

## IQAC MEETING

25/05/2021

The IQAC meeting was held on 25/05/2021 at 11 AM in the IQAC room. The agenda was as follows:

- 1) To collect AQAR updates from the criteria incharge.
- 2) To discuss and update the members of the college committees.
- 3) To review and update the feedback forms.
- 4) To review the IQAC Calendar
- 5) Any other matter with permission of the chair.

The meeting was attended by Dr. S. Balagopal, Dr. Jacob Mathew Philip, Dr. Juala Catherine, Dr. Makesh Raj, Dr. Bhuvanewari, Dr. Vinay Sundar and Dr. D. Anitha.

Dr. S. Balagopal, IQAC coordinator addressed the members and the minutes of the previous meeting was discussed.

**Agenda 1:** To collect AQAR updates from the criteria incharge

Criteria 3 in charge Dr. Makesh Raj discussed the collected updates for the year 2019 and 2020.

Letter from the university or proof of evidence to be collected for the co-guides of the post-graduates.

Action plan: Attested copy of the first page of dissertation to be submitted as proof.

All the faculty members are to be encouraged to register for PhD.

Action plan: Circular to be sent by the IQAC.

All the departments are required to update the publications for the year 2019 and 2020 in the format given by Dr. Makesh.

Action plan : A tabular column of all the updates to be prepared and submitted to the IQAC during the next meeting.

Criteria 5 incharge Dr. Bhuvanewari updated on the scholarships given to the students.

Programs enhancing capability skills till 2021 has been updated. Report of the programs to be collected from IQAC

NEET coaching for the CRRi students to be conducted by the Students Welfare committee.

Action Plan: Students welfare committee to be intimated about the same.

The number of students who submit experience certificate, Neet score card and allotment card for PG studies has to be increased.

Action plan: Alumni committee incharge to collect the registration certificate, experience certificate, Neet score card and allotment letter (whichever is applicable) from the students when they come to collect their degree certificate.

Circular to be sent by the IQAC for the same.

Dr. Balagopal asked Dr. Bhuvanewari to submit a tabular column with all the updates during the next meeting.

Criteria 8 incharge Dr. Vinay updated the vaccination schedule for the students and was requested to submit the update within one week.

Agenda 2: To discuss and update the members of the college committees.

A revised list of committee members including the newly joined staff members is to be prepared.

Action plan: Dr. Juala Catherine was instructed to prepare the list and submit it o Dr. Jacob for approval.

AAA audit agenda was discussed. The AAA format and evaluation form is to be posted in the group. All the departments are to submit the details by June 5<sup>th</sup> to the IQAC for review.

Tentative date of AAA will be on 22/06/2021.

The meeting was adjourned to 2/06/2021.



# **TAGORE DENTAL COLLEGE AND HOSPITAL**

## **IQAC MEETING**

**12/05/2021**

The fifth IQAC meeting for the year 2021 was held on 12/05/2021 at 11. 30 AM in the IQAC room. The agenda was as follows:

- 1) To collect updates from NAAC criteria in charges 1,2,4,5,6 and 7
- 2) To discuss about AQAR (June 2020 to May 2021) submission.
- 3) Any other matter with permission of the chair.

The meeting was attended by the following members:

Dr. Jacob M Philip

Dr. Juala Catherine

Dr. Vandhana James

Dr. N. Balaji

Dr. Makesh Raj

Dr. T. Parthasaradhi

Dr. B. Bhuvanewari

Dr. Sunil

Dr. Jaisanthosh

Dr. Vinay Sundar and

Dr. Anitha

Dr. C.J Venkatakrishnan, Dr.S. Balagopal and Dr. S. Jimson were unable to attend the meeting and regrets were conveyed.

Dr. Jacob M Philip addressed the attendees. The following points were discussed.

**Agenda 1: To collect updates from NAAC criteria in charges.**

Criteria 1:

Criteria 1 incharge Dr. Vandhana updated on the following :

List of faculty who are members in board of studies in the university / other universities has been updated and reference letter for the same has been collected.

Feedback on the curriculum will be done in the end of the academic year(i.e) August 2021.

Action plan: Feedback form to be sent to IQAC for review.

Criteria 2:

Criteria 2 incharge Dr. N. Balaji updated on the following :

Details of remedial class for slow learners and crash course has been collected from all departments.

List of advanced learners who presented papers/posters in conference has been collected and updated.

Dr. N. Balaji requested another staff to be include in the NAAC committee to help him with criteria 2 data collection.

