newsletter work progress for the upcoming edition was discussed by Dr. Prabhu & Dr. Ramya.

  
**PRINCIPAL**  
 **ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319

# Minutes of Meeting

## Agenda

#	Title
1	To discuss and plan regarding the preparation of SSR, IQA for our second cycle of NAAC accreditation/ Inspection.
2	To discuss about the functioning of evening clinic, peripheral centres and Dental OP at MAPIMS.
3	To discuss about the training planned/conducted by AADHAR.
4	To discuss about ISO team meeting with external consultant and feedback /plan of action required.
5	To discuss about the proceedings of the meetings conducted in the month of Oct-Nov 2020.
6	Online committee meeting(28.10.2020), HOD meeting(02.11.2020), Department staff meeting(03.11.2020), Anti-Ragging committee meeting(10.11.2020), MRD M
7	To review the output of the events held in Oct-Nov 2020 (28.10.2020 – Dentinar 1.0,28.10.2020 – CDE Programme, Pedofeast 2020,29.10.2020 – DEU Training,C
8	To plan for the forthcoming U PG University Examination (Theory & Practical) to be held in the month of November – December 2020.
9	To review the feedback received from the stakeholders.
10	To review the output & feedback of Research Methodology Programme from PG students and faculties.
11	To review the proceedings of CSM on 20.11.2020.
12	To discuss and plan for the DEU Training & Dentinar 1.0 for the month of Nov 2020.
13	To discuss about the upcoming committee meetings in the month of Nov- Dec 2020.
14	To discuss and plan the days of observation to be followed in the month of Dec-2020 - 05.12.2020 – International volunteers' day.
15	To discuss about the programmes to be conducted in the month of Dec 2020 - 03.12.2020 - CDE Programme by Public Health Dentistry Department & 11.12.2020
16	To discuss about the audit to be held in the month of December 2020
17	Any other as required.

The IQAC meeting for the month of November was held on 24.11.2020 in Lecture Hall 3 at 12.30PM. Principal / Chairperson Prof.Dr.A.Vasanthakumari presided over the meeting. IQAC coordinator Prof. Dr.Sudhakar put forth the agenda for discussion. All the concerned members were present.

The minutes of the meeting are as following:

### SSR & IQA Preparation for NAAC inspection:

- Completed for the year 2017-18, 2018-19.
- For 2019-20 part 2 of the training programme by the consultant is rescheduled and dates will be notified shortly.
- All the concerned teaching and non-teaching staff members to attend the training.

### Functioning of evening clinic, peripheral centres and MAPIMS Dental OP :

- New cards will be used. HIS will be implemented.
- Old cards used in peripheral centres will be replaced with new cards at the time of reporting to college.

### Training planned/conducted by AADHAR:

- Basic Implant training for 17hours as a value added course will commence from December for PG's.
- Sessions to be planned in-coordination with PG committee and all HOD's.
- Cases to be referred to AADHAR.
- Normal and revised tariff to be sensitised.

### ISO team meeting with external consultant and feedback /plan of action:

- ISO Higher version "Education standards" to be prepared.
- Current academic year plan to be discussed with principal.
- Staff appraisal form drafted. Principal approval to be obtained.

### Proceedings of the meetings conducted in the month of Oct-Nov 2020:

#### a) 28.10.2020 – Online committee meeting:

- Short video shoot conducted as per schedule

#### b) 02.11.2020 - HOD meeting:

- PG's forthcoming University theory and practical exam were discussed.
- CRRIs and UG's to be called back based on university's decision.

#### c) 03.11.2020 - Department staff meeting:

- All department conducted their meetings as per schedule and uploaded the same in CIS.

#### d) 10.11.2020 - Anti-Ragging committee meeting:

- A webinar will be planned in the month of December by inviting a DCI member.



- Squads to make rounds actively and document their findings.
- e) 12.11.2020 - MRD Meeting:
- MRD cards more than one year old will be transferred to MRD room. One year cards will be retained.
  - Old cards will be replaced with new ones for peripheral centres
  - HIS entry should be self-explanatory and complete.
- f) 17.11.2020 - Academic and Exam committee meeting:
- UG & PG exam preparations discussed.
  - Exam schedule for II & III year UGs received.
  - Rescheduled exams PG committee to co-ordinate
- g) 17.11.2020 - Infection control committee meeting:
- Exam arrangements to be made following COVID measures like social distancing, screening etc.
  - Proper usage of PPE's to be monitored in all departments.
  - Feedback of surveillance to be reported to Principal as and when conducted.
  - Monthly report from NABH, ISO and other groups to be submitted on first working day of each month to principal.

Review output of the events held in Oct-Nov 2020

- a) 28.10.2020 – Dentinar 1.0: Dr. Saravana Kumar, Principal, IGIDS, Puducherry delivered a lecture. More than 100 participants attended the online meet.
- b) 28.10.2020 – CDE Programme - Pedofeast 2020: Dr. Joy Kurian & Dr. Prasanna Kumar Bhatt were the guest speakers. 256 Participants from 17 colleges participated in this online programme.
- c) 29.10.2020 – DEU Training: Dr. Vignesh Kailasam, SRIHER, Chennai delivered a lecture on “Dental Education for today’s educators”. The programme was attended by 116 faculties of APDCH & Other colleges
- d) 03.11.2020 – S 5 audit: Was conducted as per schedule and report submitted.
- e) 07.11.2020 – National Tooth Brushing Day: Was organised by PHD and Periodontics departments. Report submitted.
- f) 08.11.2020 – International Radiology Day: Department of Oral Medicine organised the event. Report updated in CIS.
- g) 11.11.2020 – CDE Programme- OMR Unplugged: Dr. Elangovan, KSIR College, Thiruchengode & Dr. Jagat Reddy, IGIDS, Puducherry delivered lectures on Zoom Platform.
- h) 18.11.2020 – Children’s Day Program: 20 children participated. Prizes were given to them. Basic Procedures were performed for them free of cost.

UG & PG University Examination (Theory & Practical) to be held in the month of November – December 2020: Arrangements to be made following COVID measures by Examination cell. Requirements for the practical exam on 2<sup>nd</sup> & 3<sup>rd</sup> Dec to be submitted at the earliest by concerned departments.

Feedback from the stakeholders: Students to be trained regarding NAAC related feedbacks.

Review output & feedback of Research Methodology Programme: Feedback to be obtained from PG students and faculties and report to be submitted.

Proceedings of CSM on 20.11.2020: PG,s from three departments Orthodontics, ODS & Oral surgery presented. Session Chairperson to be furnished with details of the presentations one week before.

DEU Training & Dentinar 1.0 for the month of Nov 2020: Dr. Sivasakthi from IGIDS, Puducherry to deliver a guest lecture on online platform on 26.11.2020 as a part of DEU programme. Up to 100 Participants can register. Dr. Tanvik from CSI Dental college to deliver a lecture on 30.11.2020 for Dentinar 1.0.

Upcoming committee meetings in the month of Nov- Dec 2020:

- 25.11.2020 – Online committee meeting: Agenda uploaded in CIS. All students attending MCQs for the past one week. Effectiveness of uploading to be scrutinized.
- 02.12.2020 – Journal committee meeting: All departments submitted articles. Peer review & Compilation work is in progress.
- 02.12.2020 – Mentor committee meeting: SHOULD BE MORE EFFECTIVE. Monthly attendance to be sent to parents through e-mail/messages.
- 04.12.2020 – SAF committee meeting: To be conducted as per schedule and uploaded.
- 07.12.2020 – HOD Meeting: To be conducted as per schedule and uploaded.
- 08.12.2020 – Anti-Ragging committee meeting: Webinar will be conducted
- 08.12.2020 – Department staff meeting: User ID & Password shall be created for uploading by respective departments in CIS.
- 08.12.2020 – FMS committee meeting: Mock drill mimicking a scenario is planned. Will be executed in support with fire squad and external provider.
- 10.12.2020 – MRD committee meeting: Issue of cards, HIS & Physical form, feedback will be discussed.
- 14.12.2020 – Academic & Exam committee meeting: University guidelines to be followed for the conduct of examination.
- 14.12.2020 – NSS committee meeting: New batch students to be enrolled.
- 14.12.2020 – Research committee meeting: Webinar & Training will be planned.
- 15.12.2020- Library committee meeting: HODs to monitor the library usage of their PG’s.
- 05.12.2020 – International volunteers’ day: NSS & YRC to collaborate and organise.

Programmes to be conducted in the month of Dec 2020:

- 03.12.2020 - CDE Programme by Public Health Dentistry Department: To be conducted as per schedule.
- 11.12.2020 – “OOO” Symposium: OMFS will organise. Profile of speakers to be approved by principal 10days in advance of the programme.

Audit to be held in the month of December 2020: All committee to be prepared and conduct the audit as per the following schedule and to submit the report



- 01.12.2020 – 5 S audit
- 04.12.2020 – MRD Internal audit
- 08.12.2020 – NABH Internal audit
- 14.12.2020 & 15.12.2020 – ISO Internal audit
- 15.12.2020 - NABH Internal audit

Miscellaneous:

- Research committee organised a webinar by Dr.N.S.Raja on the topic “ Avenues & Opportunities for Dentists- Filing Patent & Fund Raising for research.
- Yearly plan for all committees to be submitted.
- Feedback of programmes to be shared in Revamped group & College mail ID.
- HOD’s or the next staff incharge should attend the circle meeting.
- To submit one week prior to the event to obtain CDE Points.
- All official communications regarding selection/acceptance as chairperson/ examiner/ inspector /any other by faculties to be made only through college mail ID portal to avail permission.
- CDE Points obtained by all faculties to be submitted.

**Review Meeting (27-10-2020)**

1. The AQAR report of 2017-18 and 2018-19 has been updated and report received from external consultant, The report for 2019-20 is yet to be received, All the NAAC criterion incharge members were instructed to go ahead with preparation of AQAR 2020-21, NAAC training for the faculty will be scheduled shortly.
2. All the committee Activities and Review for the month of October have been discussed.
3. All the committee have submitted their guidelines and action plan to IQAC which will be reviewed by external consultant.
4. CPR committee have given inputs to conduct Internal Training programme for Postgraduates and Faculty members.
5. Student Welfare Committee have been insisted to conduct some online activities engaging students.
6. Online committee successfully launched the first webinar series of our college– DENTINAR 1.0.
7. Staff welfare committee gave proposal to conduct soft skill programme and personality development. Faculty development programme has to be planned by the Dental education unit along with HR department .individual staff self assessment has to be done every year .
8. PG committee has proposed the date for submission of LD and MD which has to be finalized by respective HODs.
9. 12<sup>th</sup> MRM review output was briefed by Management Representative. He discussed about implementation of Central Feedback mechanism for stakeholders and uploading ISO documents through CIS portal and to formulate academic calendar for faculty training.
10. Feedback report analysis has to be submitted for both UG and PG students.
11. PG and UG University examination action plan was briefed by respective committees.
12. All the 1 year PGs should attend Research Methodology Course conducted by TNMGRMU. Faculty members willing to participate can also enroll for the course.
13. Review output of Orthodontist day, National blood donation day, Global Handwashing day was discussed.
14. Programme Plan For National Tooth brushing day, National Radiology day, Children’s day, CDE programme of Pedodontics and oral medicine were discussed.
15. DEU academic plan and faculty training programme has to be properly executed.

  
**PRINCIPAL**  
  
**ADHIPARASAKTHI**  
 DENTAL COLLEGE & HOSPITAL  
 Melmaruvathur - 603 319

# Minutes of Meeting

## Agenda

#	Title
1	The following agenda will be taken up for discussion.
2	To discuss regarding the second cycle of NAAC accreditation/ Inspection.
3	To review the functioning of evening clinic, peripheral centres and Dental OP at MAPIMS. To review the training planned/ conducted by AADHAR.
4	To discuss about ISO team meeting with external consultant and feedback /plan of action required.
5	To review the feedback received from the stakeholders.
6	To discuss about the proceedings of the meetings conducted in the month of Nov-Dec 2020
7	25.11.2020 – Online committee meeting, 02.12.2020 – Journal committee meeting & Mentor Committee Meeting,04.12.2020 – SAF committee meeting,07.12.2020
8	10.12.2020 – MRD committee meeting
9	14.12.2020 – Academic & Exam committee meeting,NSS committee meeting &Research committee meeting.
10	15.12.2020- Library committee meeting
11	To review the proceeding & output of the events held in Nov- Dec 2020
12	26.11.2020 - DEU Training, 30.11.2020 - Dentinar 1.0, 03.12.2020 - CDE Programme by Public Health Dentistry Department, 05.12.2020 – International volunteer
13	To review the output of the audits held in the month of December 2020
14	01.12.2020 – 5 S audit, 04.12.2020 – MRD Internal audit, 08.12.2020 – NABH Internal audit,14.12.2020 & 15.12.2020 – ISO Internal audit, 15.12.2020 - NABH In
15	To discuss about the UG & PG University Examination (Theory & Practical) in the month of Nov – Dec 2020.
16	To discuss about the terminal exams & central evaluation.
17	To discuss about the upcoming committee meetings in the month of Dec 2020- Jan 2021
18	21.12.2020 – IRB committee meeting, 22.12.2020- Newsletter committee meeting, 23.12.2020 – Online committee meeting, 28.12.2020 – Purchase & condemnat
19	To discuss and plan for the events in the month of Dec 2020
20	31.12.2020 -DEU Training ,Dentinar 1.0, 18.12.2020 – CSM-PG,04.01.2021 – Mega Dental Screening & Treatment Camp, 08.01.2021- Pongal celebration.....,22.
21	To discuss about the audits to be conducted in the month of Dec 20-Jan 21
22	14.12.20 to 18.12.20 - ISO internal audit, 22.12.20 – NABH Internal audit, 05.01.2021 – 5S Audit
23	Any other as required.

