



**6.5.3: The Institution adopts several Quality Assurance initiatives The Institution has implemented the following QA initiatives :**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC)**
- 2. Feedback from stakeholder collected, analysed and report submitted to college management for improvements**
- 3. Organization of workshops, seminars, orientation on quality initiatives for teachers and administrative staff.**
- 4. Preparation of documents for accreditation bodies (NAAC, NBA, ISO, NIRF etc.,)**

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Om Sakthi



**ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL**

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

## **CERTIFICATE OF THE HEAD OF INSTITUTION**



**Dr.S.KARTHIGA KANNAN, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that, our Institution adopts several Quality Assurance initiatives**

**The Institution has implemented the following QA initiatives:**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC)**
- 2. Feedback from stakeholder collected, analysed and report submitted to college management for improvements**
- 3. Organization of workshops, seminars, orientation on quality initiatives for teachers and administrative staff.**
- 4. Preparation of documents for accreditation bodies (NAAC, NBA, ISO, NIRF etc.,) details are given:**



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



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





# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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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"> <li>1. Graduation day</li> <li>2. Alumini meeting- "REWIND 2021"</li> <li>3. Department of Oral &amp; Maxillofacial Pathology conducted a "SLIDE DISCUSSION SERIES"</li> <li>4. Department of Pediatric &amp; Preventive Dentistry conducted a CDE Program</li> <li>5. Research Committee, APDCH conducted a programme</li> <li>6. A non-disclosure agreement</li> <li>7. Virtual Quiz competition organized by Indian Orthodontic society.</li> <li>8. Inauguration of NEW PEDODONTICS DEPARTMENT</li> </ol>
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 1<sup>st</sup> 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 1<sup>st</sup> 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 16<sup>th</sup> 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 2<sup>nd</sup> 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  
 Chevvelur 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 22<sup>nd</sup> 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 22<sup>nd</sup> 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 28<sup>th</sup> & 29<sup>th</sup> 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 29<sup>th</sup> 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 2<sup>nd</sup> 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  
 Chevur 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,  
Chevuru Taluk, Chengalpattu District,  
Tamil Nadu - 603 319.

- 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, Melissaravathur  
Cheyyur Taluk, Chengalpet 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

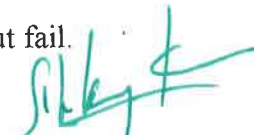
### **4. NABH committee:**

- 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, Chengam 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  
Guvvar Tolide, 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 Kumari*  
**PRINCIPAL**  
 Prof.Dr.S.Karthiga Kannan, MDS.,  
**ADHIPAKASAKTHI**  
 DENTAL COLLEGE & HOSPITAL  
 Hospital Road, Melmaruvathur  
 Chivvur Taluk, Chengalpattu District  
 Tamil Nadu - 603 519

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, Melmaruvathur  
 Chevayur Taluk, Chengalpattu 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 21: 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 : 10<sup>th</sup> internal audit completed. Corrective measures taken. Surveillance audit to be held on April 9<sup>th</sup>.

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

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



  
**PRINCIPAL**  
**Prof. Dr. S. Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
**DENTAL COLLEGE & HOSPITAL**  
 Hospital 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 15<sup>th</sup> to 18<sup>th</sup> of March 2021 for university exam going students.

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



*[Signature]*  
**PRINCIPAL**  
 Prof. Dr. S. Karthiga Kannan, MDS.,  
 ADHIPARASAKTHI  
 DENTAL COLLEGE OF HOSPITAL  
 Hospital Road, Melmaruvathur  
 Chiyvanthi, 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, Puthupet Road,  
 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 14<sup>th</sup> 2021 and correspondent advised all students & Faculties to make the best use of it.
- Dental Screening in Ophthal Op could be planned.
- Correspondent emphasised the importance of maintaining standards in our routine work.
- COVID vaccination for faculty members initiated and will extended for students too.



  
**PRINCIPAL**  
**Prof. Dr. S. Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
**DENTAL COLLEGE & HOSPITAL**  
 Medical Road, Meluram, Palani  
 Cheyyar, Taluk., Cheyyar, Dindur District  
 Tamil Nadu - 623 319

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, Melmasanarthur  
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 - 605 319

- 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- *C5M-PG*: to be conducted as per schedule.

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

- 27.01.2021- *DEU Training: series 4*: Dr.P.S ManoharanMDS, PGDHPE, HOD, Prosthodontics, IGIDS delivered an online lecture on the topic "Theory Examination in Dental Undergraduate".
- 08.02.2021- *Dental Screening Camp*: Will be combined with MAPIMS.
- 13.02.2021- *Oral Surgeons day*: Quiz program will be conducted for the final years and CRR1 students marking the celebration of International oral surgeons day on February 13<sup>th</sup> followed by prize distribution for the winners.
- 15.02.2021- *Industrial Academic Collaborations, Intellectual Property Rights, Patency Filing –Training* : Webinar training programme to be conducted by research committee. Speaker specialised in the field will be giving online training programme on topics Patent filing process, Filing Processing of Trademark, Filing Processing of copyrights.
- 23.02.2021- *Dental awareness programme*: Dental awareness created for patients by Public Health Department during camps.

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

- 02.02.2021- *5S audit*

#### 14. Miscellaneous:

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

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

##### MINUTES OF THE MEETING

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

The minutes of the meeting are as following:

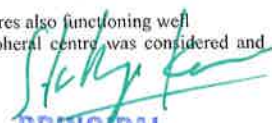
##### 1. Second cycle of NAAC accreditation/ Inspection reg:

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

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

- Evening clinic functioning well. CRR1 also posted .
- Peripheral centre in Uthiramerur functioning from 2<sup>nd</sup> Nov, 2020. Other centres also functioning well
- Request for concession of treatment charges for cases referred from peripheral centre was considered and discussed.



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

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

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

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

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

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

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

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

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



  
**PRINCIPAL**  
**Prof. Dr. S. Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
**DENTAL COLLEGE & HOSPITAL**  
 Hospital Road, Melmaruthur  
 Chennai-600 089, Chennai District  
 Tamil Nadu - 600 089

13. Miscellaneous:

- FMS - QPM to be reframed for NABH risk assessment. Department members to be trained..
- Fees to be paid by students within the stipulated time frame. If not parent to gepermission through letter. Additional batch students fees are pending still.
- Budget plan to be submitted by each department
- Staff appraisal form to be upgraded for promotion
- CRR1 posting scheduled for the current batch.

Process Owner

Prinicipal



*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 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
20	31.12.2020 -DEU Training ,Dentinar 1.0, 18.12.2020 – CSM-PG,04.01.2021 – Mega Dental Screening & Treatment Camp, 08.01.2021- Pongal celebration.....22.
21	To discuss about the audits to be conducted in the month of Dec 20-Jan 21
22	14.12.20 to 18.12.20 - ISO internal audit, 22.12.20 – NABH Internal audit, 05.01.2021 – 5S Audit
23	Any other as required.

### MINUTES OF THE MEETING

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

The minutes of the meeting are as following:

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

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- Request for concession of treatment charges for cases referred from peripheral centre was considered and discussed.

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

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

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


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 DENTAL COLLEGE & HOSPITAL  
 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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- Calibration of equipments due on Jan 11<sup>th</sup> 2021
- ISO audit: Days to be fixed for training.

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- 14.12.20 to 18.12.20 - ISO internal audit
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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  
 Chinnai Taluk, Chengam 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.



  
**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 2<sup>nd</sup> & 3<sup>rd</sup> Dec to be submitted at the earliest by concerned departments.

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

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

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

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

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

- 25.11.2020 – Online committee meeting: Agenda uploaded in CIS. All students attending MCQs for the past one week. Effectiveness of uploading to be scrutinized.
- 02.12.2020 – Journal committee meeting: All departments submitted articles. Peer review & Compilation work is in progress.
- 02.12.2020 – Mentor committee meeting: SHOULD BE MORE EFFECTIVE. Monthly attendance to be sent to parents through e-mail/messages.
- 04.12.2020 – SAF committee meeting: To be conducted as per schedule and uploaded.
- 07.12.2020 – HOD Meeting: To be conducted as per schedule and uploaded.
- 08.12.2020 – Anti-Ragging committee meeting: Webinar will be conducted
- 08.12.2020 – Department staff meeting: User ID & Password shall be created for uploading by respective departments in CIS.
- 08.12.2020 – FMS committee meeting: Mock drill mimicking a scenario is planned. Will be executed in support with fire squad and external provider.
- 10.12.2020 – MRD committee meeting: Issue of cards, 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,  
 Cheyyur Taluk, Cuddalore District,  
 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.

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

The minutes of the meeting are as following:

#### SSR & IQA Preparation for NAAC inspection:

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

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

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

#### Training planned/conducted by AADHAR:

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

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

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

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

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

- Short video shoot conducted as per schedule

##### b) 02.11.2020 - HOD meeting:

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

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

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

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

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



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



- 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 – 5 S audit: Was conducted as per schedule and report submitted.
- e) 07.11.2020 – National Tooth Brushing Day: Was organised by PHD and Periodontics departments. Report submitted.
- f) 08.11.2020 – International Radiology Day: Department of Oral Medicine organised the event. Report updated in CIS.
- g) 11.11.2020 – CDE Programme- OMR Unplugged: Dr. Elangovan, KSIR College, Thiruchengode & Dr. Jagat Reddy, IGIDS, Puducherry Delivered lectures on Zoom Platform.
- h) 18.11.2020 – Children's Day Program: 20 children participated. Prizes were given to them. Basic Procedures were performed for them free of cost.

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

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

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

Proceedings of CSM on 20.11.2020: 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, Melmaranathur,  
 Cheyyur Taluk, Chengam 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. 12<sup>th</sup> MRM review output was briefed by Management Representative. He discussed about implementation of Central Feedback mechanism for stakeholders and uploading ISO documents through CIS portal and to formulate academic calendar for faculty training.
10. Feedback report analysis has to be submitted for both UG and PG students.
11. PG and UG University examination action plan was briefed by respective committees.
12. All the 1 year PGs should attend Research Methodology Course conducted by TNMGRMU. Faculty members willing to participate can also enroll for the course.
13. Review output of Orthodontist day, National blood donation day, Global Handwashing day was discussed.
14. Programme Plan For National Tooth brushing day, National Radiology day, Children's day, CDE programme of Pedodontics and oral medicine were discussed.
15. DEU academic plan and faculty training programme has to be properly executed.