Action plan : Dr. Kumararaja to be include in the NAAC committee.

### Criteria 3:

Criteria 3 incharge Dr. Makesh Raj updated on the following:

Extension activities to be divided between NSS,YRC and ROTAG.

Action plan: IQAC to send a circular notifying the list of activities under NSS, YRC,ROTAG and institutional club activities.

Awards for extension activities to be collected and updated.

Publictaions for 2021 to be collected by department rep[resentatives.

Institution social responsibility to be filed under the following categories

- Celebration of national and international events. (without camps)
- Celebration of national days (with camps)
- School camps
- Swaach Bharat
- Cons and endo day/ OMFS day/ Prosthodontist day etc

Action plan : IQAC to maintain the files under the categories specified above.

### Criteria 4:

Criteria 4 incharge Dr. Parthasaradhi updated on the following:

Due to Covid 19 lockdown in 2020 and 2021 the number of hours students were exposed to lab/clinical training will be very less.

Action plan: To discuss with Principal, Dr. C.J Venkatakrishnan about the lab and clinical hours.

Institutional membership for conducting e- courses should be obtained.

Action plan: Fee/registration details to be found out by Dr. Parthasaradhi.

Criteria 5:

Criteria 5 incharge Dr. Bhuvanewari updated on the following:

Student council members to be updated.

Report for cultural program 'GITANJALI 2021' to be collected.

Action plan: Cultural committee to be informed to submit the report to IQAC.

Criteria 6:

Criteria 6 incharge Dr. Sunil updated on the following:

Details of staff attending conference and presenting papers/posters to be collected from all departments.

Criteria 7:

Criteria 7 incharge Dr. Jaisanthosh updated on the following:

As part of green campus initiative, tree plantation was organized on 6/5/2021.

Action plan: Dr. Sriganesh, incharge of gardening club was asked to submit a report of the program

Criteria 8:

Criteria 8 incharge Dr. Vinay Sundar updated on the following:

OSPE to be conducted by all the departments.

Action plan : Circular to be sent for the same.



**Agenda 2: To discuss about AQAR (June 2020 to May 2021) submission**

The Naac criteria incharges were asked to go through the AQAR form and was instructed to fill up the same. Data to be included for 2 years (ie) June 2019 to May 2020 and June 2020 to May 2021. The form with the data filled up is to be submitted by June 15<sup>th</sup> 2021.

**Agenda 3: Any other matter with permission of the chair.**

Mrs. Geetha Muralidharan, M/O Shreeyan Nair has accepted to be parent member of IQAC.



# **TAGORE DENTAL COLLEGE AND HOSPITAL**

## **IQAC MEETING 05/05/2021**

The fourth IQAC meeting for the year 2021 was held on 05/05/2021 at 12 P.M in the IQAC room.

### **AGENDA:**

- 1) To collect updates from NAAC criteria in charges 3, 5 and 8.
- 2) To discuss about the action plan for year 2021.
- 3) Review of programs conducted in April.
- 4) Any other matter with permission of the chair.

### **MINUTES OF THE MEETING**

The fourth IQAC meeting for the year 2021 was held on 05/05/2021 at 12.00 P.M in the IQAC room. The meeting was attended by the following members:

Dr. S. Balagopal, Dr. Jimson S Dr. Jacob M Philip, Dr. Makesh Raj, Dr. Juala Catherine and Dr. Vinay Sundar

Dr. C.J. Venkatakrishnan , Dr. Bhuvanewari and Dr. Meeran Sharif were unable to attend the meeting and regrets were conveyed to the IQAC coordinator.

Dr. S. Balagopal, IQAC coordinator addressed the members and the minutes of the previous meeting was discussed. The following matters were discussed.

**Agenda 1 :** To collect updates from NAAC criteria in charges 3, 5 and 8.

Criteria 3 incharge Dr. MakeshRaj updated the programs conducted in April. The following programs were conducted:

- Basic Research Metrics
- World immunization day by YRC
- World health day by NSS

The reports collected for the above programs were reviewed and approved.

Incomplete patents to be updated.

Action taken : Incomplete patents to be taken up by students and details to be updated within 10 days.

Publications by faculty and students to be streamlined.

Action plan:

Dr. Jimson. S (Vice principal, research) and chairman of research committee to periodically review the manuscripts sent for publication.

All departments to send a rough copy of the manuscript to the research committee for approval before sending it for publication. Circular to be sent by IQAC for the same.

