



**ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL**

Recognised by Dental Council of India

Affiliated to The Tamilnadu Dr.M.G.R Medical University

A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

**REGULAR MINUTES OF MEETING OF THE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
FROM 2016-2021**



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ACADEMIC YEAR 2020-21



S. Karthiga
PRINCIPAL

Prof.Dr.S.Karthiga Kannan, MDS.,

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Cheyyur Taluk, Chengalpattu District

Tamil Nadu - 603 319



Minutes of Meeting

Agenda

#	Title
1	The Following Points to be Discussed.
2	Second cycle NAAC
3	Regarding certificate course
4	Customised student feedback
5	External collaboration
6	Library corners
7	Soft skill courses
8	Out reach programmes
9	III Terminal examination
10	Streamlining of feedback from stake holders
11	College website upgrading
12	NIRF
13	NABH surveillance audit
14	Doctors are also insited to check for HIS enteries
15	October Activities Review
16	Upcoming meetings, events, trainings and audits to be conducted in Nov 2021
17	Miscellaneous: <ol style="list-style-type: none"> 1. Graduation day 2. Alumini meeting- "REWIND 2021" 3. Department of Oral & Maxillofacial Pathology conducted a "SLIDE DISCUSSION SERIES" 4. Department of Pediatric & Preventive Dentistry conducted a CDE Program 5. Research Committee, APDCH conducted a programme 6. A non-disclosure agreement 7. Virtual Quiz competition organized by Indian Orthodontic society. 8. Inauguration of NEW PEDODONTICS DEPARTMENT
18	CONCLUDNG REMARKS

IQAC MEETING - Minutes of the Meeting

The IQAC meeting for the month of October was held on 28.10.2021(Thursday) in Mini conference hall at 12.00 PM. The meeting was presided over by Correspondent/ IQAC Chairperson Dr. T.Ramesh sir. Principal Prof. Dr.Karthiga Kannan sir convened the meeting. IQAC Co-ordinator Prof.Dr.V.Sudhakar putforth agenda for discussion

The minutes of the meeting are as following:



S. Karthiga Kannan
PRINCIPAL
 Prof.Dr.S.Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaravathur,
 Chengalpattu District,
 Tamil Nadu - 603 319

1. Second cycle NAAC: IIQA has been prepared. SSR prototype formatted and awaits approval. External consultant Dr.Tholkappian arasu visited and had a discussion with individual criteria incharges and members. The documents are getting ready to streamline for the final submission to IQAC co-ordinator and the external consultant.

1.A. **Regarding certificate course** and value added course the last date is finalised as on November 1st 2021. Interdisciplinary and interdepartmental courses have to be included. Minimum 30 hours of Academic /Practical hours to be included. From each department a minimum of three suggestions are invited. The benefit of these courses could be extended to students of other institutions as well.

1.B. **Customised student feedback form** to be implemented. Final year students must orient the other students.

1.C **External collaboration** with research LAB s must be increased. Discussions done to increase the numbers of PUBMED, SCOPUS & other UGC approved indexed research publications. Requisition letter has to be sent to TN MGR university regarding registration of Ph.D Guide & Ph. D programme in our institution. Incharge is given to Dr. Sivasankari & Dr. Parthiban for starting Ph.D program in our institution.

1.D. **Library corners** to be installed. Online Access for journals to be obtained. AV room is requested. Recorded lectures from each department to be submitted to procure the mandatory.

1.E. **Soft skill courses** to be prepared and implemented. Initiation of student magazine like newsletter. Alumini association registration work is on going. Lawyer is visiting the college on 29.10.2021.

2. **Out reach programmes** to be conducted through the Department of Preventive Health Dentistry. Organised by Dr.Rajeshwary with the team from our institution. It can be combined with MAPIMS general health camps. Also separate camps can be organised. 4 camps to be completed by the end of December 2021. Recommended venues for camps are 1. Paakam 2. Kolambakkam 3. Irumbuli 4. Pallipettai. Target is to achieve minimum of 100 patients in each camps.
3. **III Terminal examination** held for I- IV undergraduate students. Exam evaluation is completed. Results to be published.
4. **III & IV Year Additional batch university exam** results are declared. All pass. Additional batch interns are yet to start the clinical postings from November 1st 2021. Additional batch IV years are attending theory and practicals as per the schedule.
5. **Streamlining of feedback from stake holders** (students, teaching & non-teaching staff, parents, patients, alumni) (Cri 1): To be discussed with IT department for centralised receiving and analysis that will help to initiate appropriate measures as per any requirements.
6. **College website upgrading** (Cri 4): External Team – I Graphics, Mr.Ramesh under the guidance of Principal will help to upgrade college website with special emphasis for NAAC.
7. **NIRF- Pre-Registration** done. Suggestions for improved ranking included PhD enrolment of staffs, Appointment of Emeritus Faculty, Financial resource utilisation (library, equipping laboratories, creation of capital assets), Good placement of Passed out students, also pursuance of higher education, student diversity, improved facilities for physically challenged, improved perception of our institution through website upgradation etc.
8. **NABH surveillance audit-** NABH mock audit is scheduled on November 16th 2021. Based on



the reports of previous internal audit which is done by Mrs. Preethi Quality control manager & Team, individual departments are requested to be prepared for the Mock Audit followed by external surveillance audit. 1 day workshop on clinical audit training is suggested. PGs & Interns must be trained for doing clinical audits within the department.