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.
- 12<sup>th</sup> MRM review output was briefed by Management Representative. He discussed about implementation of Central Feedback mechanism for stakeholders and uploading ISO documents through CIS portal and to formulate academic calendar for faculty training.
- 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 15<sup>th</sup> 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 (
3	To review the results of 5S Audit (01/09/2020), MRD internal audit (04/09/2020), NABH internal audit, ISO internal audit conducted for the month of September 20
4	To review the Feedback received from Students/Staffs/Faculties regarding the Teaching and Learning facilities used for the month of September 2020.
5	To review the Minutes and Proceedings of Clinical Society Meeting (18/09/2020), NSS Day celebration (24.09.2020), CDE Sakthi- Om Face (25.09.2020), Nationa
6	To review the teaching Schedule as well as teaching plan for the Post graduates MDS 1st year, 2nd and 3rd year.
7	To review the online classes for the UG/PG.
8	To review the status of APDCH Times (Newsletter) and Preparation of next Journal Edition.
9	To review the treatment protocol followed to the patients during the Covid-19 pandemic in all the department-NABH.
10	To discuss about the preparedness of Blood donation Day (01/10/2020) organized by Youth Red Cross society.
11	To discuss about the plan of celebrating National orthodontist Day (05/10/2020)
12	To discuss about the celebration of Global Hand washing Day by infection control and NABH Committee. (15/10/2020)
13	To discuss about the preparedness of MRM scheduled on 12/10/2020.
14	To discuss about Committee review meeting -19/10/2020.
15	To discuss about the CDE programme to be conducted on 28/09/2020 by the Department of Pedodontics.
16	To discuss the pending points of previous meeting.

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



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

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

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



*S. Khyka*  
PRINCIPAL  
Dr. S. Karthiga Kannan, MDS,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hennel Road, Mylapore,  
Chennai, Tamil Nadu  
Tamil Nadu - 605 012



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 & HOSPITAL

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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. Vasanthakumari, MDS,

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



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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,  
Cheyyar Taluk, Chennai District,  
Tamil Nadu - 603 319





Om Sakthi



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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: 091 44 2752 8082, 83  
F: 091 44 2752 8081

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





# **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

**ACADEMIC YEAR 2019-20**



# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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## IQAC

### MINUTES OF THE MEETING

DATE: 20.07.2020

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

Prof. Dr. V. Sudhakar, MDS

**IQAC CO-ORDINATOR**  
V. SUDHAKAR, MDS  
Reg No. 10000000000000000000  
Orthodontic & Maxillofacial Orthopedics

Copy to:

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

Prof. Dr. A. Vasanthakumari, MDS

**PRINCIPAL**  
A. VASANTHAKUMARI, MDS  
Principal  
Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

**PRINCIPAL**  
S. Karthiga Kannan, MDS  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Cheyvan 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



Om Sakthi



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## REVIEW OUTPUT OF IQAC MEETING HELD ON 30.07.2020

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

  
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



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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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



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



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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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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

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

Om Sakthi



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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.



**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



Om Sakthi



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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 Karanam*  
PRINCIPAL

Prof. Dr. S. Karthiga Karanam, M.B.S.,

T: +91 44 2752 8082, 83 ADEI Contact@apdch.gdu.in

F: +91 44 2752 8081 DEN: W: www.apdch.edu.in

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



Melmaruvathur - 603 319  
Tamil Nadu, India





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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



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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, 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





**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.



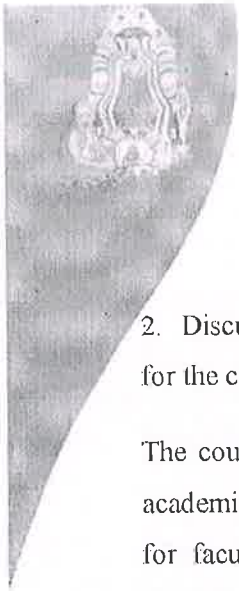
Melmaruvathur - 603 319  
Tamil Nadu, India

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

Dr. S. Karthiga Kannan, MDS.,  
Principal  
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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Tamil Nadu, India

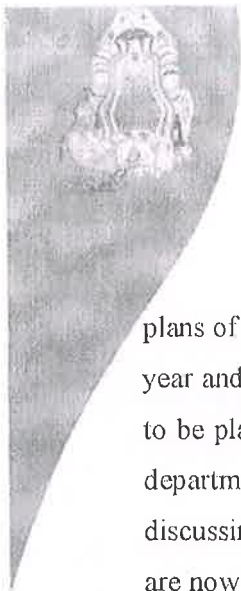
+91 44 2752 5082, 63  
+91 44 2752 6000



ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Mehringavathur  
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 15<sup>th</sup> 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

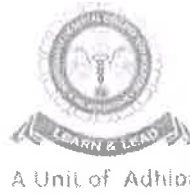
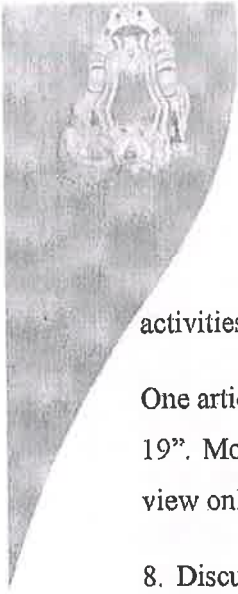
Prof. Dr. S. Karthiga Kannan, MDS.,



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







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

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

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

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

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

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

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

**IQAC CHAIRPERSON**  
**DR.V.SUDHAKAR,MDS**  
 Reg No.TN/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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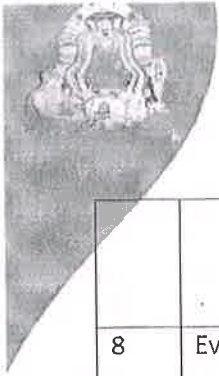
## Review Output of IQAC meeting held on 26.05.2020

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



*[Handwritten Signature]*  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Poonamallee  
Cheyyur, Tamil Nadu - 603 317





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

  
Prof. Dr. V. Sudhakar, MDS.,

IQAC CHAIRPERSON

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


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

  
Prof. Dr. A. Vasanthakumari, MDS.,

PRINCIPAL

**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

+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*  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI



DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur,  
Cheyyar 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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://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.,

**Prof. Dr. A. Vasanthakumari, MDS.,**  
PRINCIPAL  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital No. Melmaruvathur  
Cheyyur Taluk, Cheyernadu 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: 02/02/2020 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

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

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





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## IQAC – MINUTES OF MEETING

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

The following agenda were discussed:

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


  
IQAC CHAIRPERSON

Dr.V.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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## 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



Adhiparasakthi Dental College & Hospital  
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	RESARCH METHODOLOGY WORKSHOP	PG students will be attending workshop	PG Committee	February 2020	Pending
13	INSPECTION PROFORMA DCI	Inspection work in progress	All Departments	February 2020	Pending
14	GREEN CAMPUS INITIATIVE	Work in progress. As an initiative, saplings planted.	IQAC Team	January 2020	Completed

*S. Karthiga*  
PRINCIPAL

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

ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
info@adich.edu.in  
www.adich.edu.in  
Chennai - 600 039, Tamil Nadu - 603 319

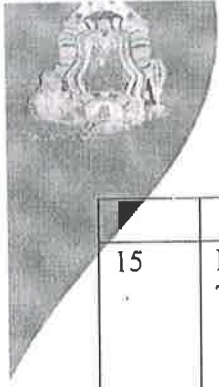


Melmaruvathur - 603 319  
Tamil Nadu, India

+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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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

+91 44 2752 8082, 83  
+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*  
**PRINCIPAL**  
**PRINCIPAL**  
 Adhiparasakthi Dental College & Hospital  
 Melmaruvathur - 603 319.



*[Signature]*  
**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

+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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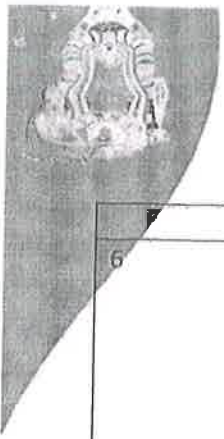


+91 44 2752 8082, 83  
+91 44 2752 8081



PRINCIPAL  
Dr. Kartigan Kesava  
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.S.

ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL



Unit: 10, Anna Road, Melmaruvathur,  
Chennai - 603 319, Tamil Nadu, India  
W: www.apdch.in Email: 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



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

DENTAL COLLEGE & HOSPITAL  
Hospital Road, Memaravathi  
Chennai Taluk, Chennai District  
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*  
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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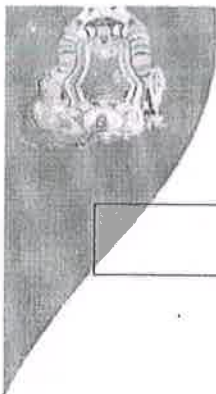
+91 44 2752 8082, 83  
+91 44 2752 8981



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







# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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## IQAC Minutes of Meeting – October 2019

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

The following discussions were made with regards to NABH:

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


Other discussions made are as follows:

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

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

Date: 04/11/19 Time: 11:30 AM



  
Principal  
PRINCIPAL  
PRINCIPAL  
Prof. Dr. S. Karthikeyan, MDS  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Chengalpattu District  
Tamil Nadu - 605 319



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 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: 21/12/2019

  
 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 30<sup>th</sup> September, 2109. Incharges in respective departments to prepare a list of condemned stock. Head caps and facemasks to be disposed in yellow bins only.
8. It was decided that a Teachers training program will be conducted after getting permission from Dental Education Unit of MAPIMS.
9. It was decided to follow a separate teaching schedule for additional batch only if there are more than 10 students, if not a separate schedule need not be prepared.
10. Students' council for the academic year 2019-20 to be formed by conducting an election. To be done by Students' Welfare Committee.
11. Patients with Hepatitis B and HIV are to be treated separately in isolation room from now onwards.



