

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

DATE: 21/01/2020

The first IQAC meeting for the year 2020 was held on 21/01/2020 at 11.00 AM in the board room.

**Agenda**

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

**MINUTES OF MEETING:**





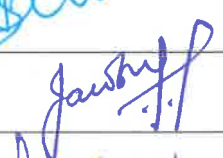
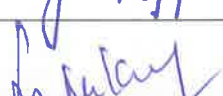
<b>AGENDA POINT</b>	<b>DETAILS OF DISCUSSION</b>	<b>ACTION TAKEN</b>
<p>To check for updates from DEU</p>	<p>DEU chairperson reported about the performance of students in the first terminal exams. Some of the students' performance is not satisfactory.</p> <p>The following programs for students were conducted between October 2019 and January 2020:</p> <ol style="list-style-type: none"> <li>1) How to achieve top rank in NEET.</li> <li>2) NEET- Orientation and strategy for preparation.</li> </ol> <p>The following hands on workshops were conducted:</p> <ol style="list-style-type: none"> <li>1) 7<sup>th</sup> annual Live surgical workshop.</li> <li>2) Cutting edge orthodontics</li> <li>3) Rotary endodontics with protaper gold</li> <li>3) Damon ortho- Passive self ligation.</li> </ol> <p>The following enrichment programs were conducted for the faculty:</p> <ol style="list-style-type: none"> <li>1) Awareness on Needlestick</li> </ol>	<p>DEU to notify all HODs to identify slow learners and conduct remedial class.</p> <p>Supplementary exams will be conducted for the students who failed in the terminal exams.</p> <p>NEET coaching classes to be conducted for interns 2 days a week. One month will be allocated for every department. The agenda will include a test followed by discussion of the answers.</p> <p>All PG departments to conduct hands-on workshop for the post graduate students.</p> <p>CDE credit points to be applied for all the workshops to be conducted in the future.</p> <p>DEU was asked to organize</p>



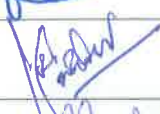


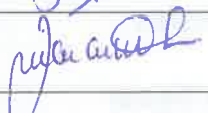


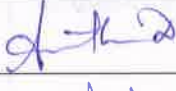




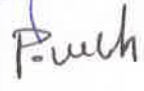
	injury 2) Workshop on epi-info	the following programs <ul style="list-style-type: none"> <li>• Value education</li> <li>• Ethics in professional practice</li> <li>• Career guidance</li> <li>• Faculty development programs.</li> </ul>
To check updates from NAAC coordinators about NAAC accreditation.	NAAC criteria incharges reported about the SRR uploaded pertaining to their respective criterion.	All the criteria incharges were asked to prepare powerpoint presentations for their criterion.  HODs to be informed to prepare the department introduction PPT.
To check updates for research activities in the departments	Vice principal (Research) updated on the studies approved by the previous Institutional Ethics Committee.	All the departments were instructed to submit 2 research proposals for ICMR-STS grant  Patents to be applied for on - going studies
To check updates from all the committees.	Anti ragging committee reported that an awareness program on the menace of ragging was conducted for students.  No complaints of ragging were reported.	Anti-ragging squad to regularly visit places that are conducive to ragging such as canteen and college bus.
	Internal complaints committee/ Gender harassment committee did not report any issues.	ICC/GHC was asked to organize an awareness program for students on gender harassment.
	Students' grievance committee did not report any complaints.	

	<p>Students' feedback committee reported that feedback has been collected from the students.</p>	<p>Committee was asked to submit the feedback analysis and report.</p>
	<p>Transport committee did not report any issues.</p>	
	<p>NSS/YRC reported that public awareness program was conducted to commemorate World Diabetes day (in collaboration with department of Periodontics) and world obesity day (in collaboration with department of Public health dentistry)</p>	<p>NSS/YRC were asked to organize blood donation camp and tree plantation.</p>

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 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)	
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Dr. S. Makeshraj	Staff member	

Dr. B. Bhuvaneshwari	Staff member	
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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	

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

**DATE: 13/04/2020**

The second IQAC meeting for the year 2020 was held on 13/04/2020 through zoom meet.