9. Doctors are also insited to check for HIS enteries on daily basis to avoid error.


October Activities Review: The following meetings, events, trainings and audits were conducted in Oct 2021 as per schedule and uploaded in CIS portal within stipulated time.

- 04-10-21- HOD s Meeting
- 05-10-21- National Orthodontics Day
- 05-10-21- Dept. Staff Meeting
- 05-10-21- Anti-Ragging Committee Meeting
- 07-10-21- SWC & Hostel Committee Meeting
- 08-10-21- MRD Committee Meeting
- 08-10-21- OOO Meeting (OMR)
- 11-10-21- IRB Committee Meeting
- 11-10-21- PG Committee Meeting
- 12-10-21- 5S Audit 13-10-21- MRM
- 18-10-21- CPR Committee Meeting
- 21-10-21- Staff Welfare Committee Meeting
- 25-10-21- Committee Review Meeting
- 26-10-21- Committee Review Meeting
- 27-10-21- Online Committee Meeting
- 27-10-21- Committee Review Meeting
- 28-10-21- CDE Program PEDOFEAST (Pedo)

Upcoming meetings, events, trainings and audits to be conducted in Nov 2021

- 08-11-21 - International Radiology Day
 08-11-21 - HOD'S Meeting
 09-11-21 - 5S Audit
 09-11-21- Department Staff Meeting
 09-11-21- Anti-Ragging Committee Meeting
 11-11-21 - YRC Committee Meeting
 12-11-21 – MRD Committee Meeting
 15-11-21 – Dental Health Programme Pedo
 16-11-21 - Infection control Meeting
 17-11-21 - CDE Program (OMR)
 24-11-21 – Online Committee Meeting
 25-11-21 - IQAC Meeting
 25-11-21- 43 RD ISPPD CONFERENCE 2021 (Orissa)
 26-11-21 - Kaizen Submission
 26-11-21- CSM- PG 2nd year (Ortho, Endo, Surgery)
 26-11-21- 43 RD ISPPD CONFERENCE 2021 (Orissa)
 27-11-21 - 43 RD ISPPD CONFERENCE 2021 (Orissa)




PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Pichayarasathur
 Chevvur Taluk, Chengalpattu District
 Tamil Nadu - 605 319



Miscellaneous:

- 9. Graduation day** was conducted for the passed out students belonging to 2014-15 & 2015-16 batches on October 22nd 2021 in the auditorium, APDCH. The Correspondant sir & the Principal sir congratulated the organizing team for making the event a presound success. All the teaching and non teaching staffs, students, admin staffs contributed for the events enthusiastically. **Feedback from the students and parents were obtained.**
- 10. Alumini meeting- "REWIND 2021"** was conducted on October 22nd 2021 in our college. The alumini were very pleased to be present on this alumini get together. The students and staffs of APDCH performed few cultural events. Testimonials were collected from the alumini. The alumini students, the backbone of APDCH assured that they will render their moral support for our freshly graduated students. APDCH is very proud about Dr.Kishore from 2014-2015 batch who has joined service in Indian Army. The Correspondant sir and The Principal sir congratulated and wished all the students for their future endeavour.
- 11. Department of Oral & Maxillofacial Pathology** conducted a "SLIDE DISCUSSION SERIES FOR POST-GRADUATES" on 28th & 29th October 2021. Dr.B.Sivapathasundaram,MDS., former registrar , MAHER University graced the occasion as the guest speaker.
- 12. Department of Pediatric & Preventive Dentistry** conducted a CDE Program "CROWNING GLORY CROWNS IN PEDIATRIC DENTISTRY" –PEDOFEST 2021 on October 2021.
- 13. Research Committee, APDCH** conducted a programme "PATENT & COPYRIGHTS , everything you need to know" on October 29th 2021. Dr.Deepa.B was invited as guest speaker.
- 14. A non-disclosure agreement** was signed by the Principal of APDCH with INTEL PAT.
- 15. Virtual Quiz competition organized by Indian Orthodontic society.** Out of 139 teams from all over India, our students 1. Shanmugaeswari, 2. Sakthi, 3. Rubitha have secured 2nd place and made APDCH proud. We congratulate them for this great achievement.
- 16. Inauguration of NEW PEDODONTICS DEPARTMENT- NOVEMBER 8TH**

CONCLUDNG REMARKS:

The IQAC meeting for the month of October 2021 was conducted on the scheduled date without any changes. The Correspondant sir and The Principal sir have done a discussion with the IQAC Co-Ordinator and the committee members. They have reviewed the completed events for the month of October 2021. They have also discussed about the action plan and finalized the target dates for the events to be held for the month of November 2021. The Correspondant sir and The Principal sir are satisfied with the performances and motivated the team members to head towards more success and betterment of APDCH.



