



**INDIRA GANDHI
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DENTAL SCIENCES**

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Nellikuzhi PO, Kothamangalam
Ernakulam Dt., Kerala 686 691, S.India.

Affiliated to Kerala University of Health Sciences, Thrissur
Recognized by Ministry of Health and Family Welfare,
Govt. of India & Dental Council of India, New Delhi

MINUTES OF THE MEETINGS OF IQAC



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**Indira Gandhi Institute of Dental Sciences, Nellikuzhi P. O., Kothamangalam
686691**

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year 2023-24)

Date: 16.08.2023

Time: 8:30 am

Venue: Board Room, IGIDS

AGENDA

1. Adding new members to IQAC
2. Certificate courses
3. Commencement of post-graduation courses
4. Indexing of our journal in UGC care list
5. Conference on TMJ and orofacial pain
6. Annual Quality Assurance Report (AQAR)
7. Future project proposals
8. Any other matter



Minutes of Meeting held on 16.08.2023 at Board Room, IGIDS

The following members were present.

Patron

Dr. Sanu Tom Abraham

Co-Patrons

Dr. Eldho T Paul

Dr. Bijoy John

IQAC Co-ordinator

Dr. Subramaniam R

Members

1. Mr. Bijesk P K
2. Dr. Prasanth P S
3. Dr. Riyas Karim
4. Dr. Gis George
5. Dr. Divya Nair
6. Mr. Ajikumar K S
7. Ms. Shehna R
8. Dr. Eunice John
9. Dr. Reji Thattampurath
10. Dr. Sathish K Joseph
11. Mrs Renu Mathews

New Members

1. Dr. Fiaz Shemshudeen
2. Dr. Nadah Najeeb Rawther

The meeting commenced with a silent prayer, followed by a welcome note by Principal Dr. Sanu Tom Abraham. Dr. Subramaniam R, IQAC Co-ordinator, briefed the gathering regarding the activities, and functions of IQAC for the last academic year. The IQAC co-ordinator congratulated and thanked the IQAC team for the achievement of NAAC accreditation with 'A' grade. A brief annual report was presented.

Agenda 1. Adding new members to IQAC

IQAC Co-ordinator suggested the addition of three new members to the IQAC following resignation/long term absence of three IQAC members. It was decided to induct Dr. Fiaz Shemshudeen (Professor and Head, Department of Oral and Maxillofacial Surgery), Dr. Nadah Najeeb Rawther (Reader and Head, Department of Oral Medicine and Radiology) and Dr. Litu Mary Thampy (Senior Lecturer, Department of Oral Pathology) to the IQAC in place of Dr. Mohammed Shahid, Dr. Vighnesh Varma Raja and Dr. Ambili Ravindran. The new members were approved unanimously.

Agenda 2. Certificate courses

In view of the revision of Dental Curriculum and as per the inputs from the orientation programme regarding the same conducted by KUHS representatives, Patron Dr. Sanu Tom Abraham, proposed the introduction of 'Academic Certificate Courses'. Few of the suggestions were Geriatric Dentistry, Basic life support and management of medical emergencies, conscious sedation, laser, scientific writing, basic and advanced root canal treatment, aesthetic dentistry, implantology, medical coding, clinical photography, practice management. Dr. Satish K Joseph (Parent representative) suggested topics such as 'New horizons in dentistry – opportunities beyond dental practice' and 'Medicolegal aspects in dentistry and documentation'. All suggestions were approved by the quorum and it was decided to take necessary steps to begin the certificate courses at the earliest.

Dr. Prasanth P S discussed regarding the proposed certificate course in Digital Photography and proposed the course to be conducted on 19th and 20th of October 2023 with Dr. Kuldeep as resource faculty. The proposal was accepted by the quorum unanimously.

