

Kirica na mili Campus, Chattiparamica, Maracpurami i 676,504 Tel: 0483-2705602 i 2705603 i 2708353. Fax: U483-2706707 Elima i adminispeducareinsolute in li websito, www.educareinsolute.in

EIDS/ADMIN D/ IQAC/ 2023/132

Date: 15-05-2023

### CIRCULAR

Internal Quality Assurance Cell is planning to conduct a meeting for the academic year 2022-2023 on 22-05-2023 at 10:00 am, in IQAC HALL

# **AGENDA**

- Analysis of NAAC Documentation
- Outreach program at various places
- Awareness Program on Drugs and Narcotics
- Publication of College Journal and Newsletter
- Eco-Friendly Campus Initiative
- Various Faculty Development Programme, Value Added & Add on courses, Quality improvement programme
- · Appointment of Academic assistant coordinators for every year

IQAC QORDINATOR

EDUCARE INSTITUTE OF DENTAL SCIENCES CHATTIPPARAMBA MALAPPURAM - 676 504

IQAC COORDINATOR

Copy to: Admin IQAC

All Committee Members

DR.K.R. INDUSHEKAR MDS
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EDUCARE INSTITUTE OF DENTAL SCIENCES
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Date: 22-05-2023 Time: 10.00 am

### MINUTES OF IQAC MEETING

The IQAC Meeting was held on 22<sup>nd</sup> May 2023 at 10:00am in the IQAC Hall at Educare Institute of Dental Sciences. The Meeting was chaired by the Principal, Educare Institute of Dental Sciences.

### MINUTES:

- > Verified current status in NAAC Documentation
- Departments were asked to conduct Quality improvement programme, Value added & add on courses
- > Discussed on Improvement of infrastructure of college
- > Planning to initiate Eco-Friendly Campus
- > Discussed the summary of feedback collected from stakeholders over the last year
- > Duties and responsibilities were briefed to all the assistant coordinators.

### **ACTION TAKEN REPORT: -**

- > Verification of progress in all the criteria of NAAC
- > Renovation of Hostel Inside the Campus have been started
- Various professional development programmes organised for teaching and nonteaching staffs
- ➤ Various Faculty Development Programme had been conducted for teaching staff
- > Initiative taken for the Improvement of academic and administrative program of DEA
- > Discussed on Improvement of infrastructure of college
- Discussed feedback on the recent community outreach programmes

➤ Initiative taken for "Green Campus"

DR.K.R. INDUSHEKAR MOS

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# Members participated in the meeting:

SI No.	Name	Designation	Position Held	Signature
1	Dr K R Indushekar	Principal	Chairperson	Ad
2	Dr Menon Prasad Rajagopal	Vice Principal	Faculty Member	y!
3	Mr Razaq	Registrar	Senior	006
			Administrative officer	018
4	Dr Ajay Kumar Haridas	HOD & Professor, Department of Oral Surgery	Faculty Member	Much
5	Dr Harikaran J	HOD & Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	3
6	Mr Janardhanan	Finance Officer	Senior Administrative officer	Seme
7	Dr Suhas R Nayak	HOD & Professor, Department of Oral Pathology	Faculty Member	SV
8	Dr Sam Paul	HOD & Professor, Department of Orthodontics	Faculty Member	2

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9	Dr Arun Kumar	HOD & Professor, Department of Public Health Dentistry	Faculty Member	Q.X.S
10	Ms. Suhara Mohamed Nasser	CEO	Management Representative	Sw.
11	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Pswini
12	Dr Asaf Aboo <del>bac</del> ker	Reader Department of Oral Medicine & Radiology	IQAC Coordinator	A
13	Dr Jithin Mohan	Alumni	Alumni Representative	Likhan
14	Dr Pradeep Samuel	Professor Department of Prosthodontics	Employer Representative	\$85F

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EIDS/ADMIN D/ IQAC/ 2023/132

Date: 06-02-2023

# CIRCULAR

Internal Quality Assurance Cell is planning to conduct a meeting for the academic year 2022-2023 on 13-02-2023 at 10:00 am, in IQAC HALL