**Agenda**

- 1) To discuss about the procedures to continue academic activities for the students during Covid-19 lockdown.
- 2) To discuss about the safety precautions to be taken in the hospital during covid-19 pandemic.
- 3) To check updates from all the committees.

**MINUTES OF THE MEETING:**

<b>AGENDA POINT</b>	<b>DETAILS OF DISCUSSION</b>	<b>CONCLUSION/ACTION TAKEN</b>
<p>To discuss about the procedures to continue academic activities for the students during Covid-19 lockdown.</p>	<p>An elaborate discussion with the DEU chairperson was done about the following :</p> <p>To continue theory classes for UG students.</p> <p>Procedures to continue lab classes.</p> <p>Steps to carry on practical</p>	<p>Google meet link to be created for each year. Online classes to be conducted every day from 9 AM to 12 PM.</p> <p>DEU was requested to prepare a timetable and to inform all HOD's to prepare teaching schedule.</p> <p>All teaching staffs to be given a demo on how to conduct classes through Google meet.</p> <p>Students and parents to be intimated about online classes.</p> <p>It was decided that demo classes for tooth carving for first years, prosthodontic pre-clinical lab for second years and orthodontic lab classes for final years can be done through live sessions on Google meet or by posting recorded videos in Google classroom.</p> <p>All clinical departments to</p>




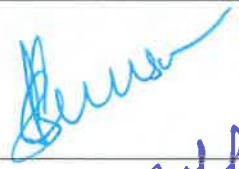
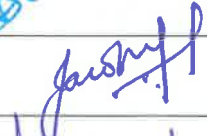














	<p>training for third and final year students.</p> <p>Schedule for CRRi students.</p> <p>Academic schedule for post-graduates.</p>	<p>conduct case sheet discussion with third year and final year students in the afternoon after the theory classes have concluded.</p> <p>Case discussions, seminar and journal presentations to be conducted for CRRi through online platform. All HOD's to be informed to prepare a roster for the same.</p> <p>PG departments to conduct seminars and journal clubs through online platform.</p>
<p>To discuss about the safety precautions to be taken in the hospital during covid-19 pandemic.</p>	<p>The following points were discussed with the biosafety committee.</p> <p>COVID-19 safety precautions to be taken in the hospital.</p> <p>Precautions taken in the department during</p>	<p>It was decided that temperature is checked for all patients using thermal scanner before entering oral medicine department. Medical history and history of fever/cough/cold to be asked at the reception itself. Two nurses to be posted at the reception for the same.</p> <p>Hand sanitizers to be placed at the entrance for the benefit of patients.</p> <p>Temperature to be checked every day for all staffs entering the hospital.</p> <p>PPE usage and disposal protocol to be discussed with</p>

	consultation/ treatment.	<p>all the staff.</p> <p>Training program to be organized for the non-teaching staff on biomedical waste disposal protocol.</p> <p>Attendees to be trained on the protocol to be followed in the department.</p> <p>Departments to be fumigated on a regular basis after OP is closed.</p> <p>Charts/ banners on covid safety protocol to be placed at the entrance of the hospital.</p>
To check for updates from all committees	-	All the committees were asked to conduct meetings regularly online using Google meet or any other online platform.
		SC/ST committee to collect documents required for renewal of scholarship for the year 2020-2021 to be collected from the students and submitted online.
	Purchase and stores committee requested a list of consumables required to follow safety protocol during Covid-19.	All HOD's to be notified to prepare a list and submit it to the principal for review.

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: 15/10/2020**

The third IQAC meeting for the year 2020 was held on 15/10/2020 at 12.00 P.M in the board room. The agenda for the meeting is as follows.