## MINUTES OF THE MEETING

The IQAC meeting for the month of December was held on 15.12.2020 in Lecture Hall 3 at 2.00PM. Principal/ IQAC Chairperson Prof. Dr.A.Vasantha kumari presided over the meeting. All the members were present. Prof.Dr.Sudhkar, IQAC co-ordinator putforth the agenda for discussion.

The minutes of the meeting are as following:

### 1. Second cycle of NAAC accreditation/ Inspection reg:

- NAAC Training program on SWOC analysis was conducted by Dr.Shakuntala Katre on 15.12.2020.
- Gap analysis involving all criteria members was done on 15.12.2020. SSR format will be ready for submission by this month end.

### 2. Review of functioning of evening clinic, peripheral centres and Dental OP at MAPIMS:

- Evening clinic functioning well. CRRI also posted .
- Peripheral centre in Uthiramerur functioning from 2<sup>nd</sup> Nov, 2020. Other centres also functioning well
- Request for concession of treatment charges for cases referred from peripheral centre was considered and discussed.

### 3. Review of AADHAR training: PG students have started attending the training programme.

### 4. To discuss about ISO team meeting with external consultant and feedback /plan of action required:

- Visit plan for next one year planned with major focus on upgrading to next level “Educational standards 2021”. Based on that the internal audit is being conducted.
- Tentative time line for training & implementation planned .
- Suggestions from departments are welcome regarding innovative teaching methods

### 5. Feedback from the stakeholders:

- Respective committee to take over feedback analysis and reforms to be implemented with problem identification
- Student satisfaction survey as per NAAC requirement to be initiated soon.

### 6. roceedings of the meetings conducted in the month of Nov-Dec 2020:

- All committees conducted their meeting as per schedule and updated in CIS their circular with agenda & minutes of the meeting in time

- 25.11.2020 – Online committee meeting : Reschedule due to Nivar Cyclone
- Upcoming newsletter & Journal work is in progress and likely to be completed in first week of Jan 21 .

7. *To review the proceeding & output of the events held in Nov- Dec 2020*

- 26.11.2020 - DEU Training – Rescheduled due to Nivar Cyclone
- 30.11.2020 - Dentinar 1.0 : Dr. Thanvir, CSI dental college delivered a guest lecture.
- 03.12.2020 – Online CDE Programme was conducted by Department of Public Health Dentistry on topic “Health education aids”. 250 participants attended the programme.
- 05.12.2020 – International volunteers’ day: Video launched appreciating teaching & non teaching staff for their dedication during covid crisis
- 11.12.2020 – “OOO” Symposium was conducted by department of Oral surgery on Oral Cancer diagnosis & management with 3 invited speakers on online mode.

8. *To review the output of the audits held in the month of December 2020:*

The audits were conducted as per schedule.

- 5 S audit : completed on 12<sup>th</sup> under the supervision of prof. Dr Thilagavathi. Difficulty in cleaning high ceiling Fans was discussed.
- NABH Internal audit –
- Completed for oral path, PHD, oral med. Ortho Oral surgery & ODS. Remaining departments next week it will be conducted.
- Manuals - NABH polices to be read by doctors & nursing assistant.
- Retraining planned both clinical & ISO related. Infection control manual to be sensitised.
- 6 more months for surveillance audit. All SOPs and existing policies can be revised as per need. Updation of MSDS, Chemical list to be done. Completion of Prescription & consent to be noted. Complete implementation of HIS by Jan 2021 is planned.
- Calibration of equipments due on Jan 11<sup>th</sup> 2021
- ISO audit: Days to be fixed for training.

9. *UG & PG University Examination (Theory & Practical):* Exams are ongoing and will be completed in the month of December

10. *Terminal exams :* Will be planned for additional batch.

11. *Upcoming committee meetings:* Meetings to be conducted as per calendar schedule with timely documentation in CIS.

- 21.12.2020 – IRB committee meeting
- 22.12.2020- Newsletter committee meeting
- 23.12.2020 – Online committee meeting
- 28.12.2020 – Purchase & condemnation committee meeting
- 04.01.2021 – HOD meeting
- 05.01.2021 – Anti Ragging Committee meeting
- 05.01.2021 – Department Staff Meeting
- 07.01.2021 – MRD Committee meeting
- 07.01.2021 – SWC meeting
- 11.01.2021 – Inspection committee meeting
- 18.01.2021- CPR committee meeting
- 20.01.2021 – Alumni committee meeting
- 21.01.2021 – Staff welfare committee meeting

11. *Events in the month of Dec 2020:* The events to be conducted as per schedule with timely documentation in CIS.

- 31.12.2020 -DEU Training
- Dentinar 1.0
- 18.12.2020 – CSM-PG
- 04.01.2021 – Mega Dental Screening & Treatment Camp
- 08.01.2021- Pongal celebration
- 22.01.2021 – CDE Programme [Prosthodontics]
- 22.01.2021 – CSM-PG

12. *Audits to be conducted in the month of Dec 20-Jan 21:* Plan for the upcoming audits were discussed

- 14.12.20 to 18.12.20 - ISO internal audit
- 22.12.2020 – NABH Internal audit
- 05.01.2021 – 5S Audit

13. *Miscellaneous:*

- FMS - QPM to be reframed for NABH risk assessment. Department members to be trained..
- Fees to be paid by students within the stipulated time frame. If not parent to gepermission through letter. Additional batch students fees are pending still.
- Budget plan to be submitted by each department
- Staff appraisal form to be upgraded for promotion
- CRRRI posting scheduled for the current batch.

## **Review Meeting (24-11-2020)**

The IQAC meeting for the month of November was held on 24.11.2020 in Lecture Hall 3 at 12.30PM. Principal / Chairperson Prof.Dr.A.Vasanthakumari presided over the meeting. IQAC coordinator Prof. Dr.Sudhakar put forth the agenda for discussion. All the concerned members were present.

The minutes of the meeting are as following:

### SSR & IQA Preparation for NAAC inspection:

- Completed for the year 2017-18, 2018-19.
- For 2019-20 part 2 of the training programme by the consultant is rescheduled and dates will be notified shortly.
- All the concerned teaching and non-teaching staff members to attend the training.

### Functioning of evening clinic, peripheral centres and MAPIMS Dental OP :

- New cards will be used. HIS will be implemented.
- Old cards used in peripheral centres will be replaced with new cards at the time of reporting to college.

### Training planned/conducted by AADHAR:

- Basic Implant training for 17hours as a value added course will commence from December for PG's.
- Sessions to be planned in-coordination with PG committee and all HOD's.
- Cases to be referred to AADHAR.
- Normal and revised tariff to be sensitised.

### ISO team meeting with external consultant and feedback /plan of action:

- ISO Higher version "Education standards" to be prepared.
- Current academic year plan to be discussed with principal.
- Staff appraisal form drafted. Principal approval to be obtained.

### Proceedings of the meetings conducted in the month of Oct-Nov 2020:

a) 28.10.2020 – Online committee meeting:

- Short video shoot conducted as per schedule

b) 02.11.2020 - HOD meeting:

- PG's forthcoming University theory and practical exam were discussed.
- CRRI's and UG's to be called back based on university's decision.

c) 03.11.2020 - Department staff meeting:

- All department conducted their meeting s as per schedule and uploaded the same in CIS.

d) 10.11.2020 - Anti-Ragging committee meeting:

- A webinar will be planned in the month of December by inviting a DCI member.
- Squads to make rounds actively and document their findings.

e) 12.11.2020 - MRD Meeting:

- MRD cards more than one year old will be transferred to MRD room. One year cards will be retained.
- Old cards will be replaced with new ones for peripheral centres
- HIS entry should be self-explanatory and complete.

f) 17.11.2020 - Academic and Exam committee meeting:

- UG & PG exam preparations discussed.
- Exam schedule for II & III year UGs received.
- Rescheduled exams PG committee to co-ordinate

g) 17.11.2020 - Infection control committee meeting:

- Exam arrangements to be made following COVID measures like social distancing, screening etc.
- Proper usage of PPE's to be monitored in all departments.
- Feedback of surveillance to be reported to Principal as and when conducted.
- Monthly report from NABH, ISO and other groups to be submitted on first working day of each month to principal.

### Review output of the events held in Oct-Nov 2020

a) 28.10.2020 – Dentinar 1.0: Dr. Saravana Kumar, Principal, IGIDS,Puducherry delivered a lecture. More than 100 participants attended the online meet.

b) 28.10.2020 – CDE Programme - Pedofeast 2020: Dr.Joy Kurian & Dr. Prasanna Kumar Bhatt were the guest speakers. 256 Participants from 17 colleges participated I this online programme.

c) 29.10.2020 – DEU Training: Dr.Vignesh Kailasam, SRIHER, Chennai delivered a lecture on "Dental Education for today's educators". The programme was attended by 116 faculties of APDCH & Other colleges

d) 03.112020 – 5 S audit: Was conducted as per schedule and report submitted.

e) 07.11.2020 – National Tooth Brushing Day: Was organised by PHD and Periodontics departments. Report submitted.

f) 08.11.2020 – International Radiology Day: Department of Oral Medicine organised the event. Report updated in CIS.

g) 11.11.2020 – CDE Programme- OMR Unplugged: Dr.Elangovan, KSIR College, Thiruchengode & Dr.Jagat Reddy, IGIDS, Puducherry Delivered lectures on Zoom Platform.

h) 18.11.2020 – Children’s Day Program: 20 children participated. Prizes were given to them. Basic Procedures were performed for them free of cost.

UG & PG University Examination (Theory & Practical) to be held in the month of November – December 2020: Arrangements to be made following COVID measures by Examination cell. Requirements for the practical exam on 2<sup>nd</sup> & 3<sup>rd</sup> Dec to be submitted at the earliest by concerned departments.

Feedback from the stakeholders: Students to be trained regarding NAAC related feedbacks.

Review output & feedback of Research Methodology Programme: Feedback to be obtained from PG students and faculties and report to be submitted.

Proceedings of CSM on 20.11.2020: PG,s from three departments Orthodontics, ODS & Oral surgery presented. Session Chairperson to be furnished with details of the presentations one week before.

DEU Training & Dentinar 1.0 for the month of Nov 2020: Dr.Sivasakthi from IGIDS, Puducherry to deliver a guest lecture on online platform on 26.11.2020 as a part of DEU programme. Up to 100 Participants can register. Dr. Tanvik from CSI Dental college to deliver a lecture on 30.11.2020 for Dentinar 1.0.

#### Upcoming committee meetings in the month of Nov- Dec 2020:

- 25.11.2020 – Online committee meeting: Agenda uploaded in CIS. All students attending MCQs for the past one week. Effectiveness of uploading to be scrutinized.
- 02.12.2020 – Journal committee meeting: All departments submitted articles. Peer review & Compilation work is in progress.
- 02.12.2020 – Mentor committee meeting: SHOULD BE MORE EFFECTIVE. Monthly attendance to be sent to parents through e-mail/messages.
- 04.12.2020 – SAF committee meeting: To be conducted as per schedule and uploaded.
- 07.12.2020 – HOD Meeting: To be conducted as per schedule and uploaded.
- 08.12.2020 – Anti-Ragging committee meeting: Webinar will be conducted
- 08.12.2020 – Department staff meeting: User ID & Password shall be created for uploading by respective departments in CIS.
- 08.12.2020 – FMS committee meeting: Mock drill mimicking a scenario is planned. Will be executed in support with fire squad and external provider.
- 10.12.2020 – MRD committee meeting: Issue of cards, HIS & Physical form, feedback will be discussed.
- 14.12.2020 – Academic & Exam committee meeting: University guidelines to be followed for the conduct of examination.
- 14.12.2020 – NSS committee meeting: New batch students to be enrolled.
- 14.12.2020 – Research committee meeting: Webinar & Training will be planned.
- 15.12.2020- Library committee meeting: HODs to monitor the library usage of their PG’s.
- 05.12.2020 – International volunteers’ day: NSS & YRC to collaborate and organise.

#### Programmes to be conducted in the month of Dec 2020:

- 03.12.2020 - CDE Programme by Public Health Dentistry Department: To be conducted as per schedule.
- 11.12.2020 – “OOO” Symposium: OMFS will organise. Profile of speakers to be approved by principal 10days in advance of the programme.

Audit to be held in the month of December 2020: All committee to be prepared and conduct the audit as per the following schedule and to submit the report

- 01.12.2020 – 5 S audit
- 04.12.2020 – MRD Internal audit
- 08.12.2020 – NABH Internal audit
- 14.12.2020 & 15.12.2020 – ISO Internal audit
- 15.12.2020 - NABH Internal audit

#### Miscellaneous:

- Research committee organised a webinar by Dr.N.S.Raja on the topic “ Avenues & Opportunities for Dentists- Filing Patent & Fund Raising for research.
- Yearly plan for all committees to be submitted.
- Feedback of programmes to be shared in Revamped group & College mail ID.
- HOD’s or the next staff incharge should attend the circle meeting.
- To submit one week prior to the event to obtain CDE Points.
- All official communications regarding selection/acceptance as chairperson/ examiner/ inspector /any other by faculties to be made only through college mail ID portal to avail permission.
- CDE Points obtained by all faculties to be submitted.