### **AGENDA**

- Analysis of stakeholder feedback.
- · Outreach program at various places
- Discussion on Improvement of infrastructure of college "Modification of landscape and premises "
- Plastic free campus
- Various Faculty Development Programme, Value Added Courses, Add on courses,
   Quality improvement programme
- NAAC Documentation

IQAC COORDINATOR

EDUCARE INSTITUTE OF DENTAL SCIENCES CHATTIPPARAMBA, MALAPPURAM - 676 506

IQAC COORDINATOR

Copy to: Admin IQAC All Committee Members



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Date: 13-02-2023 Time: 10.00 am

### MINUTES OF IQAC MEETING

The IOAC Meeting was held on 13th February 2023 at 10:00am in the IQAC Hall at Educare Institute of Dental Sciences. The Meeting was chaired by the Principal, Educare Institute of Dental Sciences.

#### MINUTES:

- > Departments were asked to conduct Quality improvement programme, Value added & add on courses
- > Discussed on Improvement of infrastructure of college" "Modification of landscape and premises "
- > Planning to initiate plastic free campus
- Discussed the summary of feedback collected from stakeholders over the last year
- Verified progression of all the criteria in NAAC

#### **ACTION TAKEN REPORT: -**

- > Various professional development programmes organised for teaching and nonteaching staffs
- > Various Faculty Development Programme had been conducted for teaching staff
- > Conducted value added courses "Forensic Odontology"
- Add on course "Scope of Dentistry and Research" has been conducted
- Initiative taken for the Improvement of academic and administrative program
- Planning done to initiate "Daycare" for employee's children
- Discussed on Improvement of infrastructure of college" Rainwater harvesting and STP Sewage system"

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Actions taken for pollution free campus

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# Members participated in the meeting:

SI No.	Name	Designation	Position Held	Signature
1	Dr K R Indushekar	Principal	Chairperson	Ad
2	Dr Menon Prasad Rajagopal	Vice Principal	Faculty Member	The state of the s
3	Mr Razaq	Registrar	Senior Administrative officer	938
4	Dr Ajay Kumar Haridas	HOD & Professor, Department of Oral Surgery	Faculty Member	Mil
5	Dr Harikaran J	HOD & Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	3
6	Mr Janardhanan	Finance Officer	Senior Administrative officer	Blue
7	Dr Suhas R Nayak	HOD & Professor, Department of Oral Pathology	Faculty Member	30
8	Dr Sam Paul	HOD & Professor, Department of Orthodontics	Faculty Member	8

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9	Dr Arun Kumar	HOD & Professor, Department of Public Health Dentistry	Faculty Member	9;t)
10	Ms. Suhara Mohamed Nasser	CEO	Management Representative	3.1
11	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Dewini
12	Dr Asaf Aboobacker	Reader Department of Oral Medicine & Radiology	IQAC Coordinator	A.
13	Dr Jithin Mohan	Alumni	Alumni Representative	Lithin
14	Dr Pradeep Samuel	Professor Department of Prosthodonties	Employer Representative	289







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Date: 02-11-2022

# CIRCULAR

Internal Quality Assurance Cell is planning to conduct a meeting for the academic year 2022-2023 on 10-11-2022 at 10:00 am, in IQAC HALL

### **AGENDA**

- Revision on institutional policies
- Discussion on value added courses "Forensic Odontology"
- Discussion on Add on course "Scope of Dentistry and Research"
- Improvement of academic and administrative program
- To organize oral health screening camp to the general public-NSS
- Discussion on Improvement of infrastructure of college "Rainwater harvesting and STP Sewage system"

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· Pollution free campus

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IQAC CORDINATOR

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Date: 10-11-2022 Time: 10.00 am

### MINUTES OF IOAC MEETING

The IQAC Meeting was held on 10<sup>th</sup> November 2022 at 10:00am in the IQAC Hall at Educare Institute of Dental Sciences. The Meeting was chaired by the Principal, Educare Institute of Dental Sciences.