**Agenda**

- 1) To check updates from DEU regarding academic activities for the students during Covid-19 lockdown.
- 2) To review Covid-19 safety precautions taken in the hospital by biosafety committee.
- 3) To discuss about virtual parents meet held on 11/10/2020
- 4) To check updates from all the committees.

**MINUTES OF THE MEETING:**





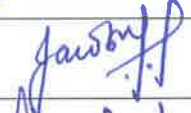
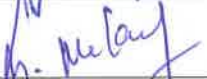
AGENDA POINT	DETAILS OF DISCUSSION	CONCLUSION
<p>To check updates from DEU regarding academic activities for the students during Covid-19 lockdown</p>	<p>Chairperson of DEU reported on the online class schedule for UG students. Theory classes are conducted for 15 to 18 hours per week.</p> <p>Practical classes (tooth carving and wire bending) are conducted regularly. Suggestion was made to revise the previous year portions before the university exams.</p> <p>The following guest lectures were conducted for the students online:</p> <ul style="list-style-type: none"> <li>● Periodontal flap – Dept of periodontics</li> <li>● Nitrous oxide sedation – Dept of pedodontics</li> <li>● Anatomy of oral cavity and tongue – Dept of anatomy</li> <li>● Sleep apnea – Dept of pedodontics</li> </ul> <p>The following webinars were organized :</p> <ul style="list-style-type: none"> <li>● Dental photography – Dept of periodontics</li> <li>● Restodontics – Dept of conservative dentistry and endodontics.</li> <li>● Periodontal health – A reflection of systemic health - Dept of periodontics</li> </ul>	<p>Seminars on previous year topics to be conducted for the students (2 to3 students will be presenting per class)</p> <p>DEU to notify all department HOD's to organize guest lectures for students.</p>



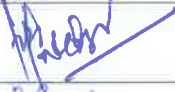


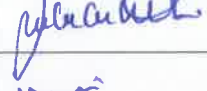


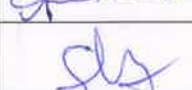
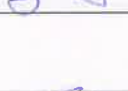

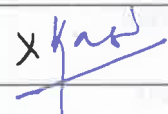
	Some of the CRRIs are not attending/ presenting case discussions/ seminars.	Those students who were unable to attend the discussion/presentation will be asked to present at a later date. CRRi incharge of every department were instructed to follow stringent measures to ensure every student attends the discussion.
To discuss about virtual parents meet held on 11/10/2020	It was reported by the mentor heads that parents suggest revision tests to be conducted regularly before the university examinations.	Model exams to be conducted for the UG students and answers to be discussed on the following day. 2 to 3 revision exams to be conducted for each subject.
To review Covid-19 safety precautions taken in the hospital by biosafety committee.	Biosafety committee incharge reported the following: Temperature checks are done for all patients using thermal scanner before entering oral medicine department.	In order to improve the safety standards during the pandemic hand sanitizers and charts with covid safety protocol are to be placed in front of each department. Non- contact hand sanitizers to be installed at various spots within the college premises. Temperature checks and oxygen saturation to be checked before starting any treatment procedure. Biosafety committee was asked to reinforce hand

		hygiene, respiratory hygiene and department fumigation protocol for the non-teaching staff on a regular basis.
To check updates from all the committees.	Library committee reported that library orientation program was conducted for 1 year MDS students.	Journal subscriptions to be updated to benefit the students
	Students grievance committee reported that some are the students are finding it difficult to follow online classes.	A virtual meeting to be organized to enquire the students about the current status of mind regarding the academic activities.
	Purchase and stores committee reported on the list of consumables purchased for covid-19 safety.  Stores audit to be conducted for the year 2020.	All HOD's were instructed to prepare a list of condemned instruments in the department and arrange them for inspection by the Principal.
	Anti-ragging committee did not report any issues.	
	Internal Complaints Committee/Gender harassment committee did not report any issues.	
	Transport committee reported that there are complaints from the students that college buses do not cover all the routes and the buses are over crowded.	Transport incharge to be requested to ply 2 additional buses.



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