Dr. Makesh to be included in the research committee.

Criteria 8:

Details of Hepatitis – B vaccination for first years to be submitted to the IQAC within a week.

OSPE to be conducted once this year due to COVID-19 pandemic.

Consumables expenditure to be collected from the stores.

**Agenda 2:** To discuss about the action plan for year 2021.

Reminder to be sent to all departments to submit the action plan within 3 days.

**Agenda 3:** Review of programs conducted in April.

The following programs were conducted during the month of April:

- Guest lecture (Endo) on post endodontic restoration
- Seminar on direct esthetic restorations

- Public Awareness Program on World Health Day
- Guest lecture (Prostho) failures in RPD
- CRRJ orientation Program
- Biosafety for CRRJ
- Career Guidance for CRRJ
- Professional Ethics for CRRJ
- Workshop on Basic Research Matrix

Reports collected for the above programs were reviewed.

**Agenda 4:** Any other matter with permission of the chair.

Dr Gunasekaran who was requested to be parent representative of the IQAC expresses regrets for being unable to join the committee. Dr. Jacob was requested to talk to one of the parents to be part of the IQAC.

**SIGNATURE OF ATTENDEES:**

<b>NAME</b>	<b>DESIGNATION IN IQAC</b>	<b>SIGNATURE</b>
Dr.Chitraa.RChandran Principal, Tagore Dental College	Chairperson of IQAC	
Prof. Dr.M. Mala Chairperson, Tagore Group of institutions	Employer	
Mr. G. Manikandan Secretary, Tagore Group of institutions	Management representative	
Dr. C.J Venkatakrisnan Vice-Principal (Admin)	Senior Administrative Officer	
Dr. S. Balagopal Vice-Principal (Academics)	IQAC coordinator	
Dr. Jimson. S	Vice Principal (Research)	
Dr. Jacob Mathew Phillip	Member secretary	
Dr. Juala Catherine	Staff member	
Dr. D. Anitha	Staff member	
Mr. Sooryakumar	Student member	
Mr.D. Ravi	Parent	
Mr. K.S Kasi	Industrialist	
Mr. K. Muthukumar	Member of local society	

NAAC COORDINATORS

NAME	SIGNATURE
Dr. S. Makeshraj	
Dr. B. Bhuvaneswari	
Dr. N. Balaji	
Dr. T. Parthasardhi	
Dr. Vandana James	
Dr. Sunil Chandy Varghese	
Dr. Jai SanthoshManikandan	
Dr. VinaySundar	
Dr. Meeran Sharif	





# **TAGORE DENTAL COLLEGE AND HOSPITAL**

## **IQAC MEETING 15/04/2021**

The third IQAC meeting for the year 2021 was held on 15/04/2021 at 1.30 P.M in the IQAC room.

### **AGENDA:**

- 1) Action taken on the previous minutes of the meeting held on 25/03/2021
- 2) Review of feedback form format submitted by the committees.
- 3) Review of action plan calendar for 2021.
- 4) Collection of course outcome from department NAAC coordinators.
- 5) Any other matter with permission of the chair.

### **MINUTES OF THE MEETING**

The third IQAC meeting for the year 2021 was held on 15/04/2021 at 1.30 P.M in the IQAC room. The meeting was attended by the following members:

Dr. Chitraa R Chandran, Dr. S. Balagopal, Dr. Jacob M Philip, Dr. Makesh Raj, Dr. N. Balaji, Dr. Bhuvaneswari, Dr. Vandana James, Dr. Sunil, Dr. Juala Catherine and Dr. Jai Santhosh.

Dr. C.J. Vekatakrishnan, Dr. Jimson, Dr. Parthasaradhi and Dr. Meeran Sharif were unable to attend the meeting and regrets were conveyed to the IQAC coordinator.

The meeting started with Dr. S. Balagopal, IQAC coordinator addressing the members and the minutes of the previous meeting was discussed. The following matters were discussed.

## Agenda 1

Action taken on the previous minutes of the meeting held on 25/03/2021

Criteria 1 incharge Dr.Vandana

1. Report from member of board of studies in the university to be collected.

Criteria 5 incharge Dr Bhuvanewari

1. Official circular to be sent informing about the change in committee name from Gender harassment committee to Internal Complaints Committee.

The members agreed in the discussion and approved the assurance give by the in-charge.

## Agenda 2:

Review of feedback form format submitted by the feedback committee members.

Sample of the feedback forms were submitted by members of the feedback committee. 15 feedback forms were submitted for review.