#### MINUTES:

- ➤ Discussed on value added courses "Forensic Odontology"
- > Discussed on Add on course "Scope of Dentistry and Research"
- > Planned for the Improvement of academic and administrative program
- > Planning done to initiate "Daycare" for employee's children
- > Planned to organize oral health screening camp to the general public-NSS
- Discussed on Improvement of infrastructure of college" Rainwater harvesting and STP Sewage system"
- > Planning to initiate pollution free campus

#### ACTION TAKEN REPORT: -

- ➤ Value added course "Emerging trends in paediatric dentistry" conducted by Department of Paediatric & Preventive Dentistry
- ➤ Add on course on "Oral Pathology colloquium" & "Evolving concerns about antimicrobial resistance "conducted
- Orientation programme for newly enrolled interns and new MDS Admission accomplished
- > Faculty Development Programme "Microteaching" successfully conducted
- Official documentation has been started for initiating PG in Department of Pediatric and Preventive Dentistry

➤ Various professional development programme was anised for teaching and non-teaching staffs

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> Various Faculty Development Programme had been producted for teaching staff

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Members participated in the meeting:

SL.NO	NAME	DESIGNATION /DEPARTMENT	POSITION HELD	SIGNATURE
1.	Dr K R Indushekar	Principal	Chairperson	Ad
2.	Dr Menon Prasad Rajagopal	Vice Principal	Senior Administrative Officer	pt.
3.	Mr Razaq	Registrar	Senior Administrative Officer	43E
4.	Mr Janardhanan	Finance Officer	Senior Administrative Officer	69 due
5.	Dr Sreekanth	HOD & Professor, Department of Periodontology	Faculty Member	<u>Gu</u>
6.	Dr Suhas R Nayak	HOD & Professor, Department of Periodontology	Faculty Member	SV
7.	Dr Sam Paul	HOD & Professor, Department of Orthodontics	Faculty Member	2
8.	Dr Binu Nathan	Professor, Department of Conservative Dentistry & STUTE OF Endodontics MALAPI	PURAM \Z	B
9.	Ms. Suhara Mohamed Nasser	CEO (S)	Management PARepresentative	3 ml

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10.	Dr Jithin Mohan	Alumni	Alumni Representative	Lohin
11.	Dr Pradeep Samuel	Professor Department of Prosthodontics	Employer Representative	Sest
12.	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Pswini
13.	Dr Asaf Aboobacker	Reader , Department of Oral Medicine & Radiology	IQAC Coordinator	A.

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Date: 02-06-2022

# CIRCULAR

Internal Quality Assurance Cell is conducting a meeting for the academic year 2022-2023 on 10-06-2022 at 10:00 am, in IQAC HALL

#### **AGENDA**

- Revision of Institutional policies
- Improvement of infrastructure of college Eco Friendly Campus
- Publishing college journals and news letter
- To organize oral health screening camp to the general public
- · Discussion on Faculty Development Programme "Microteaching"

**IQAC COORDINATOR** 

EDUCARE INSTITUTE OF DENTAL SCIENCES CHATTIPPARAMBA MALAPPURAM - 676 504

IQAC COORDINATOR

Copy to: Admin IQAC All Committee Members DR.K.R. INDUSHEKAR MDS

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Date: 10-06-2022 Time: 10.00 am

### MINUTES OF IOAC MEETING

The IQAC meeting was held on 10<sup>th</sup> June 2022 at 10.00 am in the IQAC hall at Educare Institute of Dental Sciences. The meeting was chaired by the principal, Educare Institute of Dental Sciences

### MINUTES:

- Discussion for Improvement of infrastructure of college "Landscape" has been done
- Discussed regarding value added course "Emerging trends in paediatric dentistry"
- Planning done to publish college journals and news letter
- Planned to conduct add on course on "Oral Pathology colloquium" & "Evolving concerns about antimicrobial resistance"
- Formulated policy on placement and career guidance
- Planned an orientation programme for newly enrolled interns and new MDS Admission
- Decided to organize oral health screening camp to the general public
- Discussed on Faculty Development Programme "Microteaching"
- Planning done for Eco friendly campus with herbal garden

#### **ACTIONS TAKEN REPORT: -**

- Conducted value added courses "Oral cancer awareness programme" and "Decoding Complete Denture "
- ➤ Successfully completed Add on course "Isolation techniques and rubber dam" by