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

  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Chennai - 603 319, Tamil Nadu, India  
E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)





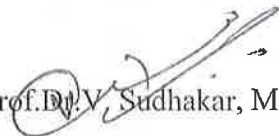


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- 12. Routine haematological investigations is a must for all important cases, and this is to be followed with immediate effect.
- 13. A separate training program is to be given for all newly joined staff.

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



Melmaruvathur 603 319  
Tamil Nadu India

+91 44 2752 8081  
+91 44 2752 8081



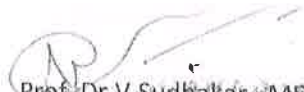


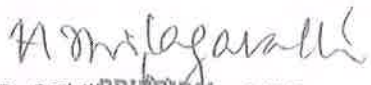
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		than 10 students			
7	Students council for the academic year 2019-20 to be formed	Will be formed once when new batch of CRRJ join college.	STUDENTS WELFARE COMMITTEE	November 2019	Completed
8	Discussed about treating patients with hepatitis B and 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. Thillamayagam, 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 08 082, 603 3198  
F: +91 44 27 08 081  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur,  
Cheyyur Taluk, Chengalpattu District  
Tamil Nadu - 603 312

  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
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7. The reopening day for Final Year BDS students was discussed. As Third BDS exams got over by the second week of August, including both theory and practical, final year classes will start from 5<sup>th</sup> 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 : 11.50 AM

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

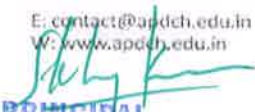


Melmaruvathur - 603 319  
Tamil Nadu, India

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

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

Om Sakthi



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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 <sup>st</sup> 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  
Chengalpattu District  
Tamil Nadu - 603 319

Om Sakthi



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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*  
PRINCIPAL  
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



Melmaruvathur - 603 319  
Tamil Nadu, India

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)







# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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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



10 (6/19)




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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: 01/19 Date: 2/8/19

- 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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://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



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**ACADEMIC YEAR 2018-19**



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26-6-2019

## IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

1. Regarding NABH pre assessment held 10-6-19, Dr. Sumanth NABH-Coordinator and Mrs.Preethi Quality Manager briefed about the output from NABH auditors.

Dr. VENKATESAN, HOD Dept. of prosthodontics suggested to use Evidence Based Consent like using web cam method for Research purpose.

INDIVIDUAL DEPARTMENT FEEDBACK WERE COLLECTED

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



Melmaruvathur - 603 319  
Tamil Nadu, India

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

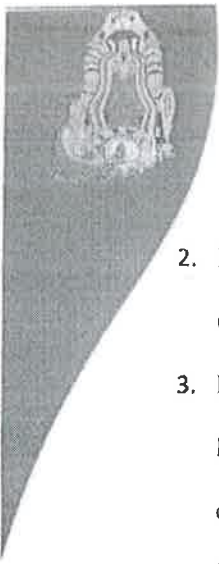
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W: [www.apdch.edu.in](http://www.apdch.edu.in)



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




Melmaruvathur - 603 319  
Tamil Nadu, India

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)




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



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

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

Date: 26.6.19 Time: .....

Prof. Dr. V. Sudhakar, MDS  
IQAC Chairperson



  
Prof. Dr. S. Thillainayagam, MDS

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

Copy to:

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- Correspondent for Information



  
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 25.06.2019

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

*S. Karthiga Kannan*  
PRINCIPAL

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

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



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



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

29-5-2019

**IQAC- MINUTES OF THE MEETING**

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

The minutes discussed in this meeting are as follows

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



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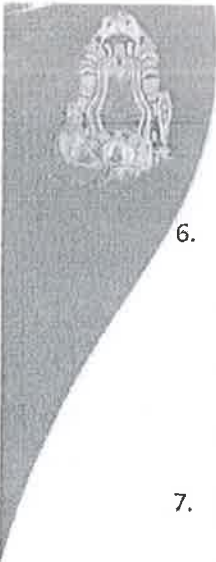
T: +91 44 2752 8082, 83  
F: +91 44 2752 8081

Principal@adcl.edu.in  
www.apdch.edu.in



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







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

  
 Prof. Dr. V. Sudhakar, MDS  
 IQAC Chairperson



  
 Prof. Dr. S. Thillainayagam, MDS  
 Principal

Copy to: **Dr.V.SUDHAKAR, MDS**  
 Reg No.TN/6538 \* Prof. & HOD  
 Orthodontics & Dentofacial Orthopedics  
 Date: 21/5/19 Time: 10:00 AM

**Prof. Dr. S. Thillainayagam, MDS**  
 ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL  
 MELMARUVATHUR, CHEYYUR TALUK,  
 KANNIYAKUMARI DIST - 603319

- All Committee Chairperson & HOD's
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Melmaruvathur - 603 319  
Tamil Nadu, India

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

contact@apdch.edu.in  
www.apdch.edu.in



  
**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 28.05.2019

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

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

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

28.5.19 Time: 1.15



Melmaruvathur 603 319  
Tamil Nadu, India

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

E: [contact@adhiparasakthi.edu.in](mailto:contact@adhiparasakthi.edu.in)  
W: [www.adhiparasakthi.edu.in](http://www.adhiparasakthi.edu.in)



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



### IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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

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

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



Melmaruvathur - 603 319  
Tamil Nadu, India

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**PRINCIPAL**  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
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## Review Output of IQAC meeting held on 30.04.2019

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



Meimaruavathur - 603 319  
Tamil Nadu, India

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

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



**PRINCIPAL**  
Prof. Dr. C. Karchiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Meimaruavathur,  
Chennai Taluk, Chengalpattu District  
Tamil Nadu - 603 319




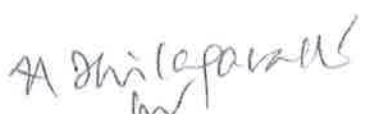


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13	INSPECTION PROFORMA DCI	Inspection work in progress	All Departments	February 2020	Pending
14	GREEN CAMPUS INITIATIVE	Work in progress. As an initiative, saplings planted.	IQAC Team	January 2020	Completed
15	INTERNAL AUDIT & ISO TRAINING PROGRAMME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

  
**IQAC CHAIRPERSON**  
 Reg No. TM/6539 \* Prof. & HOD  
 Orthodontics & Dentofacial Orthopedics

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



Melmaruvathur 603 319  
Tamil Nadu, India

T: +91 44 2752 8081, 83  
E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



  
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 Tamil Nadu - 603 319



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27-3-2019

## IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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



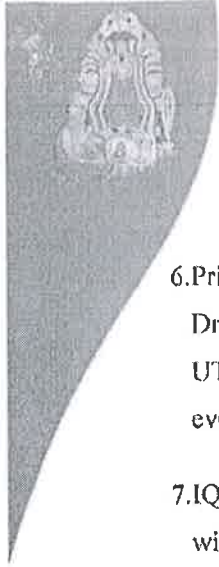
Melmaruvathur - 603 319  
Tamil Nadu, India

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F: +91 44 2752 8081

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



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

Prof. Dr. V. Sudhakar, MDS

IQAC Chairperson

27/3/19 1:55 PM

Prof. Dr. S. Thillainayagam, MDS

Principal  
PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

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T: +91 44 2752 8082, 83 E: contact@apdch.edu.in  
F: +91 44 2752 8081 W: www.apdch.edu.in



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



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## REVIEW OUTPUT OF IQAC MEETING HELD ON 18.03.2019

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



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

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





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

PRINCIPAL

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

CHAIRPERSON

Prof. Dr. V. Sudhakar MDS,

Dr. V. SUDHAKAR, MDS

Reg No. 1N/6538 \* Prof. & HOD

Orthodontic & Dentofacial Orthopedics

Date: 21/4/19 Time: 2:00 PM

*S. Karthiga*  
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

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W: www.apdch.edu.in





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27-2-2019

## IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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

**PRINCIPAL**

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

**ADHIPARASAKTHI**

**DENTAL COLLEGE & HOSPITAL**

**Chengalpet, Chennai - 603 319**

**Tamil Nadu, India**

**Tamil Nadu - 603 319**



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

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

Prof .Dr. V. Sudhakar, MDS

IQAC Chairperson

Reg No.TN/6538 Prof. of HOD

Cardiology & General Dentistry

Copy to:

24/6/19 1:00 PM

Prof. Dr. S. Thillainayagam, MDS

Principal  
PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

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

*S. Karthiga*  
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

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## REVIEW OUTPUT OF IQAC MEETING HELD ON 26.02.2019

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

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

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Medical College Road, Palayamkottai

Thiruvallur, Tamil Nadu, India

Tamil Nadu - 603 319



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

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

CHAIRPERSON

Prof. Dr. S. Adhakar MDS  
Reg No. TN/6538 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics

Date: 28/2/19 Time: 2:00 PM

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



DENTAL COLLEGE & HOSPITAL  
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Chennai Taluk, Chengalpattu District  
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Tamil Nadu, India

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30-1-2019

## IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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

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

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Chennai Taluk, Chennai City District

Tamil Nadu, India

Memorandum - 603 319

T: +91 44 2752 8082, 83

F: +91 44 2752 8081

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

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

Prof. Dr. V. Sudhakar, MDS

IQAC Chairperson

Prof. Dr. S. Thillainayagam, MDS

Principal  
PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

Copy to:

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

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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



Omi Sakthi



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## REVIEW OUTPUT OF IQAC MEETING HELD ON 21.01.2019

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



Melmaruvathur - 603 319  
Tamil Nadu, India

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



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



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



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  
Cheyyar Taluk, Chengalpattu District  
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		revised			
09	Regarding submission of funded research project	Protocols for submission of funded research project planned	IQAC team	Jan 2019	Jan 2019

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

*V. Sudhakar*  
 CHAIRPERSON  
 Dr. V. Sudhakar MDS,  
 Reg. No. TN/6539 - Prof. & HOD  
 Orthodontics & Dentofacial Orthopedics  
 Date: 04/12/18 Time: 2:30



*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  
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21-12-2018

## IQAC- MINUTES OF THE MEETING

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

The minutes discussed in this meeting are as follows

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



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Tamil Nadu, India



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F: +91 44 2752 8081

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)