  
**PRINCIPAL**  
  
**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319

# Minutes of Meeting

## Agenda

#	Title
1	To discuss regarding the second cycle of NAAC accreditation/ Inspection.
2	To review the functioning of evening clinic, peripheral centres and Dental OP at MAPIMS.
3	To review the training planned/ conducted by AADHAR.
4	To discuss about ISO team meeting with external consultant and feedback /plan of action required.
5	To review the feedback received from the stakeholders.
6	To discuss about the proceedings of the meetings conducted in the month of Dec 2020-Jan 2021.
7	a). 21.12.2020 – IRB committee meeting b).22.12.2020 – Newsletter committee meeting c). 23.12.2020 – Online committee meeting d).28.12.2020 – Purchase &
8	To review the proceedings & output of the events held in Dec 2020-Jan 2021
9	a). 31.12.2020 –DEU Training Dentinar 1.0 b). 18.12.2020 – CSM-PG c). 04.01.2021 – Mega Dental Screening & Treatment Camp d). 06.01.2021 – Women Emp
10	To review the output of the audits held in the month of Dec 2020-Jan 2021 - a).14.12.20 to 18.12.20 - ISO internal audit,b). 22.12.20 – NABH Internal audit c).05.0
11	To discuss about the UG & PG University Examination (Theory & Practical) in the month of Dec 2020.
12	To discuss about the terminal exams & central evaluation.
13	To discuss about the upcoming committee meetings in the month of Jan 21- Feb 21 - a).27.01.2021- Online committee meeting,b).01.02.2021- HOD Meeting,c).0
14	To discuss and plan for the events in the month of Jan 2021-Feb 21 - 25.01.2021- 5S/Kaizen Training, 28.01.2021- DEU Training (NAAC) ,03.02.2021- HIC practi
15	To discuss about the audits to be conducted in the month of Jan 21-Feb 21 - 02.02.2021- 5S audit.
16	Any other as required.

The IQAC meeting for the month of January was held on 29.01.2021 in Conference Hall, I floor, Admin Block at 2.00PM. Correspondent/ IQAC Chairperson Dr.T.Ramesh, MD sir presided over the meeting. Principal Prof.Dr.A.Vasantha Kumari, MDS madam and all the members were present. Prof.Dr.Sudhkar, IQAC co-ordinator put-forth the agenda for discussion.

The minutes of the meeting are as following:

1. *Second cycle of NAAC accreditation/ Inspection Reg:* Training by external consultant is completed. Gap analysis have been done and changes made accordingly. SSR will be finalised and submitted to NAAC by the end of February.

2. *Functioning of evening clinic, peripheral centres and Dental OP at MAPIMS:*

3. *Evening clinic:* 11 to 12 patient per month. 2 PGs & 2 CRRIs are posted from 5 to 7 PM. Measures to improve census will be undertaken.

- *Peripheral centres:* November and December 108 patients were attended. 65 patients screened in Jan 21. Basic procedures are performed. To obtain feedback from patients in PHCs was discussed.
- *MAPIMS DENTAL OP:* 3-4 pateints are attended per day.

4. *Training planned/ conducted by AADHAR:* Previous batch completed. Training for the next batch of students will be initiated soon.

5. *ISO feedback /plan of action required:* Internal audit will be planned before the surveillance audit in May 2021.

6. *Feedback from the stakeholders:* Students trained to give feedback as per NAAC recommendation. Patient feedback is obtained in forms and will be made online soon. Proposal to obtain real time feedback from students following the lecture classes was made.

7. *Proceedings of the meetings conducted in Dec 2020-Jan 2021:*

- *21.12.2020 – IRB committee meeting :* The members evaluated the 5 short studies and thesis topics submitted and presented by Post Graduates. The review board approved all the projects with few changes. The members also reviewed and discussed about the status of the short study presented on previous IRB meeting.
- *22.12.2020- Newsletter committee meeting:* Student members were included in Jul-Dec 20 issue. The content was finalized in last week of December and is in the process of printing after proof reading.
- *23.12.2020 – Online committee meeting:* Classes now switched to regular classes.
- *28.12.2020 – Purchase & condemnation committee meeting:* Condemned instrument list to be submitted to MAintainance manager Mr.Selva Ganapathy.

- 04.01.2021 – HOD meeting : To discuss the PG work progress - submission of thesis by exam going PG students, I BDS University examinations from March 1, 2021, basic sciences classes for second and third year BDS students at APDCH, the increase of OP census, functioning of implant and laser clinic and the functioning of all committees will be discussed.
- 05.01.2021 – Anti Ragging Committee meeting : Anti ragging training programme for I BDS students will be planned with DCI member as the speaker.
- 05.01.2021 – Department Staff Meeting: Conducted as per schedule and minutes uploaded in CIS.
- 07.01.2021 – MRD Committee meeting: HIS entry to be sensitised.
- 07.01.2021 – SWC meeting: The activities of SWC for AY 20-21 were discussed.
- 11.01.2021 – Inspection committee meeting: Continuation of affiliation for Post Graduate departments submitted.
- 18.01.2021 – CPR committee meeting: CPR training schedule for staffs and students to be prepared.
- 20.01.2021 – Alumni committee meeting : Alumni association registration, inclusion of payment option in alumni registration form, progress of alumni fund raising, to organise a virtual alumni meeting and to improve alumni enrolment were discussed.
- 21.01.2021 – Staff welfare committee meeting : The committee was revamped with the addition of two new members - Mr. Ramesh accounts manager and Ms Hema HR Coordinator. Discussion was done regarding the training calendar devised for teaching and non teaching staff members for NAAC, ISO and NABH.

8. Proceedings & output of the events held in Dec 2020-Jan 2021:

- 18.12.2020 – CSM-PG : Prof. Dr. Hema sathya, Head of the department, and Dr.Sumanth were the Moderators for the session. The first, second & third place were secured by III Year PG's Dr.Devika (Oral pathology), Dr Pravin tharsan (Prosthodontics) & Dr. Priya Durga (Periodontics) respectively.
- 31.12.2020 -DEU Training : A small lecture for faculty was given based on the necessary to develop the personal, professional and leadership qualities.
- 04.01.2021 – Mega Dental Screening & Treatment Camp : Mega camp conducted along with MAPIMS. Dental Camps are conducted every week on Friday/ Saturday from last week of December, 2020. Till now three camps have been organized at Polambakkam, Mazhuvankaranai and Irumbuli. Totally 77 patients were screened. Dental screening , treatment like scaling and restoration along with medication was provided in the mobile bus at the camp venue itself. In peripheral health centers totally 65 patients were screened in Madhuranthagam and Venmalgaram for the month of January, 2021.
- 06.01.2021 – Women Empowerment Training : was organised through online portal. Guest speaker Ms.R.Elamathi, MSW, MA(University of Sussex, UK) , Managing Director of Green- FEM Women – Producer Company, NGO- VPHS presented a talk on “ **Women Empowerment – A key towards a Happy Peaceful Society**”. The importance of cherishing a girl child and the goodness in economic empowerment of women was elaborated. 46 Participants attended the programme.
- 07.01.2021 – HIS Training : Consultant sorted out the queries with respect to the usage of HIS.
- 19.01.2021 – MOM Training : Antibiotic policy and drug formulary for CRRI & PG students was conducted.
- 22.01.2021 – CDE Programme [Prostho] : Prof. Dr.Suresh Venugopalan, Saveetha Dental College delivered a guest lecture on Prostho Insight 2021: T scan An Occlusal Digital Magnifier.
- 22.01.2021 – CSM PG : I year Post Graduate students from Department of Endodontics, Orthodontics & Oral Surgery participated. Dr.Shruthi Orthodontics won the I Prize .
- 25.01.2021 – 5S/Kaizen Training: 25.01.2021- 5S/Kaizen Training : for Non-teaching managers, staffs, FNA and house keeping staffs were conducted by ISO Co-ordinators. The concept and strategies of 5S and Kaizen were elaborated and post training Questionnaire & feedback by HR coordinator & QMS Assistant for drafting the corrective action measures if any were documented. External training has been planned.

9. Output of the audits held in the month of Dec 2020-Jan 2021:

- 14.12.20 to 18.12.20 - ISO internal audit: All the academic and non-academic departments were audited. The observation and noncompliance raised were reported to the individual departments and corrective action measures intimated by the department QMS coordinators.
- 22.12.20 – NABH Internal audit: Non confirmation in Prescription writing reported. Retraining planned chapterwise on hospital policies. SPO awareness to be insisted. Combined training calendar prepared for NAAC, ISO, NABH.
- 05.01.2021 – 5S Audit

10.UG & PG University Examination (Theory & Practical) in the month of Dec 2020:

- The post graduate theory examination for 2017-2018 batch was completed in Dec2020. The practical examination was conducted on Dec 7 and 8, 2020. 16 PG students, including 2 additional batch students appeared for the examination. COVID 19 protocol guidelines were strictly followed. The results are yet to be announced.

11. Upcoming meetings in the month of Jan 21- Feb 21: All meetings to be conducted as per schedule.

- 27.01.2021- Online committee meeting: Video recording for patient education, updating website planned.



- 01.02.2021- *HOD Meeting*: to be conducted as per schedule.
- 02.02.2021- *Department Staff Meeting*: to be conducted as per schedule.
- 05.02.2021- *OOO Meeting (o path)*: to be conducted as per schedule.
- 08.02.2021- *PG committee meeting*: Reports of the PG Exam held on December 2020, Submission of thesis and Library Dissertation by PG students, Research Methodology classes for First year PGs by The TN Dr.M.G.R. University, finalize the list of Exam going PG's and submission of question papers for the PG model Exams will be discussed.
- 09.02.2021- *Academic & Exam Committee meeting*: To discuss lecture classes of I BDS to IV BDS, I BDS university examination as per university norms, I BDS internal assessments and attendance percentage submission before 1st of February, to discuss regarding transport of Staff from MAPIMS to APCH for Basic medical science lectures, revised timetable insisted for II BDS and rescheduled. After discussion with MAPIMS staff, some minor alterations are in I BDS timetable which will be discussed.
- 09.02.2021- *Anti-Ragging Committee meeting*: To finalize the schedule of anti ragging induction programme, the members n role mentoring cell, the members n role of monitoring committee, the functioning of anti ragging squad.
- 10.02.2021- *YRC Committee meeting* : To include BDS and MDS freshers to college YRC unit, to conduct orientation program for YRC members and to include blood groups of BDS and MDS freshers in sakthi life mobile donors app
- 11.02.2021- *MRD Committee meeting* : to be conducted as per schedule.
- 16.02.2021- *Infection Control Committee meeting*: to be conducted as per schedule.
- 19.02.2021- *CSM-PG*: to be conducted as per schedule.

#### 12. Events in the month of Jan 2021-Feb 21:

- 27.01.2021- *DEU Training: series 4*: Dr.P.S ManoharanMDS, PGDHPE, HOD, Prosthodontics, IGIDS delivered an online lecture on the topic "Theory Examination in Dental Undergraduate".
- 08.02.2021- *Dental Screening Camp*: Will be combined with MAPIMS.
- 13.02.2021- *Oral Surgeons day*: Quiz program will be conducted for the final years and CRRI students marking the celebration of International oral surgeons day on February 13<sup>th</sup> followed by prize distribution for the winners.
- 15.02.2021- *Industrial Academic Collaborations, Intellectual Property Rights, Patency Filing –Training* : Webinar training programme to be conducted by research committee. Speaker specialised in the field will be giving online training programme on topics Patent filing process, Filing Processing of Trademark, Filing Processing of copyrights.
- 23.02.2021- *Dental awareness programme*: Dental awareness created for patients by Public Health Department during camps.

#### 13. Audits in the month of Jan 21-Feb 21:

- 02.02.2021- *5S audit*

#### 14. Miscellaneous:

- Chairperson reinforced the importance of review of previous meeting minutes.
- Code of Ethics Training: Criteria 7 Incharge. Antiragging oath will be taken by I BDS students.
- Functioning of EMR was reviewed.
- OPG & IOPA will be available only in digital form from Feb 7 2021.
- Patient feedback will be obtained online from Feb 10 2021.
- CSSD: Infection control committee t prepare SOP.
- Patient care: Senior staffs also to establish rapport with patients.

### Review Meeting (15-12-2020)

#### MINUTES OF THE MEETING

The IQAC meeting for the month of December was held on 15.12.2020 in Lecture Hall 3 at 2.00PM. Principal/ IQAC Chairperson Prof. Dr.A.Vasantha kumari presided over the meeting. All the members were present. Prof.Dr.Sudhkar, IQAC co-ordinator putforth the agenda for discussion.

The minutes of the meeting are as following:

##### 1. Second cycle of NAAC accreditation/ Inspection reg:

- NAAC Training program on SWOC analysis was conducted by Dr.Shakuntala Katre on 15.12.2020.
- Gap analysis involving all criteria members was done on 15.12.2020. SSR format will be ready for submission by this month end.