Action plan: Dr. C. J. Venkatakrishnan, chairperson of the feedback committee was requested to evaluate the feedback forms and suggest any changes if required.

All the feedbacks are to be collected online. One hard copy of the feedback to be submitted to the IQAC after approval by Dr. C.J Venkatakrishnan.

## Agenda 3:

Review of action plan calendar for 2021.

The template for the action plan calendar for 2021 was approved by Dr. Chitraa R Chandran and Dr. S. Balagopal.

Action plan: Circular and template to be sent to all departments and the same to be returned to IQAC with dates filled in by 21/04/2021.

## Agenda 4:

To collect course outcome from department NAAC coordinators.

The criteria to assess the course outcome were submitted by the department NAAC coordinators.


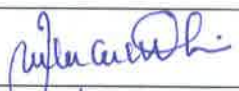

Action plan: Dr. Jacob was requested to go through the course outcome and suggest any changes to be made.

Agenda 5:

- 1) New student member and parent representative to be included in the IQAC.  
Action Plan :Yazhini(CRRI) and Dr. Gunasekaran (parent) were unanimously elected.
- 2) Student club activities to be planned.
  - Student club to revamp the student representatives and list to be submitted to the IQAC.
  - A nominal membership fee can be collected from members of fitness club and reading club.
  - Some of the club activities like photography can be conducted online.
- 3) As part of green campus initiative each CRRI student to plant one sapling. Gardening club to take the initiative to initiate the program and also help in the maintenance of the herbal garden.
- 4) The following program have been planned in the upcoming week
  - Workshop on basic research on 19/04/2021
  - Jamming session by cultural committee on 21/04/2021
  - 28 days challenge by the fitness club.



**SIGNATURE OF ATTENDEES:**

NAME	DESIGNATION IN IQAC	SIGNATURE
Dr.Chitraa.RChandran Principal, Tagore Dental College	Chairperson of IQAC	
Prof. Dr.M. Mala Chairperson, Tagore Group of institutions	Employer	
Mr. G. Manikandan Secretary, Tagore Group of institutions	Management representative	
Dr. C.J Venkatakrishnan Vice-Principal (Admin)	Senior Administrative Officer	
Dr. S. Balagopal Vice-Principal (Academics)	IQAC coordinator	
Dr. Jimson. S	Vice Principal (Research)	
Dr. Jacob Mathew Phillip	Member secretary	
Dr. Juala Catherine	Staff member	
Dr. D. Anitha	Staff member	
Mr. Sooryakumar	Student member	

Mr.D. Ravi	Parent	
Mr. K.S Kasi	Industrialist	
Mr. K. Muthukumar	Member of local society	

### NAAC COORDINATORS

NAME	SIGNATURE
Dr. S. Makeshraj	
Dr. B. Bhuvaneswari	
Dr. N. Balaji	
Dr. T. Parthasardhi	-
Dr. Vandana James	
Dr. Sunil Chandy Varghese	
Dr. Jai SanthoshManikandan	
Dr. VinaySundar	
Dr. Meeran Sharif	-

## **TAGORE DENTAL COLLEGE AND HOSPITAL**

### **IQAC MEETING 25/03/2021**

The second IQAC meeting for the year 2021 was held on 25/03/2021 at 12.45 P.M in the IQAC room.

#### **AGENDA:**

- 1) Review of NAAC peer team visit.
- 2) Discussion of the suggestions given by NAAC peer team.
- 3) Action plan of the suggestions.
- 4) To discuss the date for the 1<sup>st</sup> formal AAA (Academic and Administrative Audit) with external member.
- 5) Action plan for the year 2021.
- 6) Collection of data from September 2019 onwards from the criteria incharges.
- 7) Any other matter with the permission of the chair.

## MINUTES OF THE MEETING

The second IQAC meeting for the year 2021 was held on 25/03/2021 at 12.45 P.M in the IQAC room. This being the first meeting after the NAAC peer team visit, it was attended by the members of the IQAC and NAAC criteria incharges. Some of the members were unable to attend the meeting and regrets were conveyed to the IQAC coordinator.

The meeting was attended by Dr. Chitraa R. Chandran, Principal and IQAC Chairperson, Dr. S. Balagopal, IQAC Coordinator, Dr. Jacob Mathew Philip, Member secretary of IQAC, Dr. Juala Catherine and Dr. D. Anitha, Staff members of IQAC. Mr. Kasi, External member of IQAC and Mr. Ravi, Parent representative were unable to attend the meeting and expressed their regrets.