Agenda 3. Commencement of post-graduation courses and allied courses

Dr. Sanu Tom Abraham also communicated the institution's proposal to introduce post - graduation courses in the specialties of Orthodontics, Conservative Dentistry and Endodontics and Prosthodontics. Vice Principal Dr. Eldho T Paul added that the documentation for the essentiality for commencement of courses is underway.

Dr. Sanu Tom Abraham also suggested the introduction of Dental Mechanic and Dental Operatory Room Assistant (DORA) courses of 2-year duration each, in the institution, under the Directorate of Medical Education. He added that the application has been submitted and approval will be following the inspection.

Agenda 4. Indexing of our journal in UGC care list

IQAC co-ordinator suggested that our institutional scientific journal – Journal of Odontological Research has been published regularly on semi annual frequency since the past 10 years. Currently indexed over 10 databases, getting the journal indexed in UGC care list would be an added advantage with respect to the visibility and article submissions. The procedure for application for indexing with the UGC is by forwarding the request to UGC through the institutional IQAC through the University IQAC. The quorum unanimously approved the suggestion and decided to proceed with the necessary formalities for indexing.

Agenda 5. Conference on TMJ and orofacial pain

Dr. Eldho T Paul briefed about the proposal to conduct a 2-day National conference with a focus on TMJ and Oro-facial pain in the month of January 2024. Dr. Davis V Thomas, who is currently the editor of DCNA has agreed for a key-note address. The dates are yet to be finalized. The conference shall be conducted by the Academic forum, in association with the Departments of Oral Medicine and Radiology, Prosthodontics, Orthodontics, Oral and Maxillofacial Surgery and Periodontics. Dr. Eldho discussed that a panel of speakers and resource persons, be identified by these departments and communicated to Dr. Davis at the earliest to schedule the dates and programmes. The conference

is proposed to be held as a hybrid conference with key-note address, panel discussions, demonstrations, hands on courses, scientific paper and poster presentations and scientific deliberations.

Agenda 6. Annual Quality Assurance Report (AQAR)

The IQAC co-ordinator informed that for the 2nd cycle of NAAC accreditation, AQAR need to be submitted on annual basis and IQAC has the responsibility of organizing and co-ordinating the same. The AQAR's need to be submitted before the end of the calendar year (December) for the previous academic year (June-May).

Agenda 7: Future project proposals

The IQAC co-ordinator briefed regarding the future project proposals that included the following:

- a. TEDx talk: Dr. Eldho T Paul briefed about the TED talks and TEDx talks and mentioned about the feasibility of organizing a TEDx talk, with a focus on the population at large. The talks can improve communication skills and will enable the institution to have a global reach. The committee unanimously approved the proposal.
- b. Expansion of the QR code based Digital Dental Service initiative of our institution: The IQAC co-ordinator suggested the expansion of the scope of QR code based Digital Dental Service from its existing application for patient awareness to administration and academics with a focus on paper-less office practices. The idea was well appreciated by the NAAC Assessors and other stake holders. Dr. Sanu Tom Abraham also added that the concept can be registered for Intellectual Property.
- c. Village adoption: Dr. Sanu Tom Abraham briefed that the dental camp conducted on 15th August 2023 at Kuttampuzha received good responses and reviews. The camp organizers, represented by Fr. Nithin, who heads the church and in involved in a funded project to promote education among children expressed interest in collaborating with our institution in



adopting villages/wards and providing necessary dental care and health education to the residents in Kuttampuzha region, including the tribal hamlets. The quorum welcomed the suggestion unanimously.

- d. Intellectual property registration for our projects: The IQAC co-ordinator mentioned that few of our projects including customized dental waste segregation chart, cost effective dental scaler for palliative care and few others may be registered for Intellectual Property Rights. The newly established Innovation Cell, headed by Dr. Fiaz Shemshudeen, can take up the responsibility to nurturing innovations among the students and staff.