##### 2. Review of functioning of evening clinic, peripheral centres and Dental OP at MAPIMS:

- Evening clinic functioning well. CRRI also posted .
- Peripheral centre in Uthiramerur functioning from 2<sup>nd</sup> Nov, 2020. Other centres also functioning well

- Request for concession of treatment charges for cases referred from peripheral centre was considered and discussed.
3. *Review of AADHAR training:* PG students have started attending the training programme.
4. *To discuss about ISO team meeting with external consultant and feedback /plan of action required:*
- Visit plan for next one year planned with major focus on upgrading to next level “Educational standards 2021”. Based on that the internal audit is being conducted.
  - Tentative time line for training & implementation planned .
  - Suggestions from departments are welcome regarding innovative teaching methods
5. *Feedback from the stakeholders:*
- Respective committee to take over feedback analysis and reforms to be implemented with problem identification
  - Student satisfaction survey as per NAAC requirement to be initiated soon.
6. *proceedings of the meetings conducted in the month of Nov-Dec 2020:*
- All committees conducted their meeting as per schedule and updated in CIS their circular with agenda & minutes of the meeting in time
  - 25.11.2020 – Online committee meeting : Reschedule due to Nivar Cyclone
  - Upcoming newsletter & Journal work is in progress and likely to be completed in first week of Jan 21 .
7. *To review the proceeding & output of the events held in Nov- Dec 2020*
- 26.11.2020 - DEU Training – Rescheduled due to Nivar Cyclone
  - 30.11.2020 - Dentinar 1.0 : Dr. Thanvir, CSI dental college delivered a guest lecture.
  - 03.12.2020 – Online CDE Programme was conducted by Department of Public Health Dentistry on topic “Health education aids”. 250 participants attended the programme.
  - 05.12.2020 – International volunteers’ day: Video launched appreciating teaching & non teaching staff for their dedication during covid crisis
  - 11.12.2020 – “OOO” Symposium was conducted by department of Oral surgery on Oral Cancer diagnosis & management with 3 invited speakers on online mode.
8. *To review the output of the audits held in the month of December 2020:*
- The audits were conducted as per schedule.
- 5 S audit : completed on 12<sup>th</sup> under the supervision of prof. Dr Thilagavathi. Difficulty in cleaning high ceiling Fans was discussed.
  - NABH Internal audit –
  - Completed for oral path, PHD, oral med. Ortho Oral surgery & ODS. Remaining departments next week it will be conducted.
  - Manuals - NABH polices to be read by doctors & nursing assistant.
  - Retraining planned both clinical & ISO related. Infection control manual to be sensitised.
  - 6 more months for surveillance audit. All SOPs and existing policies can be revised as per need. Updation of MSDS, Chemical list to be done. Completion of Prescription & consent to be noted. Complete implementation of HIS by Jan 2021 is planned.
  - Calibration of equipments due on Jan 11<sup>th</sup> 2021
  - ISO audit: Days to be fixed for training.
9. *UG & PG University Examination (Theory & Practical):* Exams are ongoing and will be completed in the month of December
10. *Terminal exams :* Will be planned for additional batch.
11. *Upcoming committee meetings:* Meetings to be conducted as per calendar schedule with timely documentation in CIS.
- 21.12.2020 – IRB committee meeting
  - 22.12.2020- Newsletter committee meeting
  - 23.12.2020 – Online committee meeting
  - 28.12.2020 – Purchase & condemnation committee meeting
  - 04.01.2021 – HOD meeting
  - 05.01.2021 – Anti Ragging Committee meeting
  - 05.01.2021 – Department Staff Meeting
  - 07.01.2021 – MRD Committee meeting
  - 07.01.2021 – SWC meeting
  - 11.01.2021 – Inspection committee meeting
  - 18.01.2021- CPR committee meeting
  - 20.01.2021 – Alumni committee meeting
  - 21.01.2021 – Staff welfare committee meeting
11. *Events in the month of Dec 2020:* The events to be conducted as per schedule with timely documentation in CIS.
- 31.12.2020 -DEU Training
  - Dentinar 1.0
  - 18.12.2020 – CSM-PG
  - 04.01.2021 – Mega Dental Screening & Treatment Camp
  - 08.01.2021- Pongal celebration
  - 22.01.2021 – CDE Programme [Prosthodontics]
  - 22.01.2021 – CSM-PG
12. *Audits to be conducted in the month of Dec 20-Jan 21:* Plan for the upcoming audits were discussed

- 14.12.20 to 18.12.20 - ISO internal audit
- 22.12.2020 – NABH Internal audit
- 05.01.2021 – 5S Audit

13. *Miscellaneous:*

- FMS - QPM to be reframed for NABH risk assessment. Department members to be trained..
- Fees to be paid by students within the stipulated time frame. If not parent to gepermission through letter. Additional batch students fees are pending still.
- Budget plan to be submitted by each department
- Staff appraisal form to be upgraded for promotion
- CRRI posting scheduled for the current batch.



**PRINCIPAL**



**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319

# Minutes of Meeting

## Agenda

#	Title
1	To discuss regarding uploading our institutional data for NIRF and the second cycle of NAAC accreditation.
2	To finalize and execute our outreach and extension activities for our Founders Day Celebration for the month of March 2021 - Arul Thiru Amma 81st Birthday Cele
3	To review the training conducted by AADHAR in Laser to our students.
4	To Review Freshers Day celebration activities organized by our college along with induction programme for I BDS Students.
5	To Review the MDS program outcome- MDS university Examination Results.
6	To Discuss and Finalize the No of eligible MDS students for the forthcoming university Examination tentatively to be held on May 2021 and preparation regarding
7	To Review the ways of classes conducted for BDS students by strictly following Govt COVID 19 Guidelines.
8	To Review the results and analysis of Annual Master Health Check up for all our staffs ( Both Teaching and Non Teaching).
9	To discuss the happenings of Industrial Visit by our Post Graduates to Stem Onc Research and Diagnostic Pvt, Kattankulathur on 12.2.2021.
10	To Review the status of Budget plan submitted by all Departments to Accounts Department.
11	To finalize the plans for Soft Skill classes and Language lab classes to the students.
12	To Review the status of applying DM/DH/Dental chair Assistant , Fellowship and PhD Provider from our Medical university.
13	To organise inter institutional certificate courses based on MOUs signed by our institution with others.
14	To discuss about the proceedings of the meetings conducted in the month of Jan — Feb 2021. • 27.01.2021- Online committee meeting • 01.02.2021- HOD Meeti
15	To review the proceeding & output of the events held in Jan- Feb 2021 • 25.01.2021- 5S/Kaizen Training • 28.01.2021- DEU Training • 04.02.2021- World cancer c
16	To review the output of the audits held in the month of Jan- Feb 2021 • 02.02.2021- 5S audit
17	To discuss about the terminal exams for UGs, Model exam for PGs & central evaluation.
18	To discuss about the upcoming committee meetings in the month of Feb - March 21 • 24.02.21- Online committee meeting • 01.03.21- HOD meeting • 02.03.21- C
19	To discuss and plan for the events in the month of Feb - March 21 • 24.02.21- CDE Endo • 25.02.21- DEU Training: Faculty development program/Teacher training
20	To discuss about the audits to be conducted in the month of Feb - March 21 • 02.03.21- 5S audit • 05.03.21- MRD Internal audit • 09.03.21, 16.03.21, 23.03.21- N
21	Any other as required.

The IQAC meeting was held on 05.03.2021 in Mini auditorium, I Floor at 11 am to 12 pm. The meeting was presided over by Correspondent Dr.T.Ramesh Sir, Principal Prof.Dr.Vasanthakumari madam and all the members were present. IQAC Co-Ordinator Prof. Dr.V.Sudhakar put forth the agenda for discussion.

## **IQAC - Minutes of the Meeting**

### **1. NIRF and the second cycle of NAAC accreditation:**

- **NIRF:** Institutional data for NIRF uploaded on Feb 18, 2021. Patent filing and PhD Registration by faculties are some opportunities identified by the steering committee.
- **NAAC:** SWOC Analysis for Criterion I approval obtained from external consultant. IQA will be submitted by this month end.

### **2. Outreach and extension activities for our Founders Day Celebration:**

- Arul Thiru Amma's 81st Birthday Celebration is marked with several special concessions including free implant treatment procedures for 81 patients, Specialty treatment at 50% concession rate for students and patients, Oral Screening for all BDS students.
- Standby, Banners, Pamphlets, Customised SMS to all patients in our data base are modes adopted to inform our stakeholders regarding the special concession for treatment procedures.
- Banners to be placed at various places including bus stops, college entrance, Medical Hospital, MAPIMS, Associated colleges like Pharmacy, Nursing, Physiotherapy etc.

**3. AADHAR Training:** Total of 86 candidates of CRR1 2020-21 batch. Theory classes completed online and patient procedure demonstrated to students. 20 students completed patient procedure with Lasers.

**4. I BDS Induction programme:** conducted on 01.02.2021 with the august presence of correspondent sir and principal madam. Student club of Student Welfare Committee along with the Mentor Committee Organized this events Anti-ragging oath was taken by senior batch of students. Mentor committee explained about the mentoring system and mentees and mentor were allotted to the I Year BDS students. Clinical psychologist Mr.Saravanan interacted with the students through his lecture.

**5. MDS university Examination Results:** All the I & III MDS students who appeared for university exam in Nov - Dec 2020 cleared their examination except for one I MDS student in Department of Periodontics. IQAC advised the department of periodontics to plan the remedial measures for the I year MDS students and prepare CAP Analysis according to the same.

**6. PG University Examination-** May 2021: PG Mock Examination to be conducted from 15<sup>th</sup> to 18<sup>th</sup> of March 2021 for university exam going students.

**7. BDS Classes:** are conducted following Govt COVID 19 Guidelines. Social distancing, wearing mask and sanitization is compulsorily followed by all the staffs and students attending the lecture classes. Advice was given to install hand sanitizer in individual lecture classes also.

**8. Annual Master Health Checkup for all : our faculties were** divided into batches and batch wise they have attended the annual master health checkups. Ophthalmology check up to be done for all staffs. General physician opinion for few staffs are pending.

**9. Industrial Visit** by our Post Graduates to Stem One Research and Diagnostic Pvt, Kattankulathur was on 12.2.2021. Students got their doubts clarified pertaining to their dissertation and short study.

**10. Budget plan:** for the forthcoming financial year 2021-22 was submitted by all Departments to Accounts Department inclusive of those required for increase in number of PG seats.

**11. Soft Skill Classes and language lab:** since the students were started attending the classes with Covid-19 guidelines. It was finalized to start the soft skill and other language lab classes etc., from April 2020-21 onwards in a regular basis as like previous year.

**12. DM/DH/Dental chair Assistant , Fellowship and PhD Provider from our Medical university:**

- Ethical committee, Animal House, Tie Up for Patent Lawyers and basic scientist and biostatistician required for PhD Program.
- For Dental Mechanic course Lecture halls has to be assigned, equipment's can be shared with dept. of Prosthodontics, Teaching staff list to be prepared.

**13. Inter institutional certificate courses:** Three day certificate program in Cephalometric Tracing and Surgical treatment planned by Department of Orthodontics and Oral Surgery for students from KIDS College.

**14. Proceedings of the meetings conducted in the month of Jan ? Feb 2021.**

- **27.01.2021- Online committee meeting:** Online classes conducted, upcoming Newsletter & Journal issues, Maroovur times, Educational videos, Book completion by departments were discussed.
- **01.02.2021- HOD Meeting:** Submission of Main dissertation, Internal assessment marks for exam going I BDS students Theory classes & Terminal exam for BDS students, Dental camps in nearby villages, patient feedback were discussed.
- **02.02.2021- Department Staff Meeting:** based on the discussions and outputs from IQAC meeting and HOD's meeting all the departments conducted their meeting and uploaded the same in CIS portal.
- **05.02.2021- Inter interdisciplinary OOO Meeting** was organized by the department of Oral Pathology : Ms.Priyadarshini, Intern from department of Oral Medicine, Dr.HariPrasad, II YEAR PG from department of Oral Surgery and Dr.Devika, III YEAR PG from department of Oral Pathology discussed in detail about Adenoid cystic carcinoma.
- **08.02.2021- PG committee meeting:** Model exam dates for the students of 2018-19 (III year) 2020-21(1 year) academic year was informed to the PG department HOD's and were requested to submit the question paper for the same on the stipulated date and timing.
- **09.02.2021- Academic & Exam Committee meeting:** I BDS University examination, BDS (Regular & Additional Batch) terminal examination, arrangement & Transport for basic science class, Clinical posting for Interns, IBS meeting date were discussed.
- **09.02.2021- Anti-Ragging Committee meeting:** The external speaker for anti-ragging sensitization programme will be finalized by the chief advisor. The Anti-ragging squad had surprise visit in all the areas in the institution were chances of ragging will happen and no incident of ragging was identified, no incident of ragging was reported. The Anti-ragging squad will be active and conduct a minimum of three surprise visits in a month. The mentors will sensitize the students regarding anti ragging act and rules.
- **10.02.2021- YRC Committee meeting:** YRC committee congratulated and planned to honour our college staffs as the students who ever donating blood in emergency time. Newly joined I year BDS and MDS students will be included in the college YRC unit and their blood groups will be added to SakthiLife - mobile blood donor's app.
- **11.02.2021- MRD Committee meeting:** Review outputs of HIS software sensitization program and patient feedback improvisation was done. Individual department feedbacks and suggestions for improvisation of HIS software for EMR were collected and communicated to HIS Team.
- **16.02.2021- Infection Control Committee meeting:** HIC manual and sterilisation & disinfection protocol were reviewed.
- **19.02.2021- CSM-PG:** I MDS students from Prosthodontics, Oral Pathology & Periodontics presented.
- **24.02.21- Online committee meeting:** 50 nos (journal) 200 nos newsletter were printed for circulation. Personal Tab to be given for all students. Yearly action plan of all the online programs and activities to be planned in advance.
- **02.03.21- Department staff meeting-** All departments conducted the meeting and uploaded the same in CIS portal.

