

**TAGORE DENTAL COLLEGE AND HOSPITAL
INTERNAL QUALITY ASSESSMENT CELL (IQAC) MEETING**

DATE : 13/02/2019

The first IQAC meeting for the year 2019 was held on 13/02/2019 at 11.00 A.M in the board room.

Agenda

- 1) To improve teaching methods.
- 2) To initiate the process of application for accreditation.
- 3) To explain to the department coordinators the revised NAAC guidelines.
- 4) To check updates from all the committees.





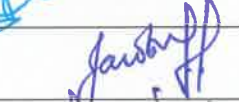



MINUTES OF THE MEETING:




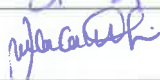





AGENDA POINT	DETAILS OF DISCUSSION	CONCLUSION /ACTION TAKEN
<p>To improve teaching methods.</p>	<p>DEU recommended implementation of suggestions to improve teaching methods as proposed by faculties who attended Faculty development programme at Indra Gandhi Institute , Pondicherry.</p>	<ul style="list-style-type: none"> • Resource box to be maintained in the department consisting of charts, models etc. • Increase the number of hours spent on Problem based learning. • MCQ/Quiz to be conducted at the end of every lecture <p>DEU was asked to organize faculty development programs in the college focusing on soft skill development and professional development.</p>
<p>To initiate the process of application for accreditation</p>	<p>Dr. Jacob explained the revised NAAC guidelines and procedures.</p>	<p>Incharges to be allotted for each criterion for data collection and compilation.</p> <p>Every department to depute one staff as NAAC coordinator for the department.</p> <p>Principal Dr. ChitraaR Chandranand Vice Principal Dr. Venkatakrisnan requested the NAAC committee members to prepare and update the following:</p> <ol style="list-style-type: none"> 1) Information and data related to curriculum. 2) Quantitative data related to teaching and learning. 3) Data about research activities etc. <p>Principal madam instructed all the department coordinators to start the work immediately and be prepared for a review in 4 weeks time.</p>

To check updates from all the committees	Culturals and sports committee updated on the sports and cultural winners in the intercollegiate competitions held during the year 2018,	Intercollegiate pre-clinical skills competition to be organized in the month of March.
	NSS	NSS was instructed to organize Blood donation camp.
	Staff grievance committee reported that some of the faculties are requesting concession on treatment charges.	All staff of TDC and TMC can avail 30% concession on all investigations and treatment charges.
	Stores and purchase committee: submitted list of equipments received for repairing and service. Monthly revenue and stock updates from stores was reviewed.	
	Students' grievance committee did not report any issues.	
	Anti-ragging committee did not report any issues.	
	Gender harassment committee: Did not report any issues.	An awareness programme to be organized for the students.

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

SIGNATURE OF THE 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	
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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. Kameshwaran	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	

TAGORE DENTAL COLLEGE AND HOSPITAL
INTERNAL QUALITY ASSESSMENT CELL (IQAC) MEETING

DATE : 11/07/2019

The second IQAC meeting was held on 11/07/2019 at 10.00 A. M in the board room.

Agenda

- 1) To check updates from all the committees.
- 2) To check updates from department coordinators for NAAC accreditation.
- 3) To check updates/reports for department activities such as CDE programmes, public awareness programmes and camps conducted.
- 4) To check updates for research activities in the departments.

MINUTES OF THE MEETING:





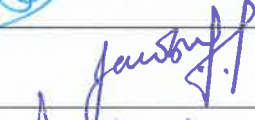
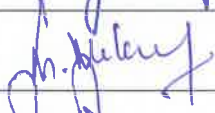

AGENDA POINT	DETAILS OF DISCUSSION	CONCLUSION / ACTION TAKEN
To check updates from DEU	<p>DEU chairperson suggested the following</p> <p>1) Orientation program to be conducted for 1 week for the first year students who will be joining the next academic year.</p> <p>2) NEET and competitive exam coaching to be submitted.</p> <p>3) To check updates/reports for department activities such as CDE programmes, public awareness programmes and camps conducted.</p>	<p>Orientation programme to incorporate academic orientation, yoga, value based education, Vaccination and blood test. White coat ceremony for third years to be conducted. Code of conduct for rules and regulations to be prepared and distributed to students</p> <p>NEET coaching for CRR1 One month to be allotted for per department – two classes per week</p>