  Department of Conservative Dentistry & Endodontics

  STRUTE OF DEN
- Oral health screening camp to the general public conducted by NSS
- > Faculty Development Programme "Interactive Teaching Learning Northod" conducted.
- Organized White coat ceremony for the newly admitted first year students
- > Organized awareness on World Environment Day by planting trees

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- Various professional development programmes organised for teaching and nonteaching staffs
- > Various Faculty Development Programme had been conducted for teaching staff
- ➤ Planned and revised arrangements for commencement of PG in Department of Paediatric & Preventive Dentistry

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MALAPPURAM — 676 504





# Members participated in the meeting:

SI No.	Name	Designation	Position Held	Signature
1	Dr K R Indushekar	Principal	Chairperson	Ad
2	Dr Menon Prasad Rajagopal	Vice Principal	Faculty Member	2
3	Mr Razaq	Registrar	Senior Administrative officer	88
4	Dr Ajay Kumar Haridas	HOD & Professor, Department of Oral Surgery	Faculty Member	Nuch
5	Dr Harikaran J	HOD & Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	8
6	Mr Janardhanan	Finance Officer	Senior Administrative officer	@ 200m
7	Dr Sreekanth	HOD & Professor, Department of Periodontology	Faculty Member	Sau
8	Dr Suhas R Nayak	HOD & Professor, Department of Oral Pathology	Faculty Member	SV
)	Dr Sam Paul	HOD & Professor, Department of Orthodontics TUTE OF D. MALAPPUR PIN: 576 3	AM SEE	2
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10	Dr Arun Kumar	HOD & Professor, Department of Public Health Dentistry	Faculty Member	g.t.D
11	Dr Binu Nathan	Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	B
12	Ms. Suhara Mohamed Nasser	CEO	Management Representative	swl
13	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Pruin
14	Dr Asaf Aboobacker	Reader Department of Oral Medicine & Radiology	IQAC Coordinator	A

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EIDS/ADMIN D/ IQAC/ 2022/132

Date: 02-03-2022

# CIRCULAR

Internal Quality Assurance Cell is planning to conduct a meeting for the academic year 2022-2023 on 10-03-2022 at 10:00 am in IQAC HALL

#### AGENDA

- Discussion on value added courses "Oral cancer awareness programme" and "Decoding Complete Denture "
- 2. Discussion on Add on course "Isolation techniques and rubber dam"
- 3. Improvement of academic and administrative program
- 4. Discussion on White coat ceremony for the newly admitted first year students
- 5. To organize oral health screening camp to the general public-NSS
- Planning on Faculty Development Programme "Interactive Teaching Learning Method"
- Discussion on Improvement of infrastructure of college "starting of PGs in other specialities

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8. Programme on "World Environment Day"

IQAC COORDINATOR

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Date: 10-03-2022 Time: 10.00 am

# MINUTES OF IQAC MEETING

The IQAC meeting was held on 10<sup>th</sup> March 2022 at 10.00 am in the IQAC hall at Educare Institute of Dental Sciences. The meeting was chaired by the principal, Educare Institute of Dental Sciences

#### MINUTES:

- Discussed on value added courses "Oral cancer awareness programme" and "Decoding Complete Denture "
- 2. Discussion done regarding Add on course "Isolation techniques and rubber dam"
- 3. Planned for the Improvement of academic and administrative program
- 4. Discussion on White coat ceremony for the newly admitted first year students has been done
- 5. Planned to organize oral health screening camp to the general public-NSS
- 6. Decided to conduct Faculty Development Programme "Interactive Teaching Learning Method"
- Discussed on Improvement of infrastructure of college "starting of PGs in other specialities
- 8. Planning done to organize programme on "World Environment Day"

#### **ACTIONS TAKEN REPORT: -**

- > Successfully conducted Value added course "Exam ease and be confident"
- Done on Add on course "Myofunctional appliance for beginners" Department of Orthodontics

> Orientation program for Fresh (First) RDS students (2022-2023 Admission) have been conducted

Gymnasium renovation

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- ➤ Career guidance programme had been conducted for Interns and PG staff
- Initiated policies for "Green Campus"
- Various professional development programmes organised for teaching and non-teaching staffs
- ➤ Various Faculty Development Programme had been conducted for teaching staff

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# Members participated in the meeting:

SI No.	Name	Designation	Position Held	Signature
I	Dr K R Indushekar	Principal	Chairperson	Ad
2	Dr Menon Prasad Rajagopal	Vice Principal	Faculty Member	pl-
3	Mr Razaq	Registrar	Senior Administrative officer	93E
4	Dr Ajay Kumar Haridas	HOD & Professor, Department of Oral Surgery	Faculty Member	July 1
5	Dr Harikaran J	HOD & Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	4
6	Mr Janardhanan	Finance Officer	Senior Administrative officer	990m
7	Dr Suhas R Nayak	HOD & Professor, Department of Oral Pathology	Faculty Member	<u></u>
8	Dr Sam Paul	HOD & Professor, Department of Orthodontics	Faculty Member	2
9	Dr Arun Kumar	HOD & Professor, Department of Public Health Dentistry	Faculty Member	272

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10	Ms. Suhara Mohamed Nasser	CEO	Management Representative	Sul
11	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Osuini
12	Dr Asaf Aboobacker	Reader Department of Oral Medicine & Radiology	IQAC Coordinator	A
13	Dr Jithin Mohan	Alumni	Alumni Representative	Lillin
14	Dr Pradeep Samuel	Professor Department of Prosthodontics	Employer Representative	Sesf

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EIDS/ADMIN D/ IQAC/ 2022/132

Date: 22-01-2022

# CIRCULAR

The Internal Quality Assurance Cell is planning to conduct a meeting for the academic year 2022-2023 on 25-01-2022 at 10:00 am, IQAC HALL.

### **AGENDA**

- 1. Discussion regarding value added course & add on courses.
- 2. Improvement of infrastructure of college "Gymnasium"
- Statistical analysis on BDS /MDS admission.
- 4. Programs on clinical skill development for House surgeons.
- 5. Discussion to formulate policy on placement and career guidance.

6. Discussion on orientation program for Fresh (First) BDS students (2022-2023

Admission).

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IQAC COORIGINATOR

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Admin IOAC

All Committee Members

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Date: 25-01-2022

Time: 10.00 am

## MINUTES OF IQAC MEETING

The IQAC meeting was held on 25<sup>th</sup> January 2022 at 10.00 am in the IQAC hall at Educare Institute of Dental Sciences. The meeting was chaired by the principal, Educare Institute of Dental Sciences.

#### MINUTES:

- Departments were asked to conduct Value added & add on courses.
- Discussion on improving infrastructure of college "Gymnasium"
- Planned about implementing strategies for increasing BDS/MDS admissions.
- · Decided to conduct Programs on clinical skill development.
- Formulated policies on placement and career guidance.

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# Members participated in the meeting:

SL NO	Name	Designation	Position Held	Signature
1	Dr K R Indushekar	Principal	Chairperson	Ad
2	Dr Menon Prasad Rajagopal	Vice Principal	Faculty Member	It.
3	Mr Razaq	Registrar	Senior Administrative Officer	936
4	Dr Ajay Kumar Haridas	HOD & Professor, Department of Oral Surgery	Faculty Member	14
5	Dr Harikaran J	HOD & Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	95
6	Mr Janardhanan	Finance Officer	Senior Administrative Officer	9 Jan
7	Dr Sreekanth	HOD & Professor, Department of Periodontology	Faculty Member	See
8	Dr Suhas R Nayak	HOD & Professor, Department of Oral Pathology	Faculty Member	50/

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9	Dr Sam Paul	HOD & Professor, Department of Orthodontics	Faculty Member	8
10	Dr Arun Kumar	HOD & Professor, Department of Public Health Dentistry	Faculty Member	9:X:D
11	Dr Binu Nathan	Professor, Department of Conservative Dentistry & Endodontics	Faculty Member	B
12	Ms. Suhara Mohamed Nasser	CEO	Management Representative	sul
13	Adv. Aswini Kumar	Local society Member	Nominee From Local Society	Down
14	Dr Asaf Aboobacker	Reader Department of Oral Medicine & Radiology	IQAC Coordinator	A
15	Dr Jithin Mohan	Alumni	Alumni Representative	Lithi
16	Dr Pradeep Samuel	Professor Department of Prosthodontics	Employer Representative	SPST

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