**15. Proceeding & Output of the events held in Jan- Feb 2021:**

- **25.01.2021- 5S/Kaizen Training:** For Non teaching managers, staffs, FNA's and house keeping staffs were conducted by Dr.Bharath and Dr.Dhivya. The concept and strategies of five s and Kaizen were elaborated.
- **28.01.2021- DEU Training:** Dr.Manoharan, professor and HOD, Indra Gandhi Dental College and Hospital, Pondicherry delivered guest lecture on the topic Theory Examination for Dental Undergraduates elaborating the concept and strategies of Question paper setting for different types of questions.
- **04.02.2021- World cancer day:** A video launch on oral cancer by principal. A signature campaign was conducted among the outpatients attending dental college to avoid tobacco usage. Screening camps were conducted in the peripheral health centers ? Madhuranthagam, Venmalagaram and Uthiramerur and totally 51 patients were screened.
- **08.02.2021- Dental Screening Camp:** Conducted in association with MAPIMS on 06.02.2021(Saturday).
- **13.02.2021- Oral Surgeons day:** quiz competition conducted for CRR and final year BDS students. Cash rewards and certificates awarded for the winners.
- **15.02.2021- Industrial Academic Collaborations, Intellectual Property Rights, Patency Filing Training:** Research committee organised a webinar with Dr Dr.Sunitha BE,PhD, Professor ,SRM institute of arts and science as invited speaker.

- **17.02.21- Code of ethics:** Prof. Dr.Bhaskar, President IDA, Tamil Nadu, delivered a lecture on Code of Ethics & Dental Jurisprudence. 90 members including staffs and students participated in the programme.
- **23.02.2021- Dental awareness programme:** Conducted in conjunction with MAPIMS on 20.02.2021.
- **24.02.21- CDE Endo:** Role of Probiotics in dental caries was presented by Prof. Dr.Poorni Sri Venkateswara Dental College through virtual mode.
- **25.02.21- DEU Training: Faculty development program/Teacher training program, OSPE/OSCE(NAAC C2):** Conducted by Dr.N.Bharath on the topic Insight to OSPE / OSCE for teaching faculties.
- **25.02.21- National Oral Pathologist day:** was celebrated with a drawing competition for students of all years on theme Oral cancer. Winners were awarded prizes and Participation certificate was given to all students.
- **26.02.21- COP, IPSG- NABH:** The NABH Training on Care of Patients was given by Dr.R.Sumanth Kumar, NABH coordinator on 26/02/2021 from 2.30pm to 3.30pm. The training was attended by Interns and Postgraduate students. The training covered the hospital policy in Care of patients in general and also categorisation of Patients into vulnerable patients with safety first and priority first. The emphasis was laid on importance of role of doctors in taking care of Patients in providing surgical services to patients, avoiding adverse events during surgery, management of pain, and also on policy of research activities in the hospital.

#### 16. Audits held in the month of Jan- Feb 2021:

- **02.02.2021 & 02.03.21- 5S audit:** 5 S audit of all the teaching and non teaching departments were conducted by the internal team. Each department was given an average 5S rating along with percentage. The corrective action measures were addressed based on observations.

**17. Terminal exams for UGs, Model exam for PGs & central evaluation:** Terminal exam for BDS regular batch students will be conducted from 15.03.2021. Practical exam will be conducted in the following week.

**18. Upcoming committee meetings in the month of Feb - March 21:** The following are the meeting to be conducted in the upcoming month as per calendar schedule.

- 08.03.21- NSS committee meeting
- 09.03.21- Anti-ragging committee meeting
- 09.03.21- FMS committee meeting
- 10.03.21- GSCASH meeting
- 11.03.21- MRD committee meeting
- 16.03.21- Library committee meeting
- 17.03.21- Mentor committee meeting
- 23.03.21- Newsletter committee meeting
- 26.03.21- Journal committee meeting
- 29.03.21, 30.03.21 - Committee review meeting
- 29.03.21- Purchase & condemnation committee meeting

**19. Events in the month of Feb - March 21:** The following events to be conducted as per the calendar schedule.

- 05.03.21- Cons & Endo day
- 06.03.21- Dentist day
- 08.03.21- International women's day
- 09.03.21- FMS Training
- 12.03.21- Micron 2021(O.path)
- 12.03.21- ISO General awareness
- 16.03.21- Library Utilization training program
- 17.03.21- Hand on training conference
- 19.03.21- CSM-UG
- 20.03.21- World Oral Health day
- 22.03.21 to 23.03.21 - ARRO-C
- 25.03.21- DEU Training : Faculty development /Teacher training programme
- 26.03.21- Periosakthi CDE
- 29.03.21- Inventory control techniques

**20. Audits to be conducted in the month of Feb - March 21 as per calendar schedule.**

- 05.03.21- MRD Internal audit
- 09.03.21, 16.03.21, 23.03.21- NABH Internal audit
- 18.03.21 to 22.03.21 - ISO Internal audit : ISO Surveillance audit will be in the last week of March or first week of April.

#### 21. Miscellaneous:

- NEET preparation books and manuals donated to our library by a devotee. It was hand over to the librarian for storage in library and sharing with the students.
- HIS Portal Usage related queries to be addressed and clarified with the external soft ware team visiting our college.
- Consent form available in sufficient numbers in all departments.
- A training on clinical audit to be conducted to sensitise all Interns, PG's & Faculties.
- Interested PG's and CRRIs can undergo short training courses to be a part of Quality Cell audit team (NABH, NAAC and ISO) which would also open potential avenues for career development in future for them.
- Correspondent sir informed that a separate operation theatre for our oral and maxillofacial surgery department will be started with in our campus very soon. So that the OMFS can utilize the facility where will be separate team of anesthetic and nursing assistants will be there along with an ICU ward. So that OMFS can increase and improve the number of cases OP.
- Measures are undertaken to Make ISO in CIS portal to follow a paperless system.
- Evening clinic OP census increased to 28 cases.
- OT for Oral surgery is under preparation.
- Correspondent sir informed that full-fledged AYUSH Hospital will be initiated in our campus from April 14<sup>th</sup> 2021 and correspondent advised all students & Faculties to make the best use of it.

- Dental Screening in Ophthal Op could be planned.
- Correspondent emphasised the importance of maintaining standards in our routine work.
- COVID vaccination for faculty members initiated and will extended for students too.
- Comprehensive clinic: 12 patients treated, Income generated Rs.47, 450/-. Measures to be initiated to create awareness about the functioning of comprehensive clinic among patients.
- 5 Camps conducted 300 patients screened at the peripheral health centres. 42 patients were treated.

The meeting concluded with a closing remarks by Principal. The next meeting was planned to be on 25.03.2021 (Thursday) in Mini Conference Hall at 02.00 to 03.00 pm.



**PRINCIPAL**



**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319

# Minutes of Meeting

## Agenda

#	Title
1	Review output of previous meeting with emphasis on - Status of NIRF and the second cycle of NAAC accreditation, Outreach and extension activities for our Four
2	To discuss about the upcoming committee meetings in the month of March – April 21. - 31.03.21- Online committee meeting, 05.04.21- IRB meeting, HOD Meetin
3	To discuss and plan for the events in the month of March- April 21 - 02.04.21- KPI's – CQI, Legal Tracker, Patient/Employee satisfaction - ISO+NABH, 07.04.21- V
4	To discuss about the audits to be conducted in the month of March - April 21 - 06.04.21- 5 S audit.
5	To Review preparation of all our Departments for ISO 9001-2015 surveillance audit - QMS Coordinator.
6	To chalk out plans for preparation of all our Departments for expected forthcoming The TN MGR medical University Provisional Affiliation Inspection.
7	COVID 19 Vaccination for All our Faculties and Students.
8	Finalisation of schedule for soft skill classes, Language Lab, Communication skills, etc.,
9	To review the implemented duty schedule for fresh CRIs.
10	Review the conduction of I BDS university Examination ( Theory and Practical) - Examination Committee.
11	To plan work schedule and leave for students and staffs - TN state Assembly election on 6.4.2021 (Tuesday).
12	To discuss about the proceedings of the meetings conducted in the month of Feb- March 2021 - 24.02.21- Online committee meeting, 01.03.21- HOD meeting, 01
13	To review the proceeding & output of the events held in Feb- March 2021 - 24.02.21- CDE Endo, 25.02.21- DEU Training: Faculty development program/Teacher
14	To review the output of the audits held in the month of Feb- March 2021 - 02.03.21- 5S audit, 05.03.21- MRD Internal audit, 09.03.21, 16.03.21, 23.03.21- NABH I
15	To discuss about the upcoming committee meetings in the month of March - April 21 - 26.03.21- Journal committee meeting, 29.03.21, 30.03.21 - Committee revi
16	To discuss and plan for the events in the month of March- April 21 - 26.03.21- Periosakthi CDE, 29.03.21- Inventory control techniques, 02.04.21- KPI's - CQI, Le
17	To discuss about the audits to be conducted in the month of March - April 21 - 06.04.21- 5 S audit.
18	Any other as required.

The IQAC meeting was held on 30.03.2021(Tuesday) in Mini auditorium, I Floor at 2.45 PM. The meeting was presided over by Correspondent Dr.T.Ramesh Sir. Principal Prof.Dr.Vasanthakumari madam and all the members were present. IQAC Co-Ordinator Prof.Dr.V.Sudhakar putforth the agenda for discussion.

The minutes of the meeting are as following:

### 1. Review output of previous meeting :

- Status of NIRF :Data for our institution submitted successfully to NIRF. For the clarification received regarding accounts statement FY 2019-20 necessary documents have been submitted by us.
- Second cycle of NAAC accreditation: IIQA was prepared. SSR for second cycle is in the final stage of preparation and will be finalised by April 10, 2021.
- Outreach and extension activities: 81 implants placed & 76 fixed appliances treatment initiated as a part of Founders day celebration.
- LASER Training by AADHAR: Implant training completed for the Outgoing CRRI batch. 15 students CRRI who has to complete their implant quota were advised to do after the COVID holidays.
- IV BDS university Examination Results: Result analysis done. Overall Pass percentage 99.84%.
- Inter institutional certificate courses: Department of Orthodontics & Oral & Maxillofacial surgery of APDCH in association with Department of Orthodontics & Oral surgery of Karpaga Vinayaga Dental College, conducted a three day certification course on Cephalometric Tracing, Diagnosis & Treatment Planning. Post Graduates of both institutions attended the course and received certificate for the same.
- Meetings, Audits & Events conducted in Feb-March 2: All the meetings, audits & events conducted as per schedule and the same updated in CIS portal.
- I Terminal exams for UGs and Model exam for PGs were conducted in the month of March. Central evaluation of papers completed
- Eligible PG students list for May 2021 University examination will be finalised shortly.
- Camps are conducted on a regular basis.

### 2. Upcoming committee meetings in the month of March ? April 21: The following meetings to be conducted as per calendar schedule and the details of the same to be updated in CIS portal.

- 31.03.21- Online committee meeting
- 05.04.21- IRB meeting, HOD Meeting
- 06.04.21- Anti-Ragging committee meeting
- 07.04.21- SWC Meeting
- 08.04.21- MRD committee meeting
- 12.04.21 to 16.04.21- MRM meeting
- 12.04.21- Research Committee meeting
- 19.04.21- CPR committee meeting
- 20.4.21, 27.4.21- IBS Committee meeting
- 22.4.21- Alumni committee meeting, Staff welfare committee meeting

### 3. Upcoming events in the month of March- Apri 21: The following events to be conducted as per calendar schedule and the event report to be updated in CIS portal.



- 02.04.21- KPI's ? CQI, Legal Tracker, Patient/Employee satisfaction - ISO+NABH
- 07.04.21- World health day
- 12.04.21- Dental Screening camp, Good Lab Practices Training
- 16.04.21- CSM-UG
- 23.04.21- Staff Induction training
- 24.04.21- National Oral Medicine day
- 09.04.21& 10.04.21, 15.4.21-17.4.21, 20.4.21 ? Sakthi Utsav Sports & Cultural's offstage/onstage - Temporarily suspended due to COVID.
- 21.04.21- College day: Temporarily suspended due to COVID.

4. Audits to be conducted as per schedule and report submitted.

- 06.04.21- 5 S audit

5. ISO 9001-2015 surveillance audit :10<sup>th</sup> internal audit completed. Corrective measures taken. Surveillance audit to be held on April 9<sup>th</sup>.

6. Forthcoming The TN MGR Medical University Provisional Affiliation inspection: Awaiting schedule for the inspection of PG departments.

7. COVID 19 vaccination for all our faculties and students: Staffs and students already given first dose will be given second dose. Others will be vaccinated after the stock replenished.

8. Soft skill classes, Language lab, Communication skills, etc to be organised for students. Currently on hold due to COVID vacation.

9. Duty roster for fresh batch of CRIs prepared and implemented.

10. I BDS University examination (Theory & Practicals) conducted in the month of March 21.

11. Holiday will be declared on account of TN state assembly election on 06.04.21.

12. Miscellaneous:

- Evaluation of students could be done for LASER/ AADAR training at course completion.
- Clinical audit training to be planned for staffs
- Real time feedback from students following their lecture classes to be planned
- Central Lab in Medical hospital could be used for research purpose.
- Software's helpful for writing manuscripts requested
- Evening clinic- 36 cases for March
- HIS-, MLC, Radiograph details to be discussed with respective departments
- Treatment Summary formats to be submitted by concerned departments for generating a standard template
- Registers to be maintained where appropriate
- UHID and Safety standards to be followed for Patients & models
- MAPIMS OP- Biometrics in & out could be registered there.
- The session ended with a concluding remarks by Principal Prof.Dr.A.VasanthaKumari Mam.