S. Karthiga Kannan
PRINCIPAL
 Prof.Dr.S.Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 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 commmitte
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.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Maheswaram,
Chervur Taluk, Chengalpattu District,
Tamil Nadu - 605 319.

- All the clinical 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
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melimangalathur
Cheyyur Taluk, Chengalpattu District,
Tamil Nadu - 603 319

MINUTES OF IQAC MEETING HELD ON

The IQAC meeting for the month of July 2021 was held on 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. 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.

2. Research activities:

- Discussions were done to increase the number of scientific publications, book publications.
- All the staff are requested to work regarding the same.

3. 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

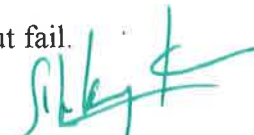
4. NABH committee:

- 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.

5. PG Committee

- All the Post graduate students should be vaccinated without fail.




PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Cheyypattu District
Tamil Nadu - 603 319

- They are instructed to submit their vaccination certificate.
- They are instructed to wear protective apron kit while treating the patient.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Madhavavathur
Gowror Taluk, Chengalpet District
Tamil Nadu - 605 319

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 Chandresekar
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 Committee,05.05.21- Mentor Committee,12.05.21-YRC Committee,13.05.21-MRD Committee,18.05.21-Academic & Exam Committee,18.05.21-Infection Control Committee,21.05.21-CSM.
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,15.05.21-World Orthodontic Health day
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:



S. Sakthi Kumar
PRINCIPAL
 Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPAKASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Chennai-605 016, Chennai District
 Tamil Nadu - 605 016

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




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvur
 Cheyvere Taluk, Chengalpore District
 Tamil Nadu - 605 319

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 Donars 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 CRRI batch. 15




PRINCIPAL
 Prof.Dr.S.Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Palayamkottam
 Cheyur Taluk, Thanjavur District
 Tamil Nadu - 603 319

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- 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'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 : 10th internal audit completed. Corrective measures taken. Surveillance audit to be held on April 9th.

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.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Medical Road, Melmaruthur
 Chevayir Taluk, Chengampana District
 Tamil Nadu - 603 319

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](#)




PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Madhavapurathur
 Cheyyur Taluk, Chengam District
 Tamil Nadu - 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
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- E
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. 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.
- Sturdy, 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 15th to 18th 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.



[Signature]
PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE or HOSPITAL
 Hospital Road, Mammuthalur
 Chinnar Taluk, Chennai District
 Tamil Nadu - 603 319

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, equipments 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, Marooour times, Educational videos, Book completion by departments were discussed.
- **01.02.2021- HOD Meeting:** Submission of Main dissertation, Internal assessment marks for exam going 1 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 HODs 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(1 year) academic year was informed to the PG department HODs and were requested to submit the question paper for the same on the stipulated date and timing.
- **09.02.2021- Academic & Exam Committee meeting:** 1 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 1 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, FNALs 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 Γ 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 CRR1 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.



[Signature]
 Prof. Dr. S. Karthiga Kannan, M.D.
 ADHIPARASA DENTAL COLLEGE & HOSPITAL
 Hospital Road, Kattankulathur
 Cheryur, Taluk, Kattankulathur District
 Tamil Nadu - 603 319

- **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 CRR) 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 14th 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.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Medical Road, Meluram, Palani
 Cheyyar, Taluk., Cheyyar, Dindur District
 Tamil Nadu - 603 319

3/25/2021

- 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.

Process Owner

Principal



S. Karthiga Kannan
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmasankurur,
Cheyyar Taluk, Chengalpattu District
Tamil Nadu - 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 Empo
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 CRRTs 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.



S. Karthiga
PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Chengalpattu, Chengalpattu District
 Tamil Nadu - 603 319

- 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 CTS.
- 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(Universiy 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 [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 : 1 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.



S. Karthiga Kannan
PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaravathur
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319

- 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 class 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 sakti 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- *C/S-M-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 Manoharan MDS, 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 CRR1 students marking the celebration of International oral surgeons day on February 13th 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. CRR1 also posted .
- Peripheral centre in Uthiramerur functioning from 2nd Nov, 2020. Other centres also functioning well
- Request for concession of treatment charges for cases referred from peripheral centre was considered and discussed.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Meimaranathur
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319

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 12th 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 11th 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
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- 11.01.2021 – Inspection committee meeting
- 18.01.2021- CPR committee meeting
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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
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- 18.12.2020 – CSM-PG
- 04.01.2021 – Mega Dental Screening & Treatment Camp
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- 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
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PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruthur
 Chennai-605 019, Chennai District
 Tamil Nadu - 605 019

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
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Process Owner

Prinicipal



S. Karthiga Kannan
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District,
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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, 16.12.2020 - 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 & condemnal
19	To discuss and plan for the events in the month of Dec 2020
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21	To discuss about the audits to be conducted in the month of Dec 20-Jan 21
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23	Any other as required.