Agenda 8: Any other matter

- a. Dr. Eldho T Paul suggested the inclusion of Academic Forum Chairperson and NSS co-ordinator of the institution to be added to the IQAC. With the registration formalities of Academic Forum under process and certificate courses being planned under the aegis of the Academic Forum, and various social responsibility activities being carried out by the NSS unit, the addition of these members will enable co-ordination of activities.
- b. Dr. Eunice John (Alumni Representative) suggested that certificate courses may be offered at subsidized rates to Alumni for encouraging alumni participation. The matter is to be discussed in the forthcoming meetings.

The meeting ended at 10:00 am with a vote of thanks by Dr. Eldho T Paul.



Indira Gandhi Institute of Dental Sciences, Nellikuzhi P. O., Kothamangalam 686691

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year 2023-24)

Date: 10.01.2024

Time: 8:30 am

Venue: Board Room, IGIDS

AGENDA

1. Adding new members to IQAC
2. Progression in the commencement of post-graduation and other allied courses.
3. Initiation of Procedure for International Student Exchange
4. Ethics committee provisional registration
5. Initiation of framework for KIRF



Minutes of Meeting held on 10.01.2024 at Board Room, IGIDS

The following members were present.

Patron

Dr. Sanu Tom Abraham

Co-Patrons

Dr. Eldho T Paul

Dr. Bijoy John

IQAC Co-ordinator

Dr. Subramaniam R

Members

1. Mr. Bijesk P K
2. Dr. Prasanth P S
3. Dr. Riyas Karim
4. Dr. Gis George
5. Dr. Divya Nair
6. Mr. Ajikumar K S
7. Ms. Shehna R
8. Dr. Eunice John
9. Dr. Reji Thattampurath
10. Dr. Sathish K Joseph
11. Mrs Renu Mathews
12. Dr. Fiaz Shemshudeen
13. Dr. Nadah Najeeb Rawther



New Members

1. Dr. Priya Babu

The meeting commenced with a silent prayer, followed by a welcome address delivered by Principal Dr. Sanu Tom Abraham. Dr. Subramaniam R, the IQAC Coordinator, provided an overview of the activities and functions of the IQAC during the past academic year, accompanied by a concise presentation of the annual report.

Agenda 1. Adding new members to IQAC.

As per the suggestion given by Dr Eldho T Paul, Vice Principal in the previous meeting NSS Coordinator Dr. Priya Babu was added to the IQAC. The new member was approved unanimously.

Agenda 2. Progression in the commencement of post-graduation courses and allied courses.

Dr. Sanu Tom Abraham shared updates on the progress in the application process for the commencement of postgraduate courses in the specialties of Orthodontics, Conservative Dentistry and Endodontics. Dr. Eldho T Paul, Vice Principal conveyed that an inspection is anticipated in the near future, and preparations are actively underway to ensure readiness and compliance.

Additionally, Dr. Sanu Tom Abraham highlighted advancements in the application procedures for introducing Dental Mechanic and Dental Operatory Room Assistant (DORA) in our institution.

Agenda 3. Initiation of Procedure for International Student Exchange.

Dr. Eldho T Paul, Vice Principal revealed the upcoming international student exchange programme and highlighted the scopes and advantages focusing on cultural exchange, academic collaboration, and exposure to global dental practices and techniques.



Agenda 4. Ethics committee provisional registration

Dr. Subramaniam R, the IQAC Coordinator, announced the successful completion of the provisional registration of ethics committee. He even emphasized on the further steps for the committee's full operationalization and effective utilization of committee's duties for ensuring ethical standards in research and academic activities.

Agenda 5. Initiation of framework for KIRF

Dr. Subramaniam R, the IQAC Coordinator conveyed that our institution started framework for KIRF (Kerala State Ranking Framework). he also explained that KIRF is an annual ranking process implemented by the Kerala State Higher Education Council (KSHEC) for evaluating higher education institutions based on NIRF and state specific parameters. he also revealed the successful completion of submission of NIRF documents.

The meeting ended at 10:00 am with a vote of thanks by Dr. Eldho T Paul.