### **Review Meeting (29-01-2021)**

The IQAC meeting for the month of January was held on 29.01.2021 in Conference Hall, I floor, Admin Block at 2.00PM. Correspondent/ IQAC Chairperson Dr.T.Ramesh, MD sir presided over the meeting. Principal Prof.Dr.A.Vasantha Kumari, MDS madam and all the members were present. Prof.Dr.Sudhkar, IQAC co-ordinator put-forth the agenda for discussion.

The minutes of the meeting are as following:

1. *Second cycle of NAAC accreditation/ Inspection Reg:* Training by external consultant is completed. Gap analysis have been done and changes made accordingly. SSR will be finalised and submitted to NAAC by the end of February.

2. *Functioning of evening clinic, peripheral centres and Dental OP at MAPIMS:*

3. *Evening clinic:* 11 to 12 patient per month. 2 PGs & 2 CRRIs are posted from 5 to 7 PM. Measures to improve census will be undertaken.

- *Peripheral centres:* November and December 108 patients were attended. 65 patients screened in Jan 21. Basic procedures are performed. To obtain feedback from patients in PHCs was discussed.
- *MAPIMS DENTAL OP:* 3-4 patients are attended per day.

4. *Training planned/ conducted by AADHAR:* Previous batch completed. Training for the next batch of students will be initiated soon.

5. *ISO feedback /plan of action required:* Internal audit will be planned before the surveillance audit in May 2021.

6. *Feedback from the stakeholders:* Students trained to give feedback as per NAAC recommendation. Patient feedback is obtained in forms and will be made online soon. Proposal to obtain real time feedback from students following the lecture classes was made.

7. *Proceedings of the meetings conducted in Dec 2020-Jan 2021:*

- 21.12.2020 – *IRB committee meeting* : The members evaluated the 5 short studies and thesis topics submitted and presented by Post Graduates. The review board approved all the projects with few changes. The members also reviewed and discussed about the status of the short study presented on previous IRB meeting.
- 22.12.2020- *Newsletter committee meeting*: Student members were included in Jul-Dec 20 issue. The content was finalized in last week of December and is in the process of printing after proof reading.
- 23.12.2020 – *Online committee meeting*: Classes now switched to regular classes.
- 28.12.2020 – *Purchase & condemnation committee meeting*: Condemned instrument list to be submitted to MAintainance manager Mr.Selva Ganapathy.
- 04.01.2021 – *HOD meeting* : To discuss the PG work progress - submission of thesis by exam going PG students, I BDS University examinations from March 1, 2021, basic sciences classes for second and third year BDS students at APDCH, the increase of OP census, functioning of implant and laser clinic and the functioning of all committees will be discussed.
- 05.01.2021 – *Anti Ragging Committee meeting* : Anti ragging training programme for I BDS students will be planned with DCI member as the speaker.
- 05.01.2021 – *Department Staff Meeting*: Conducted as per schedule and minutes uploaded in CIS.
- 07.01.2021 – *MRD Committee meeting*: HIS entry to be sensitised.
- 07.01.2021 – *SWC meeting*: The activities of SWC for AY 20-21 were discussed.
- 11.01.2021 – *Inspection committee meeting*: Continuation of affiliation for Post Graduate departments submitted.
- 18.01.2021 – *CPR committee meeting*: CPR training schedule for staffs and students to be prepared.
- 20.01.2021 – *Alumni committee meeting* : Alumni association registration, inclusion of payment option in alumni registration form, progress of alumni fund raising, to organise a virtual alumni meeting and to improve alumni enrolment were discussed.
- 21.01.2021 – *Staff welfare committee meeting* : The committee was revamped with the addition of two new members - Mr. Ramesh accounts manager and Ms Hema HR Coordinator. Discussion was done regarding the training calendar devised for teaching and non teaching staff members for NAAC, ISO and NABH.

#### 8. *Proceedings & output of the events held in Dec 2020-Jan 2021:*

- 18.12.2020 – *CSM-PG* : Prof. Dr. Hema sathya, Head of the department, and Dr.Sumanth were the Moderators for the session. The first, second & third place were secured by III Year PG's Dr.Devika (Oral pathology), Dr Pravin tharsan (Prosthodontics) & Dr. Priya Durga (Periodontics) respectively.
- 31.12.2020 -*DEU Training* : A small lecture for faculty was given based on the necessary to develop the personal, professional and leadership qualities.
- 04.01.2021 – *Mega Dental Screening & Treatment Camp* : Mega camp conducted along with MAPIMS. Dental Camps are conducted every week on Friday/ Saturday from last week of December, 2020. Till now three camps have been organized at Polambakkam, Mazhuvankaranai and Irumbuli. Totally 77 patients were screened. Dental screening , treatment like scaling and restoration along with medication was provided in the mobile bus at the camp venue itself. In peripheral health centers totally 65 patients were screened in Madhuranthagam and Venmalgaram for the month of January, 2021.
- 06.01.2021 – *Women Empowerment Training* : was organised through online portal. Guest speaker Ms.R.Elamathi, MSW, MA(University of Sussex, UK) , Managing Director of Green- FEM Women – Producer Company, NGO- VPHS presented a talk on “ **Women Empowerment – A key towards a Happy Peaceful Society**”. The importance of cherishing a girl child and the goodness in economic empowerment of women was elaborated. 46 Participants attended the programme.
- 07.01.2021 – *HIS Training* : Consultant sorted out the queries with respect to the usage of HIS.
- 19.01.2021 – *MOM Training* : Antibiotic policy and drug formulary for CRR1 & PG students was conducted.
- 22.01.2021 – *CDE Programme [Prosthodontics]* : Prof. Dr.Suresh Venugopalan, Saveetha Dental College delivered a guest lecture on Prosthodontics Insight 2021: T scan An Occlusal Digital Magnifier.
- 22.01.2021 – *CSM PG* : I year Post Graduate students from Department of Endodontics, Orthodontics & Oral Surgery participated. Dr.Shruthi Orthodontics won the I Prize .
- 25.01.2021 – *5S/Kaizen Training*: 25.01.2021- *5S/Kaizen Training* : for Non-teaching managers, staffs, FNA and house keeping staffs were conducted by ISO Co-ordinators. The concept and strategies of 5S and Kaizen were elaborated and post training Questionnaire & feedback by HR coordinator & QMS Assistant for drafting the corrective action measures if any were documented. External training has been planned.

#### 9. *Output of the audits held in the month of Dec 2020-Jan 2021:*

- 14.12.20 to 18.12.20 - *ISO internal audit*: All the academic and non-academic departments were audited. The observation and noncompliance raised were reported to the individual departments and corrective action measures intimated by the department QMS coordinators.
- 22.12.20 – *NABH Internal audit*: Non confirmation in Prescription writing reported. Retraining planned chapterwise on hospital policies. SPO awareness to be insisted. Combined training calendar prepared for NAAC, ISO, NABH.
- 05.01.2021 – *5S Audit*

10.UG & PG University Examination (Theory & Practical) in the month of Dec 2020:

- The post graduate theory examination for 2017-2018 batch was completed in Dec2020. The practical examination was conducted on Dec 7 and 8, 2020. 16 PG students, including 2 additional batch students appeared for the examination. COVID 19 protocol guidelines were strictly followed. The results are yet to be announced.

11. Upcoming meetings in the month of Jan 21- Feb 21: All meetings to be conducted as per schedule.

- 27.01.2021- *Online committee meeting*: Video recording for patient education, updating website planned.
- 01.02.2021- *HOD Meeting*: to be conducted as per schedule.
- 02.02.2021- *Department Staff Meeting*: to be conducted as per schedule.
- 05.02.2021- *OOO Meeting (o path)*: to be conducted as per schedule.
- 08.02.2021- *PG committee meeting*: Reports of the PG Exam held on December 2020, Submission of thesis and Library Dissertation by PG students, Research Methodology classes for First year PGs by The TN Dr.M.G.R. University, finalize the list of Exam going PG's and submission of question papers for the PG model Exams will be discussed.
- 09.02.2021- *Academic & Exam Committee meeting*: To discuss lecture classes of I BDS to IV BDS, I BDS university examination as per university norms, I BDS internal assessments and attendance percentage submission before 1st of February, to discuss regarding transport of Staff from MAPIMS to APCH for Basic medical science lectures, revised timetable insisted for II BDS and rescheduled. After discussion with MAPIMS staff, some minor alterations are in I BDS timetable which will be discussed.
- 09.02.2021- *Anti-Ragging Committee meeting*: To finalize the schedule of anti ragging induction programme, the members n role mentoring cell, the members n role of monitoring committee,the functioning of anti ragging squad.
- 10.02.2021- *YRC Committee meeting* : To include BDS and MDS freshers to college YRC unit, to conduct orientation program for YRC members and to include blood groups of BDS and MDS freshers in sakthi life mobile donors app
- 11.02.2021- *MRD Committee meeting* : to be conducted as per schedule.
- 16.02.2021- *Infection Control Committee meeting*: to be conducted as per schedule.
- 19.02.2021- *CSM-PG*: to be conducted as per schedule.

12. Events in the month of Jan 2021-Feb 21:

- 27.01.2021- *DEU Training: series 4*: Dr.P.S ManoharanMDS, PGDHPE, HOD, Prosthodontics, IGIDS delivered an online lecture on the topic "Theory Examination in Dental Undergraduate".
- 08.02.2021- *Dental Screening Camp*: Will be combined with MAPIMS.
- 13.02.2021- *Oral Surgeons day*: Quiz program will be conducted for the final years and CRRI students marking the celebration of International oral surgeons day on February 13<sup>th</sup> followed by prize distribution for the winners.
- 15.02.2021- *Industrial Academic Collaborations, Intellectual Property Rights, Patency Filing –Training* : Webinar training programme to be conducted by research committee. Speaker specialised in the field will be giving online training programme on topics Patent filing process, Filing Processing of Trademark, Filing Processing of copyrights.
- 23.02.2021- *Dental awareness programme*: Dental awareness created for patients by Public Health Department during camps.

13. Audits in the month of Jan 21-Feb 21:

- 02.02.2021- *5S audit*

14. Miscellaneous:

- Chairperson reinforced the importance of review of previous meeting minutes.
- Code of Ethics Training: Criteria 7 Incharge. Antiragging oath will be taken by I BDS students.
- Functioning of EMR was reviewed.
- OPG & IOPA will be available only in digital form from Feb 7 2021.
- Patient feedback will be obtained online from Feb 10 2021.
- CSSD: Infection control committee t prepare SOP.
- Patient care: Senior staffs also to establish rapport with patients.

# Minutes of Meeting

## Agenda

#	Title
1	The Following Points to be Discussed.
2	Academic schedule 2020-21 as per DCI Norms: I, III, IV Jan- Sep 2021 II- Jan- Aug 2021
3	Textbooks for current Academic year
4	Interactive classes from HOD's, Double monitoring system and Immediate Attendance.
5	PG Classes: Academic schedule, Lesson plan, Question paper and Answer Key.
6	Criteria1 - The TN Dr MGR MU inspection for 3 PG seats - Dept of Pedodontics.
7	Criteria2 - Orientation Program for students regarding Anti-ragging practices by a DCI Member.
8	Students to register in Central government's Anti-ragging website-I, II BDS.
9	Criteria3 - 24 Studies presented 14 - Questionnaire studies 10- Short Studies (2 staffs, 8 PGs)
10	Research proposal, Plan to Visit MAPIMS & Hospital
11	Criteria4 - Renewal of Journals for the inspection purpose
12	Criteria5 - Student Registration through G Pay. Up to one Lakh received
13	Registration of Alumni committee as a society
14	Alumni Meeting
15	CRRIs from 3 Depts presented
16	Celebrations - Sakthi Utsav Onstage, Offstage cultural , sports suspended as Students are on leave due to COVID.
17	Criteria6 - External surveillance Audit by TUV SUD team with external Members Mr.Sasidharan, Mr.Shreedhar & Dr. Deepak Chandresekhar
18	Template for MRM circulated to all departments & Due to ISO external audit Meeting is delayed
19	Criteria7 - Dental college OP awareness created to patients about healthy lifestyle through demonstration videos & powerpoints
20	Upcoming committee meetings in April- May 21 - 28.04.21 - Online committee,03.05.21-HOD Meeting,04.05.21-Department Staff meeting,04.05.21-Anti Ragging
21	Upcoming events in April- May 21 - 29.04.21-DEU Training/ FDP NAAC,06.05.21&-07.05.21-Clinical Protocols, NABH,08.05.21-World Red Cross Crescent Day,14
22	Any Other Points for Discussion.

## IQAC MEETING - Minutes of the Meeting

The IQAC meeting was held on 29.04.2021(Thursday) in Mini auditorium, I Floor at 12.30PM. The meeting was presided over by Correspondent Dr.T.Ramesh Sir. Principal Prof.Dr.Vasanthakumari madam and all the members were present. IQAC Co-Ordinator Prof.Dr.V.Sudhakar putforth the agenda for discussion.

The minutes of the meeting are as following:

### 1. IBS:

- Academic schedule followed for II BDS students is Jan- Aug 21 & for I,II,III BDS it is Jan – Sep21. Plan to conduct terminal exam for students through online mode due to prevailing COVID situation.
- Textbook for the current academic year will be finalised by coordinating with HODs.
- Double monitoring system to be implemented for effective interactive online classes for basic medical science classes.

### 2. PG Inspection: Successfully completed on 16.04.2021 for 3 PG seats in Department of Pedodontics.

### 3. Anti-Ragging Measures:

- Dr.Sainath, External member will conduct an orientation program after the students are back from COVID holidays.
- I, II BDS students have registered in central government's antiragging website.