MINUTES OF THE MEETING

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- Tentative time line for training & implementation planned .
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 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
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 Hospital Road, Melmaruvathur
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- Upcoming newsletter & Journal work is in progress and likely to be completed in first week of Jan 21 .

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- 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 11th 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,

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- 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 get permission 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.

Review Meeting (24-11-2020)




PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hosur Road, Memarsarai
 Chittoor Taluk, Chittoor District
 Tamil Nadu - 603 319

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.



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PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Peddasevur
Cheyyar Road, Chengam District
Tamil Nadu - 603 319

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 2nd & 3rd 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, HTS & 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.

Process Owner

Principal



S. Karthiga Kannan
PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASANTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Pichayyankottai,
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 Tamil Nadu - 605 319

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.

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ADHIPARASAKTHI
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 Hospital Road, Nichanurathur
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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: PGs 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.



J. L. Chykan

PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur,
 Cheyyur Taluk, Chengam Taluk District,
 Tamil Nadu - 603 319

- 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. 12th 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.

Process Owner

Principal




PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melisaravathi
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319

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.

- 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.
- All the committee Activities and Review for the month of October have been discussed.
- All the committee have submitted their guidelines and action plan to IQAC which will be reviewed by external consultant.
- CPR committee have given inputs to conduct Internal Training programme for Postgraduates and Faculty members.
- Student Welfare Committee have been insisted to conduct some online activities engaging students.
- Online committee successfully launched the first webinar series of our college– DENTINAR 1.0.
- 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 .
- PG committee has proposed the date for submission of LD and MD which has to be finalized by respective HODs.
- 12th 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.
- Feedback report analysis has to be submitted for both UG and PG students.
- PG and UG University examination action plan was briefed by respective committees.
- All the 1 year PGs should attend Research Methodology Course conducted by TNMGRMU. Faculty members willing to participate can also enroll for the course.
- Review output of Orthodontist day, National blood donation day, Global Handwashing day was discussed.
- Programme Plan For National Tooth brushing day, National Radiology day, Children's day, CDE programme of Pedodontics and oral medicine were discussed.
- DEU academic plan and faculty training programme has to be properly executed.

Review Meeting (29-09-2020)

- 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.
- Preparation of SSR should be made and uploaded at the earliest.
- Uploading of scanned documents of committee files 2017-18 & 2018-19 in CIS portal has to be completed on or before 15th October 2020.
- All committee related activities has been reviewed and no deviations were found.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Pottaswamikalur
 Chennai - 600 039, Tamil Nadu - 600 039

- 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 updation 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.

Process Owner

Principal




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Chennai - 600 075, Chengalpattu District,
Tamil Nadu - 603 319

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 (04/09/2020), MRD internal audit (04/09/2020), NABH internal audit, ISO internal audit conducted for the month of September 2020)
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 2020
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), National Day celebration (29.09.2020)
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.
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- 17) The journal and newsletter work progress for the upcoming edition was discussed by Dr. Prabhu & Dr. Ramya.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319



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

1. Discussions were made about finalising academic calendar (Staff and Students) for the Academic year 2020-21.

2. The date of release of JOCDR (Journal of Contemporary Dental Research)

And APDCH Newsletter was finalised.

3. The Feedback received from Students/Staffs/Faculties regarding the teaching and learning facilities for the month of August 2020 was discussed and reviewed.

4. Dr. Bharath and Dr. K. Dhivya, QMS Coordinators briefed about the proceedings and happenings of ISO Surveillance Audit by External Audit team (TUV) conducted in July 2020. The external audit went on successfully and continuance of ISO 9001:2015 has been awarded.

5. Celebrations of Oral hygiene Day (01-08-2020), Independence day (15-08-2020) in our college premises which were conducted following strict COVID-19 protocols were discussed.

6. The minutes of Anti-Ragging Committee and Grievance Redressal Committee (11-08-2020), MRD Committee meeting (13-08-2020) and Infection control committee meeting (18-08-2020) were briefed by the respective chairpersons.

7. The preparedness and updation of AQAR 2019-20 and SSR to be submitted by our institution were discussed in detail.

8. Clinical Society Meeting held in July 2020 was discussed and reviewed.

9. Discussions were made with regards to planning and organizing Induction Programme for first year MDS Student admitted for the Academic year 2020-21.



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
-91 44 2752 8081

info@apdch.edu.in
www.apdch.edu.in


PRINCIPAL
Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hennel Road, Melmaruvathur,
Tamil Nadu, Chennai - 603 319,
Tamil Nadu - 603 319.