NAAC criteria incharges Dr. Parthasaradhi and Dr. Meeran Sharif were unable to attend the meeting.

The meeting started with Dr. S. Balagopal, IQAC coordinator addressing the members and the first three agenda points were discussed (i.e) Review of NAAC peer team visit, discussion of the suggestions given by NAAC peer team and action plan of the suggestions made.

Agenda 1, 2 and 3 were discussed with the NAAC criteria incharges by Dr. Balagopal. Criteria incharges reported the suggestions given by the NAAC peer team during their visit. Dr. Balagopal and Dr. Jacob discussed the action plan pertaining to each criteria.

Criteria 1 incharge Dr. Vandhana James discussed the suggestions given by the NAAC peer team with respect to criteria 1. It was suggested by them that faculty who are member of Board of Studies should report whether any change has been suggested to the university through the academic council.

Action plan: Report to be collected from the member of BOS in the TN MGR Medical University.



- Articles to be published in high indexed journal (i.e) Pubmed/Scopus/Web of Science/ UGC.

Action plan: Dr. Balagopal suggested that a publication team can be created to help in selection of journal and professional writing if required.

- MOU should be active.

Action plan: PG departments to increase the number of collaborative activities.

Central research lab should be informed about collaboration and interdisciplinary research and a register to be maintained for the same. Any on-duty for collaborative research should be informed to Dr. Makesh.

Criteria 5 incharge Dr. Bhuvaneshwari reported the suggestions made by the NAAC peer team.

- Change in the Gender Harassment Committee name.

Action plan: The committee should be named as Gender Harassment Prevention committee or Internal Complaints Committee. Change to be made in the committee room name board also.

- Letter for the establishment of the committee and selection of members should be maintained by all committees.

Action plan: Circular to be sent to all committees emphasizing the above point.

- International student cell letter should <sup>have</sup> college logo.

Action plan: Letter heads to be printed for all committees with the college name, logo and committee name.

Criteria 6 incharge Dr. Sunil discussed the following points.

- The NAAC peer team mentioned that academic leave cannot be considered as financial support

Criteria 2 incharge Dr. N Balaji reported that the average pass percentage of college in the university exams should be calculated and compared with the university pass percentage.

Action plan: Dr. Balaji was requested to calculate after getting the overall pass percentage from the university and data to be prepared and submitted within 2 months.

Criteria 3 incharge, Dr. MakeshRaj briefed about the suggestions made by the NAAC peer team during their visit. The following suggestions were made.

- Funding for staffs and students for research to be increased. ICMR – STS is not accepted as funding since it is a stipend and not a grant.

Action plan: Staffs and students should apply for funds from external agencies and organization. Call for proposals should be regularly checked on websites and circulars posted for the same. Dr. Chitraa R. Chandran instructed Dr Catherine to do the same.

- ✕ • Number of patents should be increased. Existing patents should be updated.

Action plan: Staff in-charge of applied patents should follow up and complete the patent process. Dr. MakeshRaj was asked to send a letter to the staff in-charge to update the status of their patents. New patents should be applied by postgraduate students.

- Institutional Ethics Committee should be registered.

Action plan: The registration is under process and Dr. Makesh was asked to follow it up with Dr. Jimson (Vice Prncipal, research)

- NSS/YRC/ROTAG – Registration number to be put up in the sign board placed outside college.

Action plan: Respective incharge to follow-up.

- Case study of students progression etc. to be prepared for mentor system as it has been shown as institutional best practices.

Action plan: Case study to be prepared for 5 students in each year. Mentor heads should be informed about the same.

- Tree plantation and Swachh Bharath to be conducted every year.

Action plan: NSS and YRC incharge to be informed and followed-up. The garden can be maintained by the hostelites under the supervision of the incharge Dr. Sri Ganesh.

- Code of conduct is under disciplinary committee and programs to be conducted for the same.

Action plan: Disciplinary committee should take incharge of conducting white coat ceremony for III BDS students and orientation program for interns every year.

Anti-ragging awareness programs can be conducted by both disciplinary committee and anti-ragging committee.

- The fourth agenda point was to discuss the date for the 1<sup>st</sup> formal AAA (Academic and Administrative Audit) with external member. It was decided that the internal AAA will be conducted in June 2021 and the external AAA in July 2021.
- Action plan for the year 2021 was discussed. Action plan for the month of April was discussed by Dr. Jacob. Dr. Balagopal suggested all the departments to submit a plan for the year 2021 to the IQAC. Circular for the same to be sent to all departments.