### 4. IRB: 14 questionnaire studies , 10 short studies were presented on 05.04.2021. Timeline of 6 months for completion of short study and 3 months for questionnaire study were finalised.

### 5. Research: Research team from APDCH found the lab facilities available at MAPIMS and Central lab to be satisfactory. Utilisation of the resources can be done after signing the MOU with them.

### 6. Library: Renewal of journals to be done for all departments. Purchase order for Department of Pedodontics is already received.

### 7. Alumni:

- One lakh rupees received through alumni registration through G Pay ans will be utilised as sponsor from alumni.
- The association is to be named as "APDCH ALUMNI ASSOCIATION" [AAA]. Registration process is in progress. Bylaws will be framed in consultation with the advocate.
- Alumni meeting will be conducted online on 15.06.2021.

### 8. CSM UG: Undergraduates from OMFS, ODS, Orthodontics presented in the CSM on 16.04.2021.

9. Sakthi Utsav : Suspended due to COVID situation.
10. ISO-Surveillance Audit:
  - Conducted online on 09.04.2021. Administrative departments were audited through link 1 and academic departments Prosthodontics, Orthodontics, Pedodontics through link 2.
  - I MDS Structured Lesson plan for applied basic medical sciences & Implementation to be streamlined.
11. MRM: PPT circulated to all departments. Date will be finalized shortly for meeting.
12. World Health day: Was celebrated on 07.04.21. Healthy lifestyle Awareness video was presented to patients.
13. MRD:
  - More sensitization required for patient data entries in HIS.
  - Template for treatment summary and master list(Review case sheet, IC case sheet, Dental Diagnosis) for HIS to be given by each department.
  - Downloading X-Ray image, tracking of lab procedure with concern lab, Work authorization, Separate column for post procedural assessment will be included in HIS.
  - Facility to make entry for repeat x-rays created in HIS.
  - Option for entering details of consent form has been created.
14. CPR :
  - BLS training for faculties, PG's, Interns and support team to be planned.
  - Sensitization and training to be given for all PG's in code blue team.
  - Display boards as per current AHA BLS guidelines to be set up in each department patient waiting area, students hostel and canteen.
  - Indent to be placed for drugs within three months of expiry. Shprt expiry drugs to be routinely monitored and replaced.
15. Upcoming meetings:
  - 03.05.21- HOD Meeting: Scheduling and streamlining academic , clinical activities (UG / PG)– Covid19
  - 04.05.21- Anti Ragging Committee meeting: To Update the details of ARC, ARS of APDCH to DCI and The Dr MGR MU
  - 04.05.21- Department Staff meeting
  - 05.05.21- Mentor Committee Meeting: To review the I Term feedback and implementation of Remedial measures
  - 12.05.21- YRC Committee meeting: To recognize and honour Blood Donors of APDCH for their noble deed
  - 13.05.21- MRD Committee Meeting
  - 18.05.21- Academic & Exam Committee Meeting: To review the status of curriculum completed in Term II and plan for Exam.
  - 18.05.21- Infection Control Committee Meeting: and reinforce infection control practices and Scrub for faculties- COVID 19.
  - 21.05.21- CSM Meeting- UG
16. Upcoming events:
  - 29.04.21- DEU Training/ FDP NAAC
  - 06.05.21-07.05.21- Clinical Protocols, NABH
  - 08.05.21- World Red Cross Crescent Day
  - 15.05.21- World Orthodontic Health day
17. Upcoming Audit:
  - 04.05.21 - 5S Audit
18. Others:
  - SSR: To be reviewed finalised in the first week of May.
  - All staffs to undergo Covid Vaccination.
  - Epidemiologist & Scientist to be employed part time. MOU to be signed between Patent lawyer & Dental college.

### **Review Meeting (30-03-2021)**

The IQAC meeting was held on 30.03.2021(Tuesday) in Mini auditorium, I Floor at 2.45 PM. The meeting was presided over by Correspondent Dr.T.Ramesh Sir. Principal Prof.Dr.Vasanthakumari madam and all the members were present. IQAC Co-Ordinator Prof.Dr.V.Sudhakar putforth the agenda for discussion.

The minutes of the meeting are as following:

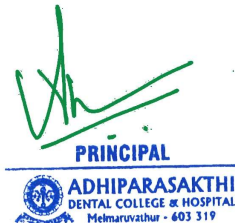
#### **I. Review output of previous meeting :**

- Status of NIRF :Data for our institution submitted successfully to NIRF. For the clarification received regarding accounts statement FY 2019-20 necessary documents have been submitted by us.
- Second cycle of NAAC accreditation: IIQA was prepared. SSR for second cycle is in the final stage of preparation and will be finalised by April 10, 2021.
- Outreach and extension activities: 81 implants placed & 76 fixed appliances treatment initiated as a part of Founders day celebration.
- LASER Training by AADHAR: Implant training completed for the Outgoing CRRRI batch. 15 students CRRRI who has to complete their implant quota were advised to do after the COVID holidays.

- IV BDS university Examination Results: Result analysis done. Overall Pass percentage 99.84%.
  - Inter institutional certificate courses: Department of Orthodontics & Oral & Maxillofacial surgery of APDCH in association with Department of Orthodontics & Oral surgery of Karpaga Vinayaga Dental College, conducted a three day certification course on Cephalometric Tracing, Diagnosis & Treatment Planning. Post Graduates of both institutions attended the course and received certificate for the same.
  - Meetings, Audits & Events conducted in Feb-March 2: All the meetings, audits & events conducted as per schedule and the same updated in CIS portal.
  - I Terminal exams for UGs and Model exam for PGs were conducted in the month of March. Central evaluation of papers completed
  - Eligible PG students list for May 2021 University examination will be finalised shortly.
  - Camps are conducted on a regular basis.
2. Upcoming committee meetings in the month of March ? April 21: The following meetings to be conducted as per calendar schedule and the details of the same to be updated in CIS portal.
- 31.03.21- Online committee meeting
  - 05.04.21- IRB meeting, HOD Meeting
  - 06.04.21- Anti-Ragging committee meeting
  - 07.04.21- SWC Meeting
  - 08.04.21- MRD committee meeting
  - 12.04.21 to 16.04.21- MRM meeting
  - 12.04.21- Research Committee meeting
  - 19.04.21- CPR committee meeting
  - 20.4.21, 27.4.21- IBS Committee meeting
  - 22.4.21- Alumni committee meeting, Staff welfare committee meeting
3. Upcoming events in the month of March- April 21: The following events to be conducted as per calendar schedule and the event report to be updated in CIS portal.
- 02.04.21- KPI's ? CQI, Legal Tracker, Patient/Employee satisfaction - ISO+NABH
  - 07.04.21- World health day
  - 12.04.21- Dental Screening camp, Good Lab Practices Training
  - 16.04.21- CSM-UG
  - 23.04.21- Staff Induction training
  - 24.04.21- National Oral Medicine day
  - 09.04.21& 10.04.21, 15.4.21-17.4.21, 20.4.21 ? Sakthi Utsav Sports & Cultural offstage/onstage - Temporarily suspended due to COVID.
  - 21.04.21- College day: Temporarily suspended due to COVID.
4. Audits to be conducted as per schedule and report submitted.
- 06.04.21- 5 S audit
5. ISO 9001-2015 surveillance audit :10<sup>th</sup> internal audit completed. Corrective measures taken. Surveillance audit to be held on April 9<sup>th</sup>.
6. Forthcoming The TN MGR Medical University Provisional Affiliation inspection: Awaiting schedule for the inspection of PG departments.
7. COVID 19 vaccination for all our faculties and students: Staffs and students already given first dose will be given second dose. Others will be vaccinated after the stock replenished.
8. Soft skill classes, Language lab, Communication skills, etc to be organised for students. Currently on hold due to COVID vacation.
9. Duty roster for fresh batch of CRIs prepared and implemented.
10. I BDS University examination (Theory & Practicals) conducted in the month of March 21.
11. Holiday will be declared on account of TN state assembly election on 06.04.21.
12. Miscellaneous:
- Evaluation of students could be done for LASER/ AADAR training at course completion.
  - Clinical audit training to be planned for staffs
  - Real time feedback from students following their lecture classes to be planned
  - Central Lab in Medical hospital could be used for research purpose.
  - Software's helpful for writing manuscripts requested
  - Evening clinic- 36 cases for March
  - HIS-, MLC, Radiograph details to be discussed with respective departments
  - Treatment Summary formats to be submitted by concerned departments for generating a standard template
  - Registers to be maintained where appropriate
  - UHID and Safety standards to be followed for Patients & models
  - MAPIMS OP- Biometrics in & out could be registered there.
  - The session ended with a concluding remarks by Principal Prof.Dr.A.VasanthaKumari Mam.

#### Attachment

Attachment 1: [IQAC\\_29th\\_april\\_2021.pptx](#)



## Minutes of Meeting

---

### MINUTES OF IQAC MEETING HELD ON

The IQAC meeting for the month of July was held on 27.07.2021 in Mini conference hall at 01.00 PM. The meeting was presided over by Correspondent/ IQAC Chairperson Dr. T.Ramesh sir. Principal Prof. Dr.Vasanthakumari A convened the meeting. IQAC Co-ordinator Prof.Dr.V.Sudhakar putforth agenda for discussion.

The minutes of the meeting are as following:

#### **Reopening of the college –**

Classes for the UG students were scheduled as per proper covid protocol.

Social distancing, proper vaccination , wearing masks, proper hand wash hygiene were imposed strictly to the students

Students are advised to check temperature and pulse everyday before entering the college

Academic cell and exam committee discussed regarding the teaching schedule and accommodation of students in the lecture halls

All the non-teaching staff and FNA were given awareness regarding COVID protocol.

#### **Research activities:**

Discussions were done to increase the number of scientific publications, book publications.

All the staff are requested to work regarding the same.

#### **Quality improvement programs:**

Various training programs to improve the quality will be conducted on regular basis as per the discussion of IQAC Committee

Programs will be organised for teaching, non-teaching and Admin staff

#### **NABH committee:**

Strict covid protocols will be followed in the campus as per discussions done by Mrs.Preethi,Quality control manager

Complete Vaccination for the staff made mandatory.

All the staff requested to submit the vaccination certificate.

#### **PG Committee**

All the Post graduate students should be vaccinated without fail.

They are instructed to submit their vaccination certificate.

They are instructed to wear protective apron kit while treating the patient.

## **Review Meeting (05-03-2021)**

The IQAC meeting was held on 05.03.2021 in Mini auditorium, I Floor at 11 am to 12 pm. The meeting was presided over by Correspondent Dr.T.Ramesh Sir, Principal Prof.Dr.Vasanthakumari madam and all the members were present. IQAC Co-Ordinator Prof. Dr.V.Sudhakar put forth the agenda for discussion.

### **IQAC - Minutes of the Meeting**

#### **1. NIRF and the second cycle of NAAC accreditation:**

- **NIRF:** Institutional data for NIRF uploaded on Feb 18, 2021. Patent filing and PhD Registration by faculties are some opportunities identified by the steering committee.
- **NAAC:** SWOC Analysis for Criterion I approval obtained from external consultant. IIQA will be submitted by this month end.

#### **2. Outreach and extension activities for our Founders Day Celebration:**

- Arul Thiru Amma's 81st Birthday Celebration is marked with several special concessions including free implant treatment procedures for 81 patients, Specialty treatment at 50% concession rate for students and patients, Oral Screening for all BDS students.
- Standby, Banners, Pamphlets, Customised SMS to all patients in our data base are modes adopted to inform our stakeholders regarding the special concession for treatment procedures.
- Banners to be placed at various places including bus stops, college entrance, Medical Hospital, MAPIMS, Associated colleges like Pharmacy, Nursing, Physiotherapy etc.

**3. AADHAR Training:** Total of 86 candidates of CRR1 2020-21 batch. Theory classes completed online and patient procedure demonstrated to students. 20 students completed patient procedure with Lasers.

**4. I BDS Induction programme:** conducted on 01.02.2021 with the august presence of correspondent sir and principal madam. Student club of Student Welfare Committee along with the Mentor Committee Organized this events Anti-ragging oath was taken by senior batch of students. Mentor committee explained about the mentoring system and mentees and mentor were allotted to the I Year BDS students. Clinical psychologist Mr.Saravanan interacted with the students through his lecture.

**5. MDS university Examination Results:** All the I & III MDS students who appeared for university exam in Nov - Dec 2020 cleared their examination except for one I MDS student in Department of Periodontics. IQAC advised the department of periodontics to plan the remedial measures for the I year MDS students and prepare CAP Analysis according to the same.

**6. PG University Examination-** May 2021: PG Mock Examination to be conducted from 15<sup>th</sup> to 18<sup>th</sup> of March 2021 for university exam going students.

**7. BDS Classes:** are conducted following Govt COVID 19 Guidelines. Social distancing, wearing mask and sanitization is compulsorily followed by all the staffs and students attending the lecture classes. Advice was given to install hand sanitizer in individual lecture classes also.

**8. Annual Master Health Checkup for all : our faculties were** divided into batches and batch wise they have attended the annual master health checkups. Ophthalmology check up to be done for all staffs. General physician opinion for few staffs are pending.

**9. Industrial Visit** by our Post Graduates to Stem Onc Research and Diagnostic Pvt, Kattankulathur was on 12.2.2021. Students got their doubts clarified pertaining to their dissertation and short study.

**10. Budget plan:** for the forthcoming financial year 2021-22 was submitted by all Departments to Accounts Department inclusive of those required for increase in number of PG seats.