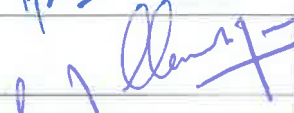

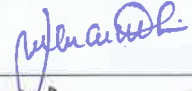





<p>To check updates from all the committees.</p>	<p>Library Committee Report of annual stock verification was submitted</p>	
	<p>Patient Feedback Committee Measures to increase patient flow were discussed.</p>	<p>Review of suggestion box for patients on a regular basis to be checked by the committee and report submitted to the IQAC.</p>
	<p>Staff grievance Committee Faculty requested a refreshment kiosk to be opened within the dental campus.</p>	<p>A refreshment kiosk to be opened in the first floor of the dental college and function during college hours.</p>
	<p>Anti ragging committee Preventive measures to prevent ragging during cultural and sports events</p>	<p>Mobile squad to be formed to monitor any ragging issues during sports and cultural.</p>
	<p>Purchase and stores committee: List of consumables and non-consumables from each department was submitted</p>	<p>Monthly revenue from departments and stores was submitted.</p>
<p>To check updates for research activities in the departments</p>	<p>Research carried out in the department and staff, student</p>	<p>Department coordinators were asked to</p>

	<p>publication list was submitted by the research committee.</p>	<p>collect/update date on the following and to submit the same to the IQAC.</p> <ul style="list-style-type: none"> ● Ongoing research in the department. ● Staff and student publication list for the current year.
<p>To check updates from department coordinators for NAAC accreditation</p>	<p>Department coordinators reported the progress of data collection for their respective criterion.</p>	<p>Department coordinators were asked to collect/update date on the following:</p> <ul style="list-style-type: none"> ● Extension and outreach activities. ● Camps conducted. ● Collaborative research.

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

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**TAGORE DENTAL COLLEGE AND HOSPITAL
INTERNAL QUALITY ASSESSMENT CELL (IQAC) MEETING**

DATE : 15/10/2019

The third IQAC meeting for the year 2019 was held on 15/10/2019 at 9.30 A.M in the board room.

Agenda

- 1) To check progress of data collection from department coordinators.
- 2) Facilitate compilation and integration of data.
- 3) To check updates from DEU.
- 4) To check updates from all the committees.





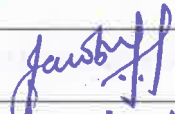
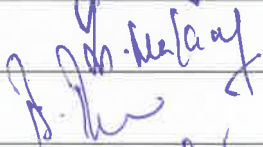
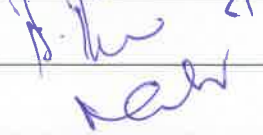


MINUTES OF THE MEETING

AGENDA POINT	DETAILS OF DISCUSSION	CONCLUSION / ACTION TAKEN
<p>To check progress of data collection from department from criteria incharge.</p>	<p>All the criteria incharges briefed about the data collected pertaining to their respective criterion.</p> <p>Data was reviewed by Dr. Balagopal and Dr. Jacob M Philip and presented to principal Dr. Chitraa R. Chandran.</p>	<p>One staff member who is an alumni of the college to be allotted to collect data regarding student progression and NEET scores.</p> <p>Principal instructed the incharges to organize the data collected according to the format prescribed by NAAC.</p> <p>NAAC registration process to be started soon.</p>
<p>Facilitate compilation and integration of data for NAAC</p>	<p>Principal Dr. Chitraa R Chandran and Vice Principal Dr. Venkatakrisnan directed the committee members to prepare and update the following.</p> <ol style="list-style-type: none"> 1. e mail id of students (I year to CRR) 2. Expenditure incurred for 5 years for <ul style="list-style-type: none"> - Physical facilities - Academic facility - Academic support facility - Campus facility 3. Alumini audit report <ul style="list-style-type: none"> - Amount collected from students - Expenditure on alumini meet. 4. Geotagging of photos. 5. Register for repair of department college infrastructure and hostel – One staff to be allotted 6. Scholarship provided by the institution 7. Students who joined 	<p>Intergration of qualitative and quantitative criteria initiated</p> <p>Dr Jacob was asked to do a presentation on OSCE/OSPE for the department coordinators.</p> <p>Principal maam instructed all the coordinators to complete all the pending work by 23/10/2019.</p>

	<p>postgraduation or any other course in India or abroad</p> <p>8. E waste management</p> <p>9. Code of conduct committee, maintenance committee to be constituted</p>	
DEU	<p>DEU reported that the attendance of CRR in CSM was very poor and staff attendance to CSM needs to be improved</p> <p>DEU suggested that the class schedule can be informed prior to the students which would enable them to prepare for the class.</p>	<p>CSM timing to be changed from 1 p.m to 8.30 a.m. One staff to present in every CSM.</p> <p>Library committee was instructed to upload the class schedule for the month in JAPAR.</p>
To check updates from all the committees	<p>Anti ragging committee: Did not report any issues of ragging</p>	<p>As a preventive measure to prevent ragging in bus, library, hostel etc ; student representatives to be selected from hostel and bus (each year) to monitor and report any issues of ragging</p>
	<p>Student grievance committee did not report of any issues.</p>	
	<p>Gender harassment committee did not report of any issues.</p>	
	<p>Culturals and Sports Committee reported that MIDAS scientific session is to be held in TDC on 21st and 22nd Oct 2019.</p>	<p>Organizing committee to be formed and duties to be assigned to the staff and students.</p>

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