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

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

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

Prof.V.Dr. Sudhakar, MDS

IQAC Coordinator

Dr. V. SUDHAKAR, MDS,

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

Date: 20/08/2020 Time: 2.30 PM

Principal

PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

Copy to:

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



Principal
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, M.D.S.
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

info@apdch.edu.in
www.apdch.edu.in



Om Sakthi



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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REVIEW OUTPUT OF IQAC MEETING HELD ON 20.08.2020

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

PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS

E: contact@apdch.edu.in

W: www.apdch.edu.in

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Cheyyar Taluk, Chennai District

Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081



Om Sakthi



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in

Prof. Dr. S. Karthiga Kannan, M.S., M.D., M.Ch.
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Chengalpattu District,
Tamil Nadu - 603 319



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

CHAIRPERSON

Prof.Dr.V.Sudhakar MDS,

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

Date: 20/10/20 Time: 2:30pm

PRINCIPAL

Prof.Dr.Vasanthakumari MDS,

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



PRINCIPAL

Prof.Dr.S.Karthiga Kannan, MDS,

ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Chennai - 603 319, Tamil Nadu - 603319.



Melmaruvathur - 603 319
Tamil Nadu, India

T: 191 44 2752 8082, 83
F: 491 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in





ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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ACADEMIC YEAR 2019-20

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REVIEW OUTPUT OF IQAC MEETING HELD ON 30.07.2020

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


PRINCIPAL
Prof. Dr. S. Kirthiga Kannan, M.D.
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chennai - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in



Om Sakthi



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: 191 44 2752 8081



E: contact@apdch.edu.in
W: www.apdch.edu.in



PRINC
Prof. Dr. G. Arthi
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319

Om Sakthi



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

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

Dr. V. SUDHAKAR, MDS

Reg. No. TD 10000 Prof. & HOD

Orthodontics & Maxillofacial Orthopedics



Date: 20/07/2020

PRINCIPAL

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



Melmaruvathur - 603 319
Tamil Nadu, India



T: +91 44 2752 8082, 83
F: +91 44 2752 8081

Prof. Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
E: contact@apdch.edu.in
W: www.apdch.edu.in



Om Sakthi



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Affiliated to The Tamilnadu Dr. M.G.R Medical University

A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

30.06.2020

IQAC – MINUTES OF THE MEETING

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



Melmaruvathur - 603 319
Tamil Nadu, India



T: 191 44 2752 8082, 83
F: 191 44 2752 8081


PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
E: contact@apdch.edu.in
W: www.apdch.edu.in
QR Code

Om Sakthi



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

Dr. V. SUDHAKAR, MDS

Reg No. TM/6538 * Prof. & HOD

Orthodontics & Dentofacial Orthopedics

Date: 25/1/20 Time: 2:30 PM

PRINCIPAL

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



S. Karthiga Kannan
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in



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REVIEW OUTPUT OF IQAC MEETING HELD ON 30.06.2020

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

[Signature]
PRINCIPAL



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 8083
F: +91 44 2752 8081

Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
DIN: contact@apdch.edu.in
W: www.apdch.edu.in
Tamil Nadu - 603 319



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

S. Karthiga
PRINCIPAL



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

ADEI Contact@apdch.gdu.in
DEN:W: www.apdch.edu.in

Hospital Road,
Cheyyur Taluk, Chennai
Tamil Nadu - 603 319



Om Sakthi



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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 84
F: +91 44 2752 8081



P. K. Jeyaraj
PRINCIPAL

S.K. E. contact@apdch.edu.in M.D.S.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyenne
Tamil Nadu - 603 319



Om Sakthi



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

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

Dr. V. SUDHAKAR, MDS

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

Date: 04/10/20 Time: 2:00pm

PRINCIPAL

Prof. Dr. Vasanthakumari MDS

Adhiparasakthi Dental College & Hospital

Melmaruvathur - 603 319.



PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengam District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in





IQAC- Minutes of Meeting - May 2020

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

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

The following agenda were discussed:

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

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

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

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

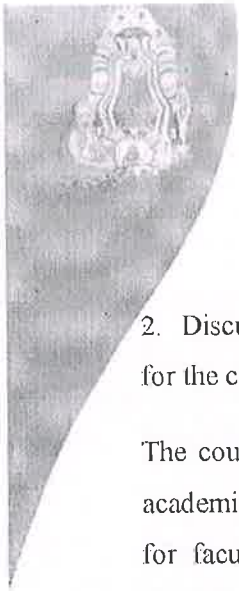


Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 85
+91 44 2752 8087
info@apdch.edu.in
www.apdch.edu.in

S. Karthiga
PRINCIPAL
Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Regional Road, Melmaruvathur
Tamil Nadu - 603 319





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

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

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

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

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

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



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Chennai, India

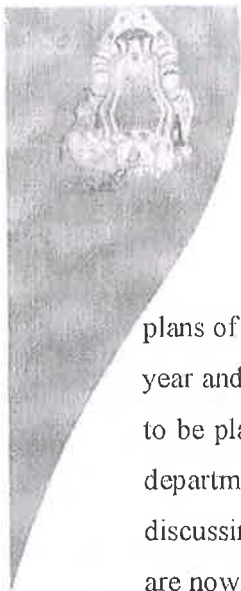
+91 44 2752 5082, 603 319
+91 44 2752 6031



ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Meharavathur
Cheyvre, Taluk, Chengalpattu District
Tamil Nadu - 603 319