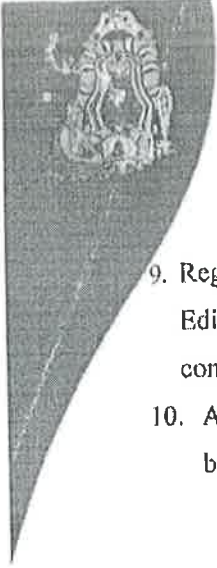
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PRINCIPAL

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






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

  
**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6533 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics  
Date : 21.12.18 Time : 2:00 PM

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



  
Prof. Dr. S. Thillainayagam, MDS

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

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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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Tamil Nadu, India

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21.12.2018

## IQAC REVIEW OUTPUT FOR MINUTES OF MEETING HELD ON 21.12.2018

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



Meimaruvothur - 605 319  
Tamil Nadu, India



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

E: [contact@adch.edu.in](mailto:contact@adch.edu.in)  
W: [www.adch.edu.in](http://www.adch.edu.in)  
**Prof. Dr. S. Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Meimaruvothur  
Chennai-605319, Tamil Nadu





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

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

Date : 21/11/19 Time : 12:30 PM

Prof. Dr. S. Thilainayagam, MDS

Principal  
**PRINCIPAL**

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

Copy to:

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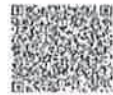
Prof. Dr. S. Karthiga Kannan, MDS.,  
**PRINCIPAL**  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Chennai District, Chengalpattu District  
Tamil Nadu - 603 319



Melmaruvathur - 603 319  
Tamil Nadu, India

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W: www.apdch.edu.in





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## IQAC- MINUTES OF THE MEETING

28-11-2018

**IQAC meeting of NOVEMBER 2018 was conducted in conference hall –APDCH on 27-11-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC**

The minutes discussed in this meeting are as follows

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

1st year	Oral pathology lab	December 8 <sup>th</sup> Saturday	10.30-1.00pm
2 <sup>nd</sup> year	Prosthodontics lab	December 6 <sup>th</sup> Thursday	1.30-3.30 pm
3 <sup>rd</sup> year	Orthodontics (Lecture class)	December 11 <sup>th</sup> Tuesday	1.30-3.30 pm
Final year	Orthodontics (Lecture class )	December 13 <sup>th</sup> Thursday	1.30-3.30 pm

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



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Tamil Nadu, India

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

  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Meimaruvathur,  
Chengalpattu, Chennai District  
E: contact@apdch.edu.in  
W: www.apdch.edu.in



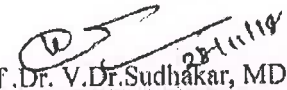


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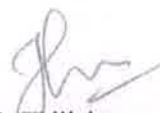
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7. Regarding one day workshop on "the art of writing winnable project proposal for funding" will be conducted by resource person **Dr.M.Kantha Babu**, PhD professor of department of manufacturing engineering & director from Anna University. The in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

  
Prof. Dr. V. Dr. Sudhakar, MDS  
IQAC Chairperson  
**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6538 \* Prof. & HOD  
Copy to Prosthodontics & Dental Facial Orthopedics

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

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

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)







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28.11.2018

## IQAC REVIEW OUTPUT FOR MINUTES OF MEETING HELD ON 28.11.2018

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

*Shyama*  
PRINCIPAL



Melmaruvathur - 603 319  
Tamil Nadu, India



T: +91 44 2752 8082, 85  
F: +91 44 2752 8083

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





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

Reg. No. TN/6539 - Prof. & HOD

IQAC Chairperson

Orthodontics & Maxillofacial Orthopedics

Date: 10/11/18 Time: 10:00 AM

Prof. Dr. S. Thilainayagam, MDS

PRINCIPAL

Principal

Adhiparasakthi Dental College & Hospital

Melmaruvathur - 603 319.

Copy to:

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

Correspondent for information



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

ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur  
Cheyyur Taluk, Chennai 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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## IQAC- MINUTES OF THE MEETING

30-10-2018

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

The minutes discussed in this meeting are as follows

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

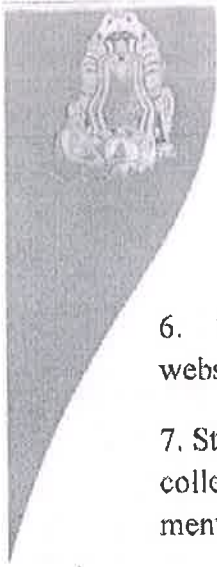


Melmaruvathur, 603 319  
Tamil Nadu, India

T: +91 44 2752 8083, 83  
F: 191 44 2752 8081

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







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6. Staff is asked to login in their account and update their research work in college website.
7. Student's feedback through online for the academic year (2018-19) will be collected on last week of November after terminal exam. It will be monitored by mentor committee.
8. Pest control management is needed in MRD area. It was decided to form an agreement with pest Control Company and annual maintenance for the same.

  
Prof. Dr. V. Dr. Sudhakar, MDS  
IQAC Chairperson  
**Dr. V. SUDHAKAR, MDS**  
Reg No. TN/6538 \* Prof. & HOD  
Copy: Protonics & Dentofacial Orthopedics  
DAIF Committee Chairperson & HOD's  

- Admin office
- IQAC File
- Correspondent for Information

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



  
**PRINCIPAL**  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Cheyyur Taluk, Chengalpattu District  
Tamil Nadu - 603319



Melmaruvathur - 603 319  
Tamil Nadu, India

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)





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## REVIEW OUTPUT OF IQAC MEETING HELD ON 30.10.2018

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

  
PRINCIPAL

Prof. Dr. S. Karthiga Kannan, MC

ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
E: [contact@adpach.edu.in](mailto:contact@adpach.edu.in)  
W: [www.adpach.edu.in](http://www.adpach.edu.in)  
Tamil Nadu - 603 319



Melmaruvathur - 603 319  
Tamil Nadu, India

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



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

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

CHAIRPERSON  
Prof. Dr. V. Sudhakar MDS,  
Dr. V. SUDHAKAR, MDS  
Reg. No. TN/6538 \* Prof. & HOD  
Orthodontics & Dentofacial Orthopedics  
Date: 23/10/18 Time: 2.00pm



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: 191 44 2752 8081

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





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## IQAC- MINUTES OF THE MEETING

25-9-2018

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

The minutes discussed in this meeting are as follows

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



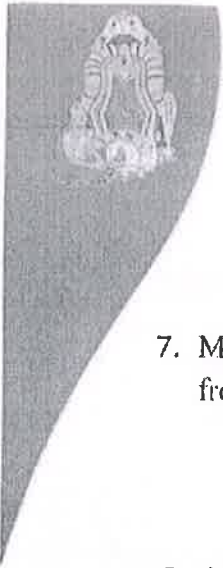
Meimaruvaathur -603 319  
Tamil Nadu, India



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

  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Chevur Taluk, Chinnai, Tamil Nadu  
E: contact@apdch.edu.in  
W: www.apdch.edu.in





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

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

**Dr. V. SUDHAKAR, M.D.**  
Reg No. TN/4538 \* Prof. & H.O.I.  
Orthodontics & Dentofacial Orthopedic

Copy to:

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

Prof. Dr. S. Thillainayagam, MDS  
Principal  
PRINCIPAL

Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.



Melmaruvathur - 603 319  
Tamil Nadu, India

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



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



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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)





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## REVIEW OUTPUT OF IQAC MEETING HELD ON 25.09.2018

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



Melmaruvathur - 603 319  
Tamil Nadu, India



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

E: [bsi@adhiparasakthi.edu.in](mailto:bsi@adhiparasakthi.edu.in)  
We: [www.apochs.edu.in](http://www.apochs.edu.in)

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



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



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

### CHAIRPERSON

Prof.Dr.V.Sudhakar MDS,

*W*  
**DR.V.SUDHAKAR,MDS**

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

Date : 20/9/18 Time : 2:30 PM

*Amilagan K*  
PRINCIPAL

Prof.Dr.S.Thillainayagam MDS,  
PRINCIPAL

Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.



*S.Karthiga*  
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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## IQAC- MINUTES OF THE MEETING

30-8-2018

**IQAC meeting of AUGUST 2018 was conducted in conference hall –APDCH on 30-8-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC**

The minutes discussed in this meeting are as follows

1. It was decided to conduct committee review meeting on 10-9-18, 11-9-18 as per calendar schedule and principal sir advised IQAC to frame a circular for the same.
2. Regarding AQAR forms all the committee heads and all HOD's accepted to submit the filled forms before 10-9-18.
3. Template for the staff log book was circulated among the committee heads and it was decided to finalize the log book after discussing with individual department Hod's.
4. Regarding visit to Sri Ramachandra Medical College, Principal Sir advised to visit on 25-9-18 & it will be finalized after getting prior approval from Dean of Sri Ramachandra Medical College.
5. It was decided to conduct MRM meeting on 28-9-18.

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

**Dr. V. SUDHAKAR, MDS**

Reg No. TN/6538 - Prof. & HOD

Copy to: *Monics & Dentofacial Orthopedics*

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

Prof. Dr. S. Thillainayagam, MDS  
Principal

PRINCIPAL

Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.



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

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)





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## IQAC- MINUTES OF THE MEETING

26-7-2018

**IQAC meeting of July 2018 was conducted in Conference Hall –APDCH on 26-7-2018 with the presence of Principal, Chairpersons, Member secretary and Members of IQAC**

The minutes discussed in this meeting were as follows

1. As we are planning for NAAC upgradation and re certification process, Principal Sir has advised all the committee chairpersons and member secretaries to work as per schedule in full fledged manner for the forth coming NAAC inspection.
2. Regarding submission of AQAR report of AY 17-18, it was decided to send AQAR forms to all Departments and in charge was given to HOD's to submit the filled form on or before 10-9-2018.
3. While discussing about college objectives, ISO consultant Mr.Murugan suggested to outline the college objectives based on process manual, to be framed for academic year 2018-19 and college objectives will be finalized after discussing with Principal Sir and Correspondent Sir.
4. IQAC requested SAF Chairperson Dr.Durairaj, HOD, Dept of Oral Surgery to monitor the up gradation of event file for past 1 year (AY 2017-18).
5. IQAC advised reframing of staff log book. Dr.Shyamala Ravikumar, HOD, Dept of Oral Pathology suggested to keep a common log book for all staffs in the Dept. Dr.Venkatesan HOD, Dept of Prosthodontics gave an idea of maintaining a soft copy of log book and printing the same whenever needed .Based on feedback received from all HODs, the format of the log book will be finalized.