**11. Soft Skill Classes and language lab:** since the students were started attending the classes with Covid-19 guidelines. It was finalized to start the soft skill and other language lab classes etc., from April 2020-21 onwards in a regular basis as like previous year.

#### **12. DM/DH/Dental chair Assistant , Fellowship and PhD Provider from our Medical university:**

- Ethical committee, Animal House, Tie Up for Patent Lawyers and basic scientist and biostatistician required for PhD Program.
- For Dental Mechanic course Lecture halls has to be assigned, equipment's can be shared with dept. of Prosthodontics, Teaching staff list to be prepared.

**13. Inter institutional certificate courses:** Three day certificate program in Cephalometric Tracing and Surgical treatment planned by Department of Orthodontics and Oral Surgery for students from KIDS College.

#### **14. Proceedings of the meetings conducted in the month of Jan ? Feb 2021.**



- **27.01.2021- Online committee meeting:** Online classes conducted, upcoming Newsletter & Journal issues, Maroovur times, Educational videos, Book completion by departments were discussed.
- **01.02.2021- HOD Meeting:** Submission of Main dissertation, Internal assessment marks for exam going I BDS students Theory classes & Terminal exam for BDS students, Dental camps in nearby villages, patient feedback were discussed.
- **02.02.2021- Department Staff Meeting:** based on the discussions and outputs from IQAC meeting and HOD?s meeting all the departments conducted their meeting and uploaded the same in CIS portal.
- **05.02.2021- Inter interdisciplinary OOO Meeting** was organized by the department of Oral Pathology : Ms.Priyadharshini, Intern from department of Oral Medicine, Dr.Hariprasad, II YEAR PG from department of Oral Surgery and Dr.Devika, III YEAR PG from department of Oral Pathology discussed in detail about Adenoid cystic carcinoma.
- **08.02.2021- PG committee meeting:** Model exam dates for the students of 2018-19 (III year) 2020-21(I year) academic year was informed to the PG department HOD?s and were requested to submit the question paper for the same on the stipulated date and timing.
- **09.02.2021- Academic & Exam Committee meeting:** I BDS University examination, BDS (Regular & Additional Batch) terminal examination, arrangement & Transport for basic science class, Clinical posting for Interns, IBS meeting date were discussed.
- **09.02.2021- Anti-Ragging Committee meeting:** The external speaker for anti-ragging sensitization programme will be finalized by the chief advisor. The Anti-ragging squad had surprise visit in all the areas in the institution were chances of ragging will happen and no incident of ragging was identified, no incident of ragging was reported. The Anti-ragging squad will be active and conduct a minimum of three surprise visits in a month. The mentors will sensitize the students regarding anti ragging act and rules.
- **10.02.2021- YRC Committee meeting:** YRC committee congratulated and planned to honour our college staffs as the students whoever donating blood in emergency time. Newly joined I year BDS and MDS students will be included in the college YRC unit and their blood groups will be added to SakthiLife - mobile blood donor?s app.
- **11.02.2021- MRD Committee meeting:** Review outputs of HIS software sensitization program and patient feedback improvisation was done. Individual department feedbacks and suggestions for improvisation of HIS software for EMR were collected and communicated to HIS Team.
- **16.02.2021- Infection Control Committee meeting:** HIC manual and sterilisation & disinfection protocol were reviewed.
- **19.02.2021- CSM-PG:** I MDS students from Prosthodontics, Oral Pathology & Periodontics presented.
- **24.02.21- Online committee meeting:** 50 nos (journal) 200 nos newsletter were printed for circulation. Personal Tab to be given for all students. Yearly action plan of all the online programs and activities to be planned in advance.
- **02.03.21- Department staff meeting-** All departments conducted the meeting and uploaded the same in CIS portal.

#### 15. Proceeding & Output of the events held in Jan- Feb 2021:

- **25.01.2021- 5S/Kaizen Training:** For Non teaching managers, staffs, FNA?s and house keeping staffs were conducted by Dr.Bharath and Dr.Dhivya.The concept and strategies of five s and Kaizen were elaborated.
- **28.01.2021- DEU Training:** Dr.Manoharan, professor and HOD, Indra Gandhi Dental College and Hospital, Pondicherry delivered guest lecture on the topic Theory Examination for Dental Undergraduates elaborating the concept and strategies of Question paper setting for different types of questions.
- **04.02.2021- World cancer day:** A video launch on oral cancer by principal. A signature campaign was conducted among the outpatients attending dental college to avoid tobacco usage. Screening camps were conducted in the peripheral health centers ? Madhuranthagam, Venmalagaram and Uthiramerur and totally 51 patients were screened.
- **08.02.2021- Dental Screening Camp:** Conducted in association with MAPIMS on 06.02.2021(Saturday).
- **13.02.2021- Oral Surgeons day:** quiz competition conducted for CRRRI and final year BDS students. Cash rewards and certificates awarded for the winners.
- **15.02.2021- Industrial Academic Collaborations, Intellectual Property Rights, Patency Filing Training:** Research committee organised a webinar with Dr Dr.Sunitha BE,PhD, Professor ,SRM institute of arts and science as invited speaker.
- **17.02.21- Code of ethics:** Prof. Dr.Bhaskar, President IDA, Tamil Nadu, delivered a lecture on Code of Ethics & Dental Jurisprudence. 90 members including staffs and students participated in the programme.
- **23.02.2021- Dental awareness programme:** Conducted in conjunction with MAPIMS on 20.02.2021.
- **24.02.21- CDE Endo:** Role of Probiotics in dental caries was presented by Prof. Dr.Poorni Sri Venkateswara Dental College through virtual mode.
- **25.02.21- DEU Training: Faculty development program/Teacher training program, OSPE/OSCE(NAAC C2):** Conducted by Dr.N.Bharath on the topic Insight to OSPE / OSCE for teaching faculties.

- **25.02.21- National Oral Pathologist day:** was celebrated with a drawing competition for students of all years on theme Oral cancer. Winners were awarded prizes and Participation certificate was given to all students.
- **26.02.21- COP, IPSTG- NABH:** The NABH Training on Care of Patients was given by Dr.R.Sumanth Kumar, NABH coordinator on 26/02/2021 from 2.30pm to 3.30pm. The training was attended by Interns and Postgraduate students. The training covered the hospital policy in Care of patients in general and also categorisation of Patients into vulnerable patients with safety first and priority first. The emphasis was laid on importance of role of doctors in taking care of Patients in providing surgical services to patients, avoiding adverse events during surgery, management of pain, and also on policy of research activities in the hospital.

**16. Audits held in the month of Jan- Feb 2021:**

- **02.02.2021 & 02.03.21- 5S audit:** 5 S audit of all the teaching and non teaching departments were conducted by the internal team. Each department was given an average 5S rating along with percentage. The corrective action measures were addressed based on observations.

**17. Terminal exams for UGs, Model exam for PGs & central evaluation:** Terminal exam for BDS regular batch students will be conducted from 15.03.2021. Practical exam will be conducted in the following week.

**18. Upcoming committee meetings in the month of Feb - March 21:** The following are the meeting to be conducted in the upcoming month as per calendar schedule.

- 08.03.21- NSS committee meeting
- 09.03.21- Anti-ragging committee meeting
- 09.03.21- FMS committee meeting
- 10.03.21- GSCASH meeting
- 11.03.21- MRD committee meeting
- 16.03.21- Library committee meeting
- 17.03.21- Mentor committee meeting
- 23.03.21- Newsletter committee meeting
- 26.03.21- Journal committee meeting
- 29.03.21, 30.03.21 - Committee review meeting
- 29.03.21- Purchase & condemnation committee meeting

**19. Events in the month of Feb - March 21:** The following events to be conducted as per the calendar schedule.

- 05.03.21- Cons & Endo day
- 06.03.21- Dentist day
- 08.03.21- International women's day
- 09.03.21- FMS Training
- 12.03.21- Micron 2021(O.path)
- 12.03.21- ISO General awareness
- 16.03.21- Library Utilization training program
- 17.03.21- Hand on training conference
- 19.03.21- CSM-UG
- 20.03.21- World Oral Health day
- 22.03.21 to 23.03.21 - ARRO-C
- 25.03.21- DEU Training : Faculty development /Teacher training programme
- 26.03.21- Periosakthi CDE
- 29.03.21- Inventory control techniques

**20. Audits to be conducted in the month of Feb - March 21 as per calendar schedule.**

- 05.03.21- MRD Internal audit
- 09.03.21, 16.03.21, 23.03.21- NABH Internal audit
- 18.03.21 to 22.03.21 - ISO Internal audit : ISO Surveillance audit will be in the last week of March or first week of April.

**21. Miscellaneous:**

- NEET preparation books and manuals donated to our library by a devotee. It was hand over to the librarian for storage in library and sharing with the students.
- HIS Portal Usage related queries to be addressed and clarified with the external soft ware team visiting our college.
- Consent form available in sufficient numbers in all departments.
- A training on clinical audit to be conducted to sensitise all Interns, PG's & Faculties.
- Interested PG's and CRRI can undergo short training courses to be a part of Quality Cell audit team (NABH, NAAC and ISO) which would also open potential avenues for career development in future for them.

- Correspondent sir informed that a separate operation theatre for our oral and maxillofacial surgery department will be started with in our campus very soon. So that the OMFS can utilize the facility where will be separate team of anesthetic and nursing assistants will be there along with an ICU ward. So that OMFS can increase and improve the number of cases OP.
- Measures are undertaken to Make ISO in CIS portal to follow a paperless system.
- Evening clinic OP census increased to 28 cases.
- OT for Oral surgery is under preparation.
- Correspondent sir informed that full-fledged AYUSH Hospital will be initiated in our campus from April 14<sup>th</sup> 2021 and correspondent advised all students & Faculties to make the best use of it.
- Dental Screening in Ophthal Op could be planned.
- Correspondent emphasised the importance of maintaining standards in our routine work.
- COVID vaccination for faculty members initiated and will extended for students too.
- Comprehensive clinic: 12 patients treated, Income generated Rs.47, 450/-. Measures to be initiated to create awareness about the functioning of comprehensive clinic among patients.
- 5 Camps conducted 300 patients screened at the peripheral health centres. 42 patients were treated.

The meeting concluded with a closing remarks by Principal. The next meeting was planned to be on 25.03.2021 (Thursday) in Mini Conference Hall at 02.00 to 03.00 pm.



**PRINCIPAL**



**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319



## MINUTES OF IQAC MEETING HELD ON 26.08.2021

The IQAC meeting for the month of August was held on 26.08.2021(Tuesday) in Mini conference hall at 01.00 PM. The meeting was presided over by Correspondent/ IQAC Chairperson Dr. T.Ramesh sir. Principal Prof. Dr.Vasanthakumari A convened the meeting. IQAC Co-ordinator Prof.Dr.V.Sudhakar putforth agenda for discussion.

The minutes of the meeting are as following:

1. DIPR/731/Display/2021 received from DME regarding I MDS Admission (17 seats).
2. Increase in PG seat admission in Department of ODS, Prosthodontics, Oral Surgery, Periodontics, Orthodontics and also to discuss about extension of department, library (new book purchase and journal renewal) and infrastructure for the same.
  - Increase of PG Seats (II Unit) in the respective departments is aimed. Extension of the concerned departments as per DCI norms were discussed.
  - Purchase of adequate text books and journal renewal were also discussed in detail.
  - Upgrading the infrastructure sufficient to admit the increase of PG candidates was discussed.
3. University Examination for additional batch from I-IV BDS (Sep 2021).
  - Time table for university examination from I-IV BDS students received from the University.
  - Academic cell and Exam Committee incharges discussed about the same.
4. Alumni fund utilisation for improving the infrastructure and others.
  - Funds received from our Alumini will be used for upgrading the infrastructure of the college.
  - Discussions were done regarding the same with Alumini committee chair person and Correspondant sir
5. Research activities: Major & Minor projects conducted in the college, Fundings and Patent.
  - To increase the number of scientific publications, all the teaching staff were motivated to initiate atleast one short and long studies in their respective speciality.
  - Our Correspondant Sir assured the funds required for the major and minor projects.
  - Adequate training regarding the patency application and writing will be given to our staff-Research committe
6. Green and eco-friendly campus (NAAC Cri 7).
  - We are heading towards a Green and eco-friendly campus by the end of 2021.
  - All the necessary activities for the same to be done by NAAC-7 Criterion incharge,Admin Manager
7. Covid Protocols following the college reopening on 16.08.2021.
  - Strict COVID Protocol is followed as per Government order.
  - Social distancing, wearing masks and apron in the college campus is made mandatory.

- All the clinical cases cases are treated after proper covid protocol.
  - Doctors are wearing PPE kits for testing while treating the patients.
8. Practical examination (Physical & Virtual) conducted on 04.08.21 & 05.08.21.
- Practical examination for PG students was completed successfully.
  - Both Physical and Virtual mode of examination was conducted.
9. Second renewal inspection by DCI for PG (3 seats) in Department of Pedodontics conducted on 28.07.21 & 29.07.21.
- DCI Renewal inspection was successfully completed in the Department of Pedodontics without any delay.
10. Proceedings and output of meetings, activities conducted in physical & virtual mode in the past three months.
- All the meetings scheduled for the month of august was conducted without fail.
11. Trainings conducted in virtual mode and to plan for the trainings to be conducted by the respective committees.
- Faculty development programmes, quality improvement trainings for both teaching and non-teaching staff were successfully conducted.

  
**PRINCIPAL**  
 **ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Melmaruvathur - 603 319