Principal
info@apdch.edu.in
www.apdch.edu.in





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

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

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

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

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

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



Melmaruvathur - 603 319
Tamil Nadu, India



+91 44 2752 8082, 83
+91 44 2752 8081

info@apdch.edu.in
www.apdch.edu.in

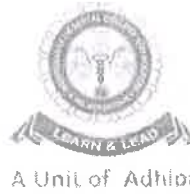
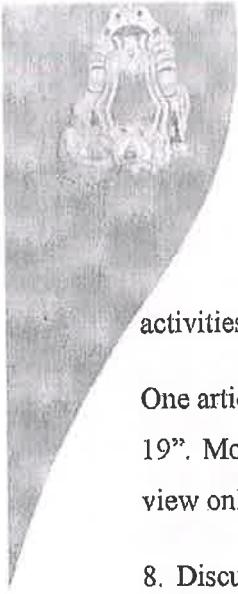
PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,



ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyar Taluk, Chengalpattu District
Tamil Nadu - 603 319





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

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

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

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

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

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

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

IQAC CHAIRPERSON
DR.V.SUDHAKAR,MDS
 Reg No.TN/4538 * Prof. & HOD
 Orthodontics & Dentofacial Orthopedics
 Date: 21/6/20

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



Melmaruvathur - 603 319
Tamil Nadu, India

Prof. Dr. S. Karthiga
 +91 44 2752 8082
 +91 44 3932 8081
 www.apdch.edu.in
 www.apdch.edu.in
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Cheyyur Taluk, Chengam District
 Tamil Nadu - 603 319





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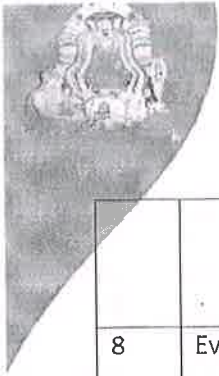
Review Output of IQAC meeting held on 26.05.2020

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



Prof. Dr. S. Karthiga Kannan, MDS,
Principal
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Poonamallee
Cheyyur Taluk, Chennai - 600 067
Tamil Nadu - 603 319





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

Prof. Dr. V. Sudhakar, MDS.,

IQAC CHAIRPERSON

Dr. V. SUDHAKAR, MDS
Reg No. TN/6532 * Prof. & HOD
Orthodontics & Dentofacial Orthopedics

Date : Time :

Prof. Dr. A. Vasanthakumari, MDS.,

PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

info@apdch.edu.in
www.apdch.edu.in





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25.02.2020

MINUTES OF THE MEETING

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

W 25/2/20
IQAC coordinator

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



25/2/20



Principal
Principal

PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.

S. Karthiga
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Chengalpattu District,
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in





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Review Output of IQAC meeting held on 25.02.2020

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

Prof. Dr. V. Sudhakar, MDS.,

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



Prof. Dr. A. Vasanthakumari, MDS.,

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PRINCIPAL
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital No. 1, Melmaruvathur
Cheyyur Taluk, Chengam District - 603 319,
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





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

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

Date: 02/01/2020 Time: 2.30pm

PRINCIPAL
PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Chengalpattu Taluk, Chennai - 603 319
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

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IQAC – MINUTES OF MEETING

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

The following agenda were discussed:

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



IQAC CHAIRPERSON

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

Date: 28/01/2020 Time: 10:00am


PRINCIPAL




PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 605 319



Melmaruvathur - 605 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





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A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

Review Output of IQAC meeting held on 28.01.2020

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

PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,

ADHIPARASAKTHI

info@adich.edu.in

www.adich.edu.in

Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 8081
+91 44 2752 8081



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Melmaruvathur - 603 319
Tamil Nadu - 603 319





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10	Committee meetings -NABH, MRD, PURCHASE	All proceedings of committee meetings reviewed and discussed. NABH audit got over successfully in December 2019	NABH Team	January 2020	Completed
11	PROSTHODONTIST DAY CELEBRATION	PROSTHODONTIST DAY CELEBRATIONS held from 21.01.2020 to 23.01.2020	Department of Prosthodontics	January 2020	Completed
12	RESEARCH METHODOLOGY WORKSHOP	PG students will be attending workshop	PG Committee	February 2020	Pending
13	INSPECTION PROFORMA DCI	Inspection work in progress	All Departments	February 2020	Pending
14	GREEN CAMPUS INITIATIVE	Work in progress. As an initiative, saplings planted.	IQAC Team	January 2020	Completed

S. Karthiga
PRINCIPAL

Prof. Dr. S. Karthiga Kannan, M.D.S.,

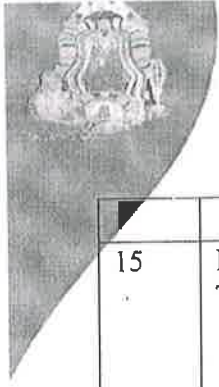
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
info@adich.edu.in
www.adich.edu.in
Chennai - 603 319
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082
+91 44 2752 8083





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15	INTERNAL AUDIT & ISO TRAINING PROGRAMME	ISO Internal audit training conducted 20.01.2020	ISO Team	January 2020	Completed
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[Signature]
IQAC CHAIRPERSON