Melmaruvathur - 603 319  
Tamil Nadu, India

T: +91 44 2752 8082, 83  
F: 491 44 2752 8081  
E: contact@apdch.edu.in  
www.apdch.edu.in  
Tamil Nadu - 603 319







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6. IQAC decided to conduct individual committee Review meeting on 20-8-2018, 21-8-2018 and the circular for the same will be sent to all departments with the approval of Principal Sir.
7. It was decided to conduct institute level IBS meeting for discussing curriculum related procedures on 30-7-18, 1.30-2.30 pm.
8. IQAC requested Principal sir to have a meeting with NAAC committee of SRMC, to observe and gather information regarding NAAC protocol followed there.

**Next IQAC meeting will be on 30-8-2018 in mini conference hall APDCH from 1.30-2.30 pm as per calendar schedule.**

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

Co. Pro. Date: 20.08.2018 Time: 1.30 PM

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

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

T: +91 44 2752 8082, 83  
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E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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## ACADEMIC YEAR 2017-18



**PRINCIPAL**

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

**ADHIPARASAKTHI**

**DENTAL COLLEGE & HOSPITAL**

Hospital Road, Meimuvathur

Cheyyur Taluk, Chengalpattu District

Tamil Nadu - 603 319



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## IQAC- MINUTES OF THE MEETING

28-6-2018

**IQAC meeting of June 2018 was conducted in conference hall –APDCH on 28-6-2018 with the presence of Principal –Chairpersons, member secretary and members of IQAC**

### The minutes discussed in this meeting are as follows:-

1. The new chairperson & member's secretary of reframed IQAC were introduced to all members. 20 IQAC committees of previous academic year 2017-18 were merged and reduced to 16 committees.
2. IBS committee meeting was planned to be held on 4-7-2018 and IBS member secretary Dr.Shamala Ravikumar approved the proposal.
3. Chairperson academic cell Dr.Thillainayagam, principal approved to maintain same clinical posting schedule for 3<sup>rd</sup> and final year BDS for AY 2018 & also approved to allow 10 days of study holidays for UGs.
4. Dept. Of Orthodontics requested 1 hr class for 3<sup>rd</sup> yr BDS and it will be finalized by the principal during IBS committee meeting
5. It was decided that individual department activities for AY 2018-19 (CDE program, CSM, Conferences, Convention, co-curricular & extracurricular activities has to be submitted to SAF before 10-7-18 to SAF chairperson.
6. From the next academic year students are allowed to participate in MOKSHAA & SANGAMAM ( Intercollege competition) and SAKTHI UTSAV (intracollege competition) only.
7. IQAC requested IRB member secretary to periodically check & review the research projects (UG and PG level)
8. There are 2 common committees for NABH & IQAC (quality assurance & facility management and safety). With prior permission from Principal Sir, it was decided to keep the meeting & activities of both committees (NABH & IQAC) at the same time.
9. AQAR-filing of this academic year will be done with the help of Dr.N.Bharath- MR



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





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10. The new committee chairperson Dr.N.Srinivasan (PG committee) and Dr.I.Jaiganesh (NSS unit) and were requested to get the details of scope and activities of their individual committee from previous chairpersons.
11. The library committees have given a suggestion of compulsory library hours for CRRI from (3-4pm) in order to improve the reading habits of students .Their attendance will be monitored by librarian & it will be considered for NOC.
12. On behalf of PG committee it was decided to allow PGs only to their national conference and specialty convention & International conferences.
13. It was decided to conduct IQAC meeting during the last tuesday of every month for AY 2018-19
14. Next IQAC meeting will be on 26-7-2018 in mini conference hall APDCH from 1.30-2.30 pm.

IQAC chairperson thanked the Correspondent, Principal and all the new committee of IQAC members.

Prof .Dr. V.Dr.Sudhakar, MDS

IQAC Chairperson

**Dr.V.SUDHAKAR,MDS**

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Prof. Dr. S. Thillainayagam, MDS

Principal

PRINCIPAL

Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.

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







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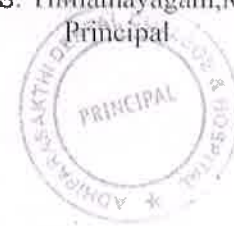
## IQAC – Minutes of the meeting 17.05.2018

### The agenda discussed were the following:-

1. It is been decided to revise the QPM procedures and responsibilities after having one to one meeting with the committees heads.
2. It is been discussed whether to go for recertification for NAAC.
3. It is been decided to include Dr. Dhivya as IQAC member.
4. To discuss about the reconstitution of IQAC committee.

  
Prof. Dr. V. Sudhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thillainayagam, MDS  
Principal



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PRINCIPAL  
Prof. Dr. S. Kirthiga 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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



IQAC discussed about the

1. The revision of the existing committees with addition of members were done by the IQAC members and sent to the top management for approval.
2. The revised committees will start functioning only after the approval from the top management and new roles and responsibilities' of committees have to be discussed with the IQAC Chairperson after approval of revision of committees by the top management till then the existing committees will function its calendar activities as per schedule without deviations and has to be communicated to the IQAC and teaching departments after approval from principal and IQAC chairperson.
3. The replacement of new member for Dr Jayasenthil was discussed.
4. It was decided to circulate all the circular and minutes of meeting of respective departments and to be documented in the IQAC/NAAC/Files in the respective departments.

  
IQAC chairperson

Copy to;

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2. Dental teaching departments.
3. Admin office.
4. Correspondent for information.



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



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## IQAC – Minutes of the meeting 22.03.2018

### The agenda discussed were the following:-

1. It is been decided that all the meetings and circulars of IQAC will be circulated to all departments.
2. New committees list have been proposed along with chairperson and respective members.
3. To discuss about the finalization of roles and responsibilities of the newly constituted committees with their respective member secretary after finalizing the committees.

  
Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thilainayagam, MDS  
Principal



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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





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## IQAC – Minutes of the meeting 22.02.2018

### The agenda discussed were the following:-

- The 7 scoring criteria for NAAC was reviewed.
- Criteria's to constrict 20 different committees to 10 committees was analyzed.
- Dr. VasanthaKumari, Professor and Head, Department of Pedodontics was assigned the duty to evaluate **Criteria 1- Curricular Aspects** and also to evaluate if the duties of Institutional Board of Studies and Academic Cell can be merged into a single committee and also to provide objectives for the same.
- Dr. Bharath was assigned the duty to evaluate the **Criteria 2 – Teaching Learning and Evaluation** which could merge the duties of Examination committee, Academic cell and Dental Education Unit and also to provide objectives for the same.
- Dr. Prabhakar Joseph took over the duty to evaluate the **Criteria 3 – Research, Consultancy and Extension** which would come under scientific research cell (SRC).
- Dr. Bharath in coordination with admin manager Mr. Prabhu was assigned the duty to evaluate the **Criteria 4 - Infrastructure and Learning Resources** and to provide the objectives for the same. Also, proposal was made to merge the duty of facility management and safety committee with the same.
- Dr. Nanthini, Dr. Senthura and Dr. Saranya were assigned the duty to evaluate **Criteria 5 – Student Support and Progression** which could merge the duties of student welfare committee, UG committee, PG committee and Hostel committee and also to come out with the objectives for the same.
- The college management will take incharge of **Criteria 6 – Governance, Leadership and Management.**
- Dr. James and Dr. Jayasenthil were assigned the duty to evaluate the **Criteria 7- Innovations and Best Practices** and also to come out with the ideas for the same.

Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

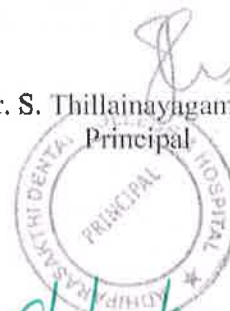
Prof. Dr. S. Thillainayagam, MDS  
Principal

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Tamil Nadu, India



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



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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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## IQAC – Minutes of the meeting 10.01.2018

### The agenda discussed were the following:-

1. To provide seed money for research projects for faculties and students for which the protocols for utilization of the funds to be addressed by Dr.Jayasenthil.
2. It was decided to start with Gap analysis of AQAR & SSR for the research & consultancy (criteria 3) & update the above to the IQAC chairperson by all the members individually.
3. To discuss regarding the disbursement of the funds received from the accounts /Finance department (either in cash or check).
4. To sensitize faculties and students regarding department wise special instruments which are available for research.
5. To conduct IRB meetings once in 6 months and review for the same every 3 months.
6. To encourage faculties and students regarding publication (reimbursement and prize for the same).
7. It was decided to follow up the activities of the events through SAF regarding the completion status and report for the completed events to be done periodically both as soft copy & hard copy to the IQAC with appropriate photograph as a measure to update in the College website.

  
Prof. Dr. J. Prabhakar, MDS  
IQAC Chairperson

  
Prof. Dr. S. Thillainayagam,  
Principal

**PRINCIPAL**  
**Dr. S. Thillainayagam, M.D.S.,**  
**Adhiparasakthi Dental College and Hospital**  
**Melmaruvathur - 603 319.**

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Tamil Nadu, India

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

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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## IQAC – Minutes of the meeting 07.12.2017

First Management Committee Meeting With IQAC (6-12-17 )

### Minutes of meeting

1. Revised the roles and responsibilities of the management committee.
2. Reallotment of responsibilities done for feedback collection to UG committee and conduction of basic medical sciences programme to SAF.
3. The smart board implementation and monitoring to be handled by the administrative manager.
4. Discussed about the implementation of 5s action team involving the CRRI volunteers and decided to frame the guidelines for the above.
5. The responsibility of conduction of 5s audit to be done by the management representative for teaching departments and administrative manager for non-teaching departments with the assistance of management committee members.