Action plan: Part of the expenses (conference registration fee/ travel expense) can be sanctioned for the staffs who attend conference and present paper/poster. Dr. Sunil was asked to prepare a list and submit it to principal once in 3 months.

- Brochure and certificates for all the sports and cultural events should be maintained.

Action plan: The student members of the sports and cultural committee should be instructed to collect the certificates from the participants and winners and give it to staff in-charge of the sports and cultural committee.

- Financial support provided by the management for sports and cultural conducted in college.

Action plan: Dr. Sunil and Dr. Vandana, incharge of the sports and cultural committee respectively were asked to maintain the letter of sanction of funds and a record of the expenses. The record of expenses should be submitted to the principal after every event.

Criteria 7 incharge Dr. Jaisanthosh discussed the following points suggested by the NAAC peer team.




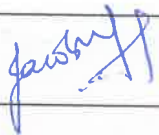
- Dental college insisted that dental college should have a separate counselor.


Action plan: It was suggested that the counselor should visit dental college weekly once in alumni room (first floor) on any day other than Tuesday and Friday. A board with the name of the counselor, timing and contact number to be prepared and displayed.

Separate register should be maintained for dental college.

Student welfare committee incharge (Dr. K. Balaji) will be incharge for the same.

**SIGNATURE OF ATTENDEES:**

NAME	DESIGNATION IN IQAC	SIGNATURE
Dr.Chitraa.RChandran Principal, Tagore Dental College	Chairperson of IQAC	
Prof. Dr.M. Mala Chairperson, Tagore Group of institutions	Employer	
Mr. G. Manikandan Secretary, Tagore Group of institutions	Management representative	
Dr. C.J Venkatakrishnan Vice-Principal (Admin)	Senior Administrative Officer	
Dr. S. Balagopal Vice-Principal (Academics)	IQAC coordinator	
Dr. Jimson. S	Vice Principal (Research)	
Dr. Jacob Mathew Phillip	Member secretary	

Dr. Juala Catherine	Staff member	
Dr. D. Anitha	Staff member	
Mr. Sooryakumar	Student member	
Mr.D. Ravi	Parent	
Mr. K.S Kasi	Industrialist	
Mr. K. Muthukumar	Member of local society	

#### NAAC COORDINATORS

NAME	SIGNATURE
Dr. S. Makeshraj	
Dr. B. Bhuvaneshwari	
Dr. N. Balaji	
Dr. T. Parthasardhi	
Dr. Vandana James	
Dr. Sunil Chandy Varghese	
Dr. Jai SanthoshManikandan	
Dr. VinaySundar	
Dr. Meeran Sharif	

# **TAGORE DENTAL COLLEGE AND HOSPITAL**

## **IQAC MEETING 25/03/2021**

The second IQAC meeting for the year 2021 was held on 25/03/2021 at 1.30 P.M in the IQAC room.

### **AGENDA:**

- 1) Review of NAAC peer team visit.
- 2) Discussion of the suggestions given by NAAC peer team.
- 3) Action plan of the suggestions.
- 4) To discuss the date for the 1<sup>st</sup> formal AAA (Academic and Administrative Audit) with external member.
- 5) Action plan for the year 2021.
- 6) Collection of data from September 2019 onwards from the criteria incharges.
- 7) Any other matter with the permission of the chair.

## MINUTES OF THE MEETING

AGENDA POINT	DETAILS OF DISCUSSION	ACTION TAKEN
<p>Discussion of the suggestions given by NAAC peer team</p> <p>Criteria 1</p>	<p>Faculty who are member of Board of Studies should report whether any change has been suggested to the university through the academic council.</p>	<p>Report to be collected from the member of BOS in the TN MGR Medical University.</p>
<p>Criteria 2</p>	<p>Average pass percentage of college in the university to be compared with university pass percentage.</p>	<p>To be calculated after getting the pass percentage from the university.</p> <p>Data to be prepared and submitted in 2 months</p>
<p>Criteria 3</p>	<p>ICMR – STS is not accepted as funding since it is a stipend and not a grant.</p> <p>Funding for staffs and students for research to be increased.</p>	<p>Apply for external funds from other agencies and organization. Funds should be regularly checked regularly on websites and circulars posted for the same. Team to be created (Dr Catherine). Reminder to be sent once in two months.</p>