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

Date : 02.12.2020 Time : 2.15pm

[Signature]
PRINCIPAL
PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



[Signature]
PRINCIPAL
Prof.Dr.S.Karthiga Kannan, M.D.S.
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Chengalpattu District,
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





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Minutes of the meeting- 23/12/2019

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

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



Melmaruvathur - 603 319
Tamil Nadu, India

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+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in




Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chengalpattu Taluk, Chengalpattu District
Tamil Nadu - 603 319



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

W *23/12/18*
CHAIRPERSON
Dr.V.SUDHAKAR,MDS
 Reg No.TN/6538 * Prof. & HOD
 Orthodontics & Orofacial Orthopedics
Date: 23/12/18 Time: 3:30 PM

[Signature] *23/12/2019*
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 Melmaruvathur - 603 319.



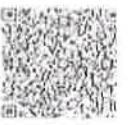
[Signature]
PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur,
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





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Review Output of IQAC meeting held on 23.12.2019

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



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Tamil Nadu, India

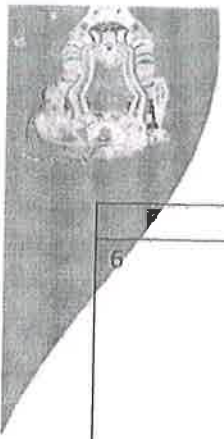


+91 44 2752 8082, 83
+91 44 2752 8081



PRINCIPAL
Dr. Kartikeyan
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319





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

Prof. Dr. V. Sudhakar, MDS.,

IQAC CHAIRPERSON

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

23/12/19

Prof. Dr. A. Vasanthakumari, MDS.,

PRINCIPAL
Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



PRINCIPAL
of Dr. S. Arthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Dental Road, Melmaruvathur
Chengalpattu, Chengalpattu District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





IQAC Minutes of Meeting – November 2019

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

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

Silky K
PRINCIPAL

Prof.Dr.S.Karthiga Kannan, M.D.
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL



Chennai, Tamil Nadu, India
W: www.apdch.in | Phone: 603 319





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



Memaravathi
Tamil Nadu, India

+91 84 2752 8000
+91 84 2752 8001



S. Karthiga
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, M.D.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Memaravathi,
Chennai Tamil Nadu - 603 319





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

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

IQAC CHAIRPERSON

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

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

PRINCIPAL

PRINCIPAL

Adhiparasakthi Dental College and Hospital
Melmaruvathur - 603 319.



S. Karthiga Kannan
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319





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Review Output of IQAC meeting held on 26.11.2019

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



603 319

+91 44 2752 8082 83
+91 44 2752 8081

Prac.D.D.S.

info@adch.edu.in
www.adch.edu.in



DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Cuddalore District,
Tamil Nadu - 603 319





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Review Output of IQAC meeting held on 29.10.2019

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



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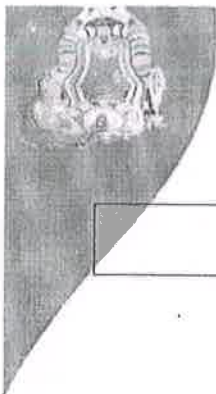


+91 44 2752 8082, 83
+91 44 2752 8981



Principal
info@apdch.edu.in
www.apdch.edu.in
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319





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

IGAC CHAIRPERSON
DR.V.SUDHAKAR, MDS

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

26/11/19

26/11/2019
Prof.Dr.A.Vasanthakumari, MDS.,

PRINCIPAL

PRINCIPAL

Adhiparasakthi Dental College & Hospital
Melmaruvathur - 603 319.



Sathy
PRINCIPAL

Prof.Dr.S.Karthiga Kannan, MDS.,

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@apdch.edu.in
www.apdch.edu.in





IQAC Minutes of Meeting – October 2019


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

The following discussions were made with regards to NABH:

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

Other discussions made are as follows:

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


IQAC Chairperson
Dr.V.SUDHAKAR, MDS
 Reg No. TN/6538 * Prof. & HOD
 Orthodontics & Dentofacial Orthopedics
 Date: 04/10/19 Time: 11:30 AM




Principal
Prof. Dr. S. Karthikeyan, MDS
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Chengalpattu District
 Tamil Nadu - 603 319





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Review Output of IQAC meeting held on 29.10.2019

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



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Info@apdch.edu.in
www.apdch.edu.in







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	preparations for terminal exams	exam for regular and third terminal exam for additional batch will be held in the month of December 2019			
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 Prof. Dr. V. Sudhakar, MDS
 Orthodontics & Dentofacial Orthopedic
 IQAC CHAIRPERSON
 Date: 2/10/2019


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




 PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Cheyyur Taluk, Chengalpattu District
 Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

Info@aptch.edu.in
www.aptch.edu.in





IQAC Minutes of Meeting –September 2019

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

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8081
F: +91 44 2752 8081



S. Karthiga
PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chennai - 603 319
E: contact@apdch.edu.in
W: www.apdch.edu.in



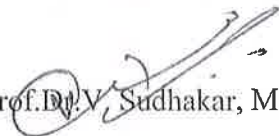


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- 12. Routine haematological investigations is a must for all important cases, and this is to be followed with immediate effect.
- 13. A separate training program is to be given for all newly joined staff.