Dr. S. Karthiga Kannan, M.D.S.,  
Principal  
Adhiparasakthi Dental College and Hospital  
Hospital Road, Melmaruvathur - 603 319



  
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

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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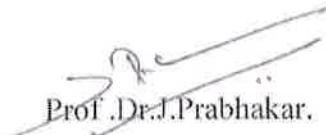
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## SCIENTIFIC RESEARCH COMMITTEE (SRC) 7-12-2017

### Minutes of meeting

- It was decided to constitute Scientific Research Committee under the guidance of correspondent, principal and IQAC chairperson.
- SRC role is mainly to encourage quality research and periodic reviewing and monitoring on progress of the research work by PGs, UGs, and staffs.
- SRC role is additionally to frame guidelines for utilization of seed money /internal monetary fund's and external funding along with establishment of MOU for research projects.

  
Prof. Dr. J. Prabhakar,  
IQAC Chairperson.

  
Prof. Dr. S. Thillainayagam,  
Principal & IQAC Advisor.

**PRINCIPAL**  
Dr. S. Thillainayagam, M.D.S.,  
Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.

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**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](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)





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## IQAC – Minutes of the meeting 30.11.2017

### The agenda discussed were the following:-

- The meeting started with the review of previous minutes of meeting and new members were included to the IQAC
- It was dedicated to conduct innovation teaching method awareness Programme within January 2017
- The separate calendar for IQAC was prepared and discussed in the meeting and the plan for submission related to the college objectives along with implementation measures were followed up in the meeting and target dates were about to be fixed with individual committee members in person as given as input by new chairperson.
- It was decided to prepare the separate committee manuals as soft copies to the IQAC.
- It was decided by the members to submit the committee meeting data's as soft and hard copy after conduction of the meeting .
- Dr. Prabhakar Joseph was appointed as new chairperson for the IQAC and he committed to support the students council with manual preparation.
- It was dedicated to conduct career guidance Programme for CRRI by SAF and UG committee.
- IQAC annual calendar prepared to be implemented through working committee.
- New chairperson gave an input for sorting out the lacuna after gap analysis in AQAR and SSR.
- Refresher courses to be planned and external funding research projects to be motivated with plan of action.
- It was dedicated to conduct CDE with DCI president in February 2018 on application of microscopes in conservative Dentistry and Endodontics.
- Dental Education sensitization programme for faculty was planned to be conducted on 5-7-12-2017 and the work proceedings were assessed by the committee.



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  
Chengalpattu District  
Tamil Nadu - 603 319



E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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- International staff exchange and academic interactions for clinical updates related to the specialty.
- Publication plan submission
- Training and faculty development program me.
- 5s And Kaizen Awards distribution

## Management committee

- It was decided to organize the sensitization program me for new faculty towards ISO /5Straining, kaizen program me, functioning of IQAC, institutional committees and NABH as CDE programme by the management committee within Jan-2018.
- It was decided to **sensitize the students towards** Functioning of various student related institutional committee's activities such as anti ragging, gender sensitization, examination reforms, student welfare committees, hostel, alumni and IQAC through Students welfare committee. Online feedback collection, biometric attendance, and support extended for post graduate NEET examination, slow learners, and advanced learners. Career guidance and motivation programmes and Vaccination awareness programs.

*N Bharath*

Dr.N Bharath, MDS  
MR & IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS  
Principal & IQAC Chairperson



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Melmaruvathur - 603 319  
Tamil Nadu, India

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

*S. K. Kannan*  
PRINCIPAL

Prof. Dr. S. K. Kannan, MDS.,

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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## IQAC – Minutes of the meeting 26.10.2017

### The agenda discussed were the following :-

1. Minutes of previous meeting were reviewed and follow up measures were discussed by Principal/ IQAC-Chairperson.
2. A Separate IQAC calendar with tentative activities and Plan of action to be prepared along with budget wherever possible and member secretary to get a approval from the IQAC Chairperson .
3. Discussed about the implementation of Objectives in the format prepared by IQAC-Chairperson/Member Secretary to the committee Heads/In charge and it was decided by the Members regarding allotment of responsibilities of objectives to be done by IQAC-Chairperson/Member Secretary.
4. It was decided by the members to establish a dental education unit at institution level and implementation of training to be carried by the management committee /Dental education unit.
5. It was decided to conduct an awareness programme to explain about the functioning of dental education unit on the month of November 2017 (27, 28, and 29).
6. All the committee heads have to submit the plan of action for the activities related to the college objectives fixed (Responsibilities) under the name to the IQAC by 14.11.17. (Format enclosed - for implementation of college objectives).

*N. Bharath*

Dr.N Bharath, MDS  
MR & IQAC, Member secretary

*S. Thillainayagam*

Prof. Dr. S. Thillainayagam, MDS  
Principal & IQAC Chairperson

**PRINCIPAL**  
Dr. S. Thillainayagam, M.D.S.,  
Adhiparasakthi Dental College and Hospital  
Melmaruvathur - 603 319.

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*S. Karthiga Kannan*  
**PRINCIPAL**

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

**ADHIPARASAKTHI**

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Cheyyar Taluk, Chengam District

Tamil Nadu - 603 319

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)

W: [www.apdch.edu.in](http://www.apdch.edu.in)



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## IQAC – Minutes of the meeting 28.09.2017

### The agenda discussed were the following :-

1. The minutes of august meeting was reviewed by the members as follows.
  - A. The college objectives finalized by the IQAC was approved by the top management and included in the college calendar 2017-2018.
  - B. Term wise feedback collection procedure from the students regarding the academic performance of the faculties was implemented through online from the academic year 2017-18.
  - C. It was decided to record the corrective and preventive action measures for the non achievement of the college objectives.
  - D. The management review meeting scheduled on 29-8-2017 as per the academic calendar was postponed due to administrative reasons has been scheduled on 12-10-2017 and the final date for submission of department presentations was decided to be within 9-10-2017 in the standardized format and font type and size to admin office within the stipulated date.
2. It was decided to plan the activities organized by the IQAC for the academic year 2017-18 as calendar and the proposed budget for the IQAC activities to be submitted by member secretary to the top management for the approval.
3. The selection of new member secretary was done by the members and Dr.N. Bharath, Reader, Department of conservative dentistry and endodontics was elected as member secretary and was approved by the chairperson.
4. It was decided to reconstitute the IQAC for the academic year as per the guidelines given by the NAAC within 5-10-2017.
5. It was decided to reconstitute the Institutional committees and chapters for NABH for the academic year as per the guidelines given by the NAAC within 5-10-2017.
6. It was decided to implement the feedback collection from all the students through online student login utilizing C.I.S protocols at the end of each term and details/list of staff



Melmaruvathur - 603 319  
Tamil Nadu, India

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



Principal  
Dr. S. Karthiga Kannan, MDS  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
E: contact@apdch.edu.in  
W: www.apdch.edu.in  
Chennai Taluk, Chengam Taluk District  
Tamil Nadu - 605 319





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engaged/in charge for the theory classes and practical hours year wise for the under graduates/ post graduate students to be submitted within 6-10-2017 to the academic cell for updating in the feedback colleting procedure.

7. It was decided to get the approval /authorization from the principal for the proposed budget submitted for perusal of the budget committee by the head of the departments of teaching departments and managers of non teaching departments with principal on 11-10-2017.

8. It was decided to update the progress of NABH chapters head with correspondent by the first week of October 2017 and Dr. Suman Kumar, Reader department of Orthodontics has been appointed as NABH coordinator for further activities.

Prof Dr M.Devi, MDS  
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS  
Principal IQAC Chairperson



*N. Bharath 3/10/17*

Prepared by Dr.N Bharath  
MR

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Prof. Dr. S. Karthiga Kannan, MDS,

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)



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Tamil Nadu, India

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## IQAC – Minutes of the meeting 17.08.2017

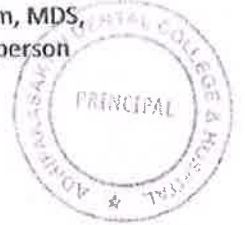
### The agenda discussed were the following :-

- The previous meeting minutes were reviewed.
- The objectives of for the academic year 2016-2017 were reviewed and the reasons for non achievement of the objectives discussed elaborately.
- Current year objectives were framed and discussed individually focusing more on the need of improvements for the research activities & scientific activities.
- It was decided to conduct minimum one CDE Programme involving the basic medical sciences for the academic year 2017-2018
- It was decided to receive the feedback through online from the students for assessing the performance of the teaching faculty.
- It was decided to include minimum of two new clinical certificate courses under AADHAR for the academic year 2017-2018.
- The objectives finalized were sent to the approval of top management for inclusion in the calendar.

Prof Dr M.Devi, MDS  
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chairperson

Prepared by Dr.N Bharath  
MR



### Copy to:

- All Department HOD's
- All Committee chairperson
- Correspondent for Information
- IQAC File
- Admin Office



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



Melmaruvathur - 603 319  
Tamil Nadu, India

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





# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India  
Affiliated to The Tamilnadu Dr.M.G.R Medical University  
— A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

## IQAC – Minutes of the meeting 20.07.2017

### The agenda discussed were the following :-

- It was decided to submit the ongoing research activities for the under graduate student by 20.8.2017 times slot for the student carrying for the research activities are as follows
  - ❖ 9.00 am to 10.00 am –Prosthodontics & Oral surgery research activities
  - ❖ 10.00 am to 11.00 am – Oral Medicine & Periodontics research activities
  - ❖ 11.00 am to 12.00 pm –Pedodontics , PHD & Orthodontics research activities
  - ❖ 12.00 am to 1.00 pm –Conservative dentistry & Endodontics & Oral pathology research activities
- It was decided to submit the ongoing research activities for the Post graduate students by 30.11.2017
- It was decided to finalize the calendar activities & circulate the proof of calendar to all the department HODS and committee Heads for corrections and changes if any to be done within 4-8-2017.
- It was decided to have a separate clinal record for each final year subjects from the academic year 2017-18.
- It was decided to change the pattern for crri and staff log book for the academic year 2017-18.
- The ERP System was upgraded to cis system for the academic year 2016-2017

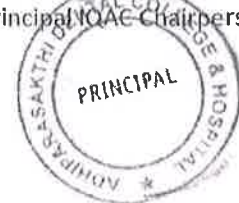
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IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chairperson

Prepared by Dr.N Bharath  
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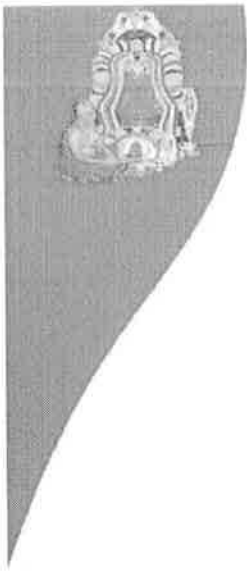


Melmaruvathur - 603 319  
Tamil Nadu, India

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

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





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**ACADEMIC YEAR 2016-17**



# ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

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## IQAC- Minutes of the meeting 08.06.2017

### The agenda discussed were the following:

- Previous Meeting minutes were discussed and it was decided to receive the updated format for Self appraisal form & Training evaluation for the head departments from the consultant .
- Financial budget proposal for the departments for 2017-2018 to be submitted after the completion of training for budget planning by the consultants.
- It was decided to conduct the Endowment medal examination by 30.06.2017 ,According to the Academic year wise subjects in multiple choice question formats involving the other dental colleges over the state.
- It was decided to conduct first year PG induction program on 09.06.2017 in the Admin block ,First floor conference Hall .
- To conduct the mock pg inspection on 16.6.2017 for the following five PG departments namely (Oral pathology , Prosthodontics,conservative & endodontics , Orthodontics )
- To conduct the mock pg inspection on 17.6.2017 for the department of the ~~pedodontics~~ <sup>paedodontics</sup>.
- The exam going student list for Augusts 2017 university exam to be submitted to the Admin office through academic cell after discussion with the principal by 13.6.2017.
- The committee meetings for the academic year 2017 -2018 to be submitted with signature of chairperson/ member secretary to office staff S.vidhya by 13.6.2017for finalization of calendar activities



  
PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Medmaruvathur - 602 319  
Tamil Nadu, India

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



E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
W: [www.apdch.edu.in](http://www.apdch.edu.in)







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- CRR I Leave rules has been finalized as follows ,for one day unauthorized absence to have extension of two days and the extension posting will be posted after the elective posting with month gap due to administrative reason .

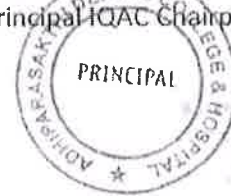
## Other points to be discussed

- The new committee files should be in the IQAC room and the old committee files should be kept in the record room.
- The usage of the new committee files to be handled by making an entry in the committee usage register kept in the IQAC room.
- Non Teaching IQAC members to compulsory to attend IQAC meeting without fail.
- The Member secretary of UG Committee & Exam committee to attend the IQAC Meeting without fail.

Prof Dr M.Devi, MDS  
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chairperson

Prepared By Dr.N.Bharath



Copy to:

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Melmaruvathur - 603 319  
Tamil Nadu, India

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

DENTAL COLLEGE & HOSPITAL

Hospital Road, Melmaruvathur

Cheyyur Taluk, Chengalpattu District

Tamil Nadu, India

Phone: +91 44 2752 8082, 83

Fax: +91 44 2752 8081

Website: www.apdch.edu.in





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## IQAC- Minutes of the meeting 11.5.2017

### The agenda discussed were the following:

- Previous Meeting minutes were discussed and it was decided to submit the stock audit report 22.5.17, Self appraisal form & Training evaluation format for the head departments to be finalized after discussion with the consultants within 13.6.17
- Financial budget proposal for the departments for 2017-2018 to be submitted after the completion of training for budget planning by the consultants.
- It was decided to conduct the Endowment medal examination according to the Academic year wise subjects in multiple choice question formats involving the other dental colleges over the state and the standard operating protocol to be finalized after the Hod's meeting on 22.5.2017.
- After the completion of the PG theory examination it was decided to plan for the conduction of practical examination & PG inspection documentation under the guidance of the PG department HOD'S & Principal.
- It was decided to review the preceding of the committee activities with the chairpersons /Member secretary by IQAC Member secretary ,MR,IQAC Chairperson on 25.5.17 & 26.5.17
- Data's required for the finalization of Calendar activities for academic year 2017-18 to be submitted by the chairperson/Member secretary of the respective committee to IQAC secretary by July 2017 who will coordinate with the Principal, MR, Admin manager& Teaching depts. Hod's for finalizaisation of the calendar activities 2017-18.

*S. Karthiga*  
PRINCIPAL

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



PTO →



Melmaruvathur - 603 319  
Tamil Nadu, India

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

E: [contact@apdch.edu.in](mailto:contact@apdch.edu.in)  
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## Other point discussed:-

- Lecture class proceeding /schedule to be monitored by the faculties as follows
- Monday - Dr.N.Thilagavathy (Oral Medicine )
- Tuesday - Dr.V.Sudhakar (Orthodontics )
- Wednesday - Dr.Ramya Reader( Orthodontics)
- Thursday - Dr.A.S.Ramesh (Prosthodontics )
- Friday - Dr.M.Devi (Oral pathology)
- Saturday - Dr.Rajeswari, senior lecturer(public health dentistry)
- It was decided to conduct the forth coming 5s Audit involving all the audit members to evaluate& record the scoring pattern of the departments.

Prof Dr M.Devi, MDS  
IQAC, Member secretary

Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chairperson



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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

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F: +91 44 2752 8081

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





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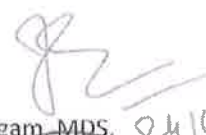
A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

## Minutes of the meeting

### The agenda discussed were the following:

- Stock Audit – As per the calendar Schedule It was decided to conduct the stock on 25.4.2017 & 26.4.2017 with Professors and Readers as auditors.
- The comments of the BSI Audit report was discussed.
- It was decided That PowerPoint of staff lectures to be internally peer reviewed by the concerned department staffs in beginning of the term.
- Back up question paper for Terminal /model examinations to be submit to the Academic cell . The keys to be prepared before the evaluation day and submitted to the Academic cell for the exam question paper finalized by the exam Committee.
- New format for HOD training evaluation to be reformatted with the guidance from the creative management consultant .
- Department action plan for failure students to be documented.
- New format for HOD Self appraisal form to be reformatted with the guidance from the creative management consultant .
- It was decided to Organize sakthi utsav Sports day & College day as per calendar schedule.
- II Term Feedback forms to be collected by the Office Staff Miss.s. Vidhya And following lectures Dr.P.Kabilan (Endodontics ) ,Dr.P.Sasirekha (Oral path),Dr.V.saranya (Pedodontics),Dr.S.Mehazabin (Prosthodontics) coordinate the feedback analysis
- SAF Plan for the Academic year 2017-18 to be submitted along with the budget plan to the chairman before 05.06.2017
- To finalize the calendar activities & committee schedule the required the data to be submitted before 06.06.2017 .
- New member Dr.N.Bharath Reader Conservative Dentistry has been included in the IQAC

  
Prof Dr M.Devi, MDS  
IQAC, Member secretary

  
Prof. Dr. S. Thillainayagam, MDS  
Principal IQAC Chairperson

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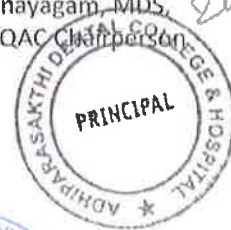
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PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI

DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Chennai, Tamil Nadu District  
Tamil Nadu, India

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

E: contact@apdch.edu.in  
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## Minutes of the meeting

Date: 17/3/2017


### The agenda discussed were the following:

- Weightage for students' feedback parameters – The new student feedback format which was followed for this academic year 2016-17 in term I was overlooked by all the IQAC members and equal weightage must be given to all parameters were discussed.
- Calibration of question paper- 2 IQAC staff members were sent to IGIDS dental college (DEU) to know about the calibration of Question paper. They discussed that as our college is affiliated with Dr MGR University and central evaluation is done there we cannot do calibration of question paper. All other IQAC members accepted this decision.
- Continuous surveillance audit checklist – Dr Devi circulated a model checklist given by BSI group to all department HODs and discussed that a mock audit will be conducted on 20/3/2017 to verify this. All members accepted and gave a schedule time on how to conduct the mock audit. The continuous surveillance audit was finalized on 22/3/2017
- Students' council activity related to forth coming Sakthi Utsav 2017 – IQAC chairperson discussed the dates as per calendar schedule for the sakthi utsav. Sports activity date will be finalized after the availability of ground facilities was discussed. Special invitee (For Annual DAY) suggestions were also given by other IQAC members.

### Other Agenda discussed were the following:

- To collect money from all UG students priory (academic year 2017-18) to register for the scientific events that is to be held in our college. So all Department must give an annual scientific plan to SAF for the next academic year 17-18.
- IBS meeting to be conducted in month of July so that the academic activities can be planned and implemented effectively.

  
Prof Dr M. Devi, MDS  
IQAC, Member secretary

  
Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chairperson

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

ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL

Melmarthalur - 603 319, Tamil Nadu, India  
T: 91 44 2752 8082, 83  
F: 491 44 2752 8081

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





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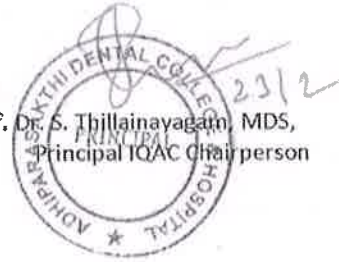
Minutes of the meeting

Date: 23/2/2017

Agenda discussed were the following:

- Updating self Appraisal form of all teaching staffs - Prosthodontia, oral medicine has not submitted the appraisal forms. Hence It was discussed that It must be submitted by them within 1 week. The head of department accepted to complete the work.
- Discussing the forth coming 5<sup>TH</sup> MRM – All departments except orthodontia submitted the MRM PPT & word document. Oral pathology PPT was shown to all the members and the doubts were discussed in detail regarding publication, faculty development program, feedback analysis etc.
- Ortho department staff was informed by IQAC member secretary to submit the MRM PPT on the next day.

Prof Dr M.Devi, MDS  
IQAC, Member secretary



Prof. Dr. S. Thillainayagam, MDS,  
Principal IQAC Chair person

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

T: +91 44 2752 8082, 83  
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## Minutes of the meeting

Date : 19/1/2017

### Agenda discussed were the following:

- Self Appraisal form to be modified as Staff Appraisal form. The form has to be filled by all the teaching staffs for the academic year 2015 -2016. Then it has to be evaluated by the HOD of the Respected Departments and finally by the Principal. The total is calculated on average score of the individual staff, HOD & Principal evaluations. It has to be completed by the end of January month.
- Periodontic Department has started updating their department profile. Other department have requested for some more time to do. Hence forth the IQAC chairman have concluded that the department profile in the college website has to be updated by within 15 days and the last date to complete it is 15.2.2017.
- Research proceeding were discussed and IRB chairperson was requested to submit the proceeding report to IQAC within one week. Dr. Ramakrishnan requested all the PG departments HODs for resubmission of First year PG students thesis after their corrections to IRB .
- College journal work was reviewed and Dr Ramesh discussed that within 10days the first issue will be ready with 1 article from each department. The journal is bi- annually published and instructions to author will be circulated by the editorial board
- Students feedback are collected in the office by Miss Vidhya , Analysis will be submitted to IQAC within One month .

  
Prof.De.M. Devi  
IQAC Member Secretary

  
Prof. Dr. S.Thillainayagam, MDS  
IQAC Chair person

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**PRINCIPAL**  
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ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
Cheyvre Taluk, Chengalpattu District  
Tamil Nadu - 603 319  
Melmaruvathur - 603 319  
Tamil Nadu, India



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## Minutes of meeting

Date: 8/12/2016

### Regarding the minutes of previous meeting:

- Dr Ramesh requested to submit the articles to department email id created in college so that it can be sent for reviewing. Email id is also circulated to all the department by editorial board. IQAC chairperson suggested that IQAC approval is needed for the journal first page design approval and not more than 10 articles to be published in single issue.
- CCTV requirement in conservative department OP. All members and IQAC chairperson discussed that CCTV must be installed in conservative OP as per DCI letter and its must be done after the approval from correspondent.
- NABH training must be conducted for the teaching staffs and team will be formed for executing.
- Dr vijayakumar along with Dr rajeshwari , Dpt of PHD was also accepted by IQAC for undergoing statistical training, so that they can guide the research activities conducted in our college.
- Value added course will be conducted in January and February month for UG students was discussed.

### Today's agenda discussed were the following:

- Internal audit will be conducted as per calendar schedule. Dr Dinesh and Dr sudhakar accepted to prepare the schedule for the above
- Pedodontic dept had updated the department profile in the college website . Other department members requested a period of 3 weeks to update the profile. Technical person also needed for updation. Regarding the videos and hyperlink, professional person needed for recording the videos and IQAC member MR Prabu accepted to do the needful.
- Research proceedings from each department- Dr Ramakrishnan answered that 5 completed projects were submitted by to IRB. 3 new project were submitted for approval by O. Sur & O. Med -1, Prosthodontics - 2.
- Proposal plan were discussed by other department staff as the following :  
Conservative – 2, Perio – 1, Oral Med – 1, PHD – 3, Ortho -5, Oral Surgery -5, Oral Path -2, Pedo -3
- These project plans has to be submitted to IRB for approval was discussed.



Melmaruvathur - 603 319  
Tamil Nadu, India

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**PRINCIPAL**  
**Prof. Dr. S. Karthiga Kannan, MDS.,**  
**ADHIPARASAKTHI**  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
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- Organizing State/ National level programs for this academic year was discussed as follows:
- Ortho planned to conduct program in December & January, O.Surgery in February, March by Prostho & Perio, April by conservative & Pedo, May by PHD, July by Oral surgery department.
- Internal assessment marks to be submitted by all departments in OMR sheet was discussed and accepted to be followed for first terminal exam

*09/12/16*  
Prof. Dr. M. Devi  
IQAC Member Secretary

*[Signature]*  
Prof. Dr. S. Thillainayagam, MDS  
IQAC Chairperson  
Adhiparasakthi Dental College & Hospital  
Melmaruvathur - 603 319.

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

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## Minutes of meeting

Date: 18/11/2016

- The Correspondent, IQAC chairperson & members, various committee chairperson and member secretary attended the meeting.
- The Correspondent along with the IQAC chairperson checked all committee files and verified whether all committee meetings were conducted according to the calendar schedule.
- The first issue of our college Journal was discussed to be published on Dec 2016 and hence the editorial work has to be processed accordingly. Biannual issue of the journal to be published every year was also discussed.
- Letter from DCI regarding installation of CCTV in college campus was discussed.
- Feedback collection from students and patient was given to office staff Mr prabhu , Ms vidhya & Mrs Usha. Analysis will be done at the end of each term and documented in IQAC.
- Nonteaching staff have to attend the IQAC meeting once in 3 months was also discussed.
- NABH awareness program date was finalized on December 6, 2016 so that our college can proceed with the certification works
- Research activities of this academic year 16 -17 were discussed. The work status of previous year 15-16 research activities has to be documented and reported to IQAC.
- Statistics training was planned to be given to Dr Rajeshwary , Dpt of PHD so that she can help the research activity of PG and UG students of our college.
- Value added course for CRR1 was also discussed Dr Ramesh and Dr venkatesan , Dpt of Prosthodontics were asked to monitor the process by IQAC chairperson

*M*  
18/11/2016  
Prof.Dr.M.Devi  
IQAC Member Secretary

Prof. Dr.S. Thillainayagam, MDS  
IQAC Chairperson



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Melmaruvathur - 603 319  
Tamil Nadu, India

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

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 AND HOSPITAL

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MEENARUVATHUR - 603 319, TAMILNADU, INDIA.  
☎: (044) 27529628, 27528082, 83, 84 Fax: 27528081

(RECOGNISED BY DENTAL COUNCIL OF INDIA, NEW DELHI)  
AFFILIATED TO THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI.



Ref: APDCH/IQAC/MOM/10-2016

DATE: 21/10/2016

### Minutes of the Meeting

Previous Mom was read by the IQAC chair person.

- Innovative teaching & learning methods which were suggested in the meeting, all HODS' accepted to document the proceedings in their respective department and it will be audited in the following internal audit.
- Regarding faculty development program- SAF chairperson accepted to arrange expert related to the program for all staffs after the approval from the principal.
- Format will be designed for evaluating internal assessment of this academic year 16-17 and circulated by IQAC secretary within next meeting.

### Agenda Discussed in the meeting

1. The various committee chairperson of our college along with the IQAC members must attend the IQAC meeting regularly, which is conducted every month. This will help the IQAC to monitor the committee activities.
2. Regarding the Review output of all committees' proceeding from March 2016 to Sep 2016. IQAC Chairperson decided that **27/10/2016** will be the last date to submit the report.
3. Regarding the Students feedback process for the academic year 2016 -17 , as discussed in MRM meeting the process will be followed by the office staff centrally and the report will be submitted to IQAC at the end of each term .
4. The same process will be followed for patient feedback system also.
5. The members requested video camera or an eminent person to help them to record demo videos as a part of innovative teaching. All HODS' accepted for atleast 2 video to be given every month so that, it can be hyperlinked in our college website.
6. New mentor mentee list must be prepared for this academic year 16 -17 by the mentor committee and Dr Thilagavathy, one of the mentor director accepted to overlook the proceedings.
7. 5s rating sheet was given to all Department HODs and discussed in brief.

Dr.M.Devi

IQAC Member Secretary

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

Prof. Dr. S. Thillainayagam

Principal/ IQAC Chairperson





Omi Sakti

# ADHIPARASAKTHI DENTAL COLLEGE AND HOSPITAL

(GROUP OF ADHIPARASAKTHI VISHVAKARMI MEDICAL EDUCATION  
AND HEALTH CARE INSTITUTES II)

ADIPARASAKTHI VISHVAKARMI MEDICAL EDUCATION  
AND HEALTH CARE INSTITUTES II  
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AND HEALTH CARE INSTITUTES II

(RECOGNISED BY DENTAL COUNCIL OF INDIA, NEW DELHI)  
AFFILIATED TO THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI



Ref: APDCH/IQAC/MOM/09-2016

DATE: 15/9/2016

## Minutes of the Meeting

Previous Mom was read by the IQAC chair person. 1<sup>st</sup> PG student representative Dr. Nithiyashree must record the basic science class attendance. It must be reported to principal or vice principal every week was decided in the meeting

### Agenda Discussed in the meeting

1. Plan of action of IQAC was discussed -UG teaching schedule which was prepared by all departments has to be submitted to Academic cell. Teaching faculty's calendar activities was also discussed and the calendar was decided to be ready by the end of this month.
2. Review output from March 2016 to August 2016 of all committees activities will submitted in the IQAC. The members of all departments agreed to convey this to the committee members of their respective department. Closing of all the old committee file and opening new file for this academic year was also accepted by the IQAC members.
3. Innovative teaching & learning methods like group discussion, open book test, question paper analysis, individual attention in clinical posting were suggested in the meeting.
4. Regarding faculty development program-All HOD must give the plan to SAF. Suggestion regarding attending faculty development program outside the college has to be made mandatory. All members accepted this suggestion related.



PRINCIPAL  
Prof. Dr. S. Karthiga Kannan, MDS.,  
ADHIPARASAKTHI  
DENTAL COLLEGE & HOSPITAL  
Hospital Road, Melmaruvathur  
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5. Research Activity- In- house statistician was needed for doing research work was put forth in the meeting. All HODS' were asked to encourage both BDS & MDS Teaching staff to do research. Dr.Ramesh suggested separate timing can be planned for doing research activity in the department.

**Other points discussed:**

1. Format to be designed for evaluating internal assessment of this academic year 16-17.
2. Attendance % of student must be given weightage in evaluating internal assessment as in QPM
3. Feed back of students must be obtained from office staff rather than department faculties.

Dr.M.Devi

Management Representative

Prof.Dr.S.Thillainayagam



COPY TO:

1. All HOD'S (Dental).
2. IQAC File

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