	<p>Patent policy to be done - Patents to be followed up.</p> <p>Number of patents should be increased.</p> <p>Institutional Ethics Committee should be registered.</p> <p>NSS/YRC/ROTAG – Registration number to be put up in the sign board.</p> <p>Publication to be in high indexed journal. Pubmed/Scopus/Web of Science/ UGC</p> <p>MOU should be active</p>	<p>Staff in-charge of patent should follow up and complete the patent process. Letter to be sent to the staff in-charge to update the status.</p> <p>New patents should be applied by postgraduate students</p> <p>Registration is under process.</p> <p>Respective in-charge should follow up.</p> <p>Publication team to be created to help in selection of journal and professional writing if required.</p> <p>Central research lab should be informed about collaboration and interdisciplinary research and a register to be maintained for the same.</p>
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		Any OD should be for collaborative research should be informed to Dr. Makesh.
Criteria 5	<p>Change in the Gender Harassment Committee name was suggested by the NAAC peer team.</p> <p>Letter for the establishment of the committee and selection of members should be maintained by all committees</p> <p>International student cell letter to be with college logo</p>	<p>The committee should be named as Gender Harassment Prevention committee or Internal Complaints Committee</p> <p>To have a letter regarding selection of members with college logo and reference number. Period of Membership – 2 years</p>
Criteria 6	<p>Academic leave cannot be considered as financial support</p> <p>To collect brochure and certificates for all events</p>	<p>Some amount can be sanctioned for the staffs who attend conference and present paper/poster. List to be collected and submitted to principal once in 3 months.</p> <p>The student members of the sports and cultural committee should collect and give it to staff in-</p>

	Financial support for sports and cultural.	charge. The following are to be maintained. 1) Letter of sanction. 2) Expenses to be recorded and submitted.
Criteria 7	<p>Action plan should not be submitted as report Action plan to be formulated for one year. Reviewed 3 months once to check if action plan has been followed</p> <p>Dental college to have a separate counselor</p> <p>Case study of students progression etc. to be prepared for mentor</p>	<p>All committees to submit action plan (program dates for one year) All program should have a banner name</p> <p>Counselor to visit dental college weekly once in alumni room (first floor) other than Tuesday and Friday. Separate register to be maintained for the same. Students welfare committee incharge (Dr. K. Balaji) will be incharge for the same. A board with the name of the counselor, timing and contact number to be prepared and displayed.</p> <p>Case study to be prepared for 5 students in each year.</p>

	<p>system.</p> <p>Day care Centre to be established.</p> <p>Tree plantation and SwachhBharath to be conducted every year.</p> <p>Maintenance of the garden.</p> <p>Code of conduct is under disciplinary committee and programs to be conducted for the same.</p>	<p>NSS/YRC to follow up with the same.</p> <p>To inform gardening club and students staying in the hostel to maintain garden.</p> <p>Anti- ragging awareness programs can be conducted under this committee.</p>
IQAC	<p>June – Internal AAA</p> <p>July – External AAA with external members too.</p>	<p>Inputs to be collected from all criteria incharges. To be submitted by 29/03/2021</p>
	<p>Action plan of IQAC was done by Dr Jacob and was discussed.</p>	<p>Action plan for the month of April was discussed and circular to be prepared for the same.</p>

Minutes prepared by Dr. Juala Catherine (Staff member – IQAC committee)

# TAGORE DENTAL COLLEGE AND HOSPITAL

## IQAC MEETING 12/01/2021

The first IQAC meeting for the year 2021 was held on 12/01/2021 at 12 P.M in the board room.

### AGENDA:

- 1) To collect updates from NAAC criteria incharges.
- 2) To discuss about NAAC inspection.
- 3) To collect updates from DEU.
- 3) To collect updates from committees of the college.

## MINUTES IF THE MEETING

AGENDA POINT	DETAILS OF DISCUSSION	CONCLUSION
To collect updates from NAAC criteria incharges.	NAAC criteria incharges updated on the data collection (i.e) post SRR uploading.	NAAC incharges were asked to include the updates for 2020 in their respective presentation and to submit it to the IQAC coordinator for evaluation.
To discuss about NAAC inspection.	Revised format for criteria and department presentation	<ul style="list-style-type: none"> <li>● It was decided that the time limit for each presentation would be 8 to 10 minutes.</li> <li>● It was suggested to have a common presentation in the auditorium before the NAAC inspection.</li> </ul>
To collect updates from DEU	<p>A brief report of the programs conducted during the year 2020 was given by Dr. S.Balagopal, Vice principal and chairperson of DEU. The programs conducted in college includes</p> <ul style="list-style-type: none"> <li>● Webinars (during covid-19 lockdown)</li> <li>● Intellectual property rights</li> <li>● Research grant writing</li> <li>● Value education</li> </ul> <p>To upgrade the learning resources for the students DEU suggested to create e-content (videos) for learning. A lecture for faculty on how to create e-content was scheduled to be held in the</p>	<p>A lecture on dental practice management to be held in the second week of February. The target audience will be all the teaching faculty of the institution.</p> <p>Dr. Jimson, Vice principal was requested to obtain approval from NPTEL for 8 weeks course on medical</p>