Prof. Dr. V. Sudhakar, MDS

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

Date : 2019/1/19 Time : 11:20AM


Prof. Dr. S. Thillainayagam, MDS

Principal
PRINCIPAL
Adhiparasakthi Dental College and Hospital
Hospital Road - 603 319.




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyar Taluk, Chengalpattu District
Tamil Nadu - 603 319.



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in





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Review Output of IQAC meeting held on 24.09.2019

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

PRINCIPAL

Prof. Dr. S. Karthiga Kannan, M.D.S.,

ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur

Info@adhiparasakthi.edu.in
Tamil Nadu - 603 319
www.apdch.edu.in



Melmaruvathur 603 319
Tamil Nadu India

+91 44 2752 8081
+91 44 2752 8081



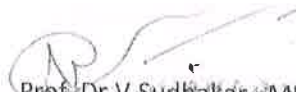


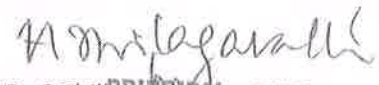
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		than 10 students			
7	Students council for the academic year 2019-20 to be formed	Will be formed once when new batch of CRRJ join college.	STUDENTS WELFARE COMMITTEE	November 2019	Completed
8	Discussed about treating patients with hepatitis B and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


 Prof. Dr. V. Sudhakar, MDS,
 Reg No. TN/6538 * Prof. & HOD
 HEAD CHAIRPERSON Orthopedics
 Date: 8/11/19


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




 PRINCIPAL
 Prof. Dr. S. Karthiga Kannan, MDS.,
 ADHIPARASAKTHI
 DENTAL COLLEGE & HOSPITAL
 Hospital Road, Melmaruvathur
 Chengalpattu District
 Tamil Nadu - 603 319



Melmaruvathur - 603 319
Tamil Nadu, India

+91 44 2752 8082, 83
+91 44 2752 8081

info@apdch.edu.in
www.apdch.edu.in





Adhiparasakthi Dental College and Hospital

IQAC Minutes of Meeting – August 2019

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

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



Melmaruvathur - 603 319
Tamil Nadu, India

T. +91 44 27 08 82, 68
F: +91 44 27 08 81
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 312


PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS
ADHIPS contact@apdch.edu.in
DENTAL COLLEGE & HOSPITAL
www.apdch.edu.in





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

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

Date : 23/9/19. Time : 11.50pm

Principal

PRINCIPAL
Adhiparasakthi Dental College and Hospital
Melmaruvathur - 603 319.

PRINCIPAL
Prof.Dr.S.Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chengalpattu, Chennai District
Tamil Nadu - 603 319



Om Sakthi



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REVIEW OUTPUT OF IQAC MEETING HELD ON 27.08.2019

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

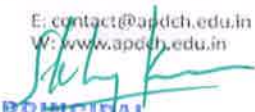


Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@adich.edu.in
W: www.apdch.edu.in




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, M.D.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319

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REVIEW OUTPUT OF IQAC MEETING HELD ON 30.07.2019

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: 191 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Room 103, Melmaruvathur
Adhiparasakthi, Chengalpattu District
Tamil Nadu - 603 319

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

PRINCIPAL

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

CHAIRPERSON

V. Sudhakar
Prof. Dr. V. Sudhakar MDS,
Dr. V. SUDHAKAR, MDS
Reg. No. TN/6530 • Prof. & HOD
Orthodontics & Dentofacial Orthopedics
Date : 22/08/19 Time : 2.50 PM

S. Karthiga Kannan
PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MDS.,

ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur,
Cheyyur Taluk, Chengalpattu District
Tamil Nadu - 603 319



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1-8-2019

IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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



Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082-83
F: +91 44 2752 8081


PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Chennai District, Tamil Nadu
E: Contact@apdch.edu.in
W: www.apdch.edu.in



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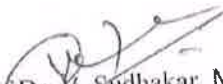


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- Detailed discussion was carried out regarding preparation of academic calendar, for academic year 2019-20. All department HOD's and committee Heads were advised to submit their department/committee meeting schedule, programs and other related activities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


Prof. Dr. V. Sudhakar, MDS

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

Copies: 01/01/19 Date: 01/01/19 Time: 2:00 PM

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



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




Melmaruvathur - 603 319
Tamil Nadu, India

T: +91 44 2752 8082, 83
F: +91 44 2752 8081

E: contact@apdch.edu.in
W: www.apdch.edu.in




PRINCIPAL
Prof. Dr. S. Karthiga Kannan, MDS,
ADHIPARASAKTHI
DENTAL COLLEGE & HOSPITAL
Hospital Road, Melmaruvathur
Cheyur Taluk, Chengalpattu District
Tamil Nadu - 603 319