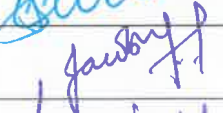
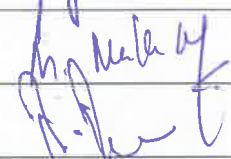



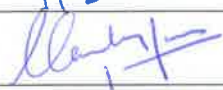
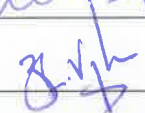
	<p>first week of February.</p> <p>Interdisciplinary courses for Post- Graduates</p>	<p>emergencies in dental practice.</p> <p>All the other departments were asked to suggest topics from their specialty for e-course.</p> <p>DEU was instructed to organize the following programs for post – graduate students.</p> <ul style="list-style-type: none"> <li>● Basic Laser course to be conducted by department of Periodontics.</li> <li>● Fundamentals in radiology to be conducted by department of Oral Medicine and Radiology.</li> <li>● Photography to be conducted by department of Orthodontics.</li> <li>● Tooth carving to be conducted by department of Oral Pathology.</li> </ul> <p>Suggestion was made to the DEU to conduct hands on workshop for post graduates.</p>
<p>To check updates from all committees</p>	<p>Anti-ragging committee did not report any issue.</p>	<p>Since first BDS students will be joining college in the month of February, anti-ragging committee was instructed to conduct a meeting before that to plan out a schedule for anti-</p>











		ragging squad and ensure the campus is free of ragging.  Awareness program on the menace of ragging to be conducted for the students.
	Gender Harassment committee / Internal Complaints Committee did not report any issues.	GHC was instructed to conduct awareness program for the first year students who will be joining the college next month.
	Student grievance committee Reported the following:  Some students do not bus facility in their area and the college buses are very crowded.	Transport committee incharge was requested to increase the number of buses that ply daily.
	Biosafety committee	Biosafety committee was asked to reinforce covid protocol and respiratory and hand hygiene to the students and non teaching staff regularly.
	NSS is conducting a public awareness program on oral cancer to commemorate World cancer day on February 4th	NSS was asked to coordinate with department of oral medicine and PHD for the same.

Minutes prepared by Dr. Juala Catherine (Staff member – IQAC committee)



**SIGNATURE OF ATTENDEES:**

NAME	DESIGNATION IN IQAC	SIGNATURE
Dr.Chitraa.RChandran Principal, Tagore Dental College	Chairperson of IQAC	
Prof. Dr.M. Mala Chalrperson, Tagore Group of institutions	Employer	
Mr. G. Manikandan Secretary, Tagore Group of institutions	Management representative	
Dr. C.J Venkatakrishnan Vice-Principal (Admin)	Senior Administrative Officer	
Dr. S. Balagopal Vice-Principal (Academics)	IQAC coordinator	
Dr. Jimson. S	Vice Principal (Research)	
Dr. Jacob Mathew Phillip	Member secretary	
Dr. S. Makeshraj	Staff member	
Dr. B. Bhuvaneshwari	Staff member	
Dr. N. Balaji	Staff member	
Dr. T. Parthasardhi	Staff member	
Dr. Vandana James	Staff member	
Dr. Sunil Chandy Varghese	Staff member	

Dr. Juala Catherine	Staff member	
Dr. Jai Santhosh Manikandan	Staff member	
Dr. Vinay Sundar	Staff member	
Dr. D. Anitha	Staff member	
Dr. Meeran Sharif	Alumni/Staff member	
Dr. Nivedha Subburaman	Alumni/Staff member	
Mr. Sooryakumar	Student member	
Mr.D. Ravi	Parent	
Mr. K.S Kasi	Industrialist	
Mr. K. Muthukumar	Member of local society	

*[Faint handwritten notes in blue ink, possibly a list or list of names, are visible in the lower-left quadrant